

École Voyageur

Family Handbook 2023-2024

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1. Welcome to École Voyageur

Dear families,

Welcome to École Voyageur! Our dedicated staff at École Voyageur are committed to providing a safe, caring and engaging learning environment to ensure that all learners will be the best they can be.

Students, staff, and parents play an important role in our students' learning and in our school community. We are all here to work together so that children may derive the most from their education. Parents are encouraged to be actively involved in our school through the Parent Council and other volunteer opportunities.

Staff work diligently to challenge your children in their learning and to keep parents well informed. The purpose of this family handbook is to provide all families with basic school information about École Voyageur.

We encourage families to consult our [website](#) and our school Instagram (@ecole.voyageur) for updated information and to see our learners in action.

Please contact me if you have any ideas or suggestions about items that should be added to future handbooks. Best wishes for a successful year!

Mme Pamela McLachlan (elle/she/her)
Principal/Directrice
pamela.mclachlan@sjasd.ca

2. STAFF LIST 2023-2024

TEACHING STAFF:

Principal	Office	Mme Pamela McLachlan
Kindergarten a.m. & p.m.	Room 9/10	Mme Anna Porpiglia
Grade 1	Room 1	Mme Tamara Bergen
Grade 1	Room 11	Mme Mackenzie Corrigan
Grade 2	Room 15	Mme Susan Bergeron
Grade 2	Room 17	Mme Anastasia Batke
Grade 3	Room 14	Mme Larissa Prairie
Grade 3	Room 16	Mme Amanda Moffatt
Grade 3/4	Room 18	Mme Cara Yost
Grade 4/5	Room 22	Mme Dayna Schumacher
Grade 4/5	Room 23	Mme Shira Richmond
Grade 4/5	Room 24	Mme Madison Carter-Plouffe
Éducation Physique	Gymnasium	Mme Natalie Beaudin
Musique	Room 20	Mme Leanne Cooper-Carrier
Resource Teacher	Room 13	Mme Aimee McDonald
Counsellor	Room 21	Mme Sharon Kirk
Reading Recovery/Support	Room 8	Mme Alexis Kriewald
Deaf and Hard of Hearing	ESS	Nola Bowering
Occupational Therapist	ESS	Alexa Kovacs
Physiotherapist	ESS	Jackie Ogloza
Reading Clinician	ESS	Rosana Montebruno (K-2), Heather Khan (3-5)
School Psychologist	ESS	Michele Chevrefils
Social Worker	ESS	Hayley Plesh
Speech Language Pathologist	ESS	Tegan Vieira
Student Services Coordinator	ESS	Kristy Wake

SUPPORT STAFF:

Administrative Assistant	Office	Mme Wendy Capri
Library Technician	Library	Mme Tracey Cox (Days 2, 4, 6)
Educational Assistant		Mme Hallie Aichelle
Educational Assistant		Mx Rob Syrenne
Educational Assistant		Mme Danielle Ostermann
Educational Assistant		Mme Julie Millar
Custodian		M Euroolly Fajardo
Evening cleaner		M Helio Figueiredo
Evening cleaner		M Joeffrey Yabut

3. BELL SCHEDULE

Bell Schedule

There is **no supervision** for students before 8:20 a.m.

8:30 a.m.	Student Entry
8:45 a.m. – 9:22 a.m.	Period 1
9:22 a.m. – 10:00 a.m.	Period 2
10:00 a.m. – 10:15 a.m.	Recess
10:15 a.m. – 10:52 a.m.	Period 3
10:52 a.m. – 11:30 a.m.	Period 4
11:30 a.m. – 12:30 p.m.	Lunch
12:30 p.m.	Student Entry
12:40 p.m. – 1:18 p.m.	Period 5
12:18 p.m. – 1:55 p.m.	Period 6
1:55 p.m. – 2:10 p.m.	Recess
2:10 p.m. – 2 :48 p.m.	Period 7
2:48 p.m. – 3:25 p.m.	Period 8
3:25 p.m.	Dismissal

Early Dismissal

12:30 p.m.	Student Entry
12:40 p.m. – 1:10 p.m.	Period 5
1:10 p.m. – 1:40 p.m.	Period 6
1:40 p.m. – 1:55 p.m.	Recess
1:55 p.m. – 2:25 p.m.	Period 7
2:25 p.m. - 2:55 p.m.	Period 8
2:55 p.m.	Dismissal

4. Attendance (Call Back Program)

If your child is going to be away from school due to illness, medical appointment, or other reasons, please report this in the school messenger app, on the school messenger website: <http://go.schoolmessenger.ca> , or call 1-844-434-8116 (details and instructions for use of this app were sent home at opening day

conferences). If your child's absence is not reported, the automated notification system will try to contact you. If the system is unable to contact, you the school will be notified, and we will attempt to contact you. A note is required, or the parent must sign the child out in the office, for a student to leave the school early for medical or other reasons. Please indicate the date, time and purpose for leaving. Students who arrive later than 8:40 a.m. bell or 12:40 p.m. bell must report to the office to sign in and receive a "welcome slip".

