

LAKE VISTA PUBLIC SCHOOL



2024-2025

SCHOOL HANDBOOK

Thank you for taking the time to review this handbook. It is difficult to cover all aspects of our busy school so if you have any questions, please contact your child's classroom teacher.

2024-2025 MESSAGE FROM ADMINISTRATION

Welcome to Lake Vista Public School! We are happy to welcome students back to school and hope you had an excellent break.

This handbook has been prepared as a resource for our key stakeholders (students, staff, parents and community) to provide information about our programs and operations. We hope you will find it to be a valuable resource. This handbook is a living document and is updated annually to accurately reflect what is going on at LVS.

Questions and concerns will occasionally arise. We know from experience that questions about your child's school experience are best addressed by following our school division's **communication protocol of speaking to the child's homeroom teacher first**. Information about school operations can be directed to the school administration.

LVS Administrative Team

CONTACT INFORMATION

Principal: Chris Mason
Vice Principal: Nicole Lavallee
Administrative Assistant: Brittany Jullion

Phone: 306-683-4300

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Lake Vista Public School Website/Blog: <https://blogs.spiritsd.ca/lakevista/>

Prairie Spirit School Division Website: <http://spiritsd.ca/>

Please inform the office when your contact information (contact numbers, email, emergency contact, etc.) changes. It is important that our information is current at all times.

Version: 2024-25

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MISSION AND VISION

 @lakevistaschool

 @lakevistamartensville

Feelings Matter...

So We **Care**

Ideas Matter...

So We **Create**

Learning Matters...

So We **Work and Wonder**



WE ARE LAKE VISTA

PRAIRIE SPIRIT GUIDING PRINCIPLES

CODE OF CONDUCT

Our Code of Conduct defines the values and vision that we have for the behavior of all our stakeholders – students, staff, parents/guardians, and community. We believe it is a shared responsibility to create a safe, caring environment where we can learn and grow together.

We believe that our interactions and relationships are conducted in a respectful and dignified manner and that:

- Each person at LVS has a right to feel emotionally and physically safe.
- Each person has a responsibility to contribute to a safe, positive learning environment.

To achieve this, we expect the following of each other at LVS:

For Students:

- To attend school punctually and conform to the policies and procedures of the school.
- To participate willingly in their learning.
- To respect others' safety, well-being, and property.
- To be accountable for their behavior and responsive to reasonable, and respectful consequences.
- To participate in creating a safe, positive environment that is conducive to learning for all.

For Parents/Guardians:

- To support their child(ren) in regular and punctual attendance at school.
- To participate in creating a safe, positive, learning environment at their school; and
- To work and cooperate with the school to resolve concerns involving their child(ren).

For School Staff:

- To take a leadership role in creating a safe, positive environment conducive to learning.
- To involve their students in developing classroom discipline practices which utilize reasonable, related and respectful consequences; and
- To model, teach and reinforce appropriate behavior.

SAFE AND RESPECTFUL SCHOOL PLAN

Our plan for maintaining a safe and respectful school is grounded in three components.

1. Clear expectations and a plan for teaching positive behaviors.
2. A plan for responding to harassing and bullying behaviors.
3. A plan for discipline when required.

GENERAL EXPECTATIONS FOR BEHAVIOUR

Section 150(1) of the Saskatchewan Education Act outlines the general duties of students.

150(1) In the exercise of his or her right of access to schools and to the benefits of educational services pursuant to this Part, a pupil shall comply with subsections (2) and (3).

(2) Every pupil shall co-operate fully with all persons employed by the board of education or the conseil scolaire and any other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or any special or ancillary services that may be provided or approved by the board of education, the conseil scolaire or the department.

(3) Every pupil shall:

(a) attend school regularly and punctually;

(b) purchase any supplies and materials not furnished by the board of education or the conseil scolaire that the principal considers necessary for any particular course of instruction;

(c) observe standards approved by the board of education or the conseil scolaire with respect to:

(i) cleanliness and tidiness of person;

(ii) general deportment;

(iii) obedience;

(iv) courtesy; and

(v) the rights of other persons;

(d) be diligent in his or her studies;

(e) conform to the rules of the school approved by the board of education; and

(f) subject to subsection (4), submit to any discipline that would be exercised by a kind, firm and judicious parent.

