

ÉCOLE CRESCENTVIEW SCHOOL - TEACHING AND SUPPORT STAFF

OFFICE STAFF

Principal	-	Mme Marie Gauthier-Patenaude
Vice-Principal	-	Mrs. Sheila Henderson
Administrative Assistant	-	Mrs. Cheryl Troop
Clerical Assistant	-	Ms Marla Maly

TEACHING STAFF

Kindergarten

English (1/2 Day AM and FI - ELA 1,4)	-	Mrs. Diane Hamilton
English (All Day/Alternate and Resource)	-	Mrs. Bonny Pirt
French Immersion (1/2 Day AM and PM)	-	Mme Laura Hordeski



Grade One

English	-	Mrs. Jodi Harder
English	-	Mrs. Danette Crevier
French Immersion and FI 4- SS, Science	-	Mme Joy Munro

Grade One/Two

French Immersion	-	Mme Carrie Smith
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Grade Two

English	-	Mrs. Allana Boschman
English	-	Ms. Lillian Brodie
French Immersion	-	Mme Barbara Webber

Grade Three

English	-	Ms Vicki Hooke
English	-	Mrs. Sandra Patterson
French Immersion	-	Mme Colleen Boyer



Grade Three/Four

English and Basic French	-	Ms. Lynda Moore
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Grade Four

English and Basic French	-	Mrs. Pam McGregor-Tarr
English	-	Mrs. Janine Fraser
English	-	Mrs. Sheila Henderson
English	-	Mrs. Susan Mitchell
French Immersion	-	Mme Heather Bruce

Early Literacy	-	Mrs. Pam McGregor-Tarr
Foundations for Learning	-	Ms. Jacqueline Neibrandt
Learning Assistance Class	-	Mrs. Alison Van Damme
Music	-	Mrs. Susan Mitchell
Physical Education	-	Mr. Kirk Botterill
Resource	-	Mme Lisa Shackleton/Mrs. Pirt
School Counsellor	-	Mrs. Paula Neill
French Language Monitor	-	Mme Isabelle Tessier

SUPPORT STAFF

Educational Assistants	-	Ms Dara Barron
	-	Mme Lyne Champagne
	-	Mrs. Sue Dahl
	-	Mrs. Cori Dow
	-	Mrs. Loretta Ironstand
	-	Ms Michelle Large
	-	Mrs. Michelle Loose
	-	Ms Amanda Lyall
	-	Ms Marla Maly
	-	Mrs. Rhonda Palmer
	-	Ms Shantel Schwartz
	-	Mrs. Judy Shirliff
	-	Mrs. Cindy Smith
	-	Mrs. Lucille Smith
	-	Mrs. Kathy Tait
	-	Mrs. Darlene Mauws
Library Assistant	-	Mr. Ed Dzikowski (day charge)
Custodians	-	Mr. Ed Unrau (night charge)
	-	Mr. Gary Perkins , Mr Gordon Pilkington (cleaners)

ÉCOLE CRESCENTVIEW SCHOOL
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Telephone 857-3475 Fax 239-5930
<http://www.plpsd.mb.ca/ecvs/>

STUDENT AND PARENT INFORMATION

A. 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

École Crescentview School is a public school. Together, students, staff, family and community will provide students with the opportunity to acquire knowledge, skills and behaviours to become life long 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 should 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 life long 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 your learning, behaviour and personal belongings.
- Complete your lessons every day to the best of your ability.
- Take pride in your achievements and your school.
- Take an active part in your 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 deportment of their children/wards at scheduled 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.

EDUCATION 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 Language Arts and Mathematics programs, as well as a variety of 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 one and a half equivalent resource teacher. 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 does vision screening with Grade three students and hearing screening with students in Kindergarten and Grade One as well as any student who is new to the school. Teachers may also refer students for this screening. This is a screening test and parents are informed if there are any concerns arising from the test. 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.

BASIC FRENCH PROGRAM

The Portage la Prairie School Division offers the basic nine year Conversational French Program. This program provides the equivalent of five French classes per cycle for Grade Four. There is no French program for the primary grades.

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.

EARLY YEARS LEARNING ASSISTANCE CLASS

The Early Years Learning Assistance Class at École Crescentview School is designed to meet the individual Educational needs of students who are experiencing significant learning problems in Grades 1 to 4. The programming for the student is based on individual strengths and areas of educational needs in a highly structured environment. There is an emphasis on literacy and mathematics. An Individual Educational Plan (IEP) is developed for each child based on these needs. Students are integrated with age appropriate classes for science, social studies, health, art, physical education and music where appropriate.

