

# Parent Handbook



## École Bannatyne

363 Thompson Drive

204-888-1101

**School Website:**

<http://bannatyne.sjsd.net>

September 2016

Dear École Bannatyne Families,

On behalf of the school staff, we extend greetings to the parents and students at Bannatyne and welcome everyone to another exciting school year. We welcome the opportunity to work with you and your family and hope that each student reaches new heights in their learning endeavours.

The purpose of this school handbook is to provide parents and students with some basic information about École Bannatyne. Please review it and keep it handy for future reference.

We are honoured to be part the École Bannatyne school team and we all look forward to a rewarding and successful year!

Sincerely,

Mme Roné Boyko-Principal  
Mme Linda Romeo-Vice Principal

# ÉCOLE BANNATYNE

## MISSION STATEMENT

Nous faisons notre meilleur travail en anglais et en français.  
Nous nous respectons les uns les autres.  
Nous nous préparons pour le futur.

We do our best work in English and in French.  
We respect each other.  
We prepare for the future.

### ABOUT THE SCHOOL:

École Bannatyne is a French Immersion K-5 elementary school. French is the language of instruction for all subjects except English Language Arts. Both English and French languages are reflected in the general school activities such as concerts, sports and special events. Our school mascot is “**Les Geais Bleus**”.

### WHAT IS FRENCH IMMERSION?

In a French Immersion school, French is the language of instruction for subjects other than English Language Arts. The Manitoba Department of Education (Bureau de l'éducation française) has provided curricula for each grade, which parallel those of the English school program.

The percentage of time designated to instruction in each of the two languages is outlined below:

EARLY IMMERSION: Kindergarten -100% French Instruction  
Grades 1 to 5 - 75% French Instruction, 25% English Instruction

What about English Language Arts? In Grades 1 to 5, English Language Arts instruction occupies 25% of the class time. The program is based on the Manitoba English Language Arts Curriculum and consists of the basic skills of Reading, Listening & Viewing, Writing, Speaking and Representing.

**SUMMARY OF SCHOOL GOALS**  
**FOR**  
**2016-2017**

The 2016-2017 priorities for the school are:

1. By June, 2017, all students will have made measurable progress in the area of writing in French and English. Demonstration of their learning progress will be measured by co-created, common rubrics, grade-level continuums, goal setting and reflection and analysis of writing samples in both languages across all grade levels.
2. By June, 2017, 80% of students will have attained grade level expectations (3 and 4) in problem solving and all students will have made measurable progress. Progress will be measured by analyzing common, grade level, “on-demand” problems three times per year. (Are students demonstrating improvement in their ability to incorporate diverse strategies and verbalize their reasoning?)
3. By June, 2017, a greater number of students will demonstrate measurable progress in demonstrating critical thinking skills in all areas. Progress will be measured using common, co-created rubrics, continuums and support documents for all grade levels.

**BANNATYNE PERSONNEL**  
(2016-2017)

**TEACHING STAFF**

Roné Boyko	Principal <a href="mailto:rboyko@sjsd.net">rboyko@sjsd.net</a>
Linda Romeo	Vice Principal <a href="mailto:lromeo@sjsd.net">lromeo@sjsd.net</a>
Anna Porpiglia	Kindergarten AM <a href="mailto:asporpiglia@sjsd.net">asporpiglia@sjsd.net</a>
Katie Hindle	Kindergarten AM/PM <a href="mailto:khindle@sjsd.net">khindle@sjsd.net</a>
Amanda Furst	Grade 1, Room 5 <a href="mailto:nstonge@sjsd.net">nstonge@sjsd.net</a>
Larissa Prairie	Grade 1, Room 6 <a href="mailto:lprairie@sjsd.net">lprairie@sjsd.net</a>
Pam McLachlan	Grade 1, Room 10 <a href="mailto:pmclachlan@sjsd.net">pmclachlan@sjsd.net</a>
Laura Koslowsky	Grade 2, Room 8 <a href="mailto:lkoslowsky@sjsd.net">lkoslowsky@sjsd.net</a>
Chelsea Hummelt	Grade 2, Room 9 <a href="mailto:chummelt@sjsd.net">chummelt@sjsd.net</a>
Renée Smart days 1,3,5	Grade 2, Room 11 <a href="mailto:rsmart@sjsd.net">rsmart@sjsd.net</a>
Marielle Gaultier Dow days 2,4,6	Grade 2, Room 11 <a href="mailto:mgdow@sjsd.net">mgdow@sjsd.net</a>
Simone Labossière	Grade 3, Room 1 <a href="mailto:slabossiere@sjsd.net">slabossiere@sjsd.net</a>
Linda Romeo (AM)	Grade 3, Room 3 <a href="mailto:hclark@sjsd.net">hclark@sjsd.net</a>

Heidi Clark (PM)	Grade 3, Room 3 <a href="mailto:hclark@sjsd.net">hclark@sjsd.net</a>
Kristen Schmidt	Grade 3, Room 4 <a href="mailto:kschmidt@sjsd.net">kschmidt@sjsd.net</a>
Steven Taylor	Grade 4, Room 25 <a href="mailto:staylor@sjsd.net">staylor@sjsd.net</a>
Karina Scham	Grade 4/5, Room 24 <a href="mailto:kscham@sjsd.net">kscham@sjsd.net</a>
Dustin Dvorak	Grade 4/5, Room 26 <a href="mailto:ddvorak@sjsd.net">ddvorak@sjsd.net</a>
Cheryl Gabriel	Grade 5, Room 2 <a href="mailto:cgabriel@sjsd.net">cgabriel@sjsd.net</a>
Gabriela Gallo	Music <a href="mailto:ggallo@sjsd.net">ggallo@sjsd.net</a>
Natalie Beaudin	Phys. Ed. <a href="mailto:nbeaudin@sjsd.net">nbeaudin@sjsd.net</a>
Lydia Tanner	Resource <a href="mailto:ltanner@sjsd.net">ltanner@sjsd.net</a>
Diane Wiebe	Reading Recovery, AM <a href="mailto:dwiebe@sjsd.net">dwiebe@sjsd.net</a>

