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Attachments:

PROTOCOL FOR THE RESOLUTION OF CONCERNS
SCHOOL CALENDAR 2015-2016
DATES TO REMEMBER 2015-2016
Dear Parents, Guardians and Students,

École Guyot is a unique school that offers a wealth of learning experiences to our K-6 students. Each child is also unique: we respect each student’s academic, physical, emotional and social development. We provide them a French-speaking milieu where we take great pleasure and pride in honouring and celebrating their talents and successes. From these endeavours, students can develop high self-esteem which is the cornerstone of learning.

With the school personnel, your children, our students, make a commitment to excellence in a warm and loving atmosphere. We aim for the moon and reach for the stars.

LET’S STRIVE FOR EXCELLENCE, LET’S BE THE BEST WE CAN BE.

We continue to solicit your support as the community at large plays a vital role in enhancing the learning experiences of our students. Let’s combine our positive attitudes and efforts to make this 2015-2016 school year one to cherish and remember.

We truly hope that your time at École Guyot will be stimulating, enriching, and enjoyable. If you have any comments, questions or concerns, please feel free to contact us by phone, email, or in person.

Jeff Anderson, Principal       Diane Lamoureux, Vice-Principal
The School Trustees of the Louis Riel School Division are:

Hugh Coburn  
Louise Johnston  
Josie Landry  
Colleen Mayer  
Sandy Nemeth  

Tom Parker  
Dave Richardson  
Chris Sigurdson  
Cindy Turner  

DIVISIONAL STAFF

Superintendent of Schools:  
Duane Brothers  

Assistant Superintendents:  
Lisa Aitken  
Christian Michalik  
Marlene Murray  
Irene Nordheim  

Secretary Treasurer:  
Brad Fulton  

Director of Information Systems:  
Clarke Hagan  

Director of Student Support Services:  
Steve Lawrie  

Director of Facilities:  
Charlie Robert  

Staff at École Guyot collaborate with divisional staff and elected officials to realize the statements of vision and mission on the following page. Staff at École Guyot invite you to approach them with questions or concerns that you may have regarding your child(ren)’s education. Please consult the Protocol for the Resolution of Concerns, presented at the end of this document, for helpful steps to follow to ensure an efficient process.
VISION & MISSION OF THE LOUIS RIEL SCHOOL DIVISION

The Louis Riel School Division aspires to
develop caring, literate and capable people
who value learning and strive to reach their
potential as they pursue the common good.

The Mission of the Louis Riel School Division is to foster
safe, inviting and inclusive learning environments
and to develop responsible global citizens
through respectful partnerships between home, school and community.

IMMERSION SCHOOLS IN LOUIS RIEL SCHOOL DIVISION:

The Louis Riel School Division offers a French Immersion program which provides the opportunity for students who possess little or no knowledge of the French language, upon entry into the program, to become functionally bilingual by the end of Grade 12. The program is designed for students whose families do not speak French, but who want their children to learn French as a second language.

The French Immersion Program begins in Kindergarten and continues to Grade 12. The academic content of the program is designed to be parallel to the English Language Program. Instruction in Kindergarten & Grade 1 is entirely in French while in Grades 2 to 6 instruction is 80% in French and 20% in English.

There are 12 French Immersion schools in Louis Riel School Division:

Collège Béliveau, 7 to 12  
Collège Jeanne-Sauvé, 9 to 12  
École George-McDowell, 6 to 8  
École Guyot, K to 6  
École Henri-Bergeron, 4 to 8  
École Howden, K to 6  
École Julie-Riel, K to 5  
École Marie-Anne-Gaboury, K to 8  
École Provencher, K to 3  
École St-Germain, K to 5  
École Van Belleghem, K to 6  
École Varennes, K to 8

296 Speers Road  204-255-3205
1128 Dakota Street  204-257-0124
366 Paddington Road  204-253-1492
400 Willowlake Crescent  204-257-2540
363 Enfield Crescent  204-233-7079
150 Howden Road  204-257-0656
316 Ashworth Street  204-253-2363
95 Pulberry Road  204-253-9704
320, avenue de la Cathédrale  204-233-0222
77 John Forsyth Road  204-254-0120
10 Vermillion Road  204-255-1134
22 Varennes Avenue  204-253-1375
ÉCOLE GUYOT STAFF TEAM (current as of September 2015)

Principal
Jeff Anderson
Vice-Principal
Diane Lamoureux

Kindergarten AM & PM
Room 1
Sue Philippe
Room 2
Renelle Reid

Kindergarten AM
Room 1
Sue Philippe
Room 2
Renelle Reid

Grade 1
Room 3
Danelle Chernichan
Room 6
Jaclyn Jeanson
Room 4
Patricia Labossière/Courtney Buduhan