5. Bus Transportation

[Bus policies and procedures](#) – Please review this link and discuss expected behaviour procedures with your child regarding the school bus.

According to Division policy, students who live 1.6 kilometers or more from our school in our catchment area are eligible for bussing. Application forms are available in the school office. Parents of bussed students are informed of bus regulations, schedule and expected student behaviour. A bus ridership program is conducted semi-annually and students who ride the bus are expected to follow behaviour expectations. If a child does not demonstrate appropriate behaviour while riding the bus, the bus driver will issue a behaviour report and the school principal or designate will discuss the situation with the student and the parent. Bus transportation should be viewed as a privilege, which will be suspended or withdrawn should the child's behaviour interfere with the safe operation of the bus. Withdrawal of the privilege of transportation (suspension) will be the direct consequence of poor behaviour on the bus. Bus transportation will be cancelled on days when a wind chill of -45° or greater dictates cancellation of school buses within the division or there are hazardous road conditions that may put students at risk. Families should listen to the radio for bus cancellations during such weather.

6. Bicycles, Skateboards, etc.

Students are encouraged to use active methods of transportation to get to school. They may bring their bikes, skateboards, scooters, and rollerblades to school however only bicycles can be kept at school locked in the bike cage. Students must wear a helmet when participating in any of these activities. Bicycles are to be parked in the bike cage at the side of the school in the bike racks upon arrival at school. The school will not assume responsibility for damage or loss. We encourage students to always lock up their bikes. Due to lack of storage space, skateboards and scooters cannot be stored inside the school.

7. Assemblies

When possible, school assemblies are held to celebrate student learning and special events and to give classes and special groups the opportunity to perform for the student body. Parents and relatives are welcome to attend. We enjoy recognizing the accomplishments of our students for their efforts in using the French language as well as in demonstrating positive character traits contributing to our school community and goals.

8. Co-Curricular Activities

Co-curricular activities in music and sports are often planned for the Grades 1 to 5 students. Events and practices may be held before or after school and during lunch hour or recess. In all co-curricular activities, emphasis is placed on participation.

9. Code of Conduct

The St. James-Assiniboia School Division believes that every child can learn if provided with support and encouragement and that parent/guardian engagement in a child's education contributes to the success of our students. Respect, integrity responsibility, consultation and excellence are the core values of the Division, its policies, and practices. As such, parents/guardians, students, and staff work together in the school setting to ensure success for all learners. To achieve our goals, it is expected that everyone involved in the school community will abide by the St. James-Assiniboia School [Provincial Conduct Policy](#) and the Public Schools Act. Students and staff are expected to exhibit self-discipline and to be responsible for their behavior. Responses to behaviours will consider both the circumstances and the needs of the students.

École Voyageur endeavors to provide a safe, caring learning environment for all learners. Our Code of Conduct is based on the principles of respect, responsibility, integrity and developing personal excellence. Generally, classroom teachers are in charge of discipline. Parents are encouraged to phone the school if they have questions and make the first contact with the staff member who is directly involved. When the matter is a more serious one, or when the situation requiring discipline repeats itself, the principal becomes involved in disciplinary response.

The underlying philosophy toward discipline at École Voyageur has an emphasis on taking responsibility, learning from our experiences and mutual respect. Students are expected to follow codes of behaviour in various areas and/or activities i.e., playground, clubs, teams, bus ridership and lunchroom. Each teacher establishes classrooms treaties or beliefs outlining expected and unexpected behaviours. These beliefs and expectations are enforced during any school activity including field trips.

Our goal is that École Voyageur an inclusive and safe respect for themselves, each other, and for property. This code is in congruency with legislation outlined in the [Provincial Code of Conduct](#).

Rights and Responsibilities

Students have the right to expect that:

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

Students will be responsible:

- To be a good citizen.
- To comply with school and school division discipline and behaviour management policies.