### **SUPPORT STAFF**

Erin Warsaba	Head Administrative Assistant <a href="mailto:ewarsaba@sjsd.net">ewarsaba@sjsd.net</a> Administrative Assistant
Joanne Jeanson	Library Technician (Day 2, 4, 6) <a href="mailto:jjeanson@sjsd.net">jjeanson@sjsd.net</a>
Christine Ross	Ed. Assistant C <a href="mailto:sderuyver@sjsd.net">sderuyver@sjsd.net</a>
Grace Tabios	Ed. Assistant C gtabios@sjsd.net
Denis Jeannotte	Ed. Assistant A <a href="mailto:djeannotte@sjsd.net">djeannotte@sjsd.net</a>
Anick Leblanc	Ed. Assistant <a href="mailto:aleblanc@sjsd.net">aleblanc@sjsd.net</a>

Xi Chou	Computer Technician <a href="mailto:xchou@sjsd.net">xchou@sjsd.net</a>
Frank Volkar	Custodian (7:00-2:00) <a href="mailto:fvolkar@sjsd.net">fvolkar@sjsd.net</a>
John Marsh	Night Cleaner (3:30 – 11:00) <a href="mailto:jmarsh@sjsd.net">jmarsh@sjsd.net</a>
Alon Grossman	Night Cleaner (9:00 – 11:00) <a href="mailto:agrossman@sjsd.net">agrossman@sjsd.net</a>

## **BANNATYNE SCHOOL PROCEDURES AND POLICIES**

### **ABSENCE - CALL-BACK PROGRAM**

Parents are advised that in the event your child/ren is/are to be absent from school, the school should be notified. The duration of the absence should be given. Please call the school at 204-888-1101 before 9:15 AM or before 1:00 PM. Prior to 8:30 AM and leave a message on the telephone answering machine. If your child is absent and we have not been contacted, the school secretary will contact you at home or at work to confirm the absence. We ask your support with this CALL BACK program. This minimizes the calls the school will have to make. We appreciate your cooperation.

Upon returning to school, the teacher will assist the child in determining the work that has been missed and the child will complete this work at home and at school.

Frequent absences will be investigated. Phone calls from the teacher, the principal will be made in order to investigate the frequent absences. If needed, the Principal will request the support and help of the family access coordinator. Please remember that frequent absences can affect school success.

### **ACCIDENT INSURANCE**

Students participating in field trips or any school related activities are covered under a blanket permit paid for by the Division. If you wish to purchase additional insurance, you have the choice between the following:

- Universal Student Accident Insurance: The Universal Student Accident Insurance covers students for school activities within Manitoba only.
- The Voluntary Student Insurance: This covers students 24 hours a day, 7 days a week. Voluntary Student Insurance has significantly more benefits attached to it and covers not only accidents but sickness as well.

The benefits are listed in the Policy Brochure that is sent to schools on an annual basis.

### **ATTENDANCE**

Students **are required to be in attendance** at school each day beginning at 9:00 AM and ending at 3:55 PM.

## **BICYCLES**

The school is not responsible for bikes brought to school. Students that do bring a bike to school are advised to lock them to the metal bike rack in the parking lot.

## **BUS ELIGIBILITY**

It is the policy of the St. James-Assiniboia School Division to facilitate transportation of **eligible students\*** to their designated or catchment area school, as shown on the Division's current catchment-area map, by the following methods: on school buses or public service vehicles, by providing a transportation allowance, or by providing metro transit tickets - whichever method is deemed more practical and/or economical to the Division.

**\*\*“Eligible students”** refer to all students that are considered residents of the Division, whereby the custodial parent(s) live(s) in the St. James-Assiniboia School Division.

In the case of École Bannatyne, bussing is provided for all children in Kindergarten to Grade 5 **who reside in the St. James-Assiniboia School Division**, provided that the child's residence is in the École Bannatyne catchment area.

Home or residence may also be taken to mean the address where the student is being cared for during the day, provided such "care" is being provided for at least one hour per day. In such cases, the address of the caregiver would determine the student's designated school *providing there is space available in the specific class*. In cases where there is space available, non-resident parents (as per JFAB-R) using this designation as a "home" or "residence", may also apply to the transportation department, annually, to purchase a seat on a bus to attend their catchment school. **When there are no seats available, non-resident parents will be responsible for ensuring their child is transported to and from school.**

If you have any questions or concerns, please call the school or speak directly to Danny Hoplock, Transportation Supervisor at 204-888-7085.

## **BUSSING/ SCOOTERS / SKATEBOARDS/ ROLLER BLADES**

Bussing is provided for all children in Grades K to 5 provided that the child's residence is 1 kilometre from the school. If you require assistance in reference to bussing, please contact the school. Students registered for bus service are the only ones allowed to ride on their designated bus. Casual rides for visiting and sleepovers are not accommodated. A note should be sent to the school if your child would not be on the bus on a particular day so that we are not waiting and delaying the bus pick up for other schools. Without a note, the students will be placed on their appropriate bus at the end of the day. Please call the school, however, if an emergency arises before dismissal and we will assist you.



Scooters, Roller blades and Skateboards have become a popular mode of transportation for some students. We also discourage the use of these items due to vandalism and theft. Storage of these items also presents a problem in the classroom. The school will not be responsible for the skateboards, rollerblades and / or scooters brought to school. They also are not to be used in the schoolyard during recess.