Grade 2
Room 8
Gisèle DesAutels
Room 8
Marie-Thérèse Lacho
Room 7
Danielle Hamilton/Renelle Reid

Grade 3
Room 5
Lynne Gagné
Room 16
Arleigh Denysiuk

Grade 4
Room 10
Shannon Burns
Room 12
Krista Pickering/Courtney Buduhan

Grade 5
Room 11
Anne Bergeron
Room 13
Natalie Johnson/Nicole Morlock

Grade 6
Room 15
Michelle Paradis/Matt de Graaf
Room 14
Christie Saunders

Music
Nicole Lafrenière

Physical Education
Shannon Gibson, Matt de Graaf

Student Services
Diane Lamoureux, Martine Pelletier, Pauline Rey-Rivard

IPL
Patricia Labossière

Library / Media Services
Rachel Bevan
Library Technician
Monique Chartier

Secretaries
Nicole Collette, Jessica Bachynsky

Custodians
Dean Labossière, Patty Sokoloski

Educational Assistants
Natalie Blerot, Aline Boisjoli, Denis L’Heureux,
Lise Rioux-Mushumanski, Nicole Swiderek

Lunch Supervisors
Aline Boisjoli, Bassim Fahmy, Jennifer McIntyre, Lise Rioux-Mushumanski, Nicole Swiderek, Michelle Zhou
ÉCOLE GUYOT MISSION STATEMENT:

At École Guyot, our goal is to be respectful, responsible and proud to be bilingual.
À l’École Guyot, notre but est d’être respectueux, responsable et fier de devenir bilingue.

As a French Immersion school, École Guyot provides a safe and respectful learning environment that facilitates the acquisition of useful knowledge, skills and attitudes essential for responsible citizenship and lifelong learning.

STATEMENT OF BELIEFS:

As a French immersion school:
- We believe in learning and speaking French.
- We believe in providing a safe environment.
- We believe in being respectful at all times to everyone.
- We believe in teaching academic and social skills according to one’s needs.
- We believe in co-operation and community spirit.
- We believe that learning can be fun.

LANGUAGE POLICY:

Helping students to communicate in French is the central mission of our French Immersion school. We do this by creating authentic situations for students to apply their skills every day: listening to morning announcements, reading posters in the hall, singing the national anthem, watching our weekly newscast are just a few examples. School staff members serve as role models for students. Their enthusiasm for the language motivates students to learn.

SCHOOL HOURS:

The doors at École Guyot open at 8:47 am. Classes begin at 8:57 am.

a) Kindergarten (AM) 8:57 am to 11:45 am  
Kindergarten (PM) 12:45 pm to 3:30 pm  
Grades 1 – 6 8:57 am to 3:30 pm  
Lunch Hour 11:45 am to 12:40 pm  
b) Office Hours 8:15 am to 4:15 pm  
c) Supervision provided

- at the beginning and the end of the day: on the playground and near bus loop from 8:32-8:47 am and from 3:30 pm until the last bus leaves.  
- morning, afternoon and lunch recesses; and  
- during all school activities.

The Louis Riel School Division uses the six-day cycle. Please refer to the attached 2015-16 calendar.
ABSENCES/LATE ARRIVALS:
If your child will be absent or late for school, please telephone our secretary or leave a message on the answering machine. If you do not report your child’s absence by 9:15 am or 1:00 pm, we will contact you at home or at work. Please notify the school in advance, in writing, if you expect your son/daughter to be absent from school for an extended period of time.

A student who arrives after 8:57 am or 12:45 pm must report directly to the office and receive a late slip. Parents and guardians will be notified if their child is habitually late.

VISITORS TO THE SCHOOL:
All parents/guardians or visitors must report to the office upon arrival. Those visiting a classroom must sign in at the office and obtain a visitor’s identification badge. To ensure a safe and reliable monitoring process, parents must sign the register at the office when picking up their child early.

DISMISSAL PROCEDURES:
Parents are asked to inform the classroom teacher of regular dismissal procedures during the Opening Day Conference. Any changes to the regular dismissal procedure must be communicated in writing, via the agenda or email. Parents who pick up their child(ren) up at school are requested to meet them near the office. It is distracting for them to see parents near the classroom doors as dismissal time approaches. This can also create a safety concern.

Dismissal time is a very busy time for teachers. Parents wishing to speak to a teacher are encouraged to contact the school to set a meeting time.

