

**La Verendrye
School**

**Student/Parent
Handbook**

2007-2008

LVS Student-Parent Handbook 2007-2008

INTRODUCTION

This handbook is an outline of the policies of La Verendrye School. If you require a more detailed explanation, please contact the school and we will make it available to you.

La Verendrye School is an early years/middle years school with a population of about 400 students with a professional staff and a support staff totaling 50+. LVS offers a full slate of academic courses including language arts, mathematics, social studies, science, French, music, health, computer and physical education. At the grades 7 and 8 level course options include: home economics, industrial arts, band and art. LVS has an intramural sports program for grades 2 to 8 during noon hours. In grades 5- 8, there are teams in cross-country and track and field, and in Grades 7 & 8 for volleyball, basketball, badminton. In grades 5 and 6 there will be club programs in each of these sports. Other opportunities for extracurricular enrichment are available throughout the year.

MISSION STATEMENT

La Verendrye School strives to provide a safe, healthy and caring environment for all; a place where students can enjoy learning and are challenged to develop positive attitudes, and the skills and knowledge for success.

CREATING A SAFE AND CARING SCHOOL AND COMMUNITY

At La Verendrye School:

- **We speak respectfully**
- **We act respectfully**
- **We respect property**
- **We do our best**

LVS is continuing to implement the Respect Program. This program is built on four pillars – Academic, Respect, Teamwork and Leadership. Our goal will be to build a culture of respect in our school and community through the use of proven strategies, activities, routines and celebrations.

Four principles guide all of our actions and interactions. They provide a foundation for relationship building. The guiding principles are:

- Everyone is unique and has a contribution to make.
- Everyone has strengths which must be nurtured and supported.
- Everyone has the right to be respected and the responsibility to respect others.
- Service to others performed with caring and love makes a difference.

As a staff we are focused on increasing protective factors so that children can grow and develop into caring and contributing citizens in their communities. These protective factors are:

- school success
- Increased academic achievement
- A sense of self
- Safe, secure, and nurturing environment
- A healthful lifestyle
- Positive Family and school relationships
- respectful and caring relationships
- connection to caring adults

There are four pillars for living, learning growing and being: (See appendix)

1. Academic Pillar
2. Respect Pillar
3. Teamwork Pillar
4. Leadership Pillar

As we begin the year and continue through it, we will centre on sharing the model for creating a safe and caring learning community and creating a culture of respect. Regular respect assemblies will be held and teachers will promote and teach activities that will centre on the respect program.

SCHOOL DAY SCHEDULE

8:45	Students enter school
8:55 - 9:00	Announcements
9:00 - 9:41	First period
9:41 - 10:22	Second period
10:22 - 10:37	K-6 outside recess & 7-8 break
10:37 - 11:18	Third period
11:18 - 12:00	Fourth period
11:55 - 12:55	Lunch
12:55	Students enter
1:00 - 1:34	Fifth period
1:34 - 2:08	Sixth period
2:08 - 2:23	K-6 outside recess /7&8 Active Health
2:23 - 2:57	Seventh period
2:57 - 3:30	Eighth period
3:30	Dismissal

We would ask that parents of elementary students plan their children's departure for school in such a way that **they will arrive at school no sooner than 8:40 A.M. and 12:45 P.M.** unless they have some reason or organized activity to attend before these times.

Students in Grades 1-6 have a 15 minute outside recess in the morning and afternoon. This is a very important time for them to get some fresh air, play with their friends, and exercise a body that has been sitting for some time. We ask your cooperation in making sure appropriate clothing is worn for the weather. All students are expected to be outside unless a parent gives a legitimate reason for their staying inside.

PARENT INVOLVEMENT

As a school we appreciate the fact that some parents are able to get involved in the education of the students. There are many areas in our school where one can volunteer, such as: assisting with supervision, reading with students, field trips, helping in the classroom or office. If you are available please call the school and get on our volunteer list.

Joining the **Parent Advisory Council** is another way you can get involved with your child's education. Look for information on the Council in upcoming newsletters.