### **BUS RIDERSHIP RULES**

Riding on a bus requires that the passengers adhere to certain reasonable rules (enforced by the bus driver through the assistance of the school) in order to ensure a better degree of safety. The rules are:

1. Each bus has patrols to monitor and guide student exit and entrance and act as messengers between the bus driver and the principal. All buses have patrols riding the bus except for the Kindergarten noon buses. All bus riders must co-operate with the patrols and the driver.
2. On the bus, all riders are to:
  - a) Remain seated unless instructed otherwise by the driver and /or until the bus comes to a complete stop. Unload one seat at a time, beginning with the front seat and remain seated until it is your time to unload.
  - b) Keep arms, head, etc. in the bus. Stay away from windows.
  - c) Refrain from making noises and use indoor voices i.e. no shouting, screaming, profanity, etc.
  - d) Be courteous to fellow passengers.
  - e) Refrain from throwing objects.
  - f) Refrain from eating or drinking.
  - g) Sit facing the front of the bus with legs and bags out of the aisle.
3. If students persistently misbehave on the bus, their service will be suspended.

\*Parents, please review this information with your child.

### **CALENDAR FOR 2016-2017**

Inservice (No School)	September 6, 2016
Parent Conferences	September 7, 8 2016
First Day of School for Students	September 9, 2016
QSP Fundraiser Dates	
Early Dismissal	September 20, 2016
Parent Council Annual General Meeting	September 20, 2016 6:30 p.m.
Early Dismissal	October 4, 2016
Photo Day	September 27, 2016
Thanksgiving Day (No Classes)	October 10, 2016
Early Dismissal	October 18, 2016

Inservice Day (No Classes)	October 21, 2016
Early Dismissal	November 1, 2016
<b>Photo Retakes (PM)</b>	<b>November 16, 2016</b>
Administration/Inservice Day (No Classes)	November 10, 2016
Remembrance Day (No Classes)	November 11, 2016
Early Dismissal	November 15, 2016
First Term Report Cards Go Home	November 23, 2016
Evening Student-Led Conferences	November 24, 2016
Student-Led Conferences & Admin/Inservice (No classes)	November 25, 2016
Early Dismissal	December 6, 2016
Early Dismissal	December 20, 2016
<b>Winter Concert</b>	<b>December 17, 2016</b>
Winter Break (Last Day of Classes - Thursday)	December 22, 2016
School Reopens (Monday)	January 9, 2017
Early Dismissal	January 10, 2017
Early Dismissal	January 24, 2017
Inservice Day (No Classes)	February 3, 2017
Early Dismissal	February 7, 2017
Administration Day (No Classes)	February 17, 2017
Louis Riel Day	February 20, 2017
Early Dismissal	February 21, 2017
Inservice Day (No Classes)	February 26, 2017
Early Dismissal	March 7, 2017
Second Term Report Cards Go Home	March 8, 2017
Evening Student-Led Conferences	March 16, 2017
Student-Led Conferences & Admin/Inservice Day	March 17, 2017
Early Dismissal	March 21, 2017
Spring Break (Last Day of Classes)	March 24, 2017
School Reopens	April 3, 2017
Early Dismissal	April 4, 2017
Good Friday	April 14, 2017
Early Dismissal	April 18, 2017
Inservice Day (No classes)	April 21, 2017
Early Dismissal	May 2, 2017
Early Dismissal	May 16, 2017
Victoria Day (No Classes)	May 22, 2017
Early Dismissal	June 6, 2017
Administration Day (No Classes)	June 16, 2017
Third Term Report Cards Go Home	June 29, 2017
Last Day of School for 2015/2016	June 29, 2017
Administration Day (No Classes)	June 30, 2017

## **CO-CURRICULAR AND NOON HOUR ACTIVITIES**

Noon hour activities are organized and operated for students in Grades 1 to 5. These activities take place in the school gymnasium between 12:30 and 1:00 PM. Participation, which is optional, focuses on cooperation and team playing. Student leadership in preparing and refereeing the games is also emphasized.

Co-curricular activities in music and sports are planned for the Grades 4 and 5 students. Practices may be held before or after school. Schedules are provided when the students register. In all co-curricular activities, emphasis is on participation.

## **CODE OF CONDUCT**

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

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

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

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

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

child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

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

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

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

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

At Bannatyne School, our belief fits with that of Restitution theory. We believe that mistakes are opportunities to learn and our goal is to assist children to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

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

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

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

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

## **DISCIPLINE AND SELF-DISCIPLINE**

(See Code of Conduct)

The underlying philosophy toward discipline at Bannatyne has an emphasis on responsibility and mutual respect. Students are expected to follow codes of conduct in various areas and/or activities i.e., in the classroom, on the playground, in the lunchroom and on the bus. Each teacher establishes a code of conduct for the classroom and for co-curricular activities.

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 action which may vary from discussion, an apology, to in-school suspension or to out of school suspension from school. Parents are called or informed.

Our main aim is that École Bannatyne School be a safe and happy place to come, where students show mutual respect for each other and for personal property. We adhere to the Division Code of Conduct.

The St. James-Assiniboia School Division Code of Conduct has been developed based on input from teachers, students and parents. At Bannatyne, we adhere to this code. The concepts are presented to students. A copy of the code is reprinted in this handbook. Additional copies of the Code of Conduct are available from the school upon request.

## **DAYCARE PROGRAM**

Bannatyne School is fortunate to have a daycare in the same building. This daycare however is not affiliated with the school. For information regarding availability please call the Sigfusson Daycare at 889-0435.

## **DISMISSAL PROCEDURES/ (DROP-OFF / PICK-UP)**

### **RE: Student Safety and School Security during dismissal and arrival**

To ensure the safety of all students, the following safety procedures will be in place. Your cooperation is appreciated in supporting this school policy.

#### **AM Procedures:**

- No students are to arrive before 8:50. Parents are to drop off students in the school yard. Please do not enter through the front doors and walk through the school to exit through the back doors.
- **Morning duty will begin at 8:50. Please ensure that students who are dropped off or walk to school do not arrive before 8:50. There is no supervision before 8:50.**
- If you arrive before 8:50, you are responsible for the supervision of your child. Please do not leave your child unattended in the schoolyard.

