

Greetings from our School Administrators Team

Welcome to the new school year!

We trust that you had an exciting and restful summer holiday and hope that you are looking forward to a year filled with learning and fun.

Educating students requires a collaborative relationship between the school, home and the community. When we work together towards a common goal, we create the necessary environment that allows for students to be successful in all areas of school.

A range of opportunities are provided for students to enhance their learning experiences beyond the classroom. Involvement in school clubs, athletics, and fine arts activities encourages student leadership and cooperation, and provides students with opportunities to complement their academic studies.

We encourage parents and volunteers to find meaningful ways to be involved in and supportive of their child's education. This can range from reading to your child every day, or asking them each day what they learned in school, to assisting on out-of-school learning opportunities or serving on the School Community Council. Regardless of your level of your choice, we value your input and involvement.

We look forward to a year that contributes to life-long learning! I encourage you to stop by regularly and please contact us if you have any questions or concerns.

Sincerely, our Lakeview Administrative Team

Student Handbook

We are using a student handbook with several purposes in mind. These include:

- To provide families with information concerning École Lakeview School & Saskatoon Public School Division
- To assist in building organizational skills through the use of the handbook to record daily homework
- As a possible record of daily at-home reading time
- To provide ongoing communication between home and school

We hope this will assist you and your child, but we also remind you to call your child's teacher anytime you have a question or concern.

School Day

School Office hours: 8:15-11:50 a.m. and 12:35-4:00 p.m.

8:50 – Bell to enter school

8:55 – Classes begin

10:40-10:55 – Morning Recess

11:48-12:33 – Lunch

12:33 - Bell

12:38 –Afternoon classes begin

2:22-2:37 – Afternoon recess

3:30 – Dismissal (3:15 dismissal Thursdays)

Supervision of Students

Staff members provide supervision 15 minutes prior to school start, during recesses, lunch break, and for 15 minutes at the end of the day. Students are requested to *arrive at school no sooner than 15 minutes prior to bell time* (this includes lunch hour for students going home), unless involved in a supervised school activity or in the Before & After Care program.

Accident Insurance

All students subscribe to a basic accident insurance program that provides coverage for injury sustained during the school day or during participation in a school-approved activity. An extended insurance program is also available which provides coverage 365 days per year, 24 hours per day. For additional information, please contact: MARSH CANADA LTD., 301 PCS Tower – 122 1st Avenue South, Saskatoon SK S7K 7E5.

Assessment & Reporting

Assessment of student progress is continuous. Teachers assess students based on conversations with students, observations of the students, and products produced by students on an ongoing basis. The information gained by the teacher is used as a basis for decisions to assess student progress and to inform instruction.

It is our desire to establish two-way communication. Parents are encouraged to telephone the school if they wish to initiate additional conferences. Your support and your reports to us are of great benefit in our joint effort to provide your child with a sound education.

Over the course of the year, the school will endeavor to do the following:

Curriculum Orientation/Welcome Evening - Teachers share important classroom goals & expectations for the year

Three-Way Conference – Parent(s), student, and teacher meet to share information and identify one or two goals for the child

Second Conference – May be teacher or parent initiated, information is shared and goals are updated

In-depth Reports – Student progress through a written report, is communicated to the parent (Grades 1-8: November, March, June Kindergarten : March and June)

Ongoing Dialogue – Information is shared through classroom and school newsletters, telephone calls, informal visits, portfolios, etc.

Bicycles, Rollerblades, Skateboards, Scooters

Students are welcome to ride bikes to school; however we request they walk their bikes once on school property as a safety measure around our young children. Bikes should be locked in one of the bike stands. Skateboards, roller blades, and scooters are to be stored in lockers throughout the school day.

Communication

Attendance

Please phone the school (683-7330) if your child is going to be absent or late any given day. You are welcome to leave a message on our “message manager” at any time. If we have not heard from you and your child is missing, we will call you. The care and safety of our students is very important to us.

