

VALLEY MANOR SCHOOL
PARENT HANDBOOK



Working Together for Student Success

A Community of Engaged Learners

2018-2019

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

Welcome to Valley Manor Elementary School!

Here is some general information about our school to get you started. A detailed Parent Handbook is available on our website.

A formal registration form will be sent home with your child on the first day of school. Please return to the school as soon as possible.

Principal:	Garth Harrison
Vice Principal:	Michael Cox
Administrative Assistants:	Dawn Whiteside and Chelsea Choponis
Phone:	306-931-2233
Address:	200 8 th Avenue South, Martensville, SK

Valley Manor Website/Blog	http://blogs.spiritsd.ca/valleymanor
Valley Manor Email address	vms@spiritsd.ca
Prairie Spirit Website	http://spiritsd.ca/

Please inform the office when your contact information (contact numbers, email, emergency contact, etc.) changes.

It is so important that our information is current at all times.

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WELCOME

Dear Parents:

Welcome to Valley Manor School in Martinsville. Valley Manor is a Pre-Kindergarten to Grade 8 elementary school of approximately 625 students and 53 staff members.

While continually striving to create A Community of Engaged Learners our mission is Working Together for Student Success.

Student learning is of highest priority and when home and school are a team, maximum learning for each child takes place.

Parents are welcome at Valley Manor and we hope that you may experience the friendliness, trust, and mutual respect that characterizes our school.

For the benefit of students and employees, Valley Manor and the school grounds are smoke free.

You will become familiar with Valley Manor as this handbook takes you on an educational tour of our school.





PRAIRIE SPIRIT SCHOOL DIVISION

Belief Statements

In Prairie Spirit School Division we keep our students at the centre of our decision making. We believe that learning together through collaboration is important for all – students, staff trustees, parents and community. We value authentic partnerships, encourage a culture of shared leadership and support a climate in our school division that is safe and caring.

We focus on six effective practices to support positive learning outcomes for our students:

Learner Excellence

1. Responsive Curriculum and Instruction
2. Assessment for Learning
3. Caring and Respectful School Environment

Supports to Learning

4. Adaptive Leadership
5. Comprehensive Prevention and Early Intervention
6. Authentic Partnerships

We are optimistic and hopeful about our future as a new school division and are confident that we will continue to serve the needs of our children and youth with high quality educational opportunities.

We are proud to be able to invite you to share in our learning.

Director of Education

MISSION AND VISION FOR VALLEY MANOR SCHOOL

Below is a copy of our newly revised school mission and vision statements. Our mission is to work together for student success. Our vision for Valley Manor is a community of engaged learners. All the words found in the middle are keys words that speak to why we are here and are keys to us all reaching the ideal future for Valley Manor.

VALLEY MANOR SCHOOL

Working Together for Student Success
A Community of Engaged Learners





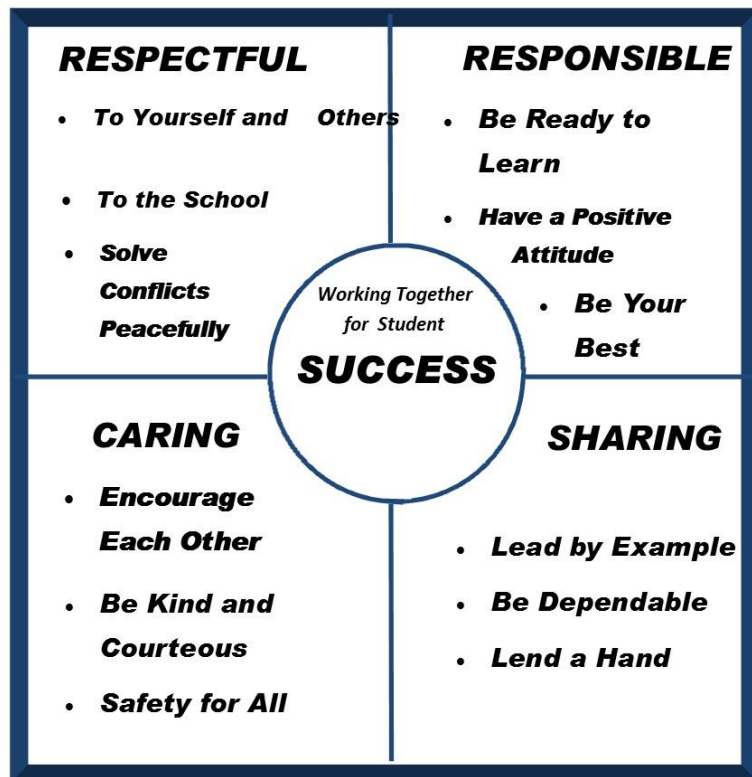
VALLEY MANOR SCHOOL

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Our Code of Conduct reflects the expectations we have of staff, students and community in making Valley Manor School a safe and enjoyable place where we can learn and grow together.