#### **Lunch Drop-Off**

- No students are to arrive before 12:30 and are to be dropped off in the schoolyard. Supervision is provided at this time. Parents are to drop off students using the parking lot drop-off area. Please do not enter through the front doors and walk through the school to exit through the back doors.

#### **Lunch Kindergarten Drop-Off Procedures:**

- Please drop your children off in the schoolyard anytime after 12:30. Supervision is available at this time. Bussed children will be greeted at the front doors (drop-off point) by patrols. They will direct your children to the schoolyard where supervision is provided.
- In case of inclement weather, please see information provided in the following sections.

#### **PM Procedures:**

- Students who are picked-up by a parent/guardian will exit from back doors.
- Bussed students will exit from the rear doors. A supervisor will be at the back doors to help with dismissal procedures and ensure students get on the appropriate bus.  
Bussed students: Students will go home on the bus unless prior verbal or written arrangements have been made with the office for them to be picked up or asked to walk home.
- Students who walk home are to exit the back door and promptly leave the premises and walk home. These students are not allowed to loiter the halls, schoolyard, etc. If they wish to play in the yard after school hours, they must first go home and ask parent permission so parents know where they are.
- Daycare students will leave at the second bell and walk up to daycare.
- **3:47** – Kindergarten and bussed students are called to exit their classroom to line up; patrols will be responsible for getting Kindergarten students from the classroom and directing them to their proper bus line-up. All other students will walk to their proper line-up.
- **3:55** – students who walk home will exit through the back doors only. No skateboarding, scooters, etc... at the front entrance.

- **3:55**– students who are picked up by parents will be escorted by their teachers to the back pavement area where they will greet their parents. If another person other than the guardian/parent picks up students, written permission must be given to the teacher prior to dismissal.
- If an emergency arises, please call the school and advise the office by phone.
- The supervising teacher will remain on duty at the rear of the school until all students are met by parents. If parents are late students will be directed back to the office.

#### **Various Times Of The Day:**

- Please report directly to the office upon entering the school. **Do not go directly to the classrooms.** This creates distractions. To minimize distractions, we will call your child down to the office.
- **Volunteers / visitors will have to report to the office, sign in and wear the appropriate ID tag** to walk throughout the school. These tags make it visible for our students to see that you are not a stranger and that you belong in the school.
- If you have made arrangements in regards to someone else picking up your child from school at any given time of the day (after school, lunch, etc...), please advise the school / the classroom teacher in writing (agenda, note, email...) as to who this person may be. If an emergency arises and a note is not possible, please call the office and speak with either the secretary or the Principal.
- **Sleepovers, birthday parties, etc....** Please be advised that if your child is to be picked up by another adult that the teacher / office has been advised of the **arrangements in writing**. No student will be allowed to call home or get verbal permission to go to a friend's house after school. Arrangements must be made prior to the end of the day and the office must be advised to ensure that students have permission to go home with another person.
- All doors, with the exception of the front door, will remain locked as per usual. Recess doors will be unlocked for the duration of the recess only.
- Signs will be posted at all doors to report to office.

#### **In Case Of Inclement Weather:** (-28 or colder; +30 or higher; rain...)

- **Between 8:50 and 9:00AM:** Students will enter the school by the front doors or rear North East recess door and meet in the gymnasium where supervision will be provided. Each classroom has an assigned area.
- **During recess:** Students will remain in the classroom for the recess. Supervision will be provided in every section of the school.
- **Lunch Hour for Kindergarten students:** Parents are to bring their child to the office. The child will be escorted to their classroom by a patrol. Students will have recess in the classroom. The same goes for our bussed students. Once greeted by a patrol, they will be brought to the classroom for indoor recess. Supervision will be provided.

#### **Parents Using Daycare:**

- **When arriving or leaving, please use daycare doors (off Bruce)** (this will minimize traffic in the hall upon entry and dismissal).
- Doors are to be used by daycare parents only.
- Daycare parents please ensure door is closed behind you.
- Please do not let anyone else enter.
- Please do not open the door for another person. Guide them to the front doors.

- When leaving the premises please ensure that you close the door behind you.
- No one else is to enter or exit from this door.

Parents, please review these policies/procedures with your child. The school is responsible for your children from the minute they leave for school until they are picked up by a parent or arrive home on the bus. Our goal is to keep our children safe and we will work together to ensure that all safety protocols regarding supervision are followed appropriately.

This policy will be revised every year as needed.

### **DRESS**

(See also Code of Conduct)

The children are encouraged to dress neatly. Clothing is to be in good repair. Proper footwear is a must at all times -- students are not allowed to walk around in stocking feet. The children are asked to have a pair of regular runners (no Heelys – shoes with wheels) that they can leave at school as they are expected to change from their boots or outdoor shoes when they come in.

Shorts are permitted but must be of respectable length and good repair (not torn off jeans). Tops must be in good taste (no halter tops, spaghetti strap, and muscle shirts, shirts with offensive messages or torn shirts).

Spandex shorts are acceptable for Phys. Ed. classes or under long tops.

Jackets and caps are considered outdoor clothing and are not to be worn in school.

### **EARLY DISMISSAL**

As a rule, early dismissal happens twice per month on the first and third Tuesday of the month. Dismissal time is 3:25 on those days. Please mark your calendars and follow the school schedule given to you on the first days of school and as noted throughout the school year in our monthly newsletter. All dates are indicated. Please note that there may be exceptions.

### **EARLY LEAVE/ ABSENCE FROM SCHOOL/ APPOINTMENTS**

Early leave / absence from school will be granted where necessitated for the same reasons legally allowable for absence. In such cases, a note stating the reason and signed by the parent is to be brought by the student to the teacher. Absence will then 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 Inservice or Administration days.