STUDENT FEES

There is a \$25.00 student fee for middle years. Agenda fees for grades two to four are \$7.00. Please pay this as soon as possible in the fall. If your fees cannot be paid by September 28, 2007, please contact Mrs. Garnham at the office.

STUDENT BELONGINGS

Please mark all personal items with your name. Things that are lost and found are usually brought to the office and with your name on it we can return it to you. Lost and found items will be turned over to the Salvation Army, MCC or will become school property to lend to other students. We will not hold

items in the lost and found for more than one week. Please feel free to come in and check whenever anything is missing.

TEXTBOOKS

Textbooks are loaned to all students in middle years and are the individual student's responsibility. Texts are checked when handed out and again when they are turned in. If the book has experienced too much abuse or if the book has been lost a fee will be assessed as follows:

- new book - two thirds price;
- good - half price
- fair - one third price of a new book

Parents must pick up the reports and yearbooks for students with outstanding accounts at the end of the year. These include any school fees, library fines or money owed to school for damage caused by the student.

SCHOOL PICTURES

School pictures are taken annually. All students have class and individual pictures taken. However, you are under no obligation to purchase them. LifeTouch will be taking pictures on Thursday October 11, 2007.

SCHOOL COUNSELOR

La Verendrye's counseling team is Mrs. Blair Hordeski and Mrs. Pamela Garnham. All students are encouraged to use the services offered by the counselors. Please feel free to contact the counselors for assistance. You will find them very approachable and helpful. From time to time students may be referred to the counselors by teachers, parents or the administration. However, students should feel free to approach our counselors for assistance at any time.

NEWSLETTERS

Newsletters are sent home during the first week of every month. News flashes and special editions are sent home at any time. Look for your LVS blue newsletter each month.

RIGHTS AND PRIVILEGES

Throughout the year there are many occasions when the school provides and/or supports extra meaningful experiences and functions for the students. These include dances, sock-hops, sports events, movies, gym activities, field trips, etc. The staff looks upon these occasions as something that the students have earned because of their cooperation, behaviour and hard work. Because it is a privilege to participate in these functions, undeserving students may be excluded or the event may be canceled, depending on the circumstances. In the middle years, suspended students will not attend the next dance or event scheduled.

Rights come with responsibilities. A student has the right to attend school functions responsibly. This means he/she must abide by the rules.

Definition Of Terms:

Offense: any inappropriate behaviour that does not follow the guidelines of the classroom or school community.

Consequence: a fair and logical action that addresses the inappropriate behaviour.

Caring behaviour: an assigned project that provides an opportunity to demonstrate acceptable, caring behaviour.

MINOR OFFENSES –It is the responsibility of the adult in charge (teacher, administrator, teaching assistant, volunteer, etc.) to intervene and assign consequences that may be warranted from the list of consequences for minor infractions. If it is not the homeroom teacher who initially intervenes, the behaviour form and subsequent consequence will be communicated to the homeroom teacher. The individual involved will then select a caring behaviour that will accompany the consequence. Parents will be notified.

Some examples of minor offenses are:

- Name-calling, put-down's, teasing, etc.
- Ignoring the bell
- Going in the "Out of Bounds" zones without permission during school time
- Using playground areas/equipment on the wrong day
- Neglecting to show appropriate hallway, assembly behaviour
- Forgetting to use good manners
- Disrespectful behaviour – not following classroom/school rules
- Bringing personal items to school without permission
- Littering on school property.