ÉCOLE GUYOT PARENT ADVISORY COUNCIL:
Research shows that children do better in school when their parents are involved in their education. One way to be involved is through the École Guyot Parent Advisory Council (PAC). This group of dedicated parents plan special events and share ideas with school administration. They provide feedback on important issues as well. Your participation is welcome at all monthly PAC meetings. It’s a great way to meet new people and to get to know the school better. The meeting dates and times are announced monthly in our school newsletter. Meeting minutes and agendas are posted on our school website.

COMMUNICATION:
Direct communication between home and school is essential to your child’s healthy education. Please contact teachers or administration whenever you have a question or concern. Our school newsletter, outdoor sign, school website, social media and Parent Advisory Council minutes are all excellent sources of information.
HEALTH CONDITIONS:

If your child suffers from asthma, allergies, seizures or any other special condition that could affect health or learning, please contact the school office. A health care plan will be developed to ensure that all staff is aware of signs that your child is in distress and know how to intervene appropriately.

MEDICATION:

Provincial health regulations prohibit the administration of any medication without written permission. Forms must be completed in the office prior to the administration of any medication by school staff. All medication must be stored in the office, and administered according to an agreed-upon plan. LRSD administrative guideline states that the first dosage of any new medication shall not be administered at school. It is the parent/guardian’s responsibility to ensure the first dosage of any medication has been well tolerated before it will be administered at school.

Students using Epipens or asthma inhalers must have them at school and stored in the place designated in their health care plan at all times. Parents must be sure to replace medications when they expire and notify the school of any changes in dosage or administration.

PEANUT/NUT/POPCORN SAFE SCHOOL:

Due to life threatening allergies for some students and staff, we are asking that no peanut or nut (cashew, pecan, walnut, hazelnut, almond) products be brought to school. This includes products marked “may contain traces of nuts” or “manufactured in a facility that also produces nut products”. For additional information on preparing healthy snacks and lunches free of peanuts and nuts, please refer to website www.youville.ca or call Youville Clinic at 204-255-4840.

One staff member in our school has a life-threatening popcorn allergy. We ask that no popcorn products be brought to the school.

LUNCH PROGRAM:

All parents have the option of enrolling their children in the lunch program. The cost for this service is $80.00 per year per student or $320.00 per year maximum per family. There are two options for this service:

- one payment for the year due October 15, 2015 or
- two payments for the year due October 15, 2015 and February 1, 2016 (post-dated cheques)

PLEASE MAKE CHEQUES PAYABLE TO ÉCOLE GUYOT

Tax receipts will be issued at a later date. Lunch fees apply to all students staying for lunch, including bussed students and children of lunch supervisors. Occasional users will be charged $1.00 per child per day, payable daily. This fee covers the costs of the supervisors required for the lunch program. Lunch programs are not funded provincially and are not a mandated right.
Lunch Schedule:

Grade 1-3 students will eat lunch at 11:45 am, with recess following at 12:10 pm.
Grade 4-6 students will have recess at 11:45 am, with lunch following at 12:10 pm.

Room Assignments for Lunch:

Grade 1 students will eat in Salle Dumas (stage).
Grade 2 and 3 students will eat in their respective classrooms.
Grade 4 students will eat in Salle Dumas (stage).
Grade 5 and 6 students will eat in their respective classrooms.

Lunch Rules:

- I will remain seated and eat my own lunch at my designated table or at my own desk.
- I will use a “speaking voice” when talking to others in the eating area.
- If I need help, I will raise my hand and a lunch supervisor will come and help me.
- When the lunch supervisor gives the signal for our attention, I will stop talking and listen.
- After eating, I will clean my area and put my garbage in the garbage container or recycling container before leaving the lunch room or classroom.
- I will take home what belongs to me after lunch to reuse or to recycle.
- I will listen and cooperate with the lunch supervisors at all times.

While students are in the classroom:

- The classroom door will remain open at all times.
- All desks will be washed at the end of every lunch hour.

Students registered in the lunch program must remain at school during lunch hour. If your child needs to leave the school at lunch time for a special appointment, please send a note.

Please note that we cannot assume responsibility for students eating lunch off school grounds. Students who do not remain at school for lunch should return to school at 12:40 pm.

Milk Program:

Students can obtain milk at lunch time every day. There are two options, each priced at 90¢: 250 ml 2% white milk or 250 ml chocolate. For your convenience, you may purchase a milk card containing 20 prepaid milks at the office for $18.00 each.

