



**MINNETONKA**  
SCHOOL

Student  
And  
Parent Handbook

MINNETONKA IS A UNIQUE SCHOOL that offers a wealth of learning experiences to our K-8 students. Each child is also unique. We respect each child's academic, physical, emotional and social development. We take pleasure and pride in honoring and celebrating their talents and successes. From these endeavors students can develop high self-esteem and curiosity which is the cornerstone of learning.

With help and guidance from our school personnel, our students make a commitment to excellence in a warm and caring atmosphere. We aim for the moon and reach for the stars:

LET'S STRIVE FOR EXCELLENCE, LET'S BE KIND, USEFUL AND ALWAYS DO OUR BEST

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

## MISSION STATEMENT

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The Louis Riel School Division strives for all members of our community to excel as caring, confident, capable, and resilient life-long learners who contribute to a democratic and sustainable world. The Mission of Minnetonka School and the Louis Riel School Division is to provide a safe, inclusive, and engaging environment, where personal and collective learning are valued, and each one of us reaches our full potential

## ARRIVAL AND DISMISSAL

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Students are expected to report to their classrooms between 8:50 and 9:00 a.m. to prepare for classes. Students may enter through their designated entrance when the bell rings at 8:50 a.m. In case of extreme weather (when wind chill is higher than -27 or rain), students may enter at their respective doors before 8:50 a.m. and are permitted to wait in the foyer until the bell rings. At dismissal time, students are expected to head home or take the bus unless an activity has been organized for them at school. \*If picking up your children, we request that all parents meet them outside at the back of the school near their designated entrance and exit. Parents, please do not make your way to the child's classroom to meet them unless you have an arranged meeting with the teacher.

SHOULD A STUDENT MISS THE BUS, THE STUDENT SHOULD REPORT TO THE OFFICE AND PARENTS WILL BE CONTACTED.

## ARRIVING LATE

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Students are expected to be on time for all classes. When a student arrives late, it may disrupt the learning environment. Students arriving late must report to the office for a late slip before proceeding to class. If tardiness persists, the administration may call the parents to discuss.

Please note: Arrival time in the morning is between 8:50 – 9:00. Arrival time for the afternoon is between 12:35 – 12:40.

## BICYCLES, SCOOTERS, SKATEBOARDS & HEELIES

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The school does not accept any responsibility for the safety of bicycles brought to school. The playground is not designed or safe for bicycle riding, nor for scooters, skateboards or Heelies.

## CALL BACK SYSTEM

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In the event that your son/daughter will be absent or late for classes, please contact the school at 204-257-8114 between 8:15 and 8:45 a.m. or you can also leave a message on our answering machine outside of the times listed.

It is important that we know why your child is away in order to potentially support them better upon their return. If we do not hear from you, we will attempt to contact you to inquire as to why your child is absent from school.

If your son/daughter must leave the school early for an appointment during school hours, a written note to the office or classroom teacher is greatly appreciated.

## CHILD CUSTODY

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In most cases, when parents are divorced, both mother and father continue to have equal rights where the children are concerned. Please inform the office if both parents wish to receive school emails, phone calls, notes, report cards etc. We will do all in our power to ensure that both parents receive the necessary information.

If you have a court order that limits the right of one parent in matters such as custody or visitation, please provide the office with a copy of legal restriction rights. Unless a copy of your court order is on file with us, we must provide equal access to both parents. Therefore, in order to avoid any unnecessary problems that may arise, please ensure that the school has the proper and current documentation. If any changes occur during the school year, please notify the office.

## CODE OF CONDUCT

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### School Philosophy

Minnetonka School has a commitment to ensure that every student has the opportunity to achieve their highest academic, social, and emotional potential. We believe that these emotional and social needs must be addressed in order to promote academic and social growth. We also believe that individuals can learn to make behavioral choices which will facilitate their own and others' development.

Student behaviour will be most positive when:

- \* the basic needs of food, clothing, and shelter are adequately met
- \* there is an atmosphere of mutual support throughout the school community, which includes all stakeholders in the learning environment: students, staff, parents, and the community at large
- \* The child is regularly having their needs met in the areas of Belonging, Mastery, Independence and Generosity as described in the [Circle of Courage](#)
- \* the school is aware of any factors that may affect the student's ability to behave responsibly and positively

This plan is intended to provide a common basis for communication and understanding among all members of the Minnetonka School Community.

Teachers and other adults have an on-going responsibility to prepare students for their role as citizens and to model these attributes in their daily interactions with students.

