

PARC LA SALLE SCHOOL

Parent Handbook

www.pls.srsd.mb.ca
pls@srsd.ca

2018-2019



MOTTO

Taking the high road today is the Parc La Salle way!

BELIEF STATEMENT

The Parc La Salle way is...

- To learn in a safe and caring environment
- To believe we are all unique, valued and accepted
- To respect one another and our differences
- To make good choices
- To take responsibility for our actions and our learning
- To make it right when we have made a mistake
- To learn together and from each other
- To be proud of our abilities and celebrate who we are
- To treat each other with care, love and respect
- To help each other be the best we can be

PHILOSOPHY

At Parc La Salle we take the high road. We care about ourselves, each other, our school and our community. We show respect by using kind words and actions, listening thoughtfully, standing up for our beliefs, and taking responsibility for our actions and learning. This is who we are, now and in the future, even when no one is watching.

SCHOOL RULES

We work on these 3 rules all year long with students and it is expected that students will follow them inside/outside of the school. Please see the Code of Conduct.

- 1) Keep hands, feet to self
- 2) Respect Self and Others
- 3) Use appropriate language

Student Discipline

Students are disciplined in a number ways depending on how severe the behavior or infraction was. They may be talked to by a Teacher, Staff Member or Principal, they may be asked to do a writing reflection, we may call home, there may be an in school/out of school suspension, or restitution may be assigned. Parents will be called when the infraction involves bullying, fighting, or continued infractions.

We believe in restitution where by a student fixes their mistakes by making things right again. For example if a student writes on the wall, he/she will be asked to wash it off and maybe clean the area. A discussion of right and wrong and appropriate versus in appropriate behavior is discussed with the student and is always a part of the restitution.

QUESTIONS?

WHOM SHALL I ASK?

PHONE: 204-269-1503

FAX: 204-261-4626

Need more information? Visit our website at www.pls.srsd.mb.ca.

Informationask the Secretary. She will direct you to the person who will help.
 Student progressask the teacher
 Student behaviorask the teacher
 Class work/assignments.....ask the teacher
 School wide concernsask the Principal

When you need to see the teacher or your child, please report to the office and the secretary will call them to the office. 8:45 and 12:15 are **NOT** good times to discuss anything with the teacher. She/he needs to attend to settling the students and to begin teaching. Please do not hesitate to make arrangements to meet with the teacher before or after school or simply email them.

GENERAL INFORMATION

Schools in the St. Norbert area

Parc La Salle School
 190 Houde Drive
 269-1503

Principal: Mrs. T. Hampton
 K - 4 English

La Barriere Crossings
 145 rue Le Maire
 275-5048

Principal: Mr. J Abraham
 5 - 8 English

St. Norbert Immersion
 900 avenue Ste. Therese
 261-4430

Principal: Mr. Francois Remillard
 K - 8 Immersion

St. Norbert Collegiate
 870 avenue Ste. Therese
 269-4920

Principal: Mr. C. Szun
 Vice-Principal: Mrs. Carole Hiebert
 8 - 12 English
 9 - 12 Immersion

Lost and Found

The lost and found box is located in the front entrance way of the school and is a big wooden box that is green. Articles which are found should be turned into the office promptly. It is recommended that all students have a binder or school bag in which to carry their school materials. **Personal belongings should all be clearly identified with the child's name and grade.** Feel free to go through the "Lost and Found" box anytime you visit the school. You will be amazed! At Christmas and at the end of the year, all items not claimed will be taken to Goodwill.

Physical Education

Phys. Ed. is an integral part of the pupils' regular program and students who are unable to take part in Physical Education for medical reasons must have a parent's note or a "Doctor's Certificate" stating the reason for non-participation.

Since Physical Education classes are only 30 minutes long, there is no time for changing. Students must be dressed appropriately (pants/shorts and runners) in order to participate in gym. *All students require a pair of runners that remain in the school as indoor shoes.*

Music

The division now offers 3 music classes to every grade per cycle. Children learn rhythm, songs, how to perform, chants, to read notes, play recorder and a variety of 'Orph' instruments.

Lunch

Parc La Salle School provides supervision for a lunch program from 11:30 to 12:30. Children bring their own lunch and have the option to buy white milk or chocolate milk. Milk may be purchased on a pre-pay basis or day to day.

Please, no warm up meals that require a microwave.