Milk will be distributed to students at lunch time. A student’s milk card is punched for every milk purchase made. On occasions where one type of milk is not available, the other type will be offered as a substitution.
**TELEPHONE:**

Please send a note with your child if there are any changes in your child’s daily routine. Personal calls for students are limited to **emergencies only**. Important messages can be passed on to students by the classroom teacher or secretary if necessary. Paging a student in the classroom interrupts the lesson flow and is only possible with the approval of school administration.

Students may use the telephone situated in the school office. Students must obtain permission to use the phone during school hours. Visits to friends’ homes should be pre-arranged and parental permission obtained before coming to school. The telephone should not be used for these purposes.

**DAYCARE INFORMATION:**

We are pleased to announce that the YMCA daycare programs, Before and After School as well as the Kindergarten Morning and Afternoon Care will continue. The assigned supervisor is Kelly Towle. She can be reached at the daycare at (204) 257-1208.

For your information, hours of operation are:

1. **Before-School:** 7:00 am to 8:47 am
2. **Kindergarten Morning Care:** 8:45 am to 12:40 pm
3. **Kindergarten Afternoon Care:** 11:45 am to 3:15 pm
4. **After-School:** 3:30 pm to 6:00 pm

**FIRE AND EVACUATION DRILLS:**

All schools are required to hold ten fire drills during the school year. These drills are for the safety of children. The school floor plan with fire exits, alarm stations and extinguisher sites is posted throughout the school.

The Louis Riel School Division has established an evacuation policy to protect children in case of an unforeseen emergency. The evacuation centre for École Guyot students is Gym Kids at 421 Beaverhill Blvd, across the street from the playground.

An evacuation drill to Gym Kids will be held once each school year.

**LOCKDOWN PROCEDURES:**

The provision of a safe learning environment is of paramount concern at École Guyot. We have implemented the School Action for Emergencies Plan as developed by the Royal Canadian Mounted Police. Accordingly, we conduct **Lockdown Drills** twice a year. Parents are informed in writing in advance of such drills so that they may help to prepare their child(ren).
In case of an emergency or potential threat occurring outside of the immediate vicinity of École Guyot, the school will enter into a “Hold and Secure” mode. All exterior doors will be locked and monitored. Classes will continue to function normally.

In case of a threat of violence within or in relation to École Guyot, the school will enter into “Lockdown” mode. All movement of students and staff will be restricted.

The “Hold and Secure” and “Lockdown” procedures will remain in place until confirmation with police authorities allows the school to return to normal functioning.

SURVEILLANCE CAMERAS:

Surveillance cameras are mounted at strategic points within the school. The cameras are not monitored on an ongoing basis but record activity for future reference should circumstances warrant.

FIELD TRIPS:

Field trips enhance learning by allowing students to make connections to the world around them. As a result, field trips are an integral part of the school program. Parents are informed in advance of all field trips and must provide written consent for their child to participate. Parents may be asked to cover expenses related to these outings. Families requiring financial assistance are requested to speak in confidence with a school administrator. The Off-School Site Guidelines and the Safety Guideline for Physical Activity in Manitoba Schools will be used in planning off-site activities.

TRANSPORTATION:

Each year, bus safety rules are reviewed with all students. Violation of bus safety rules can lead to suspension of bus privileges. The answers to many transportation-related questions can be found online in the following document: https://www.lrsd.net/What-We-Offer/Transportation/Pages/default.aspx

During extreme cold conditions, buses cannot operate safely. If the Environment Canada weather station at the airport indicates a wind chill of -45 or below, or an air temperature of -45°C or below at 6:00 am, the superintendent of LRSD will cancel school bus transportation and communicate his decision to the media. Schools will remain open, however, and classes will proceed as normal. Administrative guideline EEAEEA provides full details related to bus transportation in cold weather.

To find out if buses are cancelled, you can listen to a local radio station such as CJOB 680 AM or CBC 89.3 FM or check the cancellations listings on the CJOB website.

Please remember that if buses are cancelled in the morning, they are also cancelled in the afternoon. If you drop off your child at school, kindly make arrangements to pick them up at dismissal time, 3:30 pm. If someone else is picking them up, please notify the school office or send a note in your child’s agenda.
OUTDOOR RECESSES:

The Louis Riel School Division recognizes that it is important for students to have outdoor physical activity and to play. However, the safety of students must be taken into account when dealing with frigid weather. Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27. Students will not be allowed outside for lunch or recess when the wind chill reaches -30. School administration will make their decisions based on the information from the Environment Canada Meteorological Station which is located at the Forks.

SKATEBOARDS, SCOOTERS, BICYCLES AND ROLLER BLADES:

In order to ensure the safety of our students, staff and visitors, skateboards, scooters, and roller blades are not to be used on school property during school hours, namely 8:30 am to 3:45 pm. Heelies are not allowed on school property at any time.