BULLYING PREVENTION (taken from the PSSD Harassment Protocol)

Students have the right to a caring, respectful and safe school environment free from all forms of bullying. All school staff members will take steps to prevent bullying and to assist and support students who are being bullied. The complete PSSD Harassment Protocol can be located on the Prairie Spirit School Division website.

Shared Understandings of Unwanted Behaviour


Harassment is any unwanted comment or behaviour by an individual or group towards another which is perceived to be hurtful, intimidating, or alienating. Harassment may include unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, gender, sexual orientation, racial or ethnic background, place of birth, citizenship, ancestry, age, physical size or weight, religion, marital status, family status or ability. Harassment is against the law. Harassment can consist of a single incident. It is common, however, for harassment to involve a series of unwanted, often subtle, incidents over time.

Bullying is repeated harassment. Bullying is generally identified as a form of hurtful behaviour that is repeatedly directed at an individual or group from a position of power. Identical to harassment, bullying behaviour can take many forms. It can be physical (i.e. hitting, pushing, tripping), verbal (i.e. name calling, insults, put-downs), social (i.e. social isolation, gossip) or cyber (i.e. threats, insults or harmful messages spread through the Internet). Some common bullying/harassing behaviours are identified through the continuum chart found on the following page. Bullying can be direct, "in your face" confrontation, or indirect, "behind your back", such as spreading rumors. The seriousness of any offending behaviour must also be considered through the criteria of frequency, intentionality, balance of power and age and developmental level of the individuals involved, and the specific action(s) that have taken place.

It is important to differentiate between bullying and conflict which is expected to be a normal occurrence during any social interactions. Conflicts are natural and enable individuals to develop appropriate problem solving and social skills. Play-fighting, rough and tumble play and playful teasing among friends of equal power may be inappropriate but should not be considered bullying. Such behaviour should be looked upon as part of normal growth and development. It is through such interactions that children learn the skills necessary to make friends, resolve conflicts, and develop positive relationships with others.

We believe that bullying can be a serious problem that adversely affects the learning success and well-being of children and youth if not addressed. A child or young person being bullied feels helpless in trying to stop it and this can affect their ability to learn. Consequently, bullying in any form will not be tolerated.

Bullying and Harassing Behaviours Continuum Chart



LEVEL 1	LEVEL 2	LEVEL 3
PHYSICAL		
<ul style="list-style-type: none"> • rough play • pushing and shoving 	<ul style="list-style-type: none"> • punching, kicking • spitting • clear intentions to hurt 	<ul style="list-style-type: none"> • inflicting bodily harm • use of a weapon
VERBAL		
<ul style="list-style-type: none"> • teasing • name-calling 	<ul style="list-style-type: none"> • intimidation • racial slurs • swearing 	<ul style="list-style-type: none"> • threats of harm • threatening use of weapon – danger to life
SOCIAL		
<ul style="list-style-type: none"> • dirty looks • gossiping • ignoring 	<ul style="list-style-type: none"> • spreading rumors • exclusion from a group • social rejection • intolerance 	<ul style="list-style-type: none"> • severe alienation • public humiliation • group harassment • public-wide distribution via email
SEXUAL		
<ul style="list-style-type: none"> • jokes with a sexual theme • innuendo 	<ul style="list-style-type: none"> • comments on physical character-issues • sexual gestures 	<ul style="list-style-type: none"> • sexual touching • threats of sexual acts • forcing sexual acts • pornography

Roles and Responsibilities in Bullying Prevention

Our school division shares responsibility with in-school administrators, school staff, students, parents, the School Community Council, and community members to promote a caring, respectful and safe school environment and to prevent and reduce bullying. All members of the school community (students, staff, parents/guardians, and the larger community) have a responsibility to report incidents of bullying and harassment. School-based administrators and staff have a responsibility to respond to instances of bullying and harassment when they occur.

School Procedures

When bullying or harassment occurs, the following steps will be taken:

TARGET OF HARASSMENT/BULLYING

LEVEL 1 OR 2 BEHAVIOURS:

Step One: IGNORE

- If a person believes they are the target of harassment, and the harassment is of a mild form the first and least intrusive response is for them to ignore the behavior. IGNORING may result in the harassing behavior stopping. Ignoring is a short-term strategy only and the student should move to step two if the bullying does not stop shortly.