### **ELECTRONIC DEVICES**

We ask that every student refrains from bringing any electronic device to school be it a cell phone, camera, iPod, IBook, video game, etc... These devices are expensive and not a necessity for school purposes. If it is imperative that you reach your child please call the office and we will get the message to them or even call them into the office in order for you to speak with them in person. If it is a necessity that they reach you, they have access to a phone at the school. Students are not allowed to take pictures of their peers or teachers without the written consent of that child's parent/guardian or the teacher in question. Leaving these devices at home also ensures its safety. We are not responsible for such items if they are brought to school. The only reason they would be brought to school is if it was a special request from your child's teacher for academic purposes. Any picture/video taken at a public school event is asked to not be



distributed or posted on Facebook, YouTube or any other website without the written permission from the persons that were filmed or photographed.

### **EMERGENCY CONTACTS**

It is imperative that each parent provides the school with the name and phone number of an individual to be contacted in the event that there is an emergency and the school is unable to reach the parent. This information is to be listed on the “INFORMATION IN CASE OF EMERGENCY” form sent home with your child at the beginning of each school year. Where there is a change in this information during the school year, you are asked to immediately notify the school with updated or new information. While the child is in school, it is most important that we are able to contact someone in the event of an emergency or in the case of injury or sudden illness. Where we feel that a child may need medical care or observation at home, the parent will be contacted. No child will be sent home unless a responsible adult is there to receive him/her.

### **EMERGENCY SCHOOL CLOSING**

In the event of severely inclement weather or a problem with the school facility, the 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 7:00 and 8:30 AM.
- The Divisional website (<http://www.sjsd.net/>) will also have school closing information posted.
- You may also receive a recorded message from the School Division or School if school closures occur. Synervoice is the recorded system being used.

If no report is heard or seen, parents may assume that school will be in session.

Parents are responsible to check the website and/or listen to CJOB for school closing information. No formal personal phone call will be made.

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 the emergency contact and then the student will be dismissed.

### **FIELD TRIP PERMISSION FORMS**

Whenever a field trip occurs, forms will be sent home explaining the field trip and returned to school with the necessary signatures and information. No student will be allowed on a field trip without the proper paperwork completed. Division policy requires medical information (medical numbers) on every field trip form. We will gather this information at the beginning of the year. **It is the parents responsibility to let the school know if any medical numbers or information has changed throughout the year in order to keep our records updated.** This is to ensure that in case of emergency the supervising teacher has access to all current information on the trip. We ask for your patience and understanding and ensure all numbers are current and provided.

Parent volunteers for trips may require child abuse and criminal record checks if you are to be alone with a group of students during the trip. Those forms are available at the school office. Parent drivers are also required to have criminal and child abuse checks done.

All parent volunteers must fill out the appropriate paper work prior to the field trip. Any questions regarding field trips are to be directed to teacher and/or office.

### **FIRE DRILLS AND EVACUATION PROCEDURES**

Fire drills are conducted in order to teach discipline and control in an emergency. Ten fire drills over the course of the year will be conducted. In the event of an actual fire or emergency evacuation when shelter is necessary, we will adhere to the following plan:

- 1) Evacuate as per a fire drill;
- 2) Check attendance then proceed by room directly to the Sturgeon Heights Collegiate at 2665 Ness Avenue where another attendance check will be made; and
- 3) Wait at the Collegiate for further instructions.
- 4) If the Collegiate is unavailable, École Golden Gate will be our destination for evacuation.

### **FRENCH LANGUAGE IN THE SCHOOL**

Students are expected to speak French in and around the school and are actively encouraged to do so. This enables the students to use the language skills learned in the classroom and become more proficient with the French language.

### **HOMEWORK POLICY**

Research has shown that homework is a vital component in developing good study habits and in reinforcing skills taught at school. Grades 1- 5 students are required to use an agenda/a special homework book in which they record their assignment. A few minutes at the end of each day are set aside to write down assignments and to gather the necessary books and supplies. All students are responsible for their homework and are expected to complete it as assigned.

We ask for parents' assistance in checking the agenda/homework book on a regular basis as it is an important communication tool between parents and teachers. It is also suggested that parents assist the student by arranging for time and a quiet place for homework.

### **LANYARDS**

Every staff member will be provided a name tag on a lanyard as identification. They are to be worn everyday. This is a Divisional security measure in order to ensure that every adult in the building belongs in the building. Substitute teachers and volunteers will also be provided with identification. Every adult not wearing Divisional identification tags will be approached and asked why they are in the school. They will be directed back to the office or asked to leave the grounds.

### **LEAVING THE SCHOOL AT NOON HOUR**

(See Dismissal Procedures)

In the event that a student who regularly stays for lunch plans to leave the school during noon hour for lunch with a friend, he/she must bring a note of permission from his/her parents. We must know that lunch at the home of a friend has parental approval.

Lunch room tables are provided in our school gymnasium and the science room. An allergy aware table is also available for those students with severe allergies. Students are expected to follow lunchroom rules in order to contribute to a pleasant lunch atmosphere. Adult noon hour supervision is provided. If you are interested in helping out with our lunch program please contact the school for more information.

### **LIBRARY**

For information about the school library please refer to the school website <http://bannatyne.sjsd.net> to access the link to the library.

## **LOCKDOWN**

According to the Divisional General School Lockdown Guidelines, we are committed to ensuring a safe learning environment for all staff and students. There are protocols in place to assess and act upon worrisome or threatening behaviours or events.

Lockdowns are a response to immediate physical danger in and around the vicinity of the school. This includes situations where a person or group is out of control, a person or group is in possession of weapons, an unknown trespasser is suspicious and avoiding school authorities or other physical threats exist outside of our control (such as environmental concerns or escaped offenders in the community). With this in mind, the following guide provides staff with direction should the school encounter a situation that calls for a school to go into a lockdown.