Students using skateboards, scooters and roller blades must stow them in their locker or classroom upon arrival to school after first asking permission from an adult supervisor.

Students are responsible for bicycles, skateboards or any other personal belongings they have chosen to bring to school. Bicycles should be locked to the bike racks provided. Unfortunately, the school cannot accept responsibility for any lost or stolen items.

ELECTRONIC DEVICES AND TOYS:

Electronic devices such as cell phones, cameras, electronic games, and iPods are not permitted at École Guyot. We also ask that students leave collectibles and other toys at home. These objects create a distraction in the learning environment. Cameras can also infringe on others' right to privacy.

Students should leave these belongings at home to prevent loss, damage, or theft. The school cannot accept financial responsibility for such items. Students found to be in possession of such objects at school will have them confiscated by school staff. The object will be returned at the end of the school day for a first infraction and at the end of the day for a second infraction. Parents will be notified after each infraction.

PETS:

As a general rule, pets are not allowed in the school building. This practice ensures the safety of students with allergies and eliminates disruptions to regular routines. Remember that even the tamest pet may react unexpectedly when surrounded by curious children or inadvertently startled. Arrangements can be made for class visits. Please note that a city by-law prohibits dogs in the schoolyard. Certified service animals are exempt.

NO SMOKING POLICY:

Smoking is prohibited in all school buildings and on all school grounds of the Louis Riel School Division.
**DRESS CODE:**

The wearing of hats, tuques, bandanas and caps is not allowed in the school as a sign of respect for the learning environment.

Students are expected to dress appropriately for the weather conditions. Clothing should allow students to actively participate in all daily activities without risk of inappropriate exposure. Muscle shirts, short shorts that exposes the buttocks, tube tops, beach wear and any questionable or offensive attire will not be permitted on school premises. Clothing that exposes a student’s midriff is also not permitted at school. Appropriate attire gives the message that learning is important and valued in our school. Should a student come to school dressed inappropriately, he/she will be expected to change clothing immediately.

**STUDENT INJURIES:**

If students receive a minor injury such as a cut on the finger, the injury will be treated. If the injury is more serious, parents or guardians will be contacted. **It is very important to provide the school with an emergency contact person.** Students who are recovering from an illness may be allowed to stay in for recess for one day, provided they have a note. If there is a medical plan, alternate arrangements need to be made with the office.

The Louis Riel School Division subscribes to a student accident insurance policy which provides various benefits to families, including ambulance costs, for accidents occurring during school activities. For more information, please visit [https://www.lrsd.net/What-We-Offer/Student-Accident-Insurance/Pages/default.aspx](https://www.lrsd.net/What-We-Offer/Student-Accident-Insurance/Pages/default.aspx)

**LOCKERS:**

Students in Grade 3 from Room 16 as well as students in Grades 4 to 6 are provided with locker space for their outdoor clothing and backpacks. Students are responsible for their personal belongings. Please note that the lockers are the property of the school division and that they can be checked by school personnel at any time deemed necessary.

**LIBRARY AND MEDIA SERVICES:**

The school library is an essential component of the education process. It is an extension of the classroom and can promote independent learning skills and lifelong reading habits.

**Book Exchange:** Students will have the opportunity to exchange library books during class time. The number of items signed out by students will be determined by grade:

- **Kindergarten and Grade 1:** Students can borrow two items: 1 English and 1 French book
- **Grades 2 and 3:** Students can borrow three items: 1 English and 1 French book and either a comic book or magazine
- **Grades 4, 5 and 6:** Students can borrow up to 4 items: 2 English items and two French
Items may consist of books, magazines, comic books or CDs. A change in the amount of books borrowed at one time by a student is at the teacher/librarian’s discretion.

All library materials are normally borrowed for one full 6-day school cycle. All borrowed materials must be well cared for and returned when due.

**Overdue Items:** Students will receive 2 notifications when books or other materials have not been returned to the library by the due date. If the material is not returned, a bill will be sent to the parents of the student. Any payment made by parents will be refunded if the item is returned. Library privileges will be suspended until books or money are received.

**TECHNOLOGY:**

Students have access to computers in class—two mobile carts of Netbooks and laptops as well as five mini iPads—to use as a learning tool. Each classroom is equipped with a ceiling-mounted projector, enabling teachers to model technology skills and students to share learning. Each classroom is also equipped with a Mimio which transforms the whiteboard into an interactive computer screen, engaging students in hands-on learning.

