

STUDENT AND PARENT INFORMATION

INTRODUCTION

The purpose of this handbook is to acquaint students and their parents with École Crescentview School, its personnel, facilities, instructional goals, school programs, standards and evaluation, school practices and procedures and to provide other information that may be of interest and useful to both students and parents. We recognize that it is impossible to cover all topics that may be of interest and use to students and parents. You are encouraged to call or visit the school whenever necessary. Active involvement in your child's education is important. A co-operative effort between the home and the school is essential to help ensure that your child achieves to the best of his/her ability.

MISSION STATEMENT

Together, we build lifelong learners and responsible citizens.

BELIEF STATEMENTS

- We believe our primary role is to educate in partnership with staff, students, family and community.
- We believe in respect for each other, self and the environment.
- We believe communication is essential.
- We believe that children develop respect for learning (work ethics/value of education).
- We believe students need varied learning opportunities to achieve goals in life.

LEARNING

- Learning occurs best when students are actively involved and enjoy what they are doing.
- Learning is a lifelong process that includes all facets of an individual's growth and is not necessarily school based.
- Learning should take place in a safe environment (physical, social and emotional).
- Learning is a co-operative effort involving school, family and community.
- Learning is facilitated when subject matter is presented in many different ways.

TEACHING

- Teaching should be at the students' level.
- Teaching should be a shared process.
- Teaching facilitates the learning process.
- Teaching should take place in a safe environment (physical, social and emotional).
- Teaching involves skill and flexibility.

STUDENT EXPECTATIONS:

Students should:

- Be courteous and fair at all times.
- Be responsible for their learning, behaviour and personal belongings.
- Complete their school work every day to the best of their ability.
- Take pride in their achievements and their school.
- Take an active part in their school.
- Be a good sport.

PARENT EXPECTATIONS:

Parents are expected to be partners with the school and the division in achieving a high-quality education for their children in a safe and secure environment by:

- Being aware of the school and division's policies concerning standards of behaviour, attendance and procedures for dealing with inappropriate behaviour.
- Communicating with the school staff the scholastic achievement and personal development of their children/wards at scheduled parent-teacher conferences and on other occasions as requested by either party.
- Being supportive of good learning through a home environment that encourages good study habits, completion of homework and enthusiasm for learning.
- Encouraging students to be respectful of other students, staff and school property.

STAFF EXPECTATIONS:

Staff is expected to carry out their responsibilities by:

- Setting and modeling good examples of behaviour, demonstrating respect for authority and due process and being respectful of parents, colleagues and students.
- Acquiring the skills and techniques necessary to deal effectively with a wide range of student achievement and behaviour needs.
- Establishing and maintaining a pleasant, safe, orderly and respectful learning environment throughout the school.
- Communicating information about student progress and achievement to students and parents.
- Communicating and sharing information with staff and administration.

EDUCATIONAL PROGRAM

École Crescentview School is an Early Years dual track (English and French Immersion) school. All teachers are responsible for the educational and social needs of the early years children. Emphasis is placed on developing the skills necessary for future learning. A variety of programs and teaching techniques are used to accommodate individual student needs. For the most part, students are assigned to a specific teacher who is responsible for that student's total educational program.

RESOURCE PROGRAM

École Crescentview School has the services of two full-time resource teachers. When students encounter difficulty, classroom teachers may wish to involve the resource teacher. Parents will be informed when testing is required. Working together, both teachers look for ways to overcome the difficulties. It may be necessary for a student to spend short periods of time away from the classroom to work with a resource teacher. Sharing information with parents is part of this process.

VISION AND HEARING SCREENING

Each year, the school conducts vision screening with Grade three students and hearing screening with Kindergarten and Grade One students. These screening tests are also conducted with any student who may be new to the school. Teachers may also refer students for screening. Parents are informed if there are any concerns arising from the tests. Parents may call the school to request their child be excluded from the screening if they so wish.

PHYSICAL EDUCATION

Physical Education plays an essential role in providing a balanced, quality education for students. The goal of the physical education program is to offer a planned program of instruction and activity that develops students' skills, knowledge, and attitudes, in order to make active living a valued part of their daily life, both now, and in the future.

MUSIC PROGRAM

Music classes are offered at all grade levels from K-4. The goal of the music curriculum is to support, nurture and inspire the growth of every student as a music maker.

