

Voyageur School

Student/Parent Handbook

VOYAGEUR SCHOOL PURPOSE STATEMENT

At Voyageur School our purpose is to educate children in academics, decision-making skills, and creative problem-solving skills in order to prepare them for a future of change. We will promote positive self-esteem in students by providing an environment which enables students to become motivated, responsible learners.

MISSION STATEMENT

The mission of Voyageur School is to develop each child's potential in partnership with the community.

MOTTO

"Be the best that you can be."

TIME GUIDE

8:37	Outside supervision begins
8:47	Student entry/Attendance
8:57	Announcements
10:15-10:30	Recess
11:45	Dismissal for Lunch
12:43	Outside supervision begins
12:53	Student entry/Attendance
2:15 – 2:30	Recess
3:45	Dismissal

*on early dismissal days, dismissal is at 3:15 PM

PLEASE BE ON TIME

Promptness is an important life skill. Student entry is at 8:47 a.m. and 12:53 p.m. Please encourage respect for classmates and teachers by being on time. Students who arrive late are required to report to the office to obtain a late slip.

PATROLS

Patrols are selected and trained from Grade 5 to ensure the safety of all students. Street patrols are stationed at the crosswalk at Cavalier Drive and Voyageur Avenue.

Patrols are on duty at the following times:

- 8:30 am -- 8:45 am
- 11:45 am – 12:00 noon (if required)
- 12:30 pm – 12:45 pm (if required)
- 3:45 pm – 4:00 pm

CALL BACK SERVICE

Parents must notify the school when a student is absent. If the school has not been informed, parents will be contacted. The school office is open from 8:15 am - 4:15 pm. An answering machine is available for messages after hours.

Students are required by law to attend school every day it is in session unless prevented from doing so because of dental or medical reasons. A dated and signed note or a telephone call from the parent indicating the absence is required and appreciated.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

In the event of address or phone number changes during the year, new information must be submitted to the school office immediately. This also applies to the emergency contact person who is listed on your registration form. It is imperative that we are able to contact you or a designated individual in case of illness or emergencies related to your child.

APPOINTMENTS

Parents are encouraged to schedule doctor and dentist appointments outside of school hours whenever possible, or to arrange these appointments on inservice or administrative days. In cases where this is not possible and early dismissal is required, parents are asked sign their child out at the school office.

HEALTH CONCERNS

It is in the best interest of your child that the school be aware of any special medical or health problems he/she may have. This information should be communicated to the school at any point during the school year. Where it is necessary that medication be administered at school, parents must complete the necessary forms.

CO-CURRICULAR PROGRAMS

Voyageur offers students a wide variety of activities within the co-curricular program. There are academic, musical, and high interest activities as well as many athletic opportunities.

SNACKS & LUNCH

Voyageur School strives to maintain a safe environment. Some students have severe allergies to nut products. In this light, we respectfully request that all parents refrain from sending peanut butter, or other items containing nuts to school. Although we cannot guarantee that products containing nuts will not enter our school, we are committed to minimizing the risk to our students as much as possible.

Students are encouraged to bring nutritional recess snacks and drinks to school.

Supervision is provided for students who remain at school for lunch. Voyageur School provides a Milk Program. Milk tickets may be purchased from the school office.

Lunch Room Expectations:

- ✓ Follow the directions given by all lunch supervisors.
- ✓ Remain seated while eating and be polite while eating.
- ✓ Speak at a reasonable volume.
- ✓ Play safely and respectfully on the school playground.

Consequences

- ✓ Lunch supervisors will address minor incidents.
- ✓ Inappropriate behaviour may result in a suspension of lunch privileges.

In the event of a lunch suspension, parents are responsible for making alternate arrangements for the supervision of their child over the affected lunch hour.

CALENDARS/NEWSLETTERS

Monthly calendars highlighting school activities will be sent home on the last school day of each month. Our regular monthly newsletter will be sent home one copy per family with the oldest child each month on the Friday following the staff meeting. Parents are encouraged to access our monthly school calendar and newsletter online at Voyaguer.sjsd.net.

VISITORS

All visitors are required to report to the office to be issued a visitor pass.