Each student is issued a computer account with a username and password. Parents must review a list of safe computing practices with their child and sign an authorization form before students are granted access. Students from Grade 4 to 6 may access their computer account and school portal from home using their username and password. The teacher-librarian will review safety measures with students and inform parents in writing before access from home is granted. Parents of students in younger grades may contact the school office for access.

**MUSIC PROGRAM:**

Music lies at the core of every culture. One of the fundamental purposes of music education is to transmit our culture to the next generation. Music is one of the most glorious manifestations of our cultural heritage.

At École Guyot, our music program is based on the following goals:

- to help students develop their aesthetic potential;
- to help students read, write, and understand music so that it may provide a lifelong source of pleasure;
- to foster creativity;
- to develop aural, visual, listening, and motor skills;
- to encourage correct vocal production skills, and percussion instrumental technique;
- to help students become acquainted with their own culture, as well as other cultures;
- to encourage social development and practise teamwork;
- to develop the ability to communicate in French through the medium of music.
**PHYSICAL EDUCATION:**

Lifelong physical activity is essential to both physical and mental health, and well-being. Kindergarten to Grade 3 classes will focus on basic movement skills, while grades 4 through 6 will address skills needed for a variety of sports and activities. Games, fair play, and team-building are strongly emphasized. Fitness activities which incorporate muscular strength, muscular endurance, flexibility and cardiovascular fitness will also be taught. An appreciation for personal health will be promoted, and students will develop an understanding of the benefits of regular physical activity.

**Gym Attire:**

All students are asked to use gym runners with non-marking soles. Skater shoes, sandals and flip-flops do not provide adequate support. From Grades 3-6, students are required to change into appropriate gym clothing, namely a t-shirt and shorts or athletic pants.

**Programs:**

École Guyot participates in the Louis Riel School Division Middle Years Athletics Program. Programs vary from year to year and may include:

Interscholastic (beyond the school day)
- Cross-Country running (Grades 4-8)
- Mini-Volleyball (Grades 5-6)
- 4 on 4 Basketball (Grades 5-6)

Curricular (incorporated in the school day)
- Indoor Track Meet (Grades 5-6)

Intramurals
- Intramurals consist of various independent and team activities

**OUTDOOR EDUCATION:**

Outdoor education is a valuable experience for our students at École Guyot. It provides students the opportunity to attain learning outcomes in an authentic, meaningful context while exploring their city and province and developing an appreciation of the natural environment. It can include a wide variety of activities such as snowshoeing, camping, hiking, cycling, rock climbing, and archery.

Outdoor education experiences are often the fondest memories that students recall from their schooling. Such rich common experiences draw students together, forming social bonds that define them as a unit, strengthening their sense of belonging, and enhancing school pride. Trying new activities expands their horizons. Succeeding at a difficult challenge – whether it be rock climbing or staying away from home for the first time – builds character and self-confidence. Outdoor education also provided a means of nurturing the budding independence of some students and the expressed need for independence of other students.
We aim to provide a variety of outdoor education experiences to our students. Consistent with administrative guideline IHC – Extended Instructional Programs, we address the following objectives when planning and implementing off-school site programs:

1. To provide educational experiences that complement the regular curriculum of the school.
2. To provide educational experiences which provide opportunities to all students.
3. To provide educational experiences that are relevant to the curriculum, have educational value, and are not hazardous to students.

There is a greater risk in off-school site activities and outdoor education as compared to a regular classroom setting, but the risk is manageable. By setting standards of behaviour and in fully discussing all safety rules prior to the activities on trips, both students and staff should be able to enjoy a safe and unique educational experience. With this goal in mind, all outdoor education experiences are planned in accordance with the guidelines of the extended instruction program policy.

Residential camping has been selected as the primary outdoor education experience for our Grade 6 students. We believe that this experience must be carefully coordinated in order to ensure safety and reap maximum benefit. An information meeting for parents will be held in the fall.

**STUDENT SERVICES:**

The Student Services program exists to provide students with equal opportunities to learn and succeed. The Student Services staff functions as a support to the classroom teacher and, depending on students’ needs, may develop a collaborative action plan to be applied in or out of the regular classroom.

The school-based Student Services team consists of school administration and Student Services teachers.

Requests for assistance can be initiated by students, staff, parents, guardians or administration. Following referrals, pertinent data on students may be collected through observations, student and parent interviews, teacher conferences or analysis of student work, and testing. Action plans may be developed by a team comprised of the student, parent(s), guardian(s) teacher(s), other specialists and administration.