Step Two: Tell the Aggressor to STOP

- The second response, if it is safe and comfortable to do so, is for the target of harassment to TELL THE PERSON TO STOP and how the behavior is making them feel. This person-to-person communication may yield a positive result.

Step Three: REPORT to Adult

- If it is not safe or is ineffective to ignore or to talk directly with the aggressor, the target needs to REPORT TO AN ADULT in the school with whom they feel comfortable to receive support.

LEVEL 3 AND POSSIBLY 2 BEHAVIOURS:

Step One: Report to Adult

- If the harassment is of a more severe form, the target needs to speak with an adult in the school with whom they feel comfortable. The adult is compelled to intervene by supporting the student through approaches such as speaking with the person doing the bullying, mediating a meeting between the two, contacting parents, or speaking with other staff members or in-school administrators. If the above practices do not result in a satisfactory end to the harassment a formal complaint can be made by the complainant with the support of school personnel.

STUDENTS OBSERVING HARASSMENT/BYSTANDERS

It is considered to be everyone's duty to respond to harassment. When students observe harassment, they are encouraged to offer assistance to the target. This may be done in the following ways in any order:

- a) Asking the target if he/she wants help
- b) Telling the aggressor to stop if safe to do so
- c) Reporting the incident to an appropriate adult

STUDENTS ACCUSED OF HARASSING/BULLYING (AGGRESSOR)

EMPATHY: A student accused of harassment/bullying must take responsibility for their actions and is encouraged to reflect the impact their behavior has had on another individual. They must recognize that even if the behavior is not intended to offend someone, it may indeed be offensive to another person. Nonetheless, the target's point of view of the behavior is critical in determining the appropriateness of the behavior.

STOP: The aggressor must stop the offending behavior when asked to do so.

APOLOGIZE: The aggressor is encouraged to apologize to the target and include a commitment to not let the behavior happen again.

SEEK SUPPORT: The aggressor may choose to ask for support from an adult within the school. It is likely that the aggressor will be asked to meet with the school counsellor.

DISCIPLINE

At LVS, we believe that most of the time students want and are able to act appropriately in what we commonly think of as 'expected behaviour'. Occasionally, a student will make a poor choice and display 'unexpected behaviour'. We know that learning to behave in an appropriate, expected manner is a learned skill. It is a shared responsibility to help students develop these behaviours. Our discipline plan is guided by three values that align with our Code of Conduct. These values are:

- **Preventative:** Anything that can be done to limit opportunities the student will have to act unexpectedly (e.g. Clear expectations, establish and maintain routines).
- **Supportive:** Any strategies that can be used to encourage the student to maintain expected behaviour (e.g. Modelling expected behaviour, explaining or having the student explain why a particular behaviour is unexpected, having the student come up with a solution/alternative to the unexpected behaviour).
- **Corrective:** Anything that can be done to stop unexpected behaviour and to teach more expected behaviour in their place. Diffusing or deescalating a situation and helping students get 'back on track' (e.g. teaching a child/student to talk to a sibling or classmate as opposed to hitting them).

Our school program includes an emphasis on the recognition of expected behaviours, general classroom management plans/routines for all children, student orientation to our expectations, and in some situations, behaviour agreements for children who repeatedly demonstrate unexpected or inappropriate behaviour.

We believe that the best approach is to resolve the problem at the level closest to the problem:

1. Teacher/Student
2. Teacher/Parent -Parent is informed about a recurring problem and/or a problem viewed as serious.
3. Teacher/Student/Administration -Discussion with all concerned to identify and document solutions and consequences.

COUNSELING

LVS currently has one part-time counsellor who is available to support students around a variety of needs. School based counselling, in most situations, is short term counselling focused on issues that impact students during their school day. When the needs of students are deemed to require long-term counselling, or involve issues not impacting the student at school, counsellors work with the students and families to access community mental health services.

School counselling is one of many student support services available in schools. It is a confidential service, however, there may be times when consultation with other professionals or adults on your child's team ensures quality of care. Referrals may be made by parents, teachers, administrators, or by students themselves.