TRANSPORTATION

According to Board Policy, school bus service is provided for eligible students. In addition, this service may be purchased if space is available. Students are supervised by staff while getting on and off the bus at school. Pupils are required to follow the rules of bus ridership which include:

- ✓ Remain seated unless instructed otherwise by the driver.
- ✓ Do NOT touch or open windows.
- ✓ Refrain from making noises i.e. no shouting, screaming, etc.
- ✓ Be courteous to fellow passengers.
- ✓ Do NOT throw objects.
- ✓ Do NOT eat or drink.

EMERGENCY BUS CANCELLATION

In the event of severely inclement weather, buses may be cancelled. A wind chill of -45°C or greater will dictate cancellation of school buses within the division. In extreme weather conditions, please ensure that you check local radio stations (ie: CJOB 680 AM), or the division website at www.sjsd.net to determine the status of school bus service. School Staff do NOT call parents to indicate a bus cancellation. If no report is heard, it can be assumed that school will be in session.

LOST AND FOUND

Labels on items of clothing, including footwear, are encouraged. Smaller, more valuable items are turned into the office. Unclaimed articles are donated to a charity twice a year.

BICYCLES

Bike racks are available and students are advised to have locks on their bikes. The school assumes no responsibility for damage or loss.

DRESS CODE

Students are encouraged to dress neatly and appropriately. Clothing with inappropriate slogans is not permitted. We ask that students wear shoes that can be securely fastened as loose footwear can be hazardous. Students should have a pair of "indoor" shoes which can be left at school--students are not allowed to walk around in stocking feet. Ball caps should be removed upon entering the school.

RECESS

It is important that children have a break midway through morning and afternoon classes. Please do not request that your child remain indoors for recess unless it is on the advice of your doctor. On rainy days or on extremely cold days (-28°C or colder) recesses are held indoors.

FIELD TRIPS

During the school year, students participate in various field trips. The St. James-Assiniboia School Division policy requires all students participating in field trips beyond the perimeter or trips that involve "at risk" activities (ie. swimming) must be covered by extended health insurance (dental/ambulance).

STUDENT ASSEMBLIES

The purpose of Student Assemblies is to bring the total student body together for special programs and to recognize the accomplishments of our students. Parents are welcome to attend.

FIRE /LOCKDOWN DRILLS

Ten fire drills and two lockdown practices are held throughout the year to familiarize students with these procedures.

STAFF MEETINGS /EARLY DISMISSAL

Staff meetings are held on the first and third Tuesday of each month. Students will be dismissed early (3:15 pm) on these days. Please refer to the school day calendar for exact dates.

INSERVICE /ADMINISTRATION DAYS

Certain days of the school year are assigned for inservices and administrative tasks. During these days there is no school as teachers are involved with parent/teacher conferences, curriculum meetings and various workshops. Following is the inservice and admin day schedule for 2009-2010.

September 8	Inservice
Sept. 9 & 10	Meet the Teacher
October 23	Inservice
November 16	Admin Day
November 27	Inservice / Admin
February 5	Inservice
February 26	Admin Day
March 5	Inservice
March 19	Admin / Inservice
June 18	Admin Day
June 30	Admin Day

STUDENT-LED CONFERENCES

Student-led conferences are held twice a year to allow parents to share in their child's progress. Teachers and/or parents may arrange additional conferences at any time during the school year.

STUDENT ASSESSMENT

Students are assessed on a continuous basis throughout the school year. This assessment includes:

- ✓ daily assignments, notebooks,
- ✓ performance tasks
- ✓ special projects
- ✓ cumulative tests and quizzes
- ✓ conversations and interviews with students
- ✓ Observations and anecdotal records of student work

Other forms of assessment may also be used. Report Cards are issued three times each year.

PARENT COUNCIL

Voyageur School maintains an active Parent Council which works cooperatively with the school. Parents are encouraged to participate on the Council and support events.

PARENT VOLUNTEERS

Voyageur School welcomes and appreciates volunteers. If you wish to volunteer please call the school at 888-3390 or speak with your child's teacher.

DAYCARE AND NURSERY PROGRAMS

We have three privately run programs in the building.

***Crestview Park Day Nursery* 837-6022**

This program offers full day care services for children age two to five.

***Sigfusson Nursery School* 885-3709**

This program offers nursery school service for pre-school aged children

***Voyageur In-School Program (VIP)* 832-4702**

This program offers morning, noon and after school supervision for K – Gr. 6 students.

SPECIAL PROGRAMS

Programs such as Reading Recovery and Math Enhancement are offered throughout the year. In order to enhance their learning potential, students experiencing difficulties in these areas are referred by their teacher.