CONSEQUENCES

1. Verbal reminder/conversation
2. Time-out
3. Place student in a "no-play" zone outside to observe appropriate behaviours (shadowing)
4. Community service specific to the infraction
5. Recess, noon hour or after-school detention
6. Confiscation of property for a day
7. Child phones home
8. Parent(s) notified

CARING BEHAVIOURS

1. Restitution: apology, replacing, fixing, teaching opportunity (student prepares a lesson for a younger grade), Community service, etc.
2. Written reflection about the incident
3. Project work
4. Others

MAJOR OFFENSES - Major offenses are behaviours that are disruptive, disrespectful and potentially harmful. These behaviours will result in students being placed on the progressive discipline cycle with logical steps. Examples are:

- Fighting
- Compromising the safety of others and self
- Sexual harassment
- Bullying
- Vandalism
- Theft/extortion
- Disrespectful behaviour
- Swearing
- Threats

CONSEQUENCES

1. Service project
2. Parents informed each time via phone call or letter
3. Detentions after school (working on letter, picture, or assignment related to the incident)
4. Losing privileges
5. Meeting with student, parent, teacher, principal
6. In-school suspension
7. Out-of-school suspension
8. Child phones home

9. Documentation on cum file and computer file
10. Police involvement if required
11. Family group counseling
12. **CARING BEHAVIOURS** as listed above

When the administration is involved, the following steps may be used:

Step #1 Student Action Plan - *Students referred to the office will develop a corrective plan to resolve their problem. This written plan will have an outline of the unacceptable behaviour, the plan to correct it and the consequence, if the plan is not followed. Parent/guardian contacted.*

Step #2 In-School or Out-of-School Suspension - *If students continue to demonstrate an unwillingness to comply with step #1, they may be suspended from 1 to 5 days.*

Step #3 Behaviour Management Plan - *A behaviour management plan will be developed by students and their parents/guardians and may include input from the school, student services, the Superintendent's Dept. or outside agencies.*

Step #4 Permanent Removal - *This is the last resort when all reasonable efforts are exhausted and the students continue to remain a high risk to the learning and/or safety of others. The Superintendent's Dept. and/or the Board may decide to issue a school-leaving certificate or to expel the students.*

DAMAGE TO SCHOOL PROPERTY

Students will not be permitted to write or practice writing names, symbols or any other graffiti on their books, papers, clothes, bodies, walls or any other place associated with the school. Students doing so will be placed on the progressive discipline plan. **They will pay for damage done to school property.**

BULLYING IS:

- When a person is the target, over time, of 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

Bullying will not be tolerated. Unacceptable behaviours that interfere with the RRSP's include all aspects of bullying:

- **Physical aggression:** pushing, grabbing, hitting, pinching, spitting, tripping, etc.
- **Social alienation:** gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.
- **Verbal aggression:** mocking put downs, swearing at others, etc.
- **Intimidation:** threatening others to do something, threatening with a weapon, playing a dirty trick, etc.
- **Sexual harassment:** remarks, gestures or actions of a sexual nature

Our goal is to make the school environment safe for children both physically and psychologically. To stop the behaviour, there will be no-bullying rules enforced by staff members. The students will help others by speaking out and getting adult help (called activating the caring majority). The students will use extra effort to include everyone.

To make this happen there will be a teaching component that will involve everyone in the school. One class will be set aside each week to teach the students about bullyproofing, empathy training, anger management, friendship skills and assertiveness/refusal skills. Individual and small group sessions will be held to provide support for victims of bullying. Positive/appropriate behaviour will be recognized and celebrated. Each incident will be treated on its own merit.

POLICY ON SMOKING

Smoking is not allowed on school property or on the way to or from school.

1st Violation

- parent/guardian contacted
- counseling sessions arranged

2nd Violation

- parent/guardian contacted, counseling sessions arranged
- one day suspension

3rd Violation

- parent/guardian contacted counseling sessions arranged
- 2 to 5 day suspension

4th Violation

- referral to superintendent's office

CLOTHING AND PERSONAL ITEMS

Students are asked to wear neat, clean, appropriate clothing. short shorts, halter tops, spaghetti straps, bare midriffs, blue jeans that are ripped or written on, T-shirts that advertise alcohol, put people down or have inappropriate language are not allowed at La Verendrye School or at functions sponsored by the school. Hats, bandanas or other head gear are not to be worn in the school.

Ipods, CD and MP3 players and other electronic game devices are not allowed in the classroom or hallways. Students are asked to leave these items in their lockers if they are brought to school.