Please call 306-683-4300 to speak to the counsellor or to book an appointment.

LEARNING SUPPORT SERVICES

At LVS, we offer a range of support services to ensure that all students experience success. Classroom teachers work together to plan and teach with members of the student services team including special education resource teachers (LSTs), Educational Associates (EAs), our school counselor, and Prairie Spirit School Division Learning Support Services (Speech-language pathology, occupational therapy, educational psychology, English as an Additional Language, and counseling services.)

Learning support services take a number of forms. Our goal is to always work to the greatest level of independence that the student can successfully manage. Supports that include adaptations or accommodations for specific student needs are routinely made. The support provided varies according to the individual needs of the child. Parents or guardians who are concerned about their child's progress are encouraged to discuss their concerns with the classroom teacher.

PROGRAMS AND PROCEDURES

ALLERGIES

Food: We have students with life threatening allergies that may limit what your child can bring into their individual classroom. If you have a child with a life-threatening allergy, you should communicate with the school office upon registration and an emergency medical plan will be developed, which may include the removal/prohibition of specific foods or substances from entering the child's classroom. We currently have many students with nut allergies, so we ask you to be sensitive to that and refrain from sending nut products to school.

Scents/Fragrances: Please be aware that all PSSD Facilities follow a scent aware policy. Please use fragrances conservatively. If your child has an allergy or other medical condition that may require a specialized support or emergency medical response, please ensure that this information is included in the student's registration form and speak to the homeroom teacher so that we may make appropriate accommodations.

ARRIVAL/DEPARTING FROM SCHOOL

Students are asked not to arrive at school before 8:38am unless they are attending a school-related activity. The main office doors will be unlocked at 8:00am. The exterior doors will be unlocked at 8:50am when the warning bell rings to come inside. Playground supervision does not begin until 8:38am. Students will be expected to wait outside until the bell rings.

We ask that students enter and exit through their designated doors:

- Grade K-3 East Doors Entrance
- Grade 4-8 North Doors Entrance

All PSSD schools follow a Safe & Secure School protocol. All doors, except for the front will be kept locked from 9:10 to the end of the school day. Student doors will be unlocked for the end of recess breaks so students can get back to their classrooms. Students arriving outside of normal arrival times and all visitors to the school must enter through the front doors of the school and report to the school office.

ATTENDANCE AND LATE PROCEDURES

Research clearly indicates that regular and punctual attendance is a major contributor to success in school.

Please use the following procedure when reporting your child’s absence or tardiness:

1. Please enter **all** absences (including appointments) on Edsby.
2. If your student is going to be late, please enter it on Edsby. Once they arrive at school, please have them check in at the office for a late slip.

If we do not receive notice, parents will be notified on Edsby.

We realize that students do become ill, and we support parental decisions to keep sick children home in the best interests of both the child and others in the school. Homework and/or missed assignments can be organized by contacting the homeroom teacher. Students who develop a pattern of late arrival to classes or absenteeism will be brought to the attention of the office. Contact with home will take place and an action plan will be developed to support families. Should the problem continue, school administration is required to seek support from the division attendance officer.

BELL TIMES/DAILY SCHEDULE

Kindergarten – Grade 8 Schedule

8:50	Warning bell
8:55	School Day begins
10:15-10:30	Recess (Gr. 4, 5, 6, 7, 8)
10:30-10:45	Recess (Gr. K, 1, 2, 3)
12:15-12:35	Lunch (Gr. K, 1, 2, 3)
12:15-12:35	Lunch Recess (Gr. 4, 5, 6, 7, 8)
12:35-12:55	Lunch (Gr. 4, 5, 6, 7, 8)
12:35-12:55	Lunch Recess (Gr. K, 1, 2, 3)
3:10	Dismissal

Pre-Kindergarten Schedule

8:55	School Day begins
11:30	Dismissal

BICYCLES, SKATEBOARDS, ROLLERBLADES, ETC.

Students are reminded that the school accepts no responsibility for damage or theft of bicycles or related equipment. Students should lock up bicycles and scooters at the school bike racks upon arrival at school. Students may use rollerblades, skateboards, etc. to and from school but they must be carried inside the facility and placed in the student’s locker while at school. These are not to be used at recess & lunch breaks when students are on the playground. Students shall not loiter around bike racks or play on parked bicycles at breaks. Students are to walk their bicycles, skateboards, etc. while on school property.