Divisional clinicians offer support to the school and families in areas such as Psychology, Social Work, Speech and Language, Physiotherapy and Occupational Therapy. Referrals for these services are made through Student Services.

*If you are experiencing health, family or personal issues that could affect your child(ren)'s learning and behaviour, please contact your child’s teacher or the school administration.*
**Occupational Therapy – Developing Skills for the Job of Living**

Our divisional Occupational Therapists (OTs) are part of the Student Services Support Team, and work to support the needs of all learners in the Division’s forty schools.

While at school, children have “jobs” to do: listening, cooperating, playing, coordinating large and small body movements, printing, sitting, and learning. The goal of school-based Occupational Therapy is to work with teachers to help all children be as successful as possible at these jobs.

As a part of the Louis Riel School Division healthy child initiative called “Getting Ready to Learn”, divisional OTs may collaborate with Early Years teachers regarding educational programming for all students in their classrooms. As a result, early years students may have contact with a divisional Occupational Therapist. If specific individualized needs are identified, parents will be contacted to explore further OT involvement.

**CODE OF CONDUCT:**

**School Expectations:**
Our school is committed to excellence based upon a positive school climate and the belief that every person can succeed; both students and adults. The ultimate goal of a Code of Conduct is to develop student self-discipline. Students and staff must behave in a respectful manner and comply with the code of conduct.

Attributes of appropriate behaviour include but are not limited to:

- respect for self and others;
- empathy;
- cooperation;
- courtesy;
- responsibility;
- honesty.

Conflict is a natural part of the growth process. When issues arise they will be dealt with promptly and fairly. Students will be expected to participate actively in the resolution of conflicts or problems. Responses to behaviour occur with consideration for individual needs and circumstances.

Effective behaviour management strategies:

- promote self-discipline;
- are proactive;
- consider developmental differences;
- are based on fair and equitable treatment;
- support constructive behaviour change;
- respect the findings of educational research;
- consider the safety and welfare of the school community.
Adults have the responsibility to model for students those attributes and behaviours which support a positive learning environment. Parents and guardians play a significant role in shaping their child’s behaviour and attitudes and therefore a constructive partnership with the home is crucial.

The following regulations are taken from the Public Schools Act:

- Pupils and staff must behave in a respectful manner and comply with the code of conduct.
- Bullying, abusing physically, sexually, psychologically, orally, in writing, or otherwise, of any person is unacceptable.
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of The Human Rights Code is unacceptable.
- Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable.
- Gang involvement will not be tolerated in or on school property.
- Pupils and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable.

In accordance with the Public Schools Act, the following behaviours are unacceptable at École Guyot:

- defiance of authority
- fighting
- threats
- possession of dangerous objects
- defacing/damaging property
- defiance of school rules
- inappropriate physical contact
- abusive language/gestures
- harassment (verbal, physical, sexual)
- use/possession of knife/weapon
- racial slurs
- bullying

The following interventions are used to support learning among students who violate the Code of Conduct:

- classroom intervention
- parent contact
- behaviour/performance contract
- counseling
- formal conference
- temporary withdrawal from classroom
- removal of privileges
- detention
- restitution and restorative justice
- Positive Behaviour Support Team
- Student Services Support Team
- Clinical Services Support Team
- in-school suspension
- out-of-school suspension
- police/service agency involvement
- expulsion

If a problem situation is serious or repeated, parents or guardians will be asked to meet with the teacher and/or administration and to help solve the problem. Parents will be informed of such problems either in writing or by phone. Teachers or administration will contact parents or guardians as soon as possible.

Where the safety of other students’ learning and well-being is affected, an immediate suspension may result. Length of suspensions will vary according to the severity and type of incident. Following an out-of-school suspension, a re-entry meeting will occur to review school expectations.

The process for appealing disciplinary decisions begins with the school administration. Further appeal is possible; refer to Appendix E of Administrative Guideline BC – Board Authority and Conduct of the Policy which can be found on the following page. Interested members of our school community may access divisional policies on the Louis Riel School Division website or by contacting the school office.
Louis Riel School Division
Protocol for the Resolution of Concerns

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding;
- providing opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning and improved relationships.

In all cases, clear, timely and direct communication assists effective resolution of misunderstandings:

- When you have a concern regarding a matter involving your young person(s) and another student, beginning with your young person’s classroom teacher may help. S/he may direct the inquiry further to another classroom teacher or the administration. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, leave phone numbers and times when the teacher/administrator can return your call.