RULES ON BIKES, SKATEBOARDS, ROLLERBLADES, SCOOTERS

The school is not liable for any lost, stolen or damaged student equipment brought to school.

Parents and students must have a **signed bicycle form** indicating that they will observe the rules of the road. This form also has a place for you to record bike information that will be useful to the police and the school if the bike goes missing.

Students must walk bikes when on the sidewalks, beside or in front of the school. Bike racks are to be used and students should lock their bikes. Students not following the rules of biking will leave their bikes at home or may have their **bike impounded** until a parent/ guardian picks the bike up. Also, because of the lack of parking spaces, students who live 3 or 4 short blocks away from the school are not to bring their bikes to school.

Kindergarten and Grade 1 and 2 children are not allowed to bring bikes. The teachers normally conduct safety programs in the spring when the children are in Grade 2. A list of rules is given out along with a permission form to ride your bike. These will be passed out to the students in the first week of school and again in the spring.

Skateboards must be carried on school property and then placed in lockers. Students will be allowed to use skateboards on school property after 4:15 PM. **Rollerblades** are not to be worn on school property. **K-3 students** are not allowed to bring boards, blades or scooters to school due to storage problems.

CANTEEN

La Verendrye's canteen facility is open at morning break for grades 7 and 8 and at lunch for everyone. The menu varies from day to day. **Students are to order and pay in advance first thing in the morning.** Ordering hot food at the lunch hour or bringing food to be heated in the canteen is not allowed. Our staff will not heat food for students because of the liability risk. Published menus will be sent home at the beginning of the year.

NOON LUNCHESES (Board Policy File JGHB)

Students residing within reasonable walking distance of their school are expected to return home for the noon break. The school is not to be used as a baby-sitting agency. Students are allowed to remain at school during the noon break if:

- the weather is unfavourable;
- the student is involved in school activities;
- additional tutoring is being provided;
- other extenuating circumstances warrant.

School staff shall have the authority to remove students who abuse lunch hour rules/privileges.

SCHOOL PATROLS

Our school patrols provide a valuable service to our students and school. We appreciate very much the time and effort that the patrols put forth. Please impress upon your children the importance of co-operating with patrols. We ask that students use the sidewalks available to them. Where there are no sidewalks, students are to walk close to the curb, on the left, facing traffic. Having students walk more than two side-by-side places them in danger. Please remind your children about the rules of the road and also encourage respect for private property. We need to be good neighbours.

ACADEMIC PROGRESS OF STUDENTS

Student Evaluations and Exemptions

Student progress is evaluated according to the degree which students meet the requirements of the curricula. Progress is continuous by means of daily work, projects, tests, and examinations in January and June. Grades 6-8 students write the January examinations. In June, students write learning modules. They may be exempt from writing modules in a particular subject if they have a cumulative average of at least 75%. Students who persist with inappropriate behaviour, who have missed too many days of school, who have been late too many times, or who have failed to complete all assignments may forfeit the right to an exemption in a subject.

AWARDS (Under review)

At the end of June an awards ceremony is held to honour middle year's students. Awards are designed to involve as many deserving students as possible. The format for academic awards in all subject areas will be Gold: 90% plus; Silver: 80 – 89%; Bronze: 75 – 79%

The following awards are presented:

1. Top Male Athlete
2. Top Female Athlete
3. Voyageur Athletic Award
4. Voyageur Academic Awards in Grades 6, 7, 8
5. Top Academic Awards in Grades 6, 7, 8 using the highest overall average in all subjects as criteria.
6. Special Awards in Leadership, Yearbook, Peer Connector, Totally Effective Student for Gr.6, 7, 8
7. Voyageur Sash Awards for:
 - Citizenship
 - Student of the Year

Each month at assembly Academic, Athletic, Merit and LVS Booster awards are presented to deserving students. Athletic awards are given out throughout the year for each team sport.