FRENCH IMMERSION PROGRAM

The French Immersion Program is designed specifically for students whose first language is not French but who wish to become fluent in French as a second language. All subjects except Music and Phys-Ed are taught in French at École Crescentview School. Students learn the language and subject matter at the same time in an active and practical manner. English Language instruction begins at the Grade 1 level. Formal reading and writing instruction in French begins at the Grade 2 level. Students may register for the French Immersion Program at the Kindergarten or Grade 1 level.

SCHOOL COUNSELLOR

A school counsellor will be available to provide individual counselling to students who desire or require such a service. The counsellor will also be available to provide advice and guidance in program planning and will generally be responsible for providing relevant information to students and staff on topics of interest and concern. Parents are welcome to contact the school counsellor for advice or assistance.

SPECIAL SERVICES

The services of an Educational Psychologist and a Speech Clinician and occupational therapists are available on a part-time basis to the school.

ÉCOLE CRESCENTVIEW SCHOOL – STAFF 2022 – 2023

OFFICE STAFF

Principal/ Directrice
Vice-Principal/ Directrice-Adjointe
Guidance Counsellor
Guidance Counsellor
Outreach Facilitator
Administrative Assistant
Clerical Assistant

- Mme Tracy Vanstone
- Mme Guimond-Low
- Mrs. Paula Neill
- Mrs. Marissa Gertridge
- Mrs. Anne Cuddington
- Mrs. Edith Bluhm
- Mrs. Alison Kerchak

TEACHING STAFF

Kindergarten

English
French Immersion
French Immersion

- Mrs. Michelle Hauser
- Mme Laura Hordeski
- Mme Marissa Gertridge

Grade 1

English
English
French Immersion
French Immersion

- Mrs. Sarah Atkinson
- Mrs. Jenna Pallister
- Mrs. Ashley Duykers
- Mme Carrie Smith

Grade 2

English
English
English
French Immersion
French Immersion
French Immersion

- Mr. Marshall Dunn
- Mrs. Lisa Baldwin/Mrs. Stacey Hewitt
- Mrs. Alison Van Damme
- Mme Barbara Webber
- Mme Kailyn Aselton
- Mlle Laura Fay

Grade 3

English
English
English
French Immersion
French Immersion
French Immersion

- Mrs. Alana Boschman
- Mrs. Sandra Patterson
- Mr. Brendan McCulloch
- Mme Colleen Boyer
- Mme Nicole Buhler
- Mme Brooke Schultz

Grade 4

French Immersion
French Immersion
French Immersion

- Mlle Joslin Cannon
- Mme Sereen McConnell
- Mlle Cordelia Luce

Other

Reading Recovery/Resource K-1
Resource 2-4
Reading Recovery
Reading Recovery
Foundations for Learning
Music
Physical Education
Éducation Physique

- Mrs. Naomi Harley
- Mrs. Jamie Blyth
- Mrs. Stacey Hewitt
- Ms. Kelly Gretsinger
- Mrs. Tatiana Belinsky
- Mrs. Sheryl Holmes
- Mr. Kirk Botterill
- Mme Brittany Armstrong-Bernier

Speech and Language Pathologists
Psychologist
Mental Health Facilitator

- Mrs. Brenda Curle/Mrs. Charlene Cruz
- Mrs. Maxine Mutcher
- Mrs. Dana Geisel

Support Staff

Educational Assistants

- Mrs. Darlene Tessier
- Mrs. Diane Castellano
- Mr. Trace Gemmell
- Mrs. Hali Butler
- Mrs. Loreley Greenslade
- Mrs. Tiffany Jordan
- Mrs. Samantha Dreidger
- Mr. Christopher Boschman
- Mrs. Natalie McGillivray
- Mrs. Jamile Rodrigues
- Mrs. Lindsey Mulvey
- Mrs. Megan Plett
- Ms. Melissa McDonald
- Mr. Hayden Matisse
- Mrs. Deanne McLeod
- Mrs. Kayla Crawford
- Mrs. Andria Rance
- Mrs. Jenny Hrabluik
- Mrs. Dayna Armishaw
- Mrs. Brittany Wieler
- Ms. Monica Dyer
- Ms. Katie Mutcher
- Mrs. Shantel Pepper