This is a divisional program and students are accepted into the program through a referral process.

FOUNDATIONS FOR LEARNING CLASS

The Foundations for Learning Class at École Crescentview School is an opportunity designed for students approximately 6 to 9 years of age who have been identified as developmentally delayed. The program through carefully planned instruction attempts to develop functional living skills that most students learn incidentally or as a by-product of mainstream education. The focus of the programme will be on communication skills, simple math skills, and life skills such as personal hygiene, safety and community awareness. An Individual Educational Plan (IEP) is developed for each child based on these needs.

This is a divisional program and students are accepted into the program through a referral process.

EARLY LITERACY INTERVENTION PROGRAM

The Early Literacy Intervention Program is a short term program designed for children who are showing signs of difficulty getting on the path to literacy. It is designed to give children extra support in literacy acquisition. Students participate in intensive daily lessons with the Early Literacy Intervention teacher so that they may further develop reading and writing skills. Students are selected based on a reading and writing assessment and the decision of the school team.

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 will be available on a part-time basis to the school.

2009 - 2010 SCHOOL CALENDAR

SEPTEMBER	7 8 9	Labour Day – School Closed Administration Day – No Classes First Day for Students-Day 1
OCTOBER	2 (Friday) 12 23(Friday)	½ School Based P.D. ½ Grade Group-No classes Thanksgiving – School Closed S.A.G. Inservice Day- No Classes
NOVEMBER	11 (Tuesday) 13 (Friday)	Remembrance Day – School Closed Student-Involved Conferences-No Classes
DECEMBER	18 (Friday) 21- January 1	Last Day Fall Term Christmas Break – School Closed
JANUARY	4 (Monday)	First Day of Spring Term Classes
FEBRUARY	1-5 12 15 (Monday) 26	Kindergarten Registration Week Student-Involved Conferences – No Classes Louis Riel Day – School Closed Division Professional Development-No classes
MARCH	8 – 15 19(Friday)	Spring Break – Schools Closed-Portage School Division Only Professional Development Day-No Classes
APRIL	2 12 – 16 16(Friday)	Good Friday – School Closed Education Week Professional Development Day -No Classes
MAY	24	Victoria Day – School Closed
JUNE	25(Friday) 29(Tuesday) 30 (Wednesday)	Administration Day-No Classes Last Day for Students-Report Cards go home Administration Day – No Classes

DAILY TIME SCHEDULE

8:30	Staff Supervision of school bus, drop –off area and front foyer begins
8:40	Students allowed in classroom
8:55	Opening Exercises / Announcements
9:00	Classes begin
10:15-10:30	Recess
11:45-12:40	Lunch
12:40	Students allowed in classroom
12:45	Classes begin
1:55-2:10	Recess
3:25	Classes end
3:30	Dismissal of students

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 – 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. Studying for tests. Arriving on time. Bringing equipment and supplies. Paying attention. Asking for help, 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 to catch up. 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 non-abusive 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 behaviour 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 early years 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 misbehaviour 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• Consult 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: swearing at other students and adults, sexual gestures, being argumentative, continued non-compliance, damaging school/others' property, graffiti, etc.
- Bullying
- Includes: targeting 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 him/herself; when a person, who is a target, may feel embarrassed, hurt, scared and/or angry.
- Repetitive minor offences
- At least three minor incidents and teacher has contacted the parent by phone.
- Anything that compromises safety of others and self.
- Includes: throwing items such as chairs, shoes, pens, pulling chairs out from under other students, use of laser pens, threats, etc.
- 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 JBFB**
(Offences related to weapons will result in an automatic suspension from school.)

<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. intramurals, special activities, etc.) • Detention • Behaviour contract • Referral to outside agencies • In-school Suspension • Out-of-School Suspension • Recommendation to Board for alternate program or 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 • Restitution-monetary compensation
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Bully Proofing Protocol – École Crescentview School

The school and parent committee has developed the following protocol for how we will deal with bullying situations at our school. It has been reviewed with the staff and the parent council.

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.