GUIDANCE

The counseling program facilitates the emotional and social development of students. It is preventative in nature and includes individual, small group and whole classroom intervention. Topics such as study skills, peer pressure, personal safety are important topics for discussion, as well as issues related to a specific concern.

RESOURCE

Voyageur School utilizes the Diagnostic-Collaborative Resource Delivery Model. This model is designed to assist school staff in the assessment and planning of programs for Kindergarten to Grade 5 students with learning challenges. Staff members and/or parents can make referrals to resource. Through cooperative teamwork, students are assessed, and programs are developed, implemented and evaluated. Programming will occur in the most enabling environment which may be the classroom and/or another location in the school.

EDUCATIONAL SUPPORT SERVICES

Educational Support Services provides the following clinical services:

- ✓ Educational Psychologist
- ✓ Speech and Language Clinician
- ✓ Social Worker

Students are referred to ESS by teachers, principals, parents, physicians or other community service agencies. ESS staff members consult and collaborate on services to students and work closely with teachers, administration and parents. The referral requires a parental signature.

VOYAGEUR HEALTHY LIVING POLICY

Good nutrition and physical activity are important elements for growth, development, and learning. Voyageur School has the responsibility to foster and support healthy eating and physical activity by providing nutrition and wellness education for all grades. The school and community need to work together to encourage healthy, active lifestyles.

Following are the Voyageur School Guidelines for promoting a healthy active lifestyle.

- School community (staff, students, parents, community) members will be encouraged to bring food belonging to the four food groups of Canada's Food Guide for class parties, recess snacks and lunches. It is recognized that schools need to be flexible for celebration days.
- School community members are encouraged to make healthy options available for school events.
- School staff is encouraged to act as role models in order to promote a healthy active lifestyle.
- The school needs to ensure that all staff is made aware of food allergies and guidelines to support these students.
- A milk program will be provided for the lunch program.
- We will encourage students to wash their hands or use the sanitation product provided before eating.
- School community members are encouraged to choose fundraising activities, rewards and incentive programs which do not compromise student's healthy food choices.
- We will encourage families to send garbage free lunches for the students. We will send tips home in the newsletters related to recycling and how to put together a garbage free lunch.
- Voyageur school will continue to support our students in making good choices to ensure healthy lifestyles.

VOYAGEUR SCHOOL CODE OF CONDUCT

Voyageur School endeavors to provide a safe, nurturing environment that promotes academic and social success. Our Code of Conduct follows the St. James-Assiniboia School Division guidelines and is based on the values of respect and responsibility.

Rights and Responsibilities

Students have the right to expect:

- Lessons will be presented in a clear, relevant manner, along with explanations of the evaluation procedures.
- Teachers will prepare for class, mark and return assignments promptly.
- Students receive regular evaluation and assessment of performance and achievement.
- Students will be able to work in a school atmosphere that is pleasant, orderly, respectful, and conducive to learning.
- Students will have access to school personnel for extra help concerning classes, assignments, remedial assistance, personal and career decisions, and other school matters.
- School administrators will monitor programs and instruction.
- Students will be able to participate in a wide range of activities.

Students will be responsible for:

- Attending school and classes regularly and on time.
- Being prepared for all classes by bringing required materials.
- Completing assignments and other related work required by teachers and other staff.
- Completing any work missed due to absence.
- Making the most of educational opportunities through active classroom participation and involvement in other school activities.
- Taking pride in their work and accomplishments.
- Resolving conflicts and difficulties through discussions or by seeking assistance from school staff.
- Developing self-discipline and showing courtesy for all people in the community.
- Obeying and observing the law and school rules, including this Code of Conduct.

Teachers have the right to expect:

- Students will attend classes regularly, on time, with appropriate materials for class, and complete assignments.
- Students will abide by the Code of Conduct and not interfere with the rights of others, including the right to learn.
- They will have the support and cooperation of students, parents and colleagues in carrying out their responsibilities.
- School administrators will provide leadership and support.

Teachers will be responsible for:

- Providing role models for setting a positive tone in the school.
- Establishing and maintaining an environment that is pleasant, orderly, respectful and conducive to student learning.
- Planning and implementing lessons for assigned courses.
- Providing timely feedback on assessment and evaluation of student progress and providing explanation of said processes to students, parents and administration.
- Ensuring that students are referred to appropriate services when necessary.
- Participating with appropriate services to assist students.