Staying for lunch is a privilege and children must honor the school-wide behavior expectations as listed below:

The Parc La Salle Code of Lunch Behaviour is based on the following four beliefs and values:

BE SAFE	BE RESPECTFUL
<ul style="list-style-type: none"> • Walk at all times • Practice good health habits, eat only your own food • Sit with feet on floor, bottom on bench & facing table • Move safely to designated area • At end of lunch, leave gym with lunch supervisor 	<ul style="list-style-type: none"> • Use an inside voice (6 cm) • Wait your turn • Use please and thank you • Allow others "personal space" • Use good manners at the lunch table • Sit at designated spots • Watch for and obey hand signal • Raise your hand if you need something

BE RESPONSIBLE	BE POSITIVE
<ul style="list-style-type: none"> • Use washroom before coming to lunch room • Clean up your own area • Wait to be excused by supervisor • Take home what you don't eat • Pack your lunch container & leftovers in your school bag 	<ul style="list-style-type: none"> • Enjoy your lunch • Enjoy the time with your friends

Possible consequences for children who cannot behave respectfully and responsibly:

- informal discussion (student and supervisor)
- time out
- referral to principal, discussion with student and parent is notified
- removal from program for a time
- plan created to support successful re-entry to program

Lunch time is to be a pleasant time with friendly chatter going on at reasonable sound levels. In order to reduce, re-use and recycle, parents are encouraged to provide students with cutlery and containers for students' lunches. Nutritious lunches and drinks are encouraged. Canned pop is not allowed. Questions? Call the Principal at 269-1503.

School Supplies

Because school supplies are so costly, parents are encouraged to recycle school supplies from year to year. Please check the school website to find the supply list you need.

Bicycles

Bicycles are permitted at school. We have a bike rack in front of the school that students can use. Please bring a lock. The school is not responsible for lost or stolen bicycles.

Damage to School Property

Students shall be held responsible for damage to school property resulting from willfulness or neglect on the part of the child. Such responsibility may involve restitution for all damages. Students who lose or abuse classroom or library books will be held financially responsible.

Library Books

The staff and students have worked hard to enlarge the book selection in the classroom and library. It is every student's responsibility to care for these books and to return them to the library or classroom so that others may enjoy them. Students who lose books will be held financially responsible and letters of notification will be sent home.

School Photos

Parc La Salle School uses Lifetouch to take individual and class pictures. You will receive a sample photo to help you decide on which package to order. Please watch the newsletter for school photo day and retakes.

N.S.F. Cheques

From time to time, the school receives N.S.F. cheques written by parents to pay for things such as fund raisers, school outings, milk program, etc. ***The school will not accept cheques from parents who have previously written N.S.F. cheques.*** When this happens, the parents will be responsible to cover the cost of any bank charges (approximately \$20) as well as the original amount ***in cash***. We will accept cash installment payments if necessary to coincide with your paydays.

Transportation

It is important for the safety of your children that **parents maintain supervision at the bus** stops in the morning and at the end of the day. Please arrange amongst yourselves who will be looking out for your kids.

Distance for Transportation of Pupils

“Transportation shall be provided for Grades K -4 pupils residing more than 0.8 kilometer from school in a built-up area and beyond 0.8 kilometers in a rural area.”

In order for your child to be dropped off at a different location, please call the bus supervisor, **Wade at 1-204-422-6222** to make arrangements. Then send a note for the principal.

According to Manitoba Regulation 216/82, no school bus, while transporting pupils, shall be used to carry any animals, firearms, explosives, flammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers.

Items being carried on by students are limited to small articles that can be easily and safely carried on the lap. (An article wider than the pupil's lap or extending above the shoulders is not considered a small article)

The rights and privileges of each child will be observed only as long as the rules of good bus behavior are observed. The moment a pupil "gets out of line", the offender will be dealt with fairly, impartially and in the same manner all such offenders are treated. If a change in seating is needed, the pupil will be moved to a seat near the bus driver so that behavior may be more closely observed.

Snow Storms (Please listen to your local radio stations!!!)

The following is based on Seine River School Division procedure in case of very severe snow storms.

1. Early morning closure (7:30 a.m.): the responsibility and authority not to open schools because of severe weather rests with the Superintendent. Should they issue such an order, announcements will be made from 7:00 a.m. to 8:00 a.m. on the following radio stations: CKRC, CJOB, CKSB the Weather channel and SRSD website.
2. If a storm should arise during the day, buses will not make their runs early because the risk is too high that some students may not be able to enter their houses at those times.