- To behave in a respectful manner and comply with the school code of conduct.
- To attend school and classes regularly and on time.
- To be prepared for all classes by bringing the required materials.
- To complete assignments and other related work required by teachers and other staff.
- Completing missed work.
- To treat with respect school property, and the property of others.
- To engage in educational opportunities through active classroom participation and involvement in other school activities.
- To express themselves using appropriate language and behaviour for the school setting.
- To respect the diversity of all people in the school community.
- To resolve conflicts and difficulties through discussions or by seeking assistance from school staff.
- To develop self-discipline, showing courtesy for all people in the school community.
- To follow and observe the law and all school rules, including this Code of Conduct.

At École Voyageur, the following are unacceptable:

- **Bullying** is defined as incidents between the bully/bullies and their victim(s). It is unfair, one-sided and involves imbalances of power and strength. It has unequal levels of affect – the bully walks away while the victim is in distress.
Bullying takes place in a variety of forms:
 1. Physical aggression
 2. Social aggression (ex: spreading rumors, intimidation, exclusion from group)
 3. Verbal aggression (ex: name calling, threats, teasing, intimidating phone calls, inappropriate comments)
 4. Written aggression (ex: notes, electronic messages)
- **Discrimination/ Harassment** on the basis of gender, sexual orientation, ethnicity, size, religion, beliefs, physical or mental disability, marital/family status. It is defined as a relatively isolated incident that is abusive or unwelcome, that may be physically, psychologically or sexually harmful. Incidents may include, but are not limited to, verbal comments, written or electronic messages, and physical aggression. Students violating this rule will be subject to a variety of interventions and a range of consequences.
- **Cyber –bullying and the use of electronic devices** In accordance with the recent Provincial legislation of *Bill 24, The Public Schools Amendment Act (Cyber-Bullying and Use of Electronic Devices*, École Voyageur will not tolerate any form of cyber-bullying. If students are found using the internet, digital cameras, cell phones, cell phones equipped with digital cameras, or any other personal electronic communication devices, in an unacceptable manner towards another student in the school, they will be severely dealt with.

Interventions and consequences

It is our policy to contact parents if there are any serious problems with student behaviour. We believe that parents have the responsibility to model and teach their children the importance of demonstrating a

positive attitude, respect for the rule, and a good work ethic. We solicit parent support in reinforcing our policies. We expect École Voyageur students to be responsible citizens.

Most students will follow and respond positively to behavioural expectations. When student behaviour is unacceptable, students will be subject to a variety of interventions and a range of consequences reflecting the severity of the infraction. Responses to behaviour will consider both the circumstances and the needs of the students.

Disciplinary consequences of violating the code can range from warnings (through informal and formal interviews) to conversations or meetings with school personnel and/or parents, to withdrawal of participating in school events, to restitution/community service, to the removal of privileges, to a referral to student services, to in-school or out-of-school suspensions, to expulsion from school. Suspensions may occur for a variety of reasons including those behaviours listed above as well as behaviour which is injurious to oneself and/or to others physically or emotionally or behaviour which has a negative effect on the climate, morale, and wellbeing of the school and the students and staff. Parents will be advised in all instances of suspension. During out-of-school suspensions, students will be forbidden access to the building and grounds and may not participate in co-curricular activities.

A re-entry conference involving the students, the parent(s)/guardian(s) and the school may be a prerequisite for readmission. At this conference, the parent(s)/guardian(s) and the student may be asked to agree to the terms and conditions of a re-entry plan. Parent(s)/guardian(s) and the student may be asked to sign this agreement in writing.

Reinforcement of Positive Behaviour:

Most of our students exhibit excellent behaviour and respect for other individuals on a regular basis. Reinforcement of this behaviour may take the form of:

- Verbal praise to individuals and groups
- Notes from teachers or administration for excellent and positive behaviour as well as improvements in same
- Certificates to students whose demonstrate qualities, strength, or growth in areas of character development
- Special classroom activities
- “Compliment calls” to parents by staff
- Special invitations to in-school events

10. Communication to Families

We wish to enable parents to be active partners in the schooling of their children and to that end, we make every effort to keep parents informed of school activities, special dates, events, needs, celebrations, or recognitions. Weekly, “Notes from the Office” are e-mailed home to keep families notified of upcoming events and information. This newsletter is emailed to every parent/guardian that provides us with an email address. Classroom teachers communicate regularly with parents. Students in grades 1 to 5 have a student agenda book which is used by each classroom teacher to teach responsibility and planning. The agenda fee is included in your child’s student fees at the beginning of the year. The agenda is an important communication tool between parents and the school. Please stress to your children of the importance of these communication tools.