Parents have the right to expect:

- Teachers will uphold their responsibilities.
- Staff will enforce the Code of Conduct
- Staff will communicate with the home.
- Administration will exhibit leadership, provide support and monitor programs and instruction in the school.

Parents will be responsible for:

- Providing role models in establishing respect for self, others, the environment and in following the Code of Conduct.
- Regularly discussing school matters with their children.
- Ensuring regular and punctual attendance.
- Ensuring completion of all assignments.
- Contacting and communicating any concerns with the school.

Harassment

Harassment is defined as a relatively isolated incident that is abusive or unwelcome. Incidents may include, but are not limited to: verbal comments, written or electronic messages and physical aggression. Harassment is unacceptable at Voyageur School. Students who are identified as participating in incidents of harassment will be subject to a variety of interventions and range of consequences.

Bullying

Bullying is defined as a series of repeated incidents of physical, sexual, or psychological discrimination or harassment. At Voyageur School bullying is not acceptable. Students who are identified as participating in bullying will be subject to a variety of interventions and range of consequences.

Weapons

Possession and/or use of a weapon (as defined in Section C (2) of the Criminal Code of Canada) is not acceptable at Voyageur School. As required by Provincial Statute [P.S.A. Section 96(f)] any offensive or dangerous weapon will be seized and handed over to the principal who shall notify the parent or guardian. Students violating this rule will be subject to a variety of interventions and range of consequences.

Alcohol/ Illicit Drugs

The use and/or possession of, and/or being under the influence of alcohol and illicit drugs are not acceptable at Voyageur School. Students violating this rule will be subject to a variety of interventions and range of consequences.

Gang Involvement

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property or disrupt the school environment are harmful to the educational process. Indications such as apparel, graffiti, and hand signals that imply membership or affiliation with such a group, present a clear and present danger. Incidents involving initiations, hazing, intimidations and / or related activities of such group affiliations are prohibited. Gang involvement is not permitted at Voyageur School and students violating this rule will be subject to a variety of interventions and range of consequences.

Use of Electronic Mail/ Internet

Appropriate use of the Internet and electronic mail is expected of all staff and students. Accessing, viewing, uploading, downloading, or distributing inappropriate material is unacceptable at Voyageur School. Students violating this rule will be subject to a variety of interventions and range of consequences.

Interventions and Consequences

It is our policy to contact parents regarding serious problems with student behavior. Parents have a responsibility to model and teach their children the importance of demonstrating a positive attitude, respect for the rules, and a good work ethic. We solicit parent support in reinforcing our policies, and expect Voyageur School students to be responsible citizens. To encourage positive behaviour, Voyageur School uses a variety of programs for students.

Most students will follow and respond positively to behavioral expectations. When student behavior is unacceptable, students will be subject to a variety of interventions and range of consequences reflecting the severity of the infraction. These interventions and consequences may include the following:

Informal Interview

An interview with a teacher, administrator, and/or Guidance Counselor will be held to discuss student behavior. In some cases parents may be contacted.

Formal Interview

A conference is held with the student, parent and administrator (teacher and/or support staff may be present).

Withdrawal from Classroom (Time Out)

Where specific unacceptable behavior is deemed to have a negative impact on the learning environment in the classroom, the student is removed from said setting. Normally, this is temporary, however when withdrawal extended from class is recommended, the parent will be contacted.

Detention

If the student is detained at school beyond the regular school hours for specific unacceptable behavior the parent will be notified.

Parental Involvement

The parent is contacted and involved in a plan to take steps to change specific unacceptable behaviors. This may involve telephone conversations or meetings with school personnel.

Removal of Privileges

In certain circumstances classroom or school based privileges may be removed.

Referrals

The student may be referred to student services such as Guidance, Education Support Service for intervention by social work or psychology, or to outside agencies such as MATC, AFM, CFS, or law enforcement.

Suspension

In cases of serious infractions teachers and/ or administration may suspend a student from school. The suspension may be served in or out of school at the school's discretion. In cases of out of school suspension, the administrator will notify the parent. The length of the suspension will vary depending on the severity of the offense. Decisions of suspension may be appealed to the administrator.

Expulsion

In extreme cases, students may be expelled from school. Expulsion is defined as exclusion from school for a period longer than six weeks. Board Motion is required for expulsion. Appeals of expulsion may be made to the Board.