BUS TRANSPORTATION: Urban and Rural

In-town/urban busing is provided in compliance with the Prairie Spirit School Division busing policy for students who reside further away than approximately one kilometer from school. Prairie Spirit School Division also provides bus transportation to students who live in the rural district of Martensville.

Bus service must be requested electronically through our school division transportation department. You will find the policy, maps and busing request forms for both urban and rural services on the Prairie Spirit School Division website at <https://www.spiritsd.ca/buses/>. Please read the PSSD Busing Policy in regard to severe weather and student conduct.

All Urban bus passengers must obtain a bus pass and present it to the bus driver to ride the bus. Rural bus passengers must be on the driver's passenger list to ride the bus. **Bus drivers will not allow students on the bus who are not on the bus list (rural) or do not have bus passes (urban)**. Bus passes are valid only for the bus that is indicated on the pass, students may not ride any other bus than indicated on their pass. No guest passengers are allowed on Martensville buses.

Should you have any questions regarding this service please call the PSSD Bus Garage at 306-374-2496.

COMMUNICATIONS PROTOCOL (QUESTIONS & CONCERNS)

Questions and /or concerns sometimes arise. We know that the best approach is to talk to the other person directly involved as a first course of action. If you have a concern or question, please follow the Prairie Spirit School Division communication process:

STEP ONE: Speak to your child's teacher or the staff member directly involved in the situation.

STEP TWO: If the issue is not resolved, arrange to speak with the school administration.

STEP THREE: If the matter remains unresolved, a meeting with the Director or designate may be requested.

STEP FOUR: If still unresolved, the complainant may request a hearing with the Board of Education.

COLD & INCLEMENT WEATHER

We believe that students benefit from and enjoy active time outdoors, but also hold student safety as a top priority. When the temperature (with or without the wind chill factor) is -25 degrees Celsius or colder, students will not be required to go outside and the students will be allowed to come in the school starting at 8:38 am. If there is no wind chill factor students may have a shortened outside lunch recess. We use Environment Canada's Martensville forecast to obtain our information.

Red recesses will be at the discretion of administration for inclement weather such as wind, air quality, rain etc.

Should a student's medical condition require him/her to temporarily stay indoors, the parent should notify the homeroom teacher. Students should always come to school with proper cold weather attire, regardless of the season.

Buses in Prairie Spirit School Division will be cancelled when the temperature reaches -40 degrees Celsius or the combined temperature/windchill factors result in a reading of -45 degrees Celsius or below at 6:00 a.m. (as reported by Environment Canada). A bus route that is cancelled in the morning

due to extreme cold will run in the afternoon, if conditions have improved to warmer than -40 degrees Celsius (combined temperate/windchill) at 12 noon. Visit <https://pspt.mybusplanner.ca/Alerts> for bus cancellations.

DRESS CODE/CLOTHING

In order to ensure student comfort, hygiene and a positive learning environment in the school, students shall dress in an appropriate manner that is respectful of various cultural backgrounds, religions, and gender identities and orientations.

Dress Expectation Specifics:

1. Students must dress appropriately at all times.
2. No clothing bearing slogans or images which:
 - a. are vulgar, profane, obscene, sexually suggestive, prejudicial, sexist or demeaning to any person or group of people,
 - b. portray nude or scantily clad people,
 - c. advertise or promote the use of alcohol, drugs, or tobacco products.
3. Hoods or sunglasses are not to be worn in the school during class time.
4. Teachers have discretion in their classroom to determine what inappropriate dress is. This includes hats and toques.
5. Students deemed to be wearing clothing that does not meet with the dress code will be required to change.

LVS has a **two shoe policy** and students are expected to remove outdoor footwear and place them on shelving provided in their boot room when entering the building. Indoor footwear should have non-marking soles.

Students are expected to go outside for recess breaks in a variety of weather conditions (see Cold & Inclement Weather). Please ensure that your child comes to school with appropriate outdoor clothing that will allow them to be safe and comfortable outside. Students are required to wear shoes at all times in the interest of their own health as well as that of others. Rubber boots, shoes, jackets, etc. should be **clearly marked with your child's name**.