Contacting Teachers

The best time to contact teachers personally is by telephone (683-7330) before and after school. A message can be left to have a teacher return your call. If there is an emergency before or after office hours, please call the principal at 683-7331.

Telephone Use by Students

Students may use the classroom telephone or office phones with the permission of the teacher. Text-messaging during instructional time and taking photos with personal phones while at school are not acceptable uses of these phones.

School Newsletters: School newsletters are sent home with the youngest or only child in each family every second Thursday. If you wish to provide an email address, school newsletters will be sent to you electronically.

Canadian Parents for French (CPF)

This is the Canada-wide volunteer network of thousands of individuals and families interested in access to the latest information and research on creating French second-language opportunities for young people. For information about French Immersion and Core French, please call 244-6151. You may visit the CPF National web site at www.cpf.ca

Communication Protocol

We are always open to hearing parental concerns, following up on suggestions, answering questions, or receiving a compliment. Problems that exist at the school level can normally be resolved at that level. The sooner we are aware of concerns or issues, the sooner we can respond. If you have any questions or concerns, the following guidelines may be helpful:

A. Regarding Your Child

(Progress/Problems)

1st Contact you Child’s Teacher

most of your concerns will be dealt with at the classroom level, but if not then

2nd Contact the Principal of the School

other appropriate staff might be involved at this level to deal with the issue, but if more needs to be done,

3rd Contact the Area Superintendent

your principal will identify the appropriate area superintendent for you to contact. If the issue is still unresolved

4th Contact the Director of Education

5th Contact the Board of Education

B. Regarding Your School

1st Contact your Principal

(activities, hours, playground...)

If you have any questions regarding school rules and expectations, call the principal at any time. If needed, the principal will pass concerns on to a superintendent.

2nd Contact/Discuss with Parent Organization

Discuss with a School Community Council member or Fundraising member

3rd Contact the Board of Education

C. Regarding School or Board Policies and Programs

1st Contact your Principal

2nd Contact the Superintendent of appropriate administrator or consultant

3rd Contact the Director and/or Board

4th If related to The Education Act or Legislation, contact the Minister of Education or your MLA.

Emergency Procedures

- A number of staff members have taken first aid courses.
- If your child is injured at school we will contact you. Please make sure we have current contact information.
- If an emergency occurs where the school must be evacuated, teachers will accompany children to St Bernard School or Walter Murray Collegiate. Information for parents will be broadcast & parents will be telephoned. In the event of such an emergency, please listen to the radio or come to the school; do not telephone as our phone lines will be inaccessible. Children will not be sent home until we have contacted you for your instructions.

Internet/Wireless Services Acceptable Use Procedures for Students

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. *Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school’s overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, and notebook computers.*

When using digital devices, students must adhere to the following principles:

- **Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.**
- **Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.**

1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.
2. A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.
3. In elementary schools, access to the Internet **with school division digital devices** is provided only when students are supervised.
4. In collegiates, students may access the Internet with **school division digital devices** without supervision.
5. If students choose to **bring personal digital devices** to school (at both the elementary and secondary level) they can access the Internet (whose sites have been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher's permission (this includes am/pm recess).
6. Students who choose to bring **personal digital devices** to school should be aware of the following:
 - In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school's administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
 - Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.
7. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools' Administrative Procedure 140 – "Computer/Online Services Acceptable Use" - which can be found on the Saskatoon Public Schools' public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

What can happen to me if I break the rules?

1. I won't be able to use the computers.
 2. I might be disciplined.
 3. I might have to pay for what I broke.
 4. The police may be called.
8. If you do not want your son/daughter to access the Internet at school, please contact the school and request the **Internet Use Denial Form**. This form is then signed by the parent or guardian and returned to the school.

Just Read!

We continue to build on the goal of engaging students in their reading both within school and beyond. We will be celebrating success throughout the winter and spring as classes reach reading goals.