Students and staff need to demonstrate the importance of respect for themselves, others, and property.

## Behavioral Expectations

- BE KIND
- BE USEFUL
- DO YOUR BEST

**The following expectations derive from the Public Schools Act:**

- Pupils and staff must behave in a respectful manner and comply with the school's code of conduct.
- Abuse (physical, sexual, psychological) and bullying 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
- Possessing a "weapon" is defined in Section 2 of the Criminal Code (Canada) will not be tolerated on school sites

## PROTOCOL FOR THE RESOLUTION OF CONCERNS

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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 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, 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!

*Louis Riel School Division /Policy ADD.*

## DRESS

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Students are expected to dress in a way that is respectful to all in our school community.

Appropriate warm clothing is a must for the winter and cooler seasons, keeping in mind that Grades 1 to 6 students go outside for morning and afternoon recess, and that all students (Grades 1-8) are outdoors at lunchtime. Also, please ensure students wear proper footwear for rain or snow.

## EARLY PICK-UP OF STUDENTS

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When it is necessary to pick-up your son/daughter prior to dismissal time, please **REPORT** to the office and we will have your child come to the office for dismissal. This causes less classroom interruption. **We ask that you sign out your child at the office and if your child is returning to the school bring them back to the office to sign them in.**

## EMERGENCY CLOSING

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If it becomes necessary to cancel regular classes for the day or to have an early closing of school, an announcement will be made on the LRSD website as well as over radio stations CBC-990/89.3, CBC/CKSB-1050, and CJOB-680.

Bussed students will be brought to their regular drop-off point. Non-bussed students will be dismissed at regular school hours even if transported students are taken home early due to storm warnings.

In the event that the whole school closes early, the school will attempt to phone the parents to inform them of the early dismissal. We ask parents to develop a plan, so their child knows what to do if no one is at home.

## EMERGENCY PREPAREDNESS PLAN

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The Board of Trustees of the Louis Riel School Division affirms the importance of plans that assist schools and other divisional work sites to anticipate and respond to various situations of emergency. The Board believes that a consistent plan assists school and divisional staff to collaborate when necessary, to respond to situations of emergency.

*“Policy EBCA – Emergency Preparedness Plan”* guides all of the Division’s schools. That plan includes emergency control procedures drills twice per year. Various situations compel response plans to clear school hallways, and we want students, staff, and visitors to be prepared. Not all situations are high-risk; some merely demand added caution. You can assist us in three ways:

- Tell your child(ren) about the importance of respecting adult authority during emergency control procedures drills and situations.
- If you are visiting the school, please model respect for the emergency control procedures by following the directions of staff members without questions.
- Assist your child(ren) to understand that not all situations are high-risk. We do not want them to be unnecessarily anxious; we do want them to feel confident in reacting to an urgent and unexpected situation.

## FIELD TRIPS

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Parents will be notified of all field trips involving their young person. Students must always have parental permission to attend field trips. At times, we may request monetary assistance from you for buses or admission costs. If you are unable to bear the cost, please make a discreet call to your child’s homeroom teacher or the principal, and appropriate arrangements will be made.

## HOURS OF OPERATION

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The school office is open between 8:00 a.m. and 4:00 p.m. If you need to contact the school after hours, please leave a message on our answering machine.

### *School Hours:*

8:50	Students enter classrooms
9:00	O Canada and Announcements
10:30 - 10:45	Recess for Grades 1 to 6
11:45 - 12:40	Lunch Hour
12:45	Afternoon classes begin
2:15 - 2:30	Recess for Grades 1 to 6
3:30	Students dismissed

## INFORMATION ABOUT STUDENTS

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Any information that the school has about your son/daughter is available to you, to our school personnel, or division personnel. It is not available to other agencies without your permission. Both parents have equal rights to information about their child unless the school has a court order restraining one parent from access to information as mentioned earlier. Copies of any judicial court order regarding custody of children must be given to the school if you wish for us to comply with the order.

## INJURIES

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You will be notified promptly of any serious injury that might require medical attention such as serious cuts, possible sprains, breaks, or concussions. If you are unable to transport your son/daughter to a doctor or hospital, we will take the child in question ourselves or call an ambulance on your behalf. You are reminded that hospitals require parental consent. Please ensure that your Manitoba Medical Number and your child's personal number are indicated on the student registration form, as well as an up-to-date list of emergency phone numbers in order that we may make contact in case of such emergencies.