Definition of 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.*

Steps

- After three minor offences, that fit the bullying definition as laid out in the school code of conduct, the student will be spoken to at the office by administration. They will outline the inappropriate behaviour and state that the negative actions must stop. It will be stated that the student has now reached the point where further negative actions will be dealt with as a major offence. Parents are called at this point to let them know that a pattern has been established and that if another incident occurs, the student will be on the bully proofing protocol.
- If another incident occurs, the Bully Proofing Protocol begins.

Victims will write victims impact statement that will be shared with the bully and the parents if appropriate.

1. Student must apologize to the victim (either verbally or written).
2. Student must do an individual awareness package. This must be done on the student's own time at home or at noon or after school. This package must be completed within one week of the date it was assigned. The package must be done to an acceptable level with well thought out responses. The parent or guardian must also sign the package. When the student is issued the package they will lose their noon hour and recess privileges for a minimum of three days or until the package is completed.

If bystanders witness these bullying situations and do not come forward, homeroom teachers will be asked to review the need for bystanders to come forward as part of a health class. If bystanders are involved, they will be dealt with according to the code of conduct.

3. If the student does not complete the booklet we will follow the code of conduct. (five day suspension).
4. If the bullying behaviour continues, the student will be required to attend counselling sessions. These sessions can be done with school personnel, ministerial personnel, or privately. If the student elects not to do the counselling, they will receive a five-day out of school suspension.
5. If the bullying behaviour continues, the student will be on a five day out of school suspension. At this point, the student will also be referred to the Superintendent's Office to determine what further steps need to be taken.

Dealing with the Victims:

Victims will be reassured that it is safe to come forward with their concerns and that confidentiality will be maintained. The process for dealing with the bully will be reviewed with the victim. Discussion of what needs to be done for the victim to feel safe will be part of the process. Reports of bullying incidents will be documented in writing. The victim will have access to the guidance counsellor for support in developing coping skills. Administration will check back with the victim to ensure that no further incidents have occurred.

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 or to their classrooms.
- 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 are expected to sit quietly in the front foyer of the school until they are permitted to go to their classrooms at 8:40 AM.

- 1) Kindergarten students arriving with their parents are permitted to proceed down to their classrooms.
- 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 12:05 PM.
- 4) On assigned days only, students may go to the gym for organized activities during lunch recess.
- 5) Weather permitting students will go outdoors. (We rely on Environment Canada weather updates as our guide.)
- 6) On cold, stormy or rainy days, students will remain indoors in their classrooms.
- 7) Students staying for lunch are to remain on school property at all times.
- 8) **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 will be placed in the office. 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 on school property throughout the entire noon break.
- Remain seated while eating your lunch.
- Follow the safety rules and expectations set out by the school and supervisors.
- Once outdoors to remain outdoors unless given permission to come inside.
- Respond respectfully to the requests of the supervisors.

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. A letter will be sent home with student reviewing the expectations that will require the parent's signature. This letter must be returned before the student can join the other students at lunch.
- Second offence: A meeting with the parents and a week's suspension of lunch privileges.
- Third offence: Withdrawal of lunch privileges.

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 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 operate on a six-day cycle. The local newspaper publishes the school day cycle each month. Our local radio stations CFRY and Mix 96 announce the school day each morning (between 7:00 – 8:00 AM)

LATES AND ABSENCES

- 1) Parents should contact the school by phone (857-3475), FAX (239-5930) or note if their child is going to be late or away. Students arriving after 9:30 a.m. or 1:15 p.m. are to report to the office to get a late slip before proceeding to their classroom.
- 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.
- 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. Students who are chronically tardy may be denied access to class. Truancy cases shall be handled individually, utilizing a progressive discipline approach, 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, 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 sent home the last teaching day of each month with the youngest child in the family. It will also include a calendar of upcoming events in the school. It can also be found on our website: www.plpsd.mb.ca/ecvs. Please check with your child at this time to receive this information.

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. The transportation costs for one field trip per year, per class, is paid for by the division.

STUDENT DROP-OFF AND PICK-UP PROTOCOL

Parents should 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 is to be no student drop off or pick-up in the staff parking lot. The bus loop is a restricted area and protected by law.**

SWIMMING – SOUTHPORT AQUAPLEX

There is a swimming program at ECVS. It is paid for by the ECVS Home and School Association. Participation in this program is at the discretion of classroom teachers at their particular grade level. 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 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 25 m pool. Student's ability will determine who has access to the deep end. (Four lengths of front crawl will be required for a student to have 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.**

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 objectable. 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: Walk-man, disc-man, game boy, roller blades, skateboards, pagers 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 recommended that skateboards and roller blades not be brought to school. If brought to school they fall under the same guidelines.