ACCIDENTS, INJURY AND ILLNESS

Parents are notified at home or work if a child is injured or takes ill at school. No medication will be given to children at school unless parents have made some special arrangements. **Emergency contact must be available at all times and we ask that you make sure your emergency number is updated when it changes.**

LOCKERS

Lockers are provided for all Grades 3-8 students. Lockers are used to store hats, jackets, textbooks and other belongings. Lockers are the property of the school and may be checked from time to time. **All lockers must have a school purchased combination lock** on them. Students may not change lockers without permission from the administration. Cost of locks for 2006-2007 is \$5.00.

STUDENT ACCIDENT INSURANCE

All students are insured by the school division under the Universal Student Accident Insurance Program. A description of the coverage will be sent home with each student.

Parents may also purchase a separate plan that ensures more comprehensive coverage. Reliable Life is the student accident plan endorsed by the Portage School Division. The school sends home the application form. You decide if and what insurance you want, fill out the proper information, make out a cheque to the Reliable Life Insurance Company and send the information and cheque directly to the company in the attached business envelope.

ATTENDANCE POLICY

It is the responsibility of the parent, guardian, or responsible adult to ensure that each child attends school regularly and punctually in accordance with the provisions of The Public Schools Act and the Policies and Regulations of the Division. Chronic absenteeism affects performance and could result in a student repeating the year. **All student absenteeism must be covered by an explanation from the parent, guardian, or responsible adult by phone (857-3478), fax (237-5927), or writing the school.** Failure by the parent or adult person responsible to contact the school promptly to explain absenteeism will result in the absence recorded as **truancy**. **Please inform the school of any changes in address or phone number ASAP.**

Truancy is any school absence without the permission of the parent, guardian or responsible adult. Truancy is a serious breach of the Public Schools Act and results in the following action:

1st Violation of Attendance Policy

- parent/guardian contacted & truancy file opened
- time made up after school
- students suspended from all extra-curricular activities for 20 school days (i.e. dances, sports teams, etc.)

2nd Violation

- parent/guardian contacted and meeting arranged
- time made up after school
- suspension from extra-curricular activities for term

3rd Violation

- parent/guardian contacted
- one day out of school suspension
- suspension from extra-curricular activities for the remainder of the year
- referral to truancy officer

4th Violation

- parent/guardian contacted
- 2-5 day suspension
- referral to superintendent's office

Lates - Students who are late before classes have begun in the morning or in the afternoon will be dealt with by teachers. Students who are late after classes have begun in the morning or in the afternoon will

be dealt with by the office and become part of the official computer attendance. **An excused late** is one that has been approved by the parent/guardian by way of a phone call, note or fax. **All other lates are referred to as unexcused lates. Three unexcused lates will equal the 1st violation of the attendance policy. All students that are late must sign into the late book at the office.**

LIBRARY

The school library is an integral part of the curriculum supporting all subject areas. LVS students and staff have access to all libraries in the division as well as the Portage Educational Resource Centre. Thus, the library is a tremendous resource for learning. In addition, there is a small, but growing, French language section. Our library is also Internet-connected. With the continued assistance of our parents and teaching staff, we will bring the students and these resources together to improve and encourage reading and learning.

The following procedures have been put in place to assist in making the materials accessible to all and to protect the property of the library:

Students are to return their books before the two week lending period is up to avoid loss of books.

If students lose or ruin books, they will be required to pay fair value of the book. A letter will be sent home by the librarian advising of a loss and the cost

If, after paying for the book, it is found, the money will be refunded.

Students borrow and return books through the established procedures to avoid errors and losses.

SCHOOL PLAN

La Verendrye has developed a school plan that is revised every year. This plan is part of the overall division plan and the provincial government plan.

VISION

The vision of La Verendrye School reflects our mission statement. The **top three priorities for the year 2007-2008 are to:**

- 1. Build a safe and caring school**
- 2. Literacy with ICT (Information Communication Technology)**
- 3. Promote best practices for aboriginal students**

Top five priorities for the year 2005-08:

- LVS recognized as leaders in technology, sports, academics and arts programs.
- Proactive in community awareness around political issues
- School enhancement of green space/physical plant
- Wellness of teachers
- LVS becomes the school of choice. Enrichment programs also a part of this initiative.
- Positive marketing LVS through a various media

If you are interested in becoming a member of a committee, please let the office know as soon as possible.