ELEVATOR

LVS has an elevator for individuals who are unable to use the staircases. Students should have a legitimate physical need and permission from an LVS staff member before using any elevator.

EMERGENCY RESPONSE AND PREPAREDNESS PLAN

LVS follows guidelines established by Prairie Spirit School Division for Emergency Response and Preparedness. Our preparedness includes evacuation, hold and secure, and lockdown drills that are held periodically during the school year.

See Appendix A for our Emergency Response and Preparedness Plan

HEALTHY HUNGER

The students of Grade 7 & 8 are offering a Hot Lunch for students in Kindergarten – Grade 8 of Lake Vista School. This event is to help raise money for their class trips. We are going through a company called Healthy Hunger for this event. This company is affiliated with many restaurants in Saskatoon & Martensville, and by setting up an account, you will be able to easily order through the website for upcoming other hot lunches from other restaurants.

To order for this, parents are asked to make an account through the Healthy Hunger website. Once you have made the account, you do not have to set it up again and so ordering for future hot lunches will be much easier. To order and pay for the hot lunches, visit www.healthyhunger.ca.

LOCKERS

Lockers are provided for all students in our school in their classrooms. The lockers are for storage of materials, lunch kits, coats, and outdoor clothing. There are no locks to be put onto lockers.

LOST AND FOUND

There is a lost and found table located in the school hallway by the gymnasium. Items are displayed to assist you in identifying unclaimed items. Items that have not been claimed will be donated to charity numerous times throughout the school year.

LUNCH BREAK

The lunch break is comprised of eating and recess periods. All students are welcome to stay at the school for lunch and must understand that this is a privilege that may be altered or suspended for students who cannot meet expectations.

Lunch Recess Expectations

Student expectations for the lunch break include:

- Eat their lunch in their classroom.
- Adhere to the Code of Conduct.
- Not loiter in general areas or other classrooms.
- Clean up spills, waste promptly and ask for supervisor assistance as needed to do so.
- Stay on campus unless you have permission to leave.

Lunch Schedule

12:15-12:35	Lunch (Gr. K, 1, 2, 3)
12:15-12:35	Lunch Recess (Gr. 4, 5, 6, 7, 8)
12:35-12:55	Lunch (Gr. 4, 5, 6, 7, 8)
12:35-12:55	Lunch Recess (Gr. K, 1, 2, 3)

MEDICATIONS/EMERGENCY MEDICAL PLANS

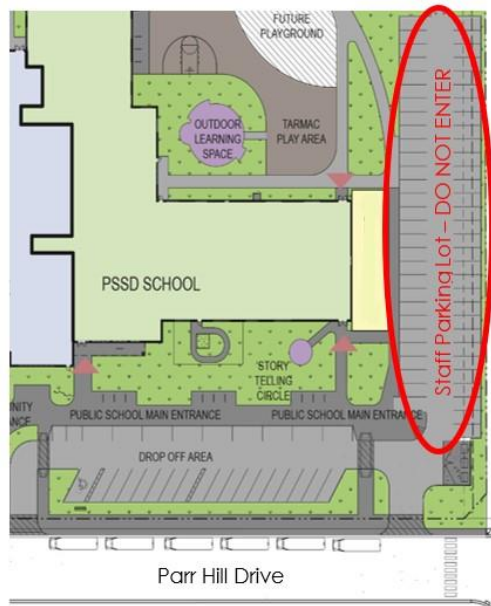
As per school division policy, school staff cannot administer medications to students unless a Dispensation of Medication form has been completed and authorized by the school administration. Non-prescription medications cannot be administered by school staff under any circumstances. Parents/guardians should contact the school office promptly if their child requires the development of an Emergency Medical Plan.

COMMUNICATION

Announcements are regularly updated on Edsby. The school website is also a convenient resource for accessing a variety of school information, documents, and links.

PARKING & PICK UP AREAS

There is a designated area for student pick up/drop off for buses only from 8:00am-5:00pm on school days. This area is marked by yellow paint in front of Lake Vista School along Parr Hill Drive. The parking in the drop off/pick up bay is for parents/visitors who need to come into the school or childcare center. It's for short term parking as you wait to pick up a student. The staff parking lot (east side of the building) is for staff members only. Please follow the parking signs that are clearly marked with the parking expectations.