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.

HEAD LICE

If a case of head lice is detected in your child's classroom, you will receive a letter from the school asking you to check your child. If you detect head lice, you should follow the procedure indicated in the letter. If your child has head lice, the school will call and ask you to pick up your child from school immediately. Your child will be readmitted to school when he or she has been successfully treated as per division policy EAC.

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 Ecole Arthur Meighen School. 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).

DIVISION POLICIES

DRUG AND ALCOHOL USE BY STUDENTS - Policy JICH

All forms of alcoholic beverages, controlled substances and unauthorized drugs are prohibited in school buildings and on school property.

Students are not permitted to sell, or represent they are selling, dispense, or represent they are dispensing, possess, use, abuse or be under the influence of alcohol or controlled substances, on school property or at school sponsored events off campus.

Parents of a student involved in alcohol and drug abuse shall be contacted immediately by the school principal. The school authorities may contact the police.

Any student in violation of this policy may be suspended or expelled from school and/or referred to outside agencies for counselling assistance.

The Superintendent shall develop procedures for dealing with the violation of this policy.

Reference to Policy JGCDA Administering Medicines to Students.

Revised: March 21, 2002

DRUG AND ALCOHOL USE BY STUDENTS - Policy JICH-R

The following guidelines are to be followed in dealing with students who violate the drug and alcohol policies of the Division.

1. Violation of drug and alcohol policies is cause for disciplinary action according to Division and School progressive discipline procedures.
2. Students who are suspected of being in possession of, and/or under the influence of alcohol or other drugs must not be left unattended. If this situation arises in class, the teacher will summon an administrator to the class for assistance.
3. The principal will be responsible for conducting an investigation of the situation and documenting all relevant information.
4. The principal will contact the parents immediately upon completion of the investigation and, if appropriate, contact the R.C.M.P. The superintendent is to also be informed.
5. **TRAFFICKING:** Where there is sufficient cause to believe a student(s) is supplying alcohol or other drugs to students, a five day suspension will result with a possible recommendation for further action, including expulsion, by the Board.
6. **SUSPICION OF USE:** Any cases of "suspected" use of alcohol or other drugs by students during the school day or during any school function, must be reported to the school's administration immediately by staff members.
7. **FIRST OFFENSE:** Impose a four day suspension. A four day suspension may be reduced to a three day suspension if both the parent and the student agree to an assessment with the school AFM counsellor. The four day suspension will stand if the parent and/or the student do not agree with the assessment. Follow-up will be determined by the school administration in this case to ensure that the student does receive counselling services.
8. **SECOND AND SUBSEQUENT OFFENSES:** Five day suspension and mandatory referral to AFM services for an assessment. If refusal occurs – referral to Senior Administration. At any time, if residential treatment is the option taken by a student and his/her family, the school will continue supports and connections with the student or will be available for such when called upon to do so.
9. In the event the policies are violated while the student is on a field trip or at a school-sponsored event outside of the school, the supervising staff member will contact the principal. The principal will be responsible for finalizing a plan to deal with the student(s), including contacting the parents. If the student is to return home, the parent will be responsible for all arrangements, including the cost of public transportation, if required.
10. In the event a search reveals alcohol or illicit drugs, the principal shall secure the items until such time as release has been authorized by the R.C.M.P. The student(s) involved shall not be left unattended.

Adopted: October 27, 1994

Revised: Mar 21, 2002

FILE: ACA

BULLYING

The Portage la Prairie School Division affirms its commitment to maintain a learning and working environment that is free from bullying and at all times supports the dignity and self-esteem of individuals. Bullying of any individual will not be tolerated. A student who believes she/he is being bullied by another student, should **1) if possible, make it clear to the bully that his or her actions or comments are unwelcome, 2) report the incident immediately to the teacher, principal or person on supervision.** It is the responsibility of Division employees and students to report incidents of bullying when they are aware of them. Reports of bullying will be dealt with as necessary. The Portage la Prairie School Division affirms its belief that prevention of bullying is necessary and will provide opportunities for students, parents, and staff to become more knowledgeable about the issues of bullying.

DEFINITION:

A student is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It is aggressive behaviour intended to do harm to the victim that is carried out repeatedly over time. It occurs within a interpersonal relationship characterized by an imbalance of power between the victim and the bully.