We have developed a site-specific “Quick Reference” card for all staff. These cards will focus on #4-8 of the following general lockdown procedures developed by the Division.

**Schools are expected to practice a school lockdown a minimum of two times per year.**

Procedures for lockdowns are shared with all staff and students at the beginning of the school year. We must inform the Police and certain school division personnel (transportation, maintenance, board office, school administrators, etc) when practicing lockdown procedures.

### **General Lockdown Procedures**

1. Designated school/office personnel, when informed by staff or student, will announce that there is a school lockdown in effect.
2. The announcement: “A SCHOOL LOCKDOWN IS NOW IN EFFECT. PLEASE SECURE THE BUILDING. FOLLOW PROCEDURES AND WAIT FOR FURTHER INSTRUCTIONS.”
3. School Office Personnel will call 911 and notify the Board Office/Feeder School(s) in order to activate the Board Office phone tree.
4. Staff will direct students to move into a safe place away from windows/doors.
5. Staff should close the door of the room they are in and turn out the lights. If possible, lock the door.
6. Staff will have the students sit quietly where they are NOT visible. Students are not to use cell phones.
7. Staff and Students will wait patiently and quietly until they receive the “ALL CLEAR” from the designated school/office personnel and wait for further instructions.
8. Lockdown procedures take precedence over fire bells/alarms.

**Recovery:** (Procedures once “ALL Clear” signal has been given)

1. Assess the situation – Is everyone accounted for, Are they safe?
2. Invoke Tragic Events/Crisis Response School Procedures if necessary.

3. Attendance taken – verify with school office
4. Ensure all communication with the public/media/division schools should go through the Chief Superintendent or designate.
5. Debrief with Staff and Students. Provide student services/clinical support if necessary.
6. Ensure Serious Incident Form is sent to Chief Superintendent.

## **LUNCH PROGRAM**

Our lunch program runs from 12:00-1:00. Lunch Supervisors are hired to help supervise all students who remain at school for lunch. One of these tables is used as a food allergy table if needed. Bannatyne is an allergy aware school, those students with food allergies eat at this table in order to ensure their safety. Students have from 12:00-12:20 to eat their lunch. They are then dismissed and supervised outdoors for the remainder of the lunch hour. Lunch Supervisors are identified outdoors with orange vests.

**Microwaves are not available.** Please ensure your child brings a lunch to school that requires no heating. A thermos is a good way to bring a hot lunch to school.

Supplies ie: utensils and napkins are the responsibility of the student. Recycling and composting is available.

The Parent Council organizes special lunch days. Order forms with more information will be sent home in order to participate.

## **Lunch hour Behaviour Referral Process**

École Bannatyne is committed to providing a pleasant and safe eating environment for students who choose to enjoy the privilege of staying for lunch free of charge. All students who attend École Bannatyne are welcome to stay for lunch, provided they follow these basic expectations:

1. Follow directions and be respectful of all supervisors.
2. Remain seated until dismissed by a supervisor
3. Use an “inside” voice.
4. Display acceptable and responsible behaviour in the lunchroom and on the playground.
5. Be respectful and courteous to others.
6. Play safely on the playground.
7. Due to allergies, **refrain** from sharing food from lunches.
8. Clean up seating area, including appropriate disposal of garbage, recycling and compost.

These expectations will be reviewed regularly and are posted in each lunchroom.

## **Consequences**

All students are expected to follow the above noted rules. Lunch supervisors will handle minor incidents. Unacceptable behaviour will be addressed in the following way:

- Verbal warning along with discussion re: appropriate behavior. May include re-assigned seating within student’s regular lunch room and/or alternate playground setting.

- 1<sup>st</sup> written referral to the office.
- 2<sup>nd</sup> written referral to the office including parent contact.
- 3<sup>rd</sup> written referral to the office including parent contact and warning of impending suspension.
- 4<sup>th</sup> written referral to office and suspension of lunchroom privileges.

### **Rewards for Positive Behaviour**

Students will have the opportunity to receive positive reinforcement by displaying empathetic, helpful, responsible and caring behaviour. All students at École Bannatyne are encouraged to promote Global Citizenship and will be acknowledged for doing so. For every **four** positive/Global Citizenship type behaviour referral, students will be invited to join Mme Boyko or Mme Romeo for a monthly “get together” and will be acknowledged over morning announcements.

### **MILK PROGRAM**

The Parent Council offers a milk program over the lunch hour. Order forms are sent home once a month (usually at the beginning of each month).

### **MEDICINE AT SCHOOL**

In order to administer medication during school hours, according to School Division Policy, we require the written consent of parents and the authorization of a physician. If you require us to administer any medication, call in at the office for a form on which, according to policy, you can outline the conditions, provide the necessary consent and authorization. Return the completed form to school with the medication and it will be administered.

**This applies to all medication** including Tylenol, Aspirin, cough syrup, etc...

### **NUTRITION POLICY**

A school nutrition policy has been drafted and can be found on our website. 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 and abide by the Divisional and school policies.

#### **Philosophy Statement:**

Good nutrition is critical to a child’s physical, mental and emotional well-being. Good nutrition and physical activity are important elements for growth development and learning. Bannatyne School sees healthy living as a cooperative activity between home, school and community. This partnership is critical in fostering a healthy lifestyle. The school will continue to promote healthy living through studies of nutrition and physical education. Healthy lifestyle is a life skill and a life time learning process. We need to work together to encourage healthy active lifestyles.

#### **The following are Bannatyne School Guidelines for promoting a healthy active lifestyle:**

- A milk program will be provided for the lunch program.