PLAYGROUND/PLAYFIELDS

Students are expected to remain within the designated playground area of the school at breaks, unless they have permission to do otherwise.

RECESS BREAKS

There is a 15-minute morning recess break for students daily. Students are expected to go outside morning recess unless the weather is deemed inclement by school administration. Students are expected to remain on-campus during recess breaks.

SCHOOL COMMUNITY COUNCIL

The role of the School Community Council (SCC) is to build shared responsibility among parents, the community and school for student learning and well-being as well as to lead parent and community involvement in school planning and improvement.

A parent or community member serving on the School Community Council is:

- A dedicated volunteer providing advice for educational planning and decision-making at the school level.
- Interested in working with others (including the Board of Education, school division administrators, parents, community members and other Council members) to support student learning success and well-being
- Willing to be guided by principles that support good School Community Council practice and,
- Able to provide a two-year commitment to the work of Council.

Information on the work of Council and meeting minutes can be located on the school website under the SCC tab. Any questions or if you're interested, please contact: lakevistascc@outlook.com.

SCHOOL PICTURES

School photographs are taken each fall. Individual poses are taken, and a class composite page is created. Photo package and ordering information is provided from the photographers.

STUDENT REGISTRATION

All students must be officially registered at Lake Vista Public School before attending. **Should there be changes to the information during the course of the school year please update your information online as promptly as possible.**

SUPPLIES

Students are expected to provide consumable supplies as outlined in the Student Supply Lists. These can be found on our website under the Students section.

TECHNOLOGY

Student owned devices and Cell phone policy

Devices such as cell phones, tablets, smart watches, smart phones, computers, portable video game systems and earbuds will not be permitted on school property during school hours. If a student is bringing their device to school, it is at their own risk and must be stored in their backpack/locker from 8:55 – 3:10 and powered 'OFF'

Busses do not depart until 3:20 so students will have time to check any messages.

Exemptions may be made by Mr. Mason (Principal) for medical reasons or specific learning exemptions (examples would include language translation or voice to text needs).

If students do not meet the expectations of the personal electronic devices policy, there will be consequences/disciplinary action taken by school administration.

THREATS AND POSSESSION OF WEAPONS

By school division administrative policy, students and adults shall not threaten to harm/injure someone and shall not threaten to use, possess, or use any real or replica weapon. This policy applies to all school premises or at any activity off school premises that is organized or sponsored by a school. This also applies to costumes for special/seasonal events (e.g.: Halloween costumes).

If: You threaten to kill or injure someone using your words, writing, or online

Then: It's big deal. The principal, your parents and the police will be involved.

So: Choose other words to communicate how angry you are without using threatening language.

If: You bring a real or replica weapon to school

Then: It's a really big deal. The principal, your parents and the police will be involved.

So: Don't ever do this. If you realize you brought something unsafe to school, hand it in to your teacher before it becomes an issue.

If: You hear someone threaten to kill or injure someone else OR You know that someone has brought a real or replica weapon to school OR You saw that someone has posted something on social media that is threatening towards others

Then: You need to tell an adult right away, even if that person is your friend. This is looking out for your friend and for the safety of others.

USE OF THE TELEPHONE

Students must receive permission from their classroom teacher before using the school telephones. Student use of school telephones is for emergency/urgent needs only. We want to protect instructional time for students and staff so ask that you refrain from calling students or staff during that time (with the exception of true emergencies). We are happy to take a message with the intent that your call will be returned at the next break in the day.

VIDEO SURVEILLANCE AND ALARM MONITORING

All patrons and visitors to Lake Vista Public School should be aware that our facility is monitored by video surveillance and motion alarms.

VISITORS

All visitors to LVS are asked to report to the school office. Parents/guardians wishing to contact their children during the school day should do so through the office – students access many different parts of the facility during the day and we will be able to assist you in locating your children. During the instructional day, visitors shall not enter the classroom wings unless they have been authorized by school office staff to do so.

VOLUNTEERS

Parent and community volunteers are an integral part of a dynamic school community.

