



Voyageur School Student/Parent Handbook 2017-2018

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 that enables students to become motivated and 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 p.m.

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.

END OF DAY DISMISSAL

All students are encouraged to proceed directly home after dismissal as there is no after school outdoor supervision provided for students.

PATROLS

Grade 5 students are trained 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 a.m. -- 8:45 a.m.
- 11:45 a.m. – 12:00 noon (if required)
- 12:30 p.m. – 12:45 p.m. (if required)
- 3:45 p.m. – 4:00 p.m.

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 a.m. - 4:15 p.m. 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/PHONE/EMAIL

In the event of address, email 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 to sign their child out at the school office.

HEALTH CONCERNS

It is in the best interest of your child that the school

is 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 and have them signed by the doctor.

CO-CURRICULAR PROGRAMS

Voyageur offers students a wide variety of activities within the co-curricular program. There are academic, musical, and special 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. Therefore, 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 in advance.

LUNCHROOM EXPECTATIONS:

- ✓ Follow the directions given by all lunch supervisors.
- ✓ Remain seated while eating and show courtesy and respect to other students seated at the lunch table.
- ✓ 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 posted on our school website the last school day of each month. Our regular monthly newsletter will be posted on our website each month on the Friday following the staff meeting. Parents are encouraged

to access our monthly school calendar and newsletter online at www.voyageur.sjsd.net. If you require a paper copy please contact the office.

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 distracting noises i.e. shouting, screaming, etc.
- ✓ Be courteous to fellow passengers.
- ✓ Do NOT throw objects.
- ✓ Do NOT eat or drink on the bus.

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 (i.e. CJOB 680 AM), or the division website at www.sjsd.net to determine the status of school bus service. School staff does not call parents to indicate a bus cancellation; an automated Synervoice message will be called out. If no report is heard, it can be assumed that school will be in session.

LOST & 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 three times a year. A "lost and found" box is located in the hall upstairs opposite the Voyageur Vendor Stand.

BICYCLES

Bike racks and a bike cage are available for student use. Students are advised to have locks on their bikes at all times, including inside the bike cage. The school assumes no responsibility for damage or loss. The bike cage is opened at 8:30am and at 3:30pm. The bike cage is not opened at lunch.

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 that can be left at school; walking around the school in stocking feet is a safety hazard. 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. Field trip information and permission forms will be sent home with students for parental approval before the field trip occurs.

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 and family members are invited to attend.

FIRE /LOCKDOWN and TORNADO PRACTICES

Ten fire drills, two lockdown practices, and a tornado drill are held throughout the year to familiarize students with these safety procedures.

When a situation arises at a school, which requires the school to enter into a "Hold and Secure" or a "Lockdown", the principal or designate will establish the type of plan to implement:

1. Hold and Secure (or lockout): which is essentially a situation where there is a reported threat that is on the way to or around the school. This decision may be advised by the Winnipeg Police Service. Outside doors, would be locked. Students outside of the building, will be alerted to re-enter the building as quickly as possible.

2. School Lockdown: where there is an imminent threat already in the building, 911 will be called and the Board Office contacted. Once Emergency Services personnel have determined that a threat no longer exists, the principal and/or designate will ensure that the parents are appropriately informed of the situation,

either by the synvoice electronic communication system or a letter.

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 monthly 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 2017-2018:

Sept.5	Inservice
Sept 6 & 7	Opening Day Conferences
October 20	Inservice
November 10	Admin
November 24	Admin/Inservice
February 2	Inservice
February 23	Admin Day
March 16	Admin / Inservice
April 20	Inservice
June 15	Admin Day
June 29	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, journals
- ✓ 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 that works cooperatively with the school. Parents are encouraged to participate on the Council to support school events.

PARENT VOLUNTEERS

Voyageur School welcomes and appreciates volunteers. If you wish to volunteer please call the school at (204) 888-3390, or speak with your child's teacher.

CHILDCARE PROGRAMS

We have two **privately** run programs in our building fees apply to their use.

Crestview Park Day Nursery (204) 837-6022

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

Director: Mrs. L. Lamont

Voyageur In-School Program (204) 832-4707

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

Director: Ms. D. Cross

SPECIAL PROGRAMS

Programs such as Reading Recovery Gr.1 and Math Enhancement Kindergarten and Gr. 1 are offered throughout the year. In order to enhance their learning potential, students experiencing difficulties in these areas are referred to these programs by their teachers

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, anti-bullying strategies, are important topics for discussion. Issues related to a specific concern may be explored upon request.

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, one that 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

Teachers, principals, parents, physicians or other community service agencies may refer students to ESS. 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 life.

Voyageur School Code of Conduct revision date: 2017-18

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Voyageur School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

Voyageur School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations, interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply and the amount of support required.

[Provincial Regulation: Appropriate Disciplinary Consequences in Schools](#) states that the principal has disciplinary authority:

- over the conduct of students while they are at school
- over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus
- to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another
- to determine which consequence is appropriate in a given situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a shared responsibility that involves cooperation between the school and parents. Voyageur School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the Internet and electronic devices/communication

At Voyageur School, our belief fits with that of Restitution theory. We believe that mistakes are opportunities to learn and our goal is to assist children to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened. Voyageur School endeavors to provide a safe, nurturing environment that promotes student academic and social success in partnership with the parent/guardian. Our Code of Conduct follows the St. James-Assiniboia School Division guidelines found in Regulation JK Code of Conduct and is based on the values of: trustworthiness and honesty, respect for self and others, responsibility, fairness, caring, consideration and empathy, citizenship, integrity, consultation and excellence.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document.

- Informal Discussion
- Parental Involvement
- School Counselor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioral/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Police Notification
- Student Suspension
- Student Expulsion

The content of this Code of Conduct is reflective of the following sources:

- St. James-Assiniboia School Division [Policy JK](#)
- [Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences](#)