- The school community will be encouraged to bring food belonging to one or more of the food groups of Canada's Food Guide to Healthy Eating for class parties, recess snacks and lunches. It is recognized that the school needs to be flexible for celebration days.
- The school will continue to promote active living choices throughout the school year (Co-curricular Clubs, recess games, indoor recess activities...)
- Information and tips related to healthy eating and fitness will be sent via newsletter.
- Organizers of Special Lunch Days are encouraged to make healthy options available. It is recognized that the school needs to be flexible for special lunch days.
- School staff is encouraged to act as role models in order to promote a healthy lifestyle.
- The school needs to ensure that all staff is made aware of the various food allergies and guideline to support these students.
- Students will be encouraged to wash their hands before eating.
- School community members are encouraged to choose fundraising activities, rewards and incentive programs which do not compromise student's healthy choices.
- We will encourage families to send garbage free lunches for the students. We will send tips home in the newsletters related to recycling and healthy snack choices and how to put together a garbage free lunch.
- Families are encouraged to make healthy food consumption a priority for their child's lunches at school.
- The school will as much as possible, promote in-school and out-of-school activities that focus on the importance of balancing a healthy diet and being physically active (e.g. I Love to Run Month, Moving Around Manitoba, Healthy Living Symposium, Jump Rope for Heart, etc...)

### **PARENT COUNCIL**

Bannatyne School has an active Parent Council which works cooperatively with the school in the best educational interests of the children. We encourage you to become involved with the Bannatyne Parent Council. Dates and times of the meetings will be posted in our monthly newsletters and on the school website. Starting times may vary anytime between 6:00-7:00pm. On site babysitting is available upon request.

Parent Council currently organizes a milk program. Order forms for milk are sent out at the beginning of each month. They also organize a pancake breakfast in February to celebrate Festival du Voyageur, the Staff Appreciation Week in March, a Scholastic Book Fair in November and a family Picnic in June. They also will be holding Family Fun Nights throughout the year and monthly special lunch days. Fundraisers are to assist the school with such items as classrooms books, subsidize music equipment, agenda purchases as well as purchase and maintain new and older play structures. The parent council has also put aside funds in order to continue revitalizing our playground. Their goal this year is to complete phase two of the playground revitalization project.

### **PATROL SERVICE - BUS**

For the students who are bussed to and from school, it is important that they follow the instructions of the bus driver. School bus patrols have been assigned to all busses to assist the driver in making sure students get on and off the bus safely. Patrols are not in charge of discipline.

### **PATROL SERVICE - STREETS**

School Patrols are on duty to assist with street crossing at 8:50 to 9:00 AM, 12:00 – 12:05 PM, 12:50 – 1:00 PM, and 3:55 – 4:00 PM daily at the Bruce and Thompson. Please impress upon your children that they must

follow the crossing assistance of the patrols. At any time if a patrol feels uncomfortable with a situation that has arisen they are asked to leave their post together and head directly to the school office to report the situation. Patrols are on duty only when their partner is available. Parents are asked to review road safety rules with their children. Patrols are not responsible for discipline.

### **RECESSES (AM, PM AND NOON HOUR LUNCH BREAK)**

Students have a recess break in the morning (10:30 - 10:45 AM), at noon (12:20 - 1:00 PM), and in the afternoon (2:20 - 2:35 PM). On rainy or on extremely cold days, these recesses will be held indoors (by Division procedure: on days where the temperature combined with the wind chill is below -29°C, the recess will be indoors. When the temperature is between -25°C and -28°C, the students will go outside for 10 minutes.). **Please do not request that your child remain indoors for recess and/ or noon hour unless it is on the advice of your physician. A written permission is required from the doctor.**

**Recess supervisors are identified with an orange sash and lunch supervisors are identified with orange vests.**

### **RECESS: HOW TO DEAL WITH PROBLEMS**

The following is taught to the students:

- Rule: We can't tolerate any student hurting anyone physically or psychologically.  
Right: Everyone has a right not to be pushed, hurt or bullied.  
Responsibility: Everyone has the responsibility not to push, hurt or bully someone.

*You have a responsibility to keep yourself safe. Follow these steps:*

1. SAY to the person:  
**"I FEEL ..... WHEN YOU ..... PLEASE STOP"**  
This is a very important step.
2. If the problem continues, then...  
**TELL the person who is supervising.**
3. If the problem continues, then...  
**TELL your homeroom teacher.**
4. If the problem continues, then...  
**WRITE a note about your problem to the counsellor.**
5. If the problem continues, then...  
**TELL the principal.**

You may have to go through these steps more than once, but must continue to do so because the bully must get the message.

### **RECESS RULES AND ROUTINES**

1. All students are required to stay in view in the schoolyard, within the fenced playground and expected to respect one another while playing in a cooperative manner. Students are taught to acknowledge an accident and expected to do so "If you bump, trip or hurt someone by accident stop, say you're sorry it was an accident, then help them or get them help."

2. The parking lot and front of the school are out of bounds.
3. All students are expected to stay off all fences, trees, backstops and posts.
4. Throwing any objects other than a ball and provided school equipment is not allowed (i.e. snowballs, stones).
5. When grounds are wet, students are required either to stay on paved area or on the structure according to schedule for the structure.
6. Entrances are to be kept clear (includes the N-E entryway outdoors). Students are expected to play in the school yard.
7. Students must not fight. This includes play fighting.
8. Students are expected to remain outdoors, however if entry is required before the bell, students must check with an adult on duty.
9. Students are expected to listen and follow instructions given to them by adults on duty.
10. When the bell rings, students must stop playing and run to line up.
11. As to the playground structure and slide, grades are assigned each day according to a schedule.

### **RECESS ENTRY AND DISMISSAL**

Student entry and dismissal rules provide for safe and orderly student movement.

#### **ENTRY:**

1. Students are expected to line up in the designated places when the bell rings and to enter at the designated door.
2. Students are to walk in an orderly fashion and use inside voices.
3. Students are asked to remove their hats/shoes/boots upon entry, and then proceed to their class.