GOALS AND EXPECTATIONS

STUDENT GOALS

The school will endeavour to provide an educational atmosphere that allows:

- students to develop academic, social and emotional skills which are necessary for coping with today's society.
- students to develop skills needed to meet the demands of the technological world.
- students to work with positive role models.
- students to develop a respect for his/her fellow students.
- students to develop citizenship skills.
- student involvement in decision-making and the consequent development of ownership and pride in their education.
- development of a love for learning.
- a multitude of learning experiences which allow the uniqueness of each student to be developed to its fullest potential.
- an atmosphere of caring, friendliness, trust, mutual respect, and co-operative spirit.



STUDENT EXPECTATIONS

It is our desire to keep rules and regulations to a minimum. We believe that students earn freedom through responsible behaviour, or lose it through unexpected behaviours.

We hope that through cooperation and intelligent behaviour, we can all avoid the burden of excessive rules and regulations.

1. All students are expected to conduct themselves in a responsible manner in and around the school at all times, as well as to and from school.
2. We expect everyone in our school to demonstrate common courtesy and respect for others.
3. During school hours, students will only be allowed to leave the school grounds with either parent/guardian or teacher permission.
4. Weather permitting, all students will be outside at recess and noon, unless involved in inside extra-curricular activities.
5. All students remaining at school for lunch are expected to behave in an orderly, respectful manner. Students not complying will have their lunch privileges taken away.
6. Gum, sunflower seeds, and glass bottled drinks are not allowed on school property.
7. Bikes are to be walked while on school property and on crosswalks.
8. Students will need a pair of clean shoes for indoor use only; running shoes that do not mark the floor are required in the gym.
9. Students are not allowed in the gym, equipment room, library, art supply room, or computer room without direct supervision.
10. For student safety during athletic activities:
 - only authorized equipment is permitted;
 - recommended safety equipment must be worn.

MANAGEMENT

DISCIPLINE

Teachers, students, parents and any other school community members will be informed of behaviour expectations at Valley Manor School. This promotes consistency and allows students to learn to be responsible for their own behaviour which leads to self-discipline.

DISCIPLINE IS...

- *Preventative* - Anything a parent/teacher can do to limit opportunities the student will have to act inappropriately (eg. clear expectations, establish and maintain routines).
- *Supportive* - Any strategies parent/teacher uses which encourages the student to maintain appropriate behaviour (eg. being a good model, if you do not want your child/student to be late, adults should be on time).
- *Corrective* - Anything a parent/teacher does to stop inappropriate behaviour and to teach more appropriate behaviour in their place (eg. teaching a child/student to talk to a sibling or class-mate as opposed to hitting them).

OUR PHILOSOPHY...

- Children can behave appropriately.
- All children have human dignity and worth.
- Persuasion is more powerful than fear.
- Influence is greater than control.
- A rational and knowledgeable approach is productive.
- Consider what students do outside of our shadow as well as what they do when we are present.

OUR PROGRAM INCLUDES:

- Emphasis on the recognition of appropriate behaviours.
- Classroom management plans for all children.
- Student orientation.
- Written behaviour agreements for children who repeatedly demonstrate inappropriate behaviour.

Discipline is to be handled by the classroom teacher. The approach the teacher uses will depend on the circumstances and the preference of the teacher. If the unacceptable behaviour continues, the student will be referred to the office. At the office the student will develop a plan to correct his/her behaviour. The plan will be reviewed by the classroom teacher and sent home for a parent signature. The plan is then kept for further reference. If the misbehaviour continues, parents will again be contacted.

A SHARED RESPONSIBILITY... OUR GOAL...

It is to our collective advantage to support our students in becoming self-disciplined.

THE STUDENT IS RESPONSIBLE FOR...

- Respecting the authority of teachers, administrators, and other school staff.
- Behaving in classrooms and on school premises in a manner that does not disrupt or interfere with the rights of other students.
- Abiding by school and classroom expectations.
- Attending assigned classes daily and on time.

WE ENCOURAGE PARENTS TO...