11. Dismissal and Entry

Any changes in your child's regular dismissal schedule must be communicated in writing to the classroom teacher and/or the office.

ENTRY:

- morning supervision begins at 8:20. There is no supervision before this time
- entry bell rings at 8:30 a.m.
- students are to remain in their line, appropriately distanced, until entry
- students are encouraged to ride their bike or walk to school
- drop off in parking lot: After 8:20 a.m., a staff member will be greeting students from the north end of the parking lot. Please follow the one-way direction of the parking lot
- bus students will be met by a staff member who takes attendance and directs students to their entry doors

DISMISSAL:

Students will be dismissed between 3:20-3:25 at their cohort door. There is no student supervision after 3:25 p.m.

Any changes to dismissal routines must be communicated to the school office prior to 3 p.m.

12. Pupil Files

Pupil files are established for each student enrolled in school. Board Policy JRA states the following: The Public Schools Act requires every School Board to establish a pupil file for each pupil enrolled in a Manitoba School and to establish a system of information collection and storage, retrieval and use of information respecting to each individual student. The pupil file is an ongoing official record of a student's educational progress from kindergarten to Grade 12 in Manitoba. A pupil file includes the entire collection or repository of information and documentation relating to the education of the student which is stored in written, photographic, electronic or any other form, and is held in the school, school board office or other office under the jurisdiction of the school board. Each parent (custodial or non-custodial), legal guardian, or age of majority pupil has the right to information contained in school or divisional files unless there is a court order forbidding the right to access. When the pupil reaches the age of majority, consent of the student is required to allow parents to access the pupil file. Where parents are separated or divorced, both parents have the right to receive information or reports on their child, unless the court orders otherwise. (Divorce Act, Section 16(5), The Family Maintenance Act, Section 39 (4).

13. Student Assessment and Evaluation

Student work is assessed on a continuous basis.

Teachers use a variety of assessment techniques:

- daily work and assignments
- attitude and participation in class
- notebooks
- unit and cumulative tests and quizzes
- teacher and student conversations
- on-demand writing samples
- special projects/digital learning
- student portfolios (paper/digital)
- cooperative group skills
- teacher observations
- student self-assessment
- on-demand problem-solving samples

Teachers maintain ongoing, detailed records of each student's learning, which is used to report progress and make comments. Provincial assessments will be administered to grade 3 students (reading in English, numeracy in French) and grade 4 students (reading in French). In addition to the three reporting periods, November, March and June, any parent or staff member may request that a progress report be initiated for a student at any time. These are completed by staff and then forwarded to parents.

14. Students Leaving School Early (*parents/guardian must sign child out in the office)

Early dismissal from school will be granted where necessary. In such cases, a note stating the reason and signed by the parent is to be brought by the student to the teacher. The absence will be recorded at the office. Parents are encouraged, however, to schedule doctors' and dentists' appointments outside of school hours, when possible, or to arrange for these appointments on In-service or Administration days.

15. Emergency School Closing

In the event of severely inclement weather or a problem with the school facility, school may be closed for the day or the starting time delayed. Changes to regular school hours or to school closing will be announced over Radio Station CJOB (680 AM) between the hours of 6:00 and 8:00 AM. If no report is heard, parents may assume that school will be in session.

Similar conditions may also necessitate early dismissal. Every attempt will be made to notify parents of the necessity to alter the dismissal time. However, when a parent cannot be reached, an attempt will be made to notify the person named by the parent as a contact in the event of an emergency, and then the student will be dismissed.

16. Field Trips

Division policy requires medical information on every field trip form. This is to ensure that in case of emergency the supervising teacher has access to all current information on the trip. Although this seems redundant to ask for the same information every single time your child attends field trip, it is Division Policy which needs to be followed. We ask for your patience and understanding and ensure all current numbers are provided.

17. Fire, Lockdown, and Tornado Drill and Evacuation Procedures

Fire drills are required to be conducted 10 times a year, lockdown drills are conducted 2 times a year, and tornado drills are conducted annually to practice procedures in an emergency.

In the event of an actual fire or emergency evacuation when shelter is necessary, we will adhere to the following plan:

- 1) Evacuate as a fire drill;
- 2) Check attendance then proceed by room directly to **Lakewood School**, 55 Kay Cres., another attendance check will be made; and
- 3) Wait at Lakewood School for further instructions

18. French Language in the School

As a French Immersion Milieu, students are encouraged expected to speak in French to the best of their abilities. This enables the students to use the language skills learned in the classroom and become more proficient with the French language.