Should the weather not permit a safe return at normal closing time the student will be safely kept in the school, billeted with friends, or driven home later when conditions are more favourable. In any event, parents are always welcome to personally withdraw their children from school early due to a storm.

Phone-in/Call Back

Parents/guardians are asked to call the school if a student is going to be absent for any reason. It is essential that during school hours we know where each student is. If a child is reported absent and the school has not been contacted, the home and/or work and/or emergency numbers will be contacted. The purpose of the "Call Back" procedure is to ensure the safety of the children.

* Please assist us in our efforts by reporting absences and by updating phone numbers and contacts immediately (work, emergency, etc)

Accidents

In case of any minor accident or illness reported to the office, first aid shall be rendered and parents will be notified for further direction if the principal deems it necessary.

In the case of accident, or illness which, in the opinion of the principal, requires immediate medical care, first aid shall be rendered. If the parents cannot be reached immediately, the principal will take or arrange for the injured student to be taken to the Victoria General Hospital emergency ward if it is deemed necessary to do so. The parents shall be notified of such actions as soon as possible thereafter. Any cost of ambulance service will be the responsibility of the parent. School personnel will not deliver students to hospitals other than Victoria General.

Dress Code

Students feel good when they look good! Students' dress should reflect consideration and respect for self and others.

- Clothing needs to be clean and odor free and preferably with no rips or holes.
- Shoes or sandals are a must at all times.
- Hats, boots, jackets, and parkas should not be worn in school.
- During the cold season, students are advised to wear proper winter clothing for recesses and should have extra mittens and pants incase theirs are wet.

** Shorts, T-shirts, sundresses/sun suits will be permitted during warm weather. Shorts must have a leg like a Bermuda or bicycling short. T-shirts must reach the waist. Halter tops and muscle shirts will not be permitted. Sundresses or sun suits must have shoulder straps (no halter tops) and covered midriffs. Clothing with written or pictorial messages which are obscene or offensive will not be permitted. Students will be asked to cover the clothing (e.g. with a sweater) or asked to turn it inside out.

** Children require 2 pairs of shoes - one indoor (used for gym) and one outdoor. Students will be expected to take off muddy footwear upon entering the school. Winter boots will also be taken off upon entering. Please be advised that Heelys are not permitted in school.

Entrance/Exit of Students

*** Please Do Not send your child to school before 8:30 a.m. as there is no one out on supervision until 8:30 a.m.**

Students are to enter and leave the school at the door designated for their classroom. Pupils may enter the school at 8:40 a.m. and 12:20 p.m. In inclement weather, students may enter the school at 8:30 a.m. Walking students are asked not to arrive at school earlier than 8:40 a.m. and 12:20 p.m.

Entrances: - Front door: *Students should not enter or exit by the front door*
 - South door: Grade 3, Grade 4
 - North Door: Kindergarten, Grade 1, Grade 2

Homework Policy

Parc La Salle students may be asked to do homework by their teachers. Homework is generally defined as school work, assignments, etc., which the child did not complete during the time allotted at school. Teachers expect that school work for which adequate time was given in class be done for the next class.

In order to develop a home routine for homework, you can help your child by setting up a time and a place with no T.V. for regular review. Homework, in general, can include a 15 - 30 minute period of reading, reviewing words and basic math facts, playing letter and number games and simply listening to a story.

If homework is not completed on time, pupils must accept the consequences. It is important that the parents and the school work co-operatively to help student's complete assignments. If a particular problem arises, parents will be contacted.

School Hours

❖ Students begin to arrive -(staff on duty)	8:30
❖ Entry (bell rings)	8:40
❖ Announcements	8:45
❖ Morning Recess	10:20 – 10:35
❖ Lunch Recess	11:30 – 12:00
❖ Lunch	12:00 - 12:30
❖ Afternoon Recess	1:50 – 2:05
❖ Dismissal	3:15

Student Illness

Parents are asked not to send their child to school if they are ill. A rule of thumb is, if your child is not able to participate in Physical Education classes or go outside during recesses due to illness, your child should stay home.

Recess

Students are encouraged to play outside during recess. The fresh air and the chance to get some exercise are extremely beneficial. **PLEASE DO NOT SEND NOTES TO SCHOOL REQUESTING THAT CHILDREN STAY IN AT RECESS.** Children who are unwell are required to stay at home.