- Reinforce children who demonstrate appropriate behaviour.
- Review school discipline rules and regulations with family members to ensure that all are familiar with and understand the standards of conduct expected by Valley Manor.
- Cooperate with Valley Manor in carrying out appropriate discipline penalties when such action is necessary.
- Communicate to the school by 9:00 a.m. and 1:15 p.m. if students will be absent.

THE TEACHER IS RESPONSIBLE FOR...

- Assisting in the development and enforcement of the school rules.
- Developing classroom expectations that clearly communicate to student and parent what's needed in order to teach.
- Establishing a classroom management program and atmosphere that elicits proper behaviour and which gives every student full opportunity to pursue their studies without disruption.
- Communicating with students and parents regarding behaviour successes and behaviour problems .
- Communicating with the home or appropriate emergency person prior to sending a child home due to illness or other reason.

THE IN-SCHOOL ADMINISTRATION IS RESPONSIBLE FOR...

- Supporting teachers by developing agreements with disruptive students and, when necessary, by holding conferences with parents to gain their support.

HOMEWORK

Our staff is encouraged to provide homework experience for our students at a manageable level appropriate to their age level. Teachers monitor the amount of homework asked of the students and welcome your comments as to how much time your child spends completing at-home assignments.

Homework can mean nightly reading, project work, review of concepts and/or completion of work assigned during class. Many teachers require students to study weekly spelling tests.

There are many ways parents can help with homework. These include:

- Providing a quiet, regular place to work
- Helping their children organize their time for assignments
- Being the “audience” for reading practice, spelling and math drills
- Providing information and knowledge for projects
- Offer encouragement

The support and interest of parents will have a large influence on students’ attitudes toward homework. If you have any questions about the assignments your children are bringing home, please do not hesitate to talk to the classroom teacher.

CLASS PLACEMENT DECISIONS

Every child is unique. This concept is in the forefront of each Valley Manor staff member. The classroom placement of each student for the following school year is carefully and methodically considered. The optimum grouping of students is a factor in establishing a positive learning climate in the classroom. The needs of each child are thoroughly discussed before final placement. The child's academic ability, social relationships, learning style, safety and happiness are considered in the placement.

The student placement procedure is as follows:

1. In late May - early June, student placement is initiated by each home room teacher. Each teacher groups students into various categories such as marks, independent learner, personality, classmate friendships/conflicts, etc.
2. The second step involves all staff in the grade level. At this meeting students are placed into groupings for the next grade level. Items taken into consideration are: academic ability, gender, work/study habits, dependent/independent learners, learning styles, existing classmate conflicts, and other significant items of concern. The list is simplified and made available to receiving teachers.
3. The third step involves the two grade levels (teachers passing the students and teachers receiving the students). A clear and concise explanation is given by the passing teachers as to placement and input is solicited from the receiving teachers. Changes (if any) are made and the final lists of student placement groups are recommended.
4. The above process is conducted with the principal and/or vice principal present at the

second and third step meetings.

5. Parent input regarding placement may be made in writing to the office in early May. The letter should contain information regarding the child's learning style and needs for their learning environment and cannot request a particular teacher.
6. Student placement during the year depends on: the numbers in the existing class, information given by parents, and previous school reports and academic standings.

EVALUATION OF STUDENTS

1. Students are assessed and receive feedback to inform their ongoing growth and learning on a continual basis.
2. Report card marks represent student achievement relative to provincial curriculum learning outcomes. Report card marks are based on in-class evaluations and day-to-day performance. Individual classroom teachers can provide more information on how grades were determined at parent's request.
3. Three report cards are issued annually (November, March and June). Specific dates can be found on the school website.
4. Parent-Teacher Interviews are scheduled for the fall, and during the winter. Notification regarding the dates is provided in the newsletter. An email will be sent to parents to notify them of when our Parent Teacher Interview Scheduler goes live so that they can book their own interviews on line. This allows parents to set up interviews for all of their children at a time that is most convenient for them.
5. Interviews may be arranged at any other time if the parent (and/or guardian) or teacher sees a need.
6. Parents will be contacted when there is a need for special evaluation.
7. Kindergarten parents will have interviews in November and April. Kindergarten report cards are sent home in February and June. All Kindergarten students are part of a Fall and Spring K screening program. The results are shared with parents during the April interview.

PROGRAMS

REQUIRED AREAS OF STUDY

We offer pre-K to Grade 8 programming following the Saskatchewan Core curriculum.