Library Assistant

- Mrs. Hali Butler/Mrs. Deanne McLeod

Custodians

- Ms Ana Resendes, Mrs. Kelly Wang,
Mr. Som Nanthavong, Ms. Jennifer Nicols



**Portage la Prairie School Division
2022-2023 CALENDAR**

September 5 (Monday)	LABOUR DAY - SCHOOLS CLOSED
September 6 (Tuesday)	K -12 Administration/Professional Development
September 7 (Wednesday)	K-12 Professional Development in AM - No Classes /School Meet and Greet PM
September 8 (Thursday)	First Day for Students
September 14 (Wednesday)	Principals' Council
September 16 (Friday)	Strong Beginnings (K-9)
September 19 (Monday)	Strong Beginnings (K-9)
September 21 (Wednesday)	Administrators' Council
September 30 (Friday)	NATIONAL TRUTH & RECONCILIATION DAY – SCHOOLS CLOSED
October 10 (Monday)	THANKSGIVING - SCHOOLS CLOSED
October 12 (Wednesday)	Principals' Council
October 19 (Wednesday)	Administrators' Council
October 21 (Friday)	MTS PD Day - No Classes
October 24 (Monday)	Divisional Professional Development - No Classes
November 4 (Friday)	K-12 Administration Day
November 11 (Friday)	REMEMBRANCE DAY – SCHOOLS CLOSED
November 16 (Wednesday)	Principals' Council
November 23 (Wednesday)	Administrators' Council
December 7 (Wednesday)	Administrators' Council
December 21 (Wednesday)	Last Day Fall Term
December 22 - January 4	CHRISTMAS BREAK - SCHOOLS CLOSED

K to 8 Report Cards

November
17/182022
March
23/24 2023
June
28/29 2023

2023

January 5 (Thursday)	First day of Spring Term
January 11 (Wednesday)	Principals' Council
January 13 (Friday)	K- 12 Administration – Student Led Conferencing/ -No Classes
January 18 (Wednesday)	Administrators' Council
January 30 – February 3	High School Exam Week
February 6 (Monday)	Second Semester begins at High School
February 8 (Wednesday)	Kindergarten Registration
February 15 (Wednesday)	Principals' Council
February 17 (Friday)	Divisional Professional PD Day - No Classes
February 20 (Monday)	LOUIS RIEL DAY - SCHOOLS CLOSED
February 22 (Wednesday)	Administrators' Council
February 24 (Monday)	Divisional Professional PD Day - No Classes
March 6 (Monday)	K-12 Administration Day No Classes
March 8 (Wednesday)	Principals' Council
March 15 (Wednesday)	Administrators' Council
March 27 – March 31	SPRING BREAK - SCHOOLS CLOSED
April 7 (Friday)	GOOD FRIDAY – SCHOOLS CLOSED
April 10 – April 14	Education Week
April 12 (Wednesday)	Principals' Council
April 19 (Wednesday)	Administrators' Council
April 21 (Friday)	K to 12 Student Led Conferencing - No Classes
April 24 (Monday)	K -12 Professional Development – Year Reflection
May 17 (Wednesday)	Principals' Council
May 22 (Monday)	VICTORIA DAY - SCHOOLS CLOSED
May 24 (Wednesday)	Administrators' Council
June 7 (Wednesday)	Principals' Council/Admin Council
June 30 (Friday)	Last Day for Students AM/ Administration PM -No Classes PM

DAILY TIME SCHEDULE

8:30	Staff Supervision of school buses begins
8:50	First bell outside to bring students inside
8:55	Opening Exercises / Announcements
9:00 - 9:40	Period 1
9:40 - 10:15	Period 2
10:15 - 10:30	Morning Recess
10:30 - 11:10	Period 3
11:10 - 11:45	Period 4
11:45 - 12:45	Lunch
12:45 - 1:20	Period 5
1:20 - 1:55	Period 6
1:55 - 2:10	Afternoon Recess
2:10 - 2:50	Period 7
2:50 - 3:25	Period 8
3:30	Dismissal

CODE OF CONDUCT

École Crescentview School strives to provide a school atmosphere where students feel welcome, cared for and important as individuals. The co-operation of students, parents and staff is necessary to ensure this is a safe, orderly environment for learning.