As parents, you can encourage reading by:

- Reading to your child
- Setting aside reading time each night
- Encouraging your child to bring books from school or the public library
- Reading for yourself at home to model the importance of reading
- Discussing what you or your child are reading with him/her.

We look forward to working with you in increasing your child's enjoyment in reading this year.

Remember, just read!

Lockers and Locks

Locks for lockers are optional and to be purchased by students if desired. If a lock is being used, a copy of the combination or an extra key must be left with the classroom teacher. Lockers are the property of the school and are subject to inspection at any time without student or parent permission.

Lunch Hour Guidelines

We have a Nut Allergy Alert/Nutrition Positive School.

Please do not send

- Peanut products
- Carbonated drinks
- Highly sugared food
- High processed foods
- Dry noodles

Children are reminded to be respectful of other people's food choices. Children will be provided with a reasonable length of time to eat their lunches.

Appropriate conduct is expected in **designated lunch areas**. So that students can enjoy the privilege of eating their lunch at school, we have the following guidelines:

- Students remain seated, visiting quietly while eating
- Students are expected to be in lunchrooms until dismissed by noon supervisors at approximately 12:15
- Polite behaviour, and willingness to clean up after themselves is an ongoing expectation of those staying for lunch
- **Students who bring a lunch are expected to remain at school for the entire lunch break. They are not to leave the school grounds without a note from parents indicating permission.**

Please remind your child not to bring nuts or nut products to school and not to share his/her lunch as we have a number of students with life-threatening allergies.

Milk cards are sold in the boot room from 11:48-12:00. Each card costs \$9.00 entitling the student to 10 small cartons of milk (white or chocolate).

Out-Of School Education

A very important part of the education provided at Lakeview is the opportunity for out of school learning experiences. At the beginning of the school year, parents are asked to sign a permission form that gives blanket approval for all in-city excursions. These are kept on file. Teachers will give written advance notice of all field trips prior to their occurrence.

Personal Property

School board insurance does not cover items which are lost and which belong to staff or students. Lost & Found items are generally placed in the main hallway, or in the case of jewelry or electronics, in the office. Students assume full responsibility for electronic devices that are brought to school, and should not be used during class time unless they have permission from their teacher.

Transportation

French Immersion students that live out of the immediate Lakeview area are transported to and from school by First Student Canada. First Student is responsible for the bus stop locations and routes as per agreement with our school division. It is the responsibility of parents to notify both the driver and the school when a student is going to be absent or when the student has not been picked up.

Generally, parents are responsible for the transportation of students to and from school.

Transportation for class trips is accommodated in one of the following ways:

1. Students walk in a group under the supervision of the teacher, often with the assistance of parent volunteers.
2. Buses are chartered.
3. Private passenger vehicles are used. In this case, the number of passengers shall not exceed the seating capacity available, and seatbelts shall be utilized. Criminal record checks of drivers must also be completed.

4. Students cycle in appropriate circumstances. This mode of transportation is generally restricted to use by senior grades and is supervised by school staff. Helmets are required.

School Community Council

We invite parents to join our School Community Council (SCC). The SCC is a school-level council that provides an opportunity for input into school improvement. Every school in the province has a similar council. The SCC is an advisory body. The primary purpose is to support student learning and well-being; and to encourage parent and community involvement in the school.

Volunteers

We appreciate the many talents of our parent community, and welcome parents and grandparents as volunteers within our school. Volunteers that may be working with a child independent of the teacher and classroom, are required to complete a criminal record check yearly. These are available free of charge. Please speak to Mrs. Macleod at the office. Volunteers are needed to:

- assist in the library
- work with children in classrooms, under teacher direction; reading with children
- accompany classes on excursions
- support curriculum goals through offering individual skills and knowledge
- assisting with clerical activities

Student Safety & Health

- Please let us know if your child has any allergies or medical concerns. Medic Alert forms should be filled in each year as required for up to date information.
- Students should have a pair of outdoor and a pair of indoor shoes. Shoes are to be worn at all times.