## LUNCH

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Minnetonka School has a lunch program for all students. The cost is \$120.00 per student to a maximum of \$480.00 per family. Fees will be collected in advance. We are requesting that parents submit a cheque for the full amount of \$120.00 for each and every child per family or 2 postdated cheques – 1 for \$60.00 dated September 1<sup>st</sup>, and the other for \$60.00 dated February 1<sup>st</sup>. Even if your young person stays for intramurals,

clubs, or special activities, we request that he/she pay for the privilege of staying for lunch. We still need to pay our supervisors. If your child only stays occasionally for lunch, the fee is \$1.00 per day.

The only circumstance in which you do not pay for lunch supervision is MPAC Hot Lunch days, since it is a fundraiser for the school.

Students who eat lunch at school are expected to remain on the school grounds during the entire lunch hour. Although supervision is provided, it is impossible to monitor the whereabouts of all students. It is the students' responsibility to abide by the rules and to remain on the school grounds.

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## PEANUT SENSITIVE SCHOOL

There are children attending Minnetonka School who have a LIFE-THREATENING allergy to peanut butter and nuts. Even exposure to a tiny amount of this item could be potentially serious and life threatening.

We the staff and parent community strive to provide a safe environment for all our students. To this end, we have reviewed the individual needs of our students and the procedures and policies presently in place. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, we can also help to make the school environment safer.

We therefore ask your co-operation in:

- ❖ Avoid sending all snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil.
- ❖ Informing your child's teacher before giving food products to any children, other than your own at school.

Any students who forget and bring peanut butter/nuts to school will be asked to eat their lunch in a designated area. We will then ensure that the tables in this area are properly washed and sterilized.

It is imperative that we all teach children to respect this very serious situation and discourage teasing or threatening of the allergic child. Thank you in advance for your consideration and support in this matter. As a school team, we do our utmost to ensure the safety of all students.

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## MEDICATION TO STUDENTS DURING SCHOOL HOURS

All medication brought to school must be kept at the school office. Please be advised that school board policy states that in order to administer medication to a student (including inhalers, and non-prescription medication) an "Administration of Prescribed Medication to Pupil" form must be completed, as well as an Individual Health Care Plan. We need a physician's and a parent/guardian's signature before administering. These forms are available at the office. It is important that you notify the office of all children who are taking medications (epipen, ritalin, asthma medication, etc.). Students who need epipens must carry them at all times. Ideally, a second epipen should be stored at the office. Only prescribed medication can be administered by staff.

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## PARENTS REPORTING TO THE OFFICE

In accordance with the Divisional Safety Plan, all visitors, volunteers, and parents coming to spend time in the building must report to the office to sign in. In addition, all people who enter the school **are required** to wear an identification badge. If you need to go anywhere in the school, you will

receive a “visitor badge” at the office. Anyone wandering around the school without a nametag will be asked to report to the office. **Please note that all school doors, except for the north parking lot entrance doors, will be locked during the day and opened at 3:30.**

## PARKING IN THE BUS LOOP

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For safety reasons, we ask that parents **do not** park in the bus loop. We have buses picking up and dropping off students continuously throughout the day. As an alternative for parking, please use Visitor Parking in the North Parking lot or on Minnetonka St.

## PARKING IN THE STAFF PARKING LOT

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For safety reasons again, and the fact that staff have paid for reserved parking stalls, we ask that parents **do not park/drop off** students in the staff parking area.

## PHYSICAL EDUCATION CLASSES

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- 1) All students are expected to participate in athletic shoes in safe and good condition and that can be properly secured to the student’s foot. (Velcro or laces)
- 2) All students are expected to be dressed in clothing that is appropriate for physical activity.
- 3) Students in Grade 6-8 are expected to change into separate physical education gym clothes for all classes.
- 4) Long hair should be secured away from the students face. Watches and any other jewelry should be removed.
- 5) Electronics/phones should not be in the gym. We are not responsible for lost or stolen items.
- 6) Students unable to participate due to medical or injury should contact the school or email the teacher.
- 7) The physical education program offers a wide variety of activities to promote cooperation, fitness, safety and a wide variety of skill development opportunities.
- 8) Intramural programs will take place at lunchtime. Intramurals will emphasize the participation and cooperation of students rather than competition.
- 9) Interscholastic programs will take place at times before school, during noon hour, or after school, as scheduled by the coach.
- 10) The rules of Fair Play and sports-person-ship apply to all our Intramural and Interscholastic Programs.

## RECESS

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All students from Grades One to Six will have an outdoor morning and afternoon recess. Research shows that children need time to play and relax in order to better concentrate in the classroom.