19. Fundraising

Every year a fundraiser may be held to help subsidize classroom and school initiatives. We thank you for your continued support.

20. Lunch Program

Staying at school for lunch is a privilege. Students who are unable to go home for lunch may stay at school provided they follow lunchroom expectations. Our lunch program runs from 11:30-12:30. Students are supervised by lunchroom supervisors. Students go outside for recess for half of the lunch hour, and students eat lunch in their designated classrooms for the second half of the lunch hour.

If a student who regularly stays for lunch plans to leave the school during noon hour to lunch with a friend, he/she must bring a note of permission from the parent/guardian.

ALLERGY AWARE: We are an **allergy aware school!** Some students in our school have **life threatening** allergies. **Please do not send any snacks or lunch items that may contain nuts, including peanuts.**

21. Nutrition Policy

The St. James-Assiniboia School Division acknowledges the important role that nutrition plays in the total development and performance of your child. We believe that where possible, food served or sold in our school should reinforce good nutrition practices as emphasized in the *Physical Education /Health Education Manitoba Curriculum Framework of Outcomes for Active Healthy Lifestyles* and the *Manitoba School Nutrition Handbook*. We encourage all families to participate in healthy eating and physical activities at school. We will continue to promote and encourage the principles of healthy eating.

22. Medication at School

In order to administer medication during school hours, according to School Division Policy, we require forms to be submitted and signed by a parent/guardian. Please contact the office for assistance regarding medication at school. This applies to all medication including Tylenol and Aspirin.

Students must have taken the medication for 24 hours without any adverse effect before school staff can administer medication at school.

23. Parent Council

École Voyageur Parent Council works cooperatively with the school in the best educational interest of students. We encourage all parents to become active with the École Voyageur Parent Council. Parent council meetings are scheduled monthly, except for December and June.

24. Recess

It is important that children have a break midway through the morning (10:00 - 10:15) and afternoon classes (1:55 - 2:10). These breaks will generally take place on the playground. Staff members are assigned to supervise the students during recess breaks. **Please do not request that your child remain indoors for recess unless it is on the advice of your medical doctor.** Any child at school is expected to be outside for recess. There is no supervision available for individual students to stay inside. Recess takes place rain or shine. On severely cold days (wind chill factor is at or below -28 degrees) or in the case of other extreme conditions, the recesses will be held indoors.

Students are expected to play safely and respectfully with others at recess. Students who do not follow safe play rules at recess will be directed to take part in an alternative recess plan.

25. Lost and Found

We encourage families to label all personal belongings. When seeking misplaced articles, we encourage you to visit our Lost and Found located at the top of the entry stairs between the two doors. All items that are not claimed are donated to a charity each term.

26. Valuables

Students are discouraged from bringing valuable items to school. Students who bring valuable items for special projects are urged to leave them with the classroom teacher for safekeeping. Students are discouraged from bringing any toys to school, other than for "Show & Tell".

****Bringing personal technology devices, special interest cards (Pokémon, hockey cards, etc.) to school is not permitted.** If it is brought to school, it will be kept in the office for the day.

27. Library Books and School Books

Library and school purchased books are loaned to students by the School Division. A charge will be levied for books lost or abused. A refundable deposit will be required for loans over the summer months.

28. Visitors/Volunteers

Visitors and volunteers to the building must report to the office upon arrival. The office is located at the bottom of entry door stairs on the righthand side. If you need to pick up your child early or drop them off

late, we will assist you in the office. **For the safety of our learners and to maintain the integrity of their learning, no visitors may go to classrooms unless a pre-arranged meeting has been made with a teacher.**

If a parent or volunteer is required, your child's classroom teacher will contact parents to determine availability and interest.

29. Lice and Bedbugs

Lice and bedbugs happen. It is good practice to regularly check your child's hair and clothing, treating as required. If your child is found to have live lice at school, you will be contacted to come and pick them up. If a case of lice or bed bugs is found in your child's classroom, a note will be sent home to inform you.

30. Internet Use

In order to use the Internet and its related resources from school, students and their parents/guardians are required to sign the "Acceptable Use Agreement and Parent Permission Form". Students will access the Internet under the direction and supervision of their teachers and will be expected to utilize the resources found on-line in a cooperative, efficient, and non-abusive manner. Student Internet privileges will be withdrawn due to the use of abusive language, discriminatory remarks, hate mail, searches to inappropriate websites, and/or tampering with school technology.

31. School Website and Social Media

École Voyageur Website : <https://www.sjasd.ca/school/voyageur>

École Voyageur Instagram : @ecole.voyageur