Belongings from Home

Students are encouraged not to bring special belongings from home unless it has been discussed with the classroom teacher who can ensure their safety. iPods, MP3's, roller blades, skateboards, walkmans and electronic games are not allowed at school.

Parental Concerns

When parents have a concern about their child's progress or any school issue, here are the steps to follow;

- 1) If the concern deals with a classroom situation, contact the teacher.
- 2) If the concern hasn't been solved at the classroom level or if it deals with a school-wide problem, contact the principal.
- 3) If a parent's concern has not been resolved at a school level, he/she may contact the Superintendent.
- 4) If further action is necessary, parents may contact their local trustee, as well as the School Board.
- 5) The Minister of Education or his designate would be the final step that parents would take to resolve educational matters which have not been resolved at the School Division level.

Parent Volunteers

Parents play an important role in the functioning of the school. Many of the things that get done in our school wouldn't get done without the help of our volunteers. Parents who can offer some time - on a weekly basis or even on occasion - are asked to contact the classroom teacher or principal. All volunteers will be asked to fill out a Child Abuse Registry Check Forms which are available at the school office.

Please get involved. We need you.

Bus Loading/Parents Loading - Parking

Buses ONLY will park to load and unload in the lane on the NORTH side of the school (by the staff parking and by the play structure).

Because of safety concerns parents are asked to drop off/pick up their children:

- on the SOUTH side of the school (by the fence).
- in front of the school
- in the lane behind the play structure

Please do not park in the Bus Loading/Unloading Zone

***Staff Parking** is reserved and spots are paid for by staff. **Please do not park in those spots.** This applies during the day and for special events such as Concerts.

Medication

Prescription medication shall be administered to students as per the following guidelines:

1. The parents must submit a written request accompanied by a letter from a medical doctor before the school may accept responsibility for administering medication to a student (form letter provided). Additional paperwork for all children on regular medication.
2. The Medication must be brought from the home by the parent or guardian in the proper medication bottle. Whatever appropriate arrangement is made, it is important that the correct medication is provided and that it is available as required. A cabinet with a lock is available for storing medication.
3. The medication container must have the process of disposal noted on it and must have the official label of the druggist. The container should be one for school use and a separate container should be kept at home.
4. Assuming the medication is to be given on a regular basis, someone must take the responsibility of keeping to the schedule. If it is a teacher, then provision must be made for situations where the teacher is absent. A list of people who will administer the medication must be left with the principal.

Parents' Association (PAC)

The Parents' Association welcomes all parents to one or all of our regular meetings. Watch for the announcements of meetings in the newsletter. New ideas and opinions are necessary for progress and are always welcome. We are always looking for parent volunteers; please contact your PAC president, Erin Harder at (204) 797-6230 or pls.committee@gmail.com if you are able to help us out at all this coming school year. We will hold meetings on the first Wednesday of each month from September to May. We start at 6:00 p.m and usually end by 7:00 pm.

Family Centre

Parc La Salle Family Centre continues to operate through a grant from Fort Garry/St. Norbert Healthy Child Coalition. The Family Centre is a program for families with children between the ages of 0 and 5 and is committed to developing and fostering the growth of good character and academic success for the children. We invite and welcome all family members in the St. Norbert community to partake in this free program.

The program will run from September to the end of May (please contact Teresa Hampton or Audra Anderson-Coordinator for the exact start date). We run Tuesday and Thursday mornings from 9:15 to 11:15 am.

2017-2018 School Reporting Dates

Written Reports: November 26th, 2018

Oral Reports: November 29th, 2018 evening
November 30th, 2018 morning

Written Reports: March 18th, 2019

Oral Reports: March 21st evening
March 22nd morning

Written Reports: June 27th, last day

Cairns Daycare

Cairns Parc La Salle is a privately run operation that offers the following:

- kindergarten program
- nursery school
- school age child care before and after school

The hours of operation are from 7:00 am to 6:00 pm. For more specific information about the programs and fees, please contact Shannon Whyte at 275 - 1521.

Strong Start

This year we are pleased to be offering a free nursery program called '**Strong Start**' for all our Kindergarten students. To register your child or inquire about the program please call Kym Schmidt at 261-4446 or Teresa Hampton at 269-1503.