Language Arts	Mathematics
Science	Social Studies
Health	Physical Education
Arts Education	French (Gr. 8)
Computers	

RESOURCE ROOM

The resource room program is intended to provide a back-up service that will assist classroom teachers in working with exceptional children in order to maintain these children in the regular classroom to the greatest possible extent. The resource room services are designed for those students whose needs, in the main, can be met through regular classroom placement but whose academic progress is impeded by significant difficulty in one or more areas. The resource room is structured to help students (individually or in small groups) who require remedial or enrichment activities, as well as to provide consultative support (ideas, materials, techniques, and teaching methods) and psychoeducational diagnostic support services to the school staff. The resource room teacher will serve in a consultative-collaborative role to provide teachers with materials and/or methods and suggestions for modifying existing programs to meet the needs of exceptional children in their classroom.

KINDERGARTEN

Kindergarten children must be five (5) years of age by December 31 of the current year. Kindergarten is offered on alternate days at Valley Manor. Kindergarten screening for fine motor and speech/language skills is done in Fall. Screening for numeracy and phonemic awareness is done in Spring. Report cards go out in February and June. Parent Teacher Interviews are held in November and early May.

LEARNING RESOURCE CENTRE

Resource-Based Learning

Our school and curriculum are striving towards resource-based education, of which the centre is our Learning Resource Centre, the library. It is our desire that the learning resource centre is a place where students can satisfy their needs when searching for materials for pleasure reading or information retrieval. We also hope to help students achieve the habit of independent learning.

Lost Books

A fee (\$5 for paperbacks/hardcover) will be charged for books that are assumed lost. This amount will be returned if the book is returned in the same repair as when borrowed. This cost does not even begin to reflect the cost and time given to order and process one book.

EXTRACURRICULAR PROGRAMS

Valley Manor School offers a variety of extra-curricular and leadership opportunities to students. Our extra-curricular programs include consideration of student interest and commitment, access to coaches and volunteers, supporting community based extra-curricular programs, and maintaining a balance between curricular and extra-curricular focuses.

STUDENT LEADERSHIP TEAM (SLT)

The objectives of the SLT are:

1. to encourage student participation in school related activities;
2. to allow student input in matters concerning student welfare;
3. to plan school-wide student activities and to encourage students to develop leadership and decision-making skills.

To achieve these aims, interested students join with staff members to plan these activities

FRIENDS OF THE LIBRARY

Grade 7 and 8 students may become Friends of the Library. They will be scheduled to help in the library during breaks.

SCHOOL PATROL

Students from grades 6 to 8 may volunteer for School Patrol. The crosswalks at 1st, 2nd and 3rd Street across 8th Avenue are patrolled at 12:15 and 3:15.

CHOIR

Students in grades 4 to 8 may join the School Choir. Noon hour practises prepare them for performances in Martensville and other locations in the school division or in Saskatoon.

EXTRACURRICULAR ATHLETICS

Students in grades 5 to 8 are invited to join Cross Country Running, Soccer, Volleyball, Indoor Track, Basketball, Badminton (7 and 8) and Track and Field (7 and 8).

At this level, the focus is on developing skills and having fun rather than on competition.

GENERAL INFORMATION

BELL TIMES/DAILY SCHEDULE

The following daily schedule is used by all classes from Kindergarten to Grade Eight. Each teacher has his/her own timetable whereby s/he plans instruction in accordance with the provincial Ministry of Education requirements.

Valley Manor School, like all other schools in the Prairie Spirit School Division, follows a six-day cycle. The first day that students attend school is Day 1, the second is Day 2, etc.

- 8:40 Warning (time to use the washroom and get a drink before classes begin)
- 8:45 School begins
- 10:45 Recess begins
- 11:00 Recess ends
- 12:00 Lunch begins
- 12:20 Lunch students dismissed
- 12:43 Warning (time to use the washroom and get a drink before classes begin)
- 12:48 School begins
- 3:00 School is dismissed

ARRIVAL AT SCHOOL

We ask that students arrive as close as possible to bell time, unless involved in an activity supervised by a teacher. Doors are opened 15 minutes prior to bell time in the morning at which time students may place book bags, etc., on the boot rack and then return outside. Students shall enter and exit through designated doors.

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. If you know before-hand that your child is going to be absent or late, please send a note to the teacher explaining the circumstance before he or she will be absent.
2. If unable to send a note, please call or email the school office and let Dawn or Chelsea know. If we do not receive notice, we will attempt to contact a parent. There is an answering machine on before/after hours so you can leave a message. Please include the child's first name, last name and classroom teacher in your message.