LA VERENDRYE STAFF

Kindergarten	Mrs. Terry Arnal	Mr. Blair Hordeski, Mr. Winston Hrechka, Mrs.
Grade 1 L	Ms Kathy Leibl	Andrea Klassen, Ms Pam Moffatt, Ms Kelly Plunkett,
Grade 1 R	Mrs. Sharon Rennie	Mr. Dan Rosset
Grade 2C	Mrs. Paula Crawford	
Grade 2T	Mrs. Jackie Thornton	Teaching Assistants -Mrs. Marlene Anderson, ,
Grade 3K	Miss Sue Kowalsky	Ms Brenda Attwood, Mr. Delorme, Ms Lori Duggan,
		Mrs. Leslie Giffin, Ms Geraldine Hiebert, Mrs.
Grade 3H	Mrs. Judy Hughes	Tracey Hordeski, Mr. Kenny Keeler, Mrs. Donna
Grade 4D	Ms Erin Duchnycz	Maly, Ms Donna Matthies, Ms Linda Meier, Mrs.
Grade 4H	Ms Brigitte Heppner	Joanita Pliszka, Miss Brandis Porter, Mrs. Shawna
		Spent
PALSS Class	Mrs. Christine Davidson	
Grade 1-6 Music	Ms Sheryl Holmes	Library Assistant Ms Ila Boychuk
Grade 7, 8 band	Mrs. Rhonda Hannah	Technical Assistant Ms Sandra Drabot
K-8 Phys Ed	Mr. Mark Sokolowski	
	Mrs. Terry Arnal	Custodians Mr. Bill Street, Mr. Bob Burke
	Ms. Pam Moffatt	Ms Debbie Taylor, Mr. Maurice
Resource Teachers	Ms Michelle Heaman,	Duchesne
	Mrs. Pam Frank	
Speech Pathologist	Ms Hema Harrysingh	Guidance Team Mr. Blair Hordeski,
Psychologist	Mr. Bob Spencler	Mrs. Pam Garnham
		Mrs. Charlene Leslie
Middle Years Staff	Mrs. Linda Allanson,	Mrs. Marlene Walker
	Mrs. Terry Arnal, Mr. Scott Boychuk, Mr. Darren	Mrs. Pam Garnham
	Durdle, Mr. Ed Dychko, Mrs. Rhonda Hannah,	Vice Principal Mr. Chuck Naish
		Principal

DATES TO REMEMBER – Please watch the monthly newsletters as additional dates will be added

2007		February 18	- Provincial Holiday - Schools closed
September 5	- 1st day for students	February 21	-Parent Teacher Evening
September 10	- Canteen Opens	February 22	-Parent/Teacher Day 10:00 - 1:00 PM
September 13	- Entertainment Fundraiser		
September 20	- Meet the teacher	March 7	- Professional Development, Schools closed
September 26	-School Assembly	March 21	- Good Friday – Schools Closed
		March 24-28	- Report card week K-8
October 8	- Thanksgiving, (closed)	Mar. 31-Apr.4	- Spring Break
October 11	- Student Pictures		
October 26	- Professional Development schools closed	April 7-11	- Kindergarten Registration
		April 18	- Professional Development, School-based
November 17	- Parent Teacher Evening		
November 16	- Parent/Teacher Day 10:00-1:00	May 19	- Victoria Day; schools closed
November 23	- SAG Inservice, schools closed		
		June 20	-School Based Administration: schools closed
December 10-15	- Reports Cards Home	June 26	-Final day of school for students -Awards
December 21	- Last day Fall Term		
December 24 to January 4	- Christmas Break Schools closed		
2008			
January 7	- First day Spring Term		