- If you have a concern involving a staff member, please contact that person as your first step. Again, if that person is not immediately available, leave information that will assist him/her to contact you. Once in contact with the staff member, state your concern as clearly and calmly as is possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not satisfactorily resolved your next step is to speak with the Principal or Vice-Principal at the school after informing the staff member that you intend to do so. This action supports honest working relationships between parents/guardians and staff members.

The majority of concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the Principal or Vice-Principal, again after informing him/her of your wish to do so, contacting the Superintendent’s Department is appropriate.

If the concern cannot be resolved by contacting the Superintendent’s Department, you may then direct your concern, in writing, to the Board of Trustees. The Board of Trustees will respond, usually following inquiries with the involved parties.

The Board of Trustees and the Superintendent’s Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community.

Your cooperation with this Protocol is helpful and appreciated. Communication is the key!
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### 2015-2016 School Calendar

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<tr>
<td>Tuesday September 8</td>
<td>Administration Day (No School)</td>
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<tr>
<td></td>
<td>Opening Day Conferences for all K-6 students, 3 - 6 pm</td>
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<tr>
<td>Wednesday September 9</td>
<td>Opening Day Conferences for all K-6 Students, 9-3:30 pm</td>
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<tr>
<td>Thursday September 10</td>
<td>Regular classes begin for Grade 1-6 students</td>
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<tr>
<td>Friday September 11</td>
<td>Opening Day Conferences for Kindergarten Students</td>
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<tr>
<td>Monday September 14</td>
<td>Kindergarten Phase In Period - Group 1</td>
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<tr>
<td>Tuesday September 15</td>
<td>Kindergarten Phase In Period - Group 2</td>
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<tr>
<td>Wednesday September 16</td>
<td>Kindergarten Phase In Period - Group 1</td>
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<tr>
<td>Thursday September 17</td>
<td>Kindergarten Phase In Period - Group 2</td>
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<tr>
<td>Friday September 18</td>
<td>All Kindergarten students attend regular classes</td>
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<tr>
<td>Monday September 21</td>
<td>Divisional Professional Learning Day (No School)</td>
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<tr>
<td>Tuesday September 22</td>
<td>Early Dismissal - 2:30 pm</td>
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<tr>
<td>Thursday September 24</td>
<td>Welcome Back BBQ, 5:00 pm - 7:00 pm</td>
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### October 2015

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Monday October 12</td>
<td>Thanksgiving Day Holiday</td>
</tr>
<tr>
<td>Wednesday October 14</td>
<td>Grade 6 Girls HPV Immunization - 1st Dose</td>
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<tr>
<td>Friday October 23</td>
<td>Provincial Professional Learning Day (No School)</td>
</tr>
<tr>
<td>Tuesday October 27</td>
<td>Early Dismissal - 2:30 pm</td>
</tr>
<tr>
<td>Thursday October 29</td>
<td>School Picture Day - 9:00 am</td>
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### November 2015

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Friday November 6</td>
<td>Divisional Professional Learning Day (No School)</td>
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<tr>
<td>Wednesday November 11</td>
<td>Remembrance Day (No School)</td>
</tr>
<tr>
<td>Wednesday November 18</td>
<td>Retakes for school photos - 1:00 pm</td>
</tr>
<tr>
<td>Friday November 20</td>
<td>Student Progress Reports sent home</td>
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<tr>
<td>Tuesday November 24</td>
<td>Early Dismissal - 2:30 pm</td>
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<tr>
<td>Wednesday November 25</td>
<td>Student Progress Conferences, 3:45 - 8:00 pm</td>
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<tr>
<td></td>
<td>PAC Book Fair, 3:45 - 8:00 pm</td>
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<tr>
<td>Thursday November 26</td>
<td>Student Progress Conferences, 3:45 - 8:00 pm</td>
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<tr>
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<td>PAC Book Fair, 3:45 - 8:00 pm</td>
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<tr>
<td>Friday November 27</td>
<td>Divisional Professional Learning Day (No School)</td>
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### December 2015

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Friday December 18</td>
<td>Last day of school before Winter Break</td>
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<td></td>
<td>Early Dismissal - 2:30 pm</td>
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<td>Winter Break - December 19 - January 3</td>
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<td>January 2016</td>
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<td>Monday</td>
<td>January 4</td>
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<td>January 20</td>
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<tr>
<th>February 2016</th>
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<tbody>
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<td>Friday</td>
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<th>March 2016</th>
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<td>Thursday</td>
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Spring Break - March 25 - April 3

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<th>May 2016</th>
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<td>Friday</td>
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<th>June 2016</th>
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<tbody>
<tr>
<td>Friday</td>
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For updates to our school calendar, please consult our website at http://www.lrsd.net/schools/guyot