- Phone: 306-931-2233 – **Leave a message if after school hours.**
- Email: vms@spiritsd.ca

We realize that occasionally students get ill. We support parental decisions to keep children home when they are ill in the best interests of the sick child and others in the school. Homework and/or missed assignments can be organized by contacting the homeroom teacher.

PARKING & PICK UP AREAS

From 8 am to 4 pm on school days, the bus bay area in front of the school is to be used exclusively for buses, emergency vehicles and for pick up/drop off of students in a wheelchair or with special needs. The entrance and exit to the bus bay must be kept clear. Parents may park on the west side of 8th Avenue except where no parking signs are posted to provide the school patrol with a clear view. Parking is also available on 1st, 2nd, and 3rd Streets. This enables students to cross safely at the crosswalks and meet their parents. The east side of 8th Avenue is a No Parking Zone (Drop off zone only). We ask for your cooperation in making the parking areas around our school a 'No Idle Zone'.

URBAN BUSING

Martensville in-town busing is offered to Valley Manor School students based on their distance from the school. The Prairie Spirit Board of Education determined the criteria for urban busing in the City of Martensville. The criterion is a walking distance of more than 1 kilometer from the school within each Elementary attendance area. The walking distance is calculated using Prairie Spirit's electronic bus mapping program. Urban busing is only available to Valley Manor students living within the boundaries shown on the Valley Manor Elementary School maps. Go to Prairie Spirit School Division website at <http://spiritsd.ca> then click on Transportation then Information. All eligible students must complete a **Martensville Urban School Bus Service Request form** before riding the bus. Bus passes will be sent to the school office for pickup once confirmation has been made by the bus garage (approx. one week). For further questions regarding the in town busing please contact the bus garage at 374-2496.

ALLERGIES

We have students in the building with serious nut allergies and ask parents/caregivers for their cooperation in not sending nut products or foods with nuts in your child's lunch or snacks. We have other children in the building with allergies that may limit what your child can bring into their individual classroom. Your child's classroom teacher will let you know if these conditions are something you need to be aware of.

If your child has an allergy or other medical condition that may require an emergency medical response, please ensure that this information is included in the student's registration form and speak to the homeroom teacher.

MEDICATIONS

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.

WEBSITE

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

You can now subscribe to our web site posts. This means that anytime we post anything to our website (daily announcements, newsletter, emergency information, etc.), you will be emailed that information automatically.

It is very easy to subscribe! If you look at the bottom of our website page, you will see a black "follow" image. If you click on that and then enter your email address, you will receive a confirmation email that you would like to receive these emails and then you will be on our subscribers list!

We are hoping that by having parents subscribe to our website, that everyone will have the most up to date information in a timely manner.

If you choose not to subscribe to our website, then it will be your responsibility to check the website for updated information as we will not be emailing out this information unless in the case of an emergency.

ASSEMBLIES

The staff and students of Valley Manor Elementary School have assemblies throughout the year. These assemblies are designed to help maintain a "oneness" or family atmosphere within our school and to showcase student work. The program includes such items as singing of O Canada, announcements, recognition, and showcasing of class talents and projects.

Classes are expected to move in an orderly fashion from the home rooms to the gymnasium. Individual teachers are responsible for the quick and quiet movement of the classes to and from these assemblies.

COMMUNICATIONS PROTOCOL (QUESTIONS & CONCERNS)

Questions and /or concerns often arise. We know that the best approach is to talk to the other person directly involved as a first course of action. If students or parents have concerns or questions about an issue at school, please follow the Prairie Spirit School Division communication process:

1. The staff person with whom a student or parent has a concern with is the first person to hear and address any concerns.
2. If the issue cannot be resolved with the staff member, the principal is to be contacted.
3. If the matter remains unresolved, the parent may request a meeting with the Director or designate (Superintendent).
4. If still unresolved, the parent may request a hearing with the Board of Education to further appeal the decision.

COLD & INCLEMENT WEATHER

We believe that students benefit from and enjoy active time outdoors, but also hold student safety as a top priority.

We use -30 degrees Celsius as a guideline to determine whether we will send students outside or not at recess. This is not specifically tied to air and/or wind chill combined temperature readings as there are a number of factors that the school administration uses to make the day-to-day decision about indoor (RED)/outdoor recess. These factors include air temperature, wind speed, wind direction, the amount of sunlight, humidity, etc. School administration uses the latest Environment Canada (Saskatoon) information and checking local weather conditions to aid in these decisions.