Bullying is comprised of, but not limited to, the following direct and indirect behaviours:

- Taunting
- Threats
- Acts of intimidation
- Punching
- Beatings
- Teasing
- Name calling
- Spreading harmful rumors
- Gossiping
- Deliberate social exclusion
- Swarming
- All forms of psychological intimidation
- All acts intended to embarrass or humiliate others

For the purposes of this policy, bullying includes conduct or comments which occur in the school environment or any school-related activities. It includes but is not limited to bullying which occurs:

- at a school
- while students are going to and from school
- at a school or Division-related functions
- in the course of a school assignment outside of school
- during school-related travel
- over the telephone
- through e-mails and/or the internet
- through improper use of all other electronic communication devices

COMPLAINT FORMS: Available from - Division Office, Staff Rooms, Guidance Counsellors, Principal's Office, and all Supervisors.

A. COMPLAINT PROCEDURES – STUDENTS - *To be referred to School Administration*

1. A complaint by a student(s) received by staff either orally or in writing must be investigated. All complaints will be dealt with in a confidential manner.
2. All statements and other investigative information shall be carefully documented by the principal or designate.
3. The school's administration will take steps to ensure that the complainant will be free from bullying while the investigation is in progress.
4. The school's administration shall take appropriate disciplinary action where such is found to be warranted. This can include (in order of increasing severity):

Warning: All parents/guardians notified. Student(s) warned;

Counselling: Counselling and/or individualized intervention programming;

Suspension: In-school or Out-of-school suspension (up to 5 days). Reinstatement conditions may be required. Recommendation may be made to the Superintendent's Department for possible extension of suspension of up to twenty (20) days or to the Board for a longer period of time as per Section 58.9 (2) (c);

Expulsion: Recommendation may be made to the Board through the Superintendent's Department for an expulsion from school as per Section 33 of Regulation 468/88.

5. Students and staff new to the school are to be advised of this policy as part of the registration and orientation procedure and reference to the policy is to be included in all future Staff, Parent and Student Handbooks. Copies of the policy are available upon request

Adopted: January 28, 1988
Revised: April 9, 1992
May 26, 1994
August 21, 1997
May 22, 2003
June 23, 2005

VIOLENT AND AGGRESSIVE BEHAVIOUR - Policy JBF

The Board of Trustees recognizes that there are certain behaviours that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the Division are entitled. These behaviours, categorized as violent and aggressive, will not be tolerated and shall therefore result in immediate action being taken by the Division.

All acts of violence and aggression shall result in those involved being placed on a compulsory Behaviour Management Plan (BMP). In addition to this BMP, each situation shall result in specific consequences, determined by the seriousness of the act, including consideration of expulsion from school for acts of a serious or chronic nature.

Acts of violence and aggression must be well documented and communicated to the school principal and the Superintendents' Department. The Board of Trustees will be informed and involved where necessary. The immediate involvement of the parent(s) or guardian(s) is also essential. Serious consideration is to be given to the involvement of the RCMP and other agencies in such cases. It is mandatory to involve the RCMP if there is any violation of the law.

The following behaviours are defined as violent and aggressive:

1. Possession, Threat With, or Use of a Weapon

Weapon is any firearm, whether loaded or not loaded, any device designed as a weapon or, through its use, capable of producing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death.

Possession is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity.

NOTE: A student who finds a weapon and immediately advises a teacher or other adult, shall not be considered in possession of a weapon. Students who find a weapon are advised to seek adult assistance and are advised not to touch the weapon.

legal reference - PSA 96(f)

"Each teacher shall:

seize or cause to be seized and take possession of any offensive or dangerous weapon that is brought to school by a student and hand over any such weapon to the principal who shall notify the parent or guardian warning him that the student may be suspended or expelled from the school."

2. Physical Assault

Physical assault is the act of striking or touching a person or that person's property with a part of the anatomy or any object, with the intent or causing hurt or harm.

3. Verbal Abuse

Verbal abuse shall include but is not limited to swearing, screaming, obscene gestures or threats when directed either orally, including the telephone, or in writing, at an individual, his/her family or a group.

4. Intimidation

Intimidation is an act intended to frighten or coerce someone into submission or obedience.

5. Extortion

Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying

Bullying is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.

7. Gangs

Gangs are groups of youths who share common beliefs, attitudes and attire and exhibit unlawful and anti-social behaviour, and who associate with each other for mutual protection and/or profit.