This Code of Conduct is intended to outline and clarify the expected behaviours at École Crescentview School as well as the consequences and caring behaviours that will be followed should students choose not to behave as expected. *This is not a comprehensive list but deals with some of the more common misbehaviours that occur.*

EXPECTATIONS:

At École Crescentview School, everyone is expected to:

- **Show respect for self and others.**
Includes:
Co-operating with peers and adults. Being a good friend. Being open to new ideas. Being helpful. Accepting differences, etc.
Demonstrations of affection ie. kissing, embracing, etc... are prohibited in the school or on the school grounds.
- **Show respect for property.**
Includes:
Taking care of belongings and school property. Cleaning up. Asking before borrowing others' property. Recycling, etc.
- **Come to school/class prepared to learn.**
Includes:
Working to the best of your ability. Completing homework Arriving on time. Bringing equipment and supplies. Paying attention. Asking for help. Returning forms and homework on time, etc.
- **Ensure equal opportunities for all.**
Includes:
Sharing your knowledge. Behaving in a positive manner. Giving everyone a chance to participate, etc.
- **Develop an attitude of caring for others.**
Includes:
Being kind. Showing that you care. Helping others. Directing guests to the office. Opening the door for others, etc.
- **Show appropriate hallway/ assembly behaviour.**
Includes:
Walking in the halls. Moving quietly between classes. Using courteous and respectful language. Responding to requests and instructions. Showing respect to guests and presenters. Being attentive during assemblies, etc.
- **Show appropriate playground/lunchroom behaviours.**
Includes:
Including others in play. Following safety rules. Responding to supervisors' instructions, etc.

CONSEQUENCES FOR MISBEHAVIOUR

In dealing with misbehaviour, École Crescentview School has developed an outline of what is considered minor and major misbehaviour incidents as well as consequences and caring behaviours that will be used in these situations. **The goal is to teach the students to make better choices in their school and daily life.** At the early years level, the goal is to teach students about appropriate behaviour in the various situations. As the students get older, they will be expected to know the appropriate behaviour and will be given fewer opportunities to change their behaviour before they move into the major misbehaviour cycle. The model is based on a progressive discipline model in that should the misbehavior continue to occur, the consequences will become more severe.

MINOR MISBEHAVIOUR INCIDENTS:

- Showing disrespect for others.
 - Includes: name calling, putdowns, teasing, gossip, threats, making others feel uncomfortable, spitting, being non-compliant to adult requests, etc.
- Showing disrespect for property.
 - Includes: writing in books, littering, spitting on property, graffiti, vandalism, stealing, etc.
- Showing inappropriate classroom behaviour.
 - Includes: disruptive behaviour, interfering with others' learning, incomplete assignments, ignoring the school bell, late for class, making rude noises, etc.
- Neglecting to show appropriate hallway/assembly behaviour.
 - Includes: pushing, shoving, running, being loud, inappropriate language, swearing, talking during assemblies, etc.
- Neglecting to show appropriate playground/lunchroom behaviour.
 - Includes: rough play, playfighting/rough-housing, pushing and shoving on playground equipment, throwing snowballs, throwing food, being loud in the lunchrooms, wandering the halls at noon-hours, etc.

Consequences for Minor Misbehaviour:	Caring behaviours:
<ul style="list-style-type: none">● Verbal reminder● Loss of privileges, recess, noon-hour, etc.● Note home in agenda /phone call to parents● Confiscate property temporarily● Child phones home● Time-out● Detention● Meeting with administration	<ul style="list-style-type: none">● Written reflection about incident● Letter of apology/meeting with person involved● Community service● Project work● Restitution, monetary compensation

MAJOR MISBEHAVIOUR INCIDENTS:

- **Showing disrespect for others and property**
 - Includes:**
major physical aggression and threats towards others, swearing at other students and adults, sexual gestures, being argumentative with staff, continued non-compliance, damaging school/others' property, vandalism, etc.
- **Repetitive minor offences**
Involves at least three minor incidents where teacher has attempted to address but for which no improvement in behaviour has occurred.
- **Major offences covered by divisional policies**

Includes:

threats, extortion, fighting, harassment, gang related insigna, possession/use of alcohol and/or alcohol, possession/use of drugs, possession of weapons.

(A “**weapon**” is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. **Any other item**, if used to injure, threaten or intimidate, is also a weapon. **(Policy JEK)**)

● **Bullying**

The Portage la Prairie School Division and École Crescentview School are committed to maintaining a learning and working environment that is free from bullying.

*Bullying is the targeting of another individual, **over time**, with **repeated negative actions**; when one person has **more power**, so the person being victimized feels that he/she can't defend himself/herself; when a person, who is a target, may feel embarrassed, hurt, scared and/or angry.*

It is important to remember that not all misbehaviour on the playground is bullying. Some are situations that happen only once and there is no imbalance of power between the two students.