Our school division policy requires that any person working in direct unsupervised contact with students MUST complete a criminal record check and be approved by the school administration. Any person transporting students (besides their own) in school-sponsored activities MUST be both approved volunteers and have completed the approved driver form. CRC is good for 3 years if your annual compliance report is completed each school year.

Please email lakevista@spiritsd.ca to request your volunteer letter.

YMCA

The YMCA Before and After School Care Program (BASC) offers a safe, fun, and stimulating environment for young people ages 5 – 12. Providing care before and after school on site, the program supports the learning goals of the school community while enabling parents and caregivers to pursue their employment or study commitments with peace of mind.

How to register: Contact Jordan Silbernagel by phone at 306-652-7515 ext. 242 or by email at bascprogram@ymcasaskatoon.org

CONTACT US

Name	Role
Chris Mason	Principal
Nicole Lavallee	Vice-Principal
Brittany Jullion	Admin Assistant
Brittany Abbs	Pre-Kindergarten Teacher
Lesia Sorochuk	Kindergarten Teacher
Kathy Rezeanu	Grade 1 Teacher
Michelle Simms	Grade 1 Teacher
Lee-Anne Derksen-Massey	Grade 2 Teacher
Breanne Coles	Grade 2 Teacher
Ami Andre	Grade 3 Teacher
Glenna Pellerin	Grade 3 Teacher
Blaine Gaudet	Grade 4 Teacher
Joelene Linner	Grade 4 Teacher
Meagen Giannios	Grade 4/5 Teacher
Jessica Kozak	Grade 5 Teacher
Lisa Kobylka	Grade 5 Teacher
Terri Troupe-Logue	Grade 6 Teacher
Mat Vedress	Grade 6 Teacher
Brent Campbell	Grade 7 Teacher
Brenna Millard	Grade 7 Teacher
Derrick Evans	Grade 8 Teacher
Heather Wright	Grade 8 Teacher
Glenda Ottenbreit	Grade 6 Teacher/PAA
Evan Robson	PAA/Prep
Colleen Sheppard	Learning Support Teacher
Janet Grant	Learning Support Teacher
Rachel Subchyshyn	School Counselor
Trevor Belyk	School Health Support Facilitator
Ana Furtado	Educational Associate
Cathy Taylor Gradin	Educational Associate
Darlene Fortier	Educational Associate
Lynn Delahey	Educational Associate
Michelle Pocha	Educational Associate
Tammy Weiman	Educational Associate
Sarah Andres	Educational Associate
Shyanne Albrecht	Educational Associate
Patty Madarash	Educational Associate
Dorinda Strueby	Educational Associate
Jim Neufeld	Head Caretaker
Brian Limotlimot	Caretaker
Marcel Fortier	Caretaker
Rob Favreau	Caretaker

APPENDIX

A. ERPP Plan for Parents

**Lake Vista Public School
Emergency Response and Preparedness Plan (ERPP)
Information for Parents/Guardians**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that schools have made preparations to respond effectively to such situations. LVS has established and routinely practices response procedures for the following emergency situations:

- A. Evacuation of the building
- B. Lockdown (a threat/hazard within the school building)
- C. Hold & Secure (a threat/hazard outside of the school building)

Our plans are consistent with Prairie Spirit School Division policy and protocols and have been developed in consultation with the City of Martensville and RCMP.

Your cooperation is necessary in any emergency, and you can assist us by observing the following guidelines:

1. Please do not attend to the school until you receive information or direction to do so. Keeping the roadways and areas surrounding the school clear and unobstructed are important to allow emergency services personnel in responding to the situation.
2. Please refrain from calling your students on cell phones. As per RCMP/emergency services direction, student cellular and electronic devices are turned off and given to the teacher in emergency response situations.
3. We advise you to check the school division website (www.spiritsd.ca), tune into local radio stations, or call the PSSD Office at 306-683-2800 to receive updated information and directions in the event of a school emergency.
4. Students will be kept at the school or relocation site until they are picked up by an identified, responsible adult who has been identified as such on the student registration form, which parents are required to fill out at the beginning of every school year and update as needed. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - *18 years of age or older*
 - *usually home during the day*
 - *is known to your child*
 - *is both aware of and able to assume this responsibility*
5. Impress upon your children the importance of promptly following the directions given to them by school staff and emergency personnel in any ERPP situation.