8. Sexual Harassment

Sexual harassment is behaviour which includes any unwanted, unsolicited sexual advance or sexually oriented behaviour made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favours, or compromising invitations.

9. Stalking

Stalking is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.

10. Defiance

Defiance is the act or instance of defying or opposing; insubordination.

11. Racial Slurs

Racial slurs are insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's racial origin.

Adopted: August 26/93

GANG-RELATED INSIGNIA/WEAPON - Policy JBEA

1. Gang-related insignia includes any article of clothing, jewelry, or other similar item that is intended to communicate an association with a gang or gang-related activity. One example of gang-related insignia is a bandana.
2. Gang-related insignia are not to be displayed:
 - in the school,
 - on school grounds,
 - to and from school,
 - and/during all school related activities.
3. Violation of this division-wide expectation will result in disciplinary action by the school.
 - a) This disciplinary action will be a one day suspension for the first offense.
 - b) Repeat offenders will be disciplined according to the school and division Progressive Discipline Plan.
4. Students new to the school are to be advised of this expectation as part of the registration/orientation procedure and information is to be included in all future Parent and Student handbooks.
5. First offense suspensions are "out-of- school" suspensions and are to be reported on the School Division Student Suspension form.

WEAPONS

1. 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.
2. Weapons are not allowed:
 - in the school
 - on school grounds
 - on the way to and from school
 - at any school-related activity.
3. The division will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as "I forgot I had it" or "It's not mine" will not be accepted.
4. All knives, including pocketknives, knives with fixed blades or switchblades are classed as weapons.
5. The division reserves the right to confiscate any knife or other item that could be used as a weapon.
6. Violation of this policy will result in the following disciplinary action:
 - a) an immediate five day out-of-school suspension, and
 - b) referral to the superintendent's department for review and possible extension of the suspension of up to 20 days, and
 - c) referral to the school board for review and possible extension of the suspension and/or expulsion from school.
7. For students in Grade K-4, violation of this policy will result in the following action:
 - a) An investigation and assessment will be carried out by the principal and/or a school team in an effort to determine the details and level of danger presented.
 - b) Parents shall be notified as soon as possible and a meeting arranged.
 - c) Following the above steps a report is to be filed with the Superintendent's office including the details of the incident, copies of all documentation and the actions taken
 - d) Violation of this policy by K-4 students may result in suspension or expulsion dependent on the circumstances.
8. Students new to the school are to be advised of this expectation as part of the registration/orientation procedure and information is to be included in all future Parent & Student handbooks.

Adopted: May 12/94
Revised: May 9/96
May 13/04



STUDENT DRESS CODE - Policy JCDB

The surveys of parents, teachers and students of the Portage la Prairie School Division indicated a preference for no specific dress code requirements for students. It is therefore the position of the school division that students shall be expected to dress appropriately for the occasion. The dress and appearance of students shall be the responsibility of the parents and students unless:

- 1) There is a reasonable expectation that a health or safety hazard will be presented by the student's dress or appearance.
- 2) There is a reasonable expectation that damage to school property will result from the student's dress.
- 3) There is a reasonable expectation that the student's dress or appearance will create a substantial disruption of the education process at the school.

Violations of these general expectations shall be dealt with by the principal on an individual basis.

Adopted: December 15, 1987

STUDENT DRESS CODE - ADMINISTRATIVE REFERENCE

It is the expectation of the Portage la Prairie School Division that students shall be dressed appropriately for school and all school related activities.

1. Students are to dress in a manner that would indicate that they have pride in themselves and in their school:
 - No halter tops, tube tops, spaghetti straps, revealing necklines, muscle shirts
 - No underwear showing (tops or bottoms)
 - Skirts, skorts, and shorts must be mid-thigh or longer
 - Midriff is to be covered
 - No gang paraphernalia or gang-related insignia
 - No clothing with objectionable material including references to drugs, alcohol, profanity, violence, gangs, degrading other or oneself or any other unwholesome ideas
 - No headwear (i.e. hats, ball caps, hoodies, or bandanas)
 - No outdoor clothing in the classroom
 - No heavy chains
2. Students are also expected to dress in a manner that does not pose a health or safety hazard (i.e. warm outerwear for bus travel in winter, suitable attire for physical education and vocational classes, footwear at all times).
3. Students who are dressed in clothing viewed unacceptable by school administration will be asked to change or cover that clothing.

The above expectations shall be dealt with at the discretion of the principal on an individual basis.