Please refer to the Portage la Prairie School Division policy on Bullying for information on how complaints will be dealt with. **(Policy JEI)**

Consequences:

<p>Consequences for Major Misbehaviour:</p> <ul style="list-style-type: none"> ● Referral to administration ● Parents informed ● Withdrawal of privileges for a period of time (i.e. recesses, intramurals, extra-curricular sports, etc.) ● Detention ● Behaviour contract ● Referral to outside agencies ● In-school Suspension ● Out-of-School Suspension ● Recommendation to Board for expulsion. <p>(Offences related to drugs, alcohol, weapons will result in an automatic suspension from school.)</p>	<p>Caring Behaviours:</p> <ul style="list-style-type: none"> ● Written reflection about incident ● Letter of apology ● Community service i.e. clean-up ● Restitution-monetary compensation
---	---

STUDENT EXPECTATIONS

Bus Arrivals and Departures:

Students are expected to follow the bus rules at all times and remain seated until the bus comes to a full stop.

- 1) Once students have been dropped off, they should proceed into the school.
- 2) Students will remain behind the fenced area until the arriving bus comes to a full stop and doors are opened. They will wait to embark until all students have got off the bus.
- 3) All students waiting for a bus after school will remain in the bus area until their bus arrives.

Mornings:

Students in K are expected to sit quietly in the front foyer of the school until they are permitted to go to their classrooms at 8:50 a.m. Students in grades 1-4 are expected to remain outdoors until the bell rings at 8:45 a.m. **Parents are encouraged to remain outdoors to avoid congestion and ease transitions..**

- 1) Kindergarten students will wait in the foyer alongside the other students. At approximately 8:38 a.m., they will be permitted to go down to their classrooms ahead of the older students so that they can walk safely with less congestion in the hallways.
- 2) Students are expected to walk their bikes once they arrive at school property and to store them in the designated area. All bikes should be locked. Students should not be in the bike area at recess or at noon unless they are leaving the school grounds or returning. The school takes no responsibility for any bikes brought to school.

Noon Procedures and Expectations:

- 1) Students will eat their lunches in their classrooms or as otherwise assigned.
- 2) Students are not allowed to take snacks or food outside.
- 3) They will be dismissed at 12:15 p.m. for recess.
- 4) Weather permitting, students will go outdoors to play at 12:15 p.m.
- 5) On cold, stormy or rainy days, students will remain indoors in their classrooms for recess.
- 6) Students staying for lunch are to remain on school property at all times.

Consequences:

Misbehaviour in any of these areas over the lunch period will be recorded by the supervisors and dealt with by administration. If it is serious enough that the supervisors feel the student needs to be removed from the situation, the student may be placed in the office or in an alternate location for the lunch hour. The student will be dealt with according to the Code of Conduct and/or division policy.

Lunch Expectations:

We have a growing number of town students who are staying for lunch. It is a privilege for non-bussed students to stay for lunch --- not a right. The Public Schools Act does not require that schools provide supervision for town students over the lunch period.

In order to ensure that students use this privilege wisely, the school has the following expectations:

- Remain seated while eating your lunch.
- Follow the safety rules and expectations set out by the school and supervisors.
- Once outdoors, remain outdoors unless given permission to come inside.

- Respond respectfully to the requests of the supervisors.
- Remain on school property throughout the entire noon break.

If the student chooses not to follow these expectations, the following steps will be implemented:

- First offence: The student will meet with the principal/vice-principal to review the expectations.
- Second offence: The student will meet with the principal/vice-principal to once again review expectations. Student will be asked to sit in the office for the remainder of the lunch period and/or be asked to eat in an alternate location for a set period of time. Parents will be contacted depending on nature and severity of incidents.
- Third offence: Parents will be contacted. Student will be asked to eat in an alternate location for a set period of time. **Lunch privileges at school may be withdrawn depending on nature and severity of incidents.**

The school's objective is not to cause hardships for parents, but to ensure that everyone is safe and that lunch is an enjoyable situation for all involved.

Play Spaces Expectations

- a) Gym – Available for assigned/planned activities. Gym rules and expectations apply.
- b) Play structure and playground – Students are expected to show respect and concern for each other. Verbal and physical fighting will not be allowed. Students are expected to follow safety rules so activities that potentially injure others will not be allowed.
- c) Front Entrance Foyer – Students may use this area to warm up for short periods of time. They are expected to sit quietly while in this area. Emergency bathroom use will be permitted.