#### **Designated Entrances**

##### Northeast Door

Grade 1, Room 5  
 Grade 1, Room 6  
 Grade 3, Room 1  
 Grade 3, Room 3  
 Grade 4, Room 4  
 Grade 4/5, Room 24  
 Grade 4, Room 25  
 Grade 5, Room 2

##### Southeast Door

Kindergarten Rooms  
 Grade 1, Room 10  
 Grade 2, Room 8  
 Grade 2, Room 9  
 Grade 2, Room 11

### **RECYCLING PROGRAM**

A division wide recycling program is in place. Every school in the Division has received a recycling bin for school use only. We will be recycling the following:

- Plastic containers with a #1 or #2 in the recycling triangle
- Aluminum drink cans
- Steel (tin) food cans
- Milk and juice cartons, juice boxes
- Newspapers and inserts, flyers and junk mail, magazines, phone books, household paper, shredded paper and envelopes
- Paper tubes, flattened cardboard, cereal boxes (box board)

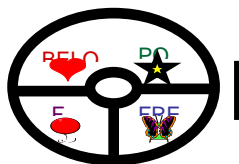


## RESTITUTION PRACTICE / OUR BELIEFS

In order to create a safe and caring environment, we practice Restitution. Every student will learn about Restitution and about their needs in order to develop and sign a social contract. Every student will abide to their social contract throughout the year in class, during recess and lunch breaks. The social contract will provide information on what we believe is the best way is to conduct ourselves in everyday situations. It serves as a guide for everyday conduct. It will also be used when consequences are necessary. Every teacher will be well versed in the practice of Restitution and use this practice and language in solving everyday discipline problems.

### Our School Beliefs:

At École Bannatyne School we believe we should be:



- RESPECTFUL
- RESPONSIBLE
- RESOURCEFUL
- SAFE

Five Basic Needs – William Glasser

Every one of our school beliefs tie into our classroom social contracts in some way. Every classroom will develop a social contract each in their own way which follows our school beliefs. Classroom discussions will occur in order for every student to believe, follow and abide by their social contracts and our school beliefs. All contracts will reflect the values reported from home (collected at the beginning of the year) and the values important to our school community.

## SCHOOL FUNDRAISING

Every year a fundraiser may be held to help subsidize classroom and school initiatives such as Festival du Voyageur, inviting French guests to perform, Tabloid Day, Science Night, etc... We realize fundraising can be a difficult undertaking however; we need your support to ensure quality programming for your children. We thank you for continued support.

If you would rather make a donation instead of fundraising, we will gladly accept your contribution.

**This is not to be confused with Parent Council fundraising activities throughout the year.**

## SCHOOL HOURS

### AM

8:50 Supervision outdoors begins  
9:00 Student entry and attendance  
9:10 Opening exercises  
9:15 First period begins  
9:53 Second period begins  
10:30 Recess begins  
10:45 Third period begins  
11:23 Fourth period begins

### PM

12:00 Lunch period begins  
1:00 Student entry and attendance  
1:05 Fifth period begins  
1:43 Sixth period begins  
2:20 Recess begins  
2:35 Seventh period begins  
3:13 Eighth period begins  
3:50 Return to homeroom  
3:53 Patrols, Kindergarten and Grade 1 exit  
3:55 Dismissal

**IMPORTANT:** There is no supervision before 8:50 AM and after 3:55 PM. For reasons of safety, students are asked not to come to school before 8:50 AM and to go directly home at 3:55 PM.

## **SECURITY & SAFETY FOR OUR CHILDREN**

(See Dismissal Procedures)

We are alert to the possibility of strangers in the school. Staff approaches people they do not know and ask questions. Because the safety of our children is a prime concern, we ask that you follow the procedures below and review them with your children.

**Picking up a child during the school day:** Please report to the office and not at the classroom door. The secretary will contact the class and the student will meet you at the office. Should you have a grandparent or neighbour pick them up, remind them to report to the office.

**Picking up a child after school:** Children who wait for rides at dismissal are expected to wait inside the front doors where the teacher on bus duty can keep an eye on them. Parents / guardians are to come indoors to pick up their child(ren). At dismissal, we provide supervision at the front lobby exit only until all the buses have left. Students are to be picked up promptly at dismissal time. Leaving from any other door will not be permitted.

**Children walking home:** Children who walk home are expected to leave the school grounds when dismissed. There is no supervision provided at the playground structure or in the school yard.

**For children having friends over after school:** From time to time you may arrange having friends over after school for a party or other activity. Please inform the teacher if you have made special arrangements to pick them up so that we can be sure that the change of routine is legitimate.

## **TEXT/CLASS BOOKS / LIBRARY BOOKS**

Textbooks or class 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.

## **TORNADO DRILL**

Due to the possibility of tornadoes in our surrounding area, a tornado drill is practiced at least once per year. Students are taught how to protect themselves in case of a tornado. Drills are practiced in order for students to proceed in a calm manner.

## **VISITORS / VOLUNTEERS**

For the safety of our students and staff, we ask that all visitors and volunteers report to the office. A tag will be provided for you if required. This tag identifies you as a visitor/volunteer that has reported to the office and belongs in the school. If you need to speak with your child, we will call them down to the office in order to minimize classroom interruptions. All doors will remain locked except for the front doors of the school. We are always looking for volunteers. If you are a willing participant, approach your child's teacher to inquire about the various volunteer opportunities. Criminal and child abuse checks are required if you are to volunteer for a group of students outside the classroom. Forms can be acquired from the office.

## **WEBSITE**

We encourage you to visit our school website where you will find a variety of links to information such as the School Division Website, community events, our school newsletter, important calendars and links to the school library website, etc.

**School Website:**  
**<http://bannatyne.sjsd.net>**

École Bannatyne School...

...Soaring to new heights --The Bilingual Way!



École Bannatyne School

... une excellente École pour grandir et apprendre

d'une façon bilingue!