Bullying

Bullying is generally identified as a form of hurtful behavior that is repeatedly directed at an individual or group from a position of power. It can be physical, verbal, social, or cyber in nature. It is important to differentiate between 'bullying' and 'conflict'. Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require teacher intervention and management. Examples of this include:

Mutual conflict - In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.

Single-episode acts of nastiness or meanness, or random acts of aggression - Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied.

Conflicts are natural and, while they can be unpleasant, allow problem solving. Bullying, however, adversely affects the well-being of children, therefore is not tolerated in any form. Parents are asked to contact their child's teacher if they believe a bullying situation is occurring. Teachers will work with school administration to investigate and apply appropriate and progressive disciplinary action to address bullying.

CODE OF CONDUCT

At École Lakeview School we have developed a code of conduct based on a constructivist approach to help children manage their behaviour. We focus on strategies to foster children's construction of convictions about relating to others in cooperative ways. It is our intention to provide students with opportunities to develop social problem solving skills. Knowledge of conflict resolution and social problem solving allows students greater ability to engage in non-confrontational peer interactions. This works best when students are encouraged to use these skills in resolving actual conflicts while at school.

To ensure that everyone has an understanding of its purpose, teachers review the code and discuss expectations with their classes the first week of school and throughout the year as part of teaching and learning. It is very important to all of us that communication is open and thoughtful about expectations. All members of our learning community share the responsibility of helping each student learn appropriate ways to behave.

The École Lakeview School Code of Conduct is based on the belief that:

- ❖ All students and staff have a right to work and learn in a physically safe and emotionally secure learning environment.
- ❖ Expectations are an essential aspect of a positive school climate and safe educational environment. Expectations also promote academic success, common values and socially appropriate skills that enable students to work co-operatively with each other.
- ❖ Cooperation is important in maintaining a positive learning environment.

Logical or natural consequences are utilized when an action demonstrates lack of respect or responsibility. In all discipline matters, dignity and respect of all individuals will be maintained.

Behaviour that endangers, or has the potential to endanger others will not be tolerated and may have immediate and multiple consequences/supports put in place. It should be noted that students are not allowed to possess potentially harmful or dangerous objects at school (pocket knives, weapons). We also request that they do not bring toy guns that can be misconstrued as weapons.

Dress Code

We believe that the way we dress affects our attitude and our behaviour. Inappropriate clothing can be disruptive to the learning environment. Inappropriate clothing which will not be allowed includes:

- a) items that display foul or suggestive language, inappropriate signs or symbols, messages of violence, racism, drug/alcohol use or information/pictures that are sexual in nature.
- b) clothing that is revealing. General guidelines include a covered back, midriff, chest and buttocks area.

Administrators and/or teachers will use their discretion in deciding the appropriateness of clothing. Students who are dressed inappropriately will be required to cover up or be sent home to change.