If a child has been ill, he/she should not return to school unless he/she can go outside for recess and participate in all school activities. If a special need arises to have a child stay in (asthma, etc.), please call the office and check with the principal before the child returns to school.

## SMOKE AND SCENT FREE ENVIRONMENT

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The Division believes that it has a responsibility to provide a healthy environment for all students who attend our schools, for all employees who work in our schools and for all volunteers and visitors to our school. Therefore, the School Division Board of Trustees bans smoking in all division facilities, schools, grounds, and vehicles.

We have staff and students that are adversely affected by strong scents in the air. Please refrain from using perfume, cologne, after shave, etc.

## STAFF MEETINGS

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All schools in the Louis Riel School Division have regular staff meetings held once a month on the fourth Tuesday of each month except for December and June. Students will be dismissed one hour earlier on those days, at 2:30 p.m. **Early dismissal** also applies to the last day of school in December and June.

## STUDENT AGENDAS

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All students in Grades 3-8 will receive a student agenda, paid through their fees collected in September

## STUDENT SERVICES

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### **A. Philosophy of Inclusion**

Manitoba Education, Citizenship and Youth is committed to fostering inclusion for all people. Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members.

Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.

In Manitoba we embrace inclusion as a means of enhancing the well-being of every member of the community. By working together, we strengthen our capacity to provide the foundation for a richer future for all of us.

### **B. Resource Services**

The resource teacher, as a member of the student services support team, provides assistance and support to students through a consultative-collaborative approach with the classroom teacher. The resource teacher works collaboratively with teachers, the counselor, the parents, the administrators, other clinicians, (Clinical Services Unit, physiotherapist, occupational therapist...) and most importantly the students.

Referrals for resource services are generally requested by the teachers, however, they may originate from the parents, the administrators or from the student. Parents are kept informed of the developments and progress of their child once he/she is referred for services. Resource services may be on a consultative basis or the resource team may be involved in direct intervention. In all cases, the aim is to keep the students integrated in the regular classroom and to provide instructional programs to meet the exceptional needs of the students.

Please feel free to contact your child's teacher should you require additional information or should you have any questions or concerns in regards to your child's progress.

### **C. Clinical Services Unit**

Clinical Services support the school and its students through the services of a Speech and Language Therapist, Psychologist, Physiotherapist, Occupational Therapist and Family Social Worker. These services are at no cost to families.

More information about these services is available by contacting the Clinical Services Office at 50 Monterey Road at 253-2680.

## **TELEPHONE MESSAGES**

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Should you need to communicate with your child during the day, please contact the school secretaries and leave a message with them. Your child will receive this message at an appropriate time when it will not disrupt the classroom. Please do not text or call your students' cell phone as this will be a major distraction from their learning. Please appreciate that we will not interrupt classes unless it is an emergency.

Cell phones may be used at the teachers' discretion. Students will forfeit this privilege if digital devices are found to be a distraction from their or others learning.

Students will have access to the telephone in the office for concerns/emergencies. Teachers must be notified when students request to use the phone. We ask that arrangements for after-school plans be made from home. If your child is ill, please call the school, otherwise, the school secretaries will contact you.

## **VOLUNTEERS**

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Parents are always welcome at the school. If you have some time to contribute, we can always use the help. Please contact the school at 257-8114 if you wish to become a parent volunteer. All parent volunteers must sign in at the school office upon arrival.

## **SCHOOL SAFETY PATROLS**

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We are privileged to receive the assistance of some of our Grade Six students to patrol two crosswalks: One at Greendell and Minnetonka and one at Minnetonka and River Road. Our school safety patrols participate in a divisional training program from the Winnipeg Police Department each September.

## SCHOOL SAFETY MAP WITH DROP OFF AREAS

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The safety of our students is paramount at all times and when they are dropped off and picked up at school. We encourage all parents to be good models through responsible driving. We know that our young people learn from our actions and therefore, we ask that parents respect the following drop off zones as indicated in the map below:

1. DO NOT USE ANY AREA OF THE STAFF PARKING LOT FOR STUDENT DROP OFF OR PICK UP.
2. Drop off the children and pick them up in the drop off zones indicated below
3. DO NOT ENTER THE BUS LOOP (between 7:45 a.m. and 4:00 p.m) or the staff parking lot.
4. Do not make U-turns or park in places that obstruct the view of our students entering or exiting the building.
5. Use VISITOR PARKING when parking your vehicle.

We appreciate your support and co-operation in this important safety matter. Our children thank you for putting their safety first