Dismissal

- 1) Students are expected to leave the school promptly when they are dismissed at 3:30 p.m. and proceed directly home. They are not to stop and play. School rules and expectations are in effect until the child gets home.
- 2) Staff parking lot is out of bounds for all students. Parents are asked to pick their child up in the parent parking lot.

SCHOOL OPERATING PROCEDURES

SCHOOL WEEK

All schools in the Portage School Division except the Portage Collegiate operate on a six-day cycle. The local newspaper publishes the school day cycle each month. Our local radio stations CFRY and Mix 96 announces the school day each morning (between 7:00 – 8:00 AM)

LATES AND ABSENCES

- 1) Parents should contact the school by phone (857-3475), emailing ebluhm@plpsd.mb.ca or note if their child is going to be away.
- 2) Students in Kindergarten - Grade Four who must leave school early shall be picked up in the school by a parent or guardian. If anyone else is to pick up the child, the school must be notified by the parent/guardian. Parents must report to the office to sign out their child.
- 3) Unexplained student absenteeism, chronic tardiness and cases of truancy are to result in a home contact by the teacher or principal/vice-principal. Such contacts are to provide information and

to solicit support to resolve the problem. Truancy cases shall be handled individually based upon the circumstances of each situation.

- 4) Absences not covered by a satisfactory explanation that have not been resolved by the school staff are to be immediately referred, in writing, by the principal to the appropriate member of the school division staff or outside agency. Cases of chronic tardiness may also be referred in the same manner. (i.e. School Counsellor, School Out-Reach worker, Division Attendance Officer, Superintendent's Department, R.C.M.P., Child and Family Services, etc.)
- 5) Students who are required to be absent due to chronic medical conditions or ongoing medical treatments shall make the necessary arrangements with the principal.
- 6) Arrangements for family holidays, work schedules, camps, etc. during the school year should take into account school schedules. Parents are expected to discuss planned family activities that interfere with school with the principal/vice-principal at least one week prior to the start of the activity. Students who miss school for such activities will be expected to complete the work they miss and be ready to resume regular class work upon their return.

NEWSLETTER AND CALENDAR

A newsletter will be posted on the school webpage the first teaching day of each month. It will include a calendar of upcoming events in the school. www.plpsd.mb.ca/about/newsletters. If you require a paper copy of the newsletter, please contact the office.

FIELD TRIPS

In order to enhance the school program and attempt to make the school program more meaningful, extracurricular trips will take place to provide students with concrete learning experiences. Parents will be informed of these excursions well in advance. One bus trip per year, per class, is paid for by the division. When available, a copy of the permission form will be posted for parents to access on our school website if they happen to misplace the original copy.

STUDENT DROP-OFF AND PICK-UP PROTOCOL

Parents must drop off their children in the parent parking lot. While in the parent parking lot, please drive with care. Parking is permitted on the school side of Crescent Road East. Students can also be dropped off along Bridge Road. Students should use the sidewalk along Bridge Road and then walk down the back lane to get to École Crescentview School. **There should be no student drop off or pick-up in the staff parking lot. Please note that the bus loop is also a restricted area and protected by law.**

SWIMMING – Stride Place/Splash Island

There is a swimming program at ECVS. It is paid for by our Home and School Association. It involves all grade levels. Parents may choose not to involve their children in the program. Supervision will be provided for these students at the school while their classes are away swimming. The division has the following guidelines for supervision at swimming activities. It is expected that teachers will follow these guidelines. One male supervisor is required for each trip. Should there not be the required adequate supervision, the swimming trip will be cancelled.

Guidelines for Supervision Swimming:

Grades K-2

- It is recommended that Kindergarten to Grade 2 students stay in the shallow end of the leisure pool.
- Leisure pool supervision should have a ratio of 1 adult to 6 students.
- There should be at least one school supervisor in the pool. Other supervisors should position themselves so students are in clear sight and they can provide immediate assistance if required.

Grades 3 and 4

- Students at this level will have access to the deeper end of the pool. Student's ability will determine who has access to the deep end.
- The minimum supervisory ratio for Grade 3 and 4 is 1 supervisor to 8 students.
- There should be at least one school supervisor in the pool. Other supervisors should position themselves so students are in clear sight and they can provide immediate assistance if required.

