

Greetings from our School Administrators Team

Welcome to École Lakeview School. We celebrate our diversity, constructed from many families of diverse cultural backgrounds sharing in the Lakeview school community, and giving us the opportunity to learn from each other. The staff at Lakeview is committed to helping each child develop to his or her fullest potential. Our goal is to help children develop skills that will allow them to work cooperatively and effectively as they pursue their aspirations within a broader global community.

We provide a range of opportunities 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 community members to become involved in our school through the School Community Council and other volunteer opportunities.

At École Lakeview School, we believe all students and staff have a right to work and learn in a physically safe, emotionally secure learning environment. We focus on strategies that foster a child's construction of convictions about relating to others in cooperative ways.

We believe École Lakeview School inspires learning through the standard of excellence promoted within the classroom, and through opportunities offered beyond the classroom. Our students are developing skills that will prepare them for the challenges of their future.

We welcome you to visit our school, and to discuss how École Lakeview can contribute to your child's education. Please contact us at 306-683-7330.

École Lakeview School Administration

Student Handbook

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

- To provide families with important information concerning École Lakeview School & Saskatoon Public School Division
- To help keep you informed of school happenings, school holidays, newsletter days, and major activities
- 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 also remind you to call your child's teacher any time you have a question or concern.

School Day

School Office hours: 8:00-11:45 a.m. and 12:45 -4:00 p.m.

8:55 – Bell to enter school

9:00 – Classes begin

10:40-10:55 – Morning Recess

11:45-12:45 – Lunch

12:45 –Afternoon classes begin

2:25-2:40 – Afternoon recess

3:30 – Dismissal (3:00 dismissal Thursdays - no afternoon recess)

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 Ave. 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 endeavour 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, 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 may be stored in the bike shed during the fall and spring months, pending space availability. Skateboards, blades and scooters are to be stored in lockers or the bike shed 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. Cellular phones are not to be used while at school. Should students carry them for safety reasons to and from school, they are to be turned off and left away throughout the school day. Text-messaging and taking photos 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, teacher 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.
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 in appropriate 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!

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
- Microwave popcorn

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. Microwaves are available but we ask that you avoid sending items that take considerable time to heat up to avoid long line-ups.

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 noon-hour. They are not to leave the school grounds without a note from parents indicating permission.

Milk cards are sold in the main office or in the boot room from 11:45-12:00. Each card costs \$7.50 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 who live out of area, as well as students who live a distance from the school but within the Lakeview community, are transported to and from school by FirstStudent Bus Co. FirstStudent 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 Councils

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.

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.

LAKEVIEW EXTENDED SCHOOL DAY PROGRAM INC.

The *Extended School Day Program* will be starting on *Tuesday, August 30TH, 2011*. This program will provide supervised childcare before school (7:30 a.m. until 8:55 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 the school does not supervise or have any involvement with this program other than to accommodate it in École Lakeview School.*

The *Kinder-Care Program* is an extension of the Extended School Day Program and will begin its *STAGGERED START* on *Tuesday, August 30TH, 2011*. The objective of this program is to provide quality and structured childcare for Kindergarten students attending Lakeview School. In this program we will be learning a variety of things such as numbers, letters, days of the week, French, etc. The Kinder-Care program will run a morning class from 8:55 a.m. - 11:45 a.m. and an afternoon class from 12:45 p.m. – 3:30 p.m. Monday – Friday. During lunchtime both the morning and afternoon program will eat lunch together and then go outside for recess. Lunchtime is from 11:45 a.m. – 12:45 p.m. There is a \$20.00 registration fee and the cost for either the morning or afternoon is \$10.00. Kindergarten students that need to stay later than 3:30 may do so by enrolling in the Before & After School program.

The programs 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. For the Kinder-Care Program activities will also include reading time, snack time, and physical activity time.

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. Constructivist teachers do not "discipline" children in the sense of controlling and punishing them. Rather, they 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.

The idea for putting our beliefs in the form of a code of conduct has come to the administration from parents and students. To ensure that everyone has an understanding of its purpose, teachers will review the code and discuss the expectations with their classes the first week of school and throughout the year as part of teaching and learning. At the School Community Council meetings parents have the opportunity to have conversations about our code of conduct. It is very important to all of us that communication is open and thoughtful about the conduct 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 other.

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 | <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 |

| | | |
|---|---|--|
| ❖ accept consequences in a respectful manner | | |
| Choose to Learn <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 | ❖ be excellent and do the best at all times | ❖ informal talk, action plan, complete unfinished work, parental involvement, in-school suspension |
| Be Responsible <ul style="list-style-type: none"> ❖ control your own behavior ❖ choose to act responsibly | ❖ be responsible for own actions | ❖ informal talk, action plan, parental involvement, removal from the classroom, in/out-school suspension |