CELL PHONE/PAGING DEVICE/ELECTRONIC COMMUNICATION DEVICES

The Board of Trustees recognises that it may be necessary for some students to be in possession of cellular phones or other devices for communication with family and/or for safety reasons while at school. However, the educational integrity of the school, privacy of others and safety during school emergencies must be protected at all times. Therefore, the following conditions will apply:

1. All communication devices must be turned off when the student arrives at the school. These devices must not be activated or used in school during the school day or any other time designated by a staff member.
2. For safety reasons, the student must turn off all communication devices prior to getting on a school bus. Permission to use the communication device must be given by the staff member in charge of the bus.
3. The school division assumes no responsibility in any circumstances for the loss, destruction, or theft of any communication device brought to school or to any school related activity by a student.

The consequences for violation of this policy will be in accordance with the school discipline cycle. This could include suspension and expulsion.

The Portage la Prairie School Division appreciates the cooperation of parents/guardians in the implementation of this policy.

Adopted: June 23, 2005

DISRUPTION OF SCHOOL OPERATIONS

The Board of Trustees recognizes that maintaining a manageable and efficient school environment is central to student learning. Disruptive actions and behaviors seriously inhibit the operation of schools and are viewed as being contrary to the effective delivery of services to students.

Some examples of disruptive actions that may interrupt school operations are:

- Organizing a fight or disturbance via word-of-mouth, electronic communication or other means
- Posting of denigrating statements against students, staff, visitors or community members via poster, web-site, or some other form of communication accessible to others
- Any other action that incites or perpetuates a disruption of school operations such as participation in a staged fight, vandalism, or harassment of a staff member, student, community member, or school visitor.

Students who engage in activities that result in a disruption of school operations are in violation of this policy and will receive an immediate suspension in addition to any suspension for accompanying violations of other school policies as determined by administration. In addition, students who contravene this policy are in violation of the Public Schools Act which states: *No person shall disturb or interrupt a school, a class in a school, or an activity of a school by his or her actions on school premises or in close proximity to school premises.* Students suspended under this category will not be readmitted to school until after meeting with the superintendent's department.

Adopted: January 10, 2008

FILE: IN

INTERNET - ACCEPTABLE USE POLICY

The Portage la Prairie School Division is pleased to bring Internet access to the students and staff of the Division. We believe the Internet offers a wide variety of unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence by encouraging resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers and millions of individual users. Students and staff have access to:

1. Electronic mail with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries and educational resources.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value. We firmly believe that the valuable information and interaction available on the Internet far exceed the possibility that students may access material that is not consistent with the educational objectives of the Division.

Teachers who wish to use the Internet with their classes are responsible for guiding student access to appropriate sections of the network and for ensuring that students understand the consequences of misusing this privilege.

Students are responsible for accessing network services and for using the network appropriately according to school policy.

Parents are responsible for reinforcing the school goals of promoting responsible Internet use.

Conditions of Use

Students using school computers for Internet access must agree to the following conditions.

1. Acceptable Use -

I will use the Internet at school

- a. to conduct research
- b. to communicate with others about school work.

I will be responsible for how I use the Internet at school.

2. Unacceptable Uses -

I will not use the school computers and/or the Internet for unacceptable uses. These include (but are not limited to):

- a. vandalizing computer hardware, software, or data of other users
- b. gaining unauthorized access to computer systems
- c. using accounts of other users
- d. downloading information onto school computers without approval from the teacher
- e. subscribing to e-mail lists using division accounts.
- f. accessing controversial material which is inappropriate or offensive
- g. transmitting copyrighted, obscene or illegal material.
- h. threatening anyone or committing illegal acts.
- i. using school computers and the Internet for commercial purposes.

2. Network Etiquette -

- a. I will be polite, and I will not swear or use inappropriate language.
- b. I will not reveal personal information, such as addresses phone numbers, or passwords of anyone.
- c. I understand that electronic mail is not private and can be read by system operators.
- d. I understand that all information available on the network is the private property of others.

3. Accuracy of Information -

- a. I understand that information from the network may not be accurate or true.
- b. I understand that the division does not make any guarantees about the truthfulness of information found on the network.
- c. I will cite in my research any information (text video, graphics etc.) found on the network, the same as I would any material found in printed materials.

Division teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Portage la Prairie School Board. Student privileges to use the Internet may be revoked for violating any of the above conditions of use.

Adopted: July 2, 1998