STUDENT PHONE CALLS

A student phone is available for students to use with the teacher's permission. School policy is that we will not call students from class to the phone unless it is an emergency. Only calls from parents will be forwarded in **emergency** situations. The office will take a message for the student and have them return the call at break or at noon if necessary. It is important that parents try to limit the number of messages as it is not always possible to get the messages delivered especially at busy times such as dismissals.

VISITORS TO THE SCHOOL

Visitors to the school are welcome. Please make arrangements with the classroom teacher as to the best time to visit if it is not a regularly scheduled volunteer session. We do not recommend that students bring friends or relatives to spend the day with them at school as this can be disruptive to the class. **All visitors must report first to the office so that we can monitor who is in our school at all times. Visitors must wear a visitor sticker when in the school, please pick this up in the office.**

CLASS ASSIGNMENT OF STUDENTS

Each class includes students that represent the whole range of ability. Grouping within individual classrooms occurs in order that individual needs in that class are better met. It is possible that an individualized program will be provided for a student to meet his/her needs.

CHANGE OF RESIDENCE / PHONE NUMBERS

Parents are requested to notify the school in case of a change of address or telephone number.

SUBSTITUTE TEACHERS

Substitute teachers have a challenging and at times difficult job. When they come to work in our school, they do not often know the students and class situations. It is our expectation that each student will fully co-operate at all times with a substitute teacher. If the student does not cooperate, they will be brought down to the office to work. If the situation warrants, the parent will be notified either by phone or a note home in the student's agenda.

INTERNET USE

Pupils must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable. See Policy IN.

VALUABLES AT SCHOOL

Students are asked **NOT** to bring valuable items or large sums of money to school. If they are lost or stolen the school cannot and will not replace them. If for some reason, students must bring large sums of money to school, the student should ask the teacher or the office to care for it.

NOTE – Students are asked **NOT** to bring the following items to school: electronic games or devices, roller blades, skateboards or cellular phones.

BICYCLES

When riding to or from school, obey all traffic signs and rules. When you have reached the school grounds, get off your bike and **WALK** with it to the bicycle racks provided. **DO NOT** ride your bike on the school grounds. Students who persist in riding on the grounds during school hours will not be allowed to bring their bikes to school. If you bring your bike to school, be certain that you safeguard it with a good lock. The school is not responsible for bikes lost or stolen. It is advised that skateboards and roller blades not be brought to school. If these items are brought to school, they fall under the same guidelines.

LOST CLOTHING

We are asking all of our parents to please label their child's clothing/shoes on the inside label with a permanent marker. Each year we accumulate a growing number of jackets, mitts, coats, hats, shoes etc. After they have been in the Lost and Found (located by the drink machine in the front lobby) for a length of time, we bag them up and donate them to a local charity (ie. MCC).

HEALTH AND SAFETY PROCEDURES

STUDENT ILLNESS

From time to time, a child comes to school when too ill to function well in the classroom. Please be advised that we do not have a medical facility or qualified staff to look after your child at school. Only a small room is available which is used for emergencies only. Please keep your child at home or make alternate arrangements. In the event that your child becomes ill after arriving at school, parents will be phoned to pick them up.

FIRE DRILLS

1. When the fire bell rings, students will leave the school in single file, in a quiet, orderly manner. The last person out of a classroom will turn out the lights and close the door.
2. Students will leave through their designated exit, unless it is blocked, and go to the fence along the back of the school.

3. Each class will meet its homeroom teacher in the area assigned to them and attendance will be taken. An attendance report will be made immediately to the principal or vice-principal who will be in the area of the south fence.

STORM DAYS

In most cases, school will be open for all students who are able to come for classes. The fact that some students are absent does not prevent those present from continuing with their learning experience. Absence on such days will be the responsibility of the parents. Our local radio station CFRY and Mix 96 announces between 7:00 – 8:00 AM whether any buses and schools are cancelled.

In an **extreme emergency** when buses are not able to operate, parents will be notified first and arrangements made for students. **Rural parents are required to identify a location in town where their child(ren) can be billeted in cases where parents cannot be reached.**

EMERGENCY EVACUATION

In the event the school building is evacuated due to an emergency, students will be moved to École Arthur Meighen School. If École Arthur Meighen School is unavailable, we will proceed to PCI East Gym. Information and updates will be provided through the local radio stations CFRY, Mix 96 or the local Cable TV 13 (Ref. City Manual S1.0.2).