BEHAVIOURS, EXPECTATIONS AND CONSEQUENCES

Student Expectations	Reasons for Expected Behavior	Possible Consequences of Misbehavior
<p>Treat Everyone as You Would Like to be Treated</p> <ul style="list-style-type: none"> ❖ be kind, helpful and include everyone ❖ bullying, teasing and name-calling are unacceptable behaviors. 	<ul style="list-style-type: none"> ❖ RESPECT the rights, feelings and opinions of others 	<ul style="list-style-type: none"> ❖ informal talk, apology, action plan, parental involvement, immediate removal from the classroom, in-school suspension
<p>Keep Your Hands and Your Feet to Yourself</p> <ul style="list-style-type: none"> ❖ play safely (no rough play) ❖ stay out of fights ❖ conduct yourself in an orderly and safe manner 	<ul style="list-style-type: none"> ❖ our school must be a SAFE place to be 	<ul style="list-style-type: none"> ❖ informal talk, apology, action plan assigned activity, parental involvement, immediate removal from the classroom, in-school suspension
<p>Respect School Property and the Property of Others</p> <ul style="list-style-type: none"> ❖ return school and personal belongings to the appropriate place ❖ ask before you borrow other people's belongings: look after them and return when finished ❖ keep school clean and tidy 	<ul style="list-style-type: none"> ❖ RESPECT take care of all school property and the property of others 	<ul style="list-style-type: none"> ❖ informal talk, apology, action plan, payment for damages, assigned activity, parental involvement, in-school suspension
<p>Play Fairly</p> <ul style="list-style-type: none"> ❖ include everyone in your games ❖ obey the rules of the games you play ❖ be a good winner and a good loser 	<ul style="list-style-type: none"> ❖ play fairly and be cooperative 	<ul style="list-style-type: none"> ❖ informal talk, apology, action plan, assigned activity, parental involvement
<p>Use Good Manners</p> <ul style="list-style-type: none"> ❖ show proper respect when addressing students, teachers and other adults ❖ show respect for visitors in your school and be a good audience for all guests in your classroom or at an assembly ❖ refrain from using offensive language and gestures (this includes messages on T-shirts and hats) ❖ accept the role of teachers and be respectful to requests ❖ follow requests and instructions in an appropriate and respectful manner ❖ accept consequences in a respectful manner 	<ul style="list-style-type: none"> ❖ be helpful, friendly and considerate of others 	<ul style="list-style-type: none"> ❖ informal talk, apology, action plan, assigned activity, parental involvement, immediate removal from the classroom, in-school suspension
<p>Choose to Learn</p> <ul style="list-style-type: none"> ❖ be excellent in your work habits ❖ choose to be diligent in your attitude to work ❖ choose clothes that reflect your personality in a respectful and appropriate way 	<ul style="list-style-type: none"> ❖ be excellent and do your best at all times 	<ul style="list-style-type: none"> ❖ informal talk, action plan, complete unfinished work, parental involvement, in-school suspension
<p>Be Responsible</p> <ul style="list-style-type: none"> ❖ control your own behavior ❖ choose to act responsibly 	<ul style="list-style-type: none"> ❖ be responsible for own actions 	<ul style="list-style-type: none"> ❖ informal talk, action plan, parental involvement, removal from the classroom, in/out-school suspension

Lakeview Extended School Day Program, Inc.

This program will provide supervised childcare before school (7:30 a.m. until 8:50 a.m.) and after school (3:30 p.m. until 6:00 p.m.), Monday through Friday. It will also cover times when children are dismissed early for such things as regular staff meetings every Thursday, teacher planning days, and professional development days, etc. Children can attend on a regular or part time basis. *It should be noted that this is a privately owned and operated program and the school or the school division does not supervise or have any involvement with this program other than to accommodate it in École Lakeview School.*

Our classroom is **ROOM 2**. The program will include a variety of activities, dependent upon the children's interests. Some activities that are included are free playtime, crafts, sports and games, cooking, drama, going to the gym and going outside when the weather is nice. The emphasis will be on encouraging constructive use of leisure time. The Kinder-Care program activities will also include reading time, snack time, and physical activity time.

FEES

Annual Registration Fee: Registration	\$25/Family
7:30 a.m. – 8:50 a.m. – Before School	\$5.50 Flat Rate
3:15 p.m. – 6:00 p.m. – Thursday Early Dismissal	\$5.25/hour
3:30 p.m. – 6:00 p.m. – After School	\$5.25/hour

FULL DAYS

7:30 a.m. – 6:00 p.m. – No School Days	\$30.00 Flat Rate 1st Child
	\$25.00 Flat Rate 2nd Child

*For further information, or to register in this program, contact **MR. KYLE WILLIAMS - DIRECTOR** 306-251-1991 (Cell), or at the program number 306-683-8397 (Classroom), or e-mail at lesdpwilliams@hotmail.com*