Refer to <http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=5FBF816A-1#table1> for detailed information from Environment Canada on cold weather.

The administration's decision making process is:

At combined (air & wind) temperatures of -30 degrees Celsius or warmer:

- It will normally be an outside recess day.

At combined (air & wind) temperatures of -31 to -35 degrees Celsius:

- Administration evaluates the precise conditions to determine whether to :
 - Keep students in at recess break;
 - Send students out for a shortened period of time;
 - Send students out for a regular break.
- NOTE: In these situations, students are being monitored by the supervisors outside with them. Individual or all students will be sent in based on the information and feedback the supervisors are receiving.
- Students that teachers/supervisors feel are not dressed appropriately will not be allowed to go outside. Homeroom teachers will communicate with student and parents in situations where the child is coming to school ill-prepared to be safe outside.

At combined (air & wind) temperatures of – 36 or colder:

- It will be an indoor (RED) recess.

Inclement weather conditions such as blizzards, rain, lightning, high winds may result in the administration making the decision to keep students in at recess. Student safety is our priority.

DRESS CODE/CLOTHING

We believe that how we dress affects our attitude and behavior, and reflects on our character. We try to encourage good sense in school clothing that shows modesty and decorum. Clothing with logos or statements that are vulgar, obscene or refer to drugs or alcohol are not permitted.

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. A set of non-marking footwear must be available for use indoors and in the gymnasium.

Please make sure your child is dressed for the weather. Rubber boots, shoes, jackets, etc. should be **clearly marked with your child's name**.

FUND RAISING

The monies raised from fund raising events are used to provide extra materials, bus tours, admissions, and to sponsor special events for the students of the school. We encourage parents to work with the staff and students to make our fund raisers a success. Students, parents and staff all work together to raise funds for designated projects.

INTERNET USE POLICY

Students sign a Prairie Spirit School Division Acceptable Use Agreement to allow them the opportunity to access our computer equipment and network. The agreement is based on the following expectations:

1. Access to the Internet is an individual privilege, not a right. Any student who violates these guidelines will have his or her access removed for such a period of time as deemed appropriate by a teacher, the teacher librarian, or school administrator.
2. Generally, a student's conduct in the Internet is governed by the same expectations which guide his or her behaviour at school.
3. Access to the Internet will be provided only while a student is under the supervision of a teacher or responsible adult.
4. Students will use the system only for educational and limited, high-quality self-discovery activities as assigned by the teaching staff.

5. Students will not access inappropriate material or use profane, threatening or disrespectful language.
6. Students may not use the account for any activity that may be considered unethical, immoral, or illegal. The school/access providers are the sole arbiters in determining what materials or activities may fall into these categories.
7. Students will promptly disclose to their teacher any message received or site visited that is inappropriate or makes them feel uncomfortable.
8. For personal safety, students will not post personal contact information about themselves or other people (ie. full name, address, phone number, school address).
9. Students will respect intellectual property rights and laws including those for local and remote data or information. This includes private, confidential, or restricted data, as well as copyrights and licences to the use of, or access to, information or programs. The student is responsible for assessing whether or not a program(s)/data is copyright.
10. Students may not attempt to read, copy, or change files or passwords belonging to other people, either locally or on the Internet.
11. All students will participate in an orientation session concerning the acceptable use of the Internet and return the parental permission form before they may access the Internet.

INVOLVEMENT OF PARENTS AND VOLUNTEERS

Parents are an integral part of the school community. Volunteers are needed and greatly appreciated in various programs and areas throughout the school. The Valley Manor staff and students sincerely hope that you will feel free to volunteer your time in some way. Please contact your child's homeroom teacher if you are able to volunteer in the classroom or contact the office if you would like to support the School Community Council and help with school community events.

There are many specific ways for parents to become involved.

1. Classroom Helper/Room Parent

- | | |
|-----------------------------------|-------------------------------------|
| . Work with students on research | . Shelf books in library |
| . Assist with art projects | . Supervise at noon lunch |
| . Present a familiar topic | . Listen to students read |
| . Help coach | . Photocopy student materials |
| . Instruct an art or craft | . Make student materials |
| . Assist in the Kindergarten room | . Practise math facts with students |
| . Be a room parent | . Assist with bulletin boards |

2. School Community Council

The purpose of the School Community Council is to:

- develop shared responsibility for the learning success and well-being of all children and youth.

- encourage and facilitate parent and community engagement in school planning and improvement processes.

Elections for School Community Council are held in April annually. In addition, the Council needs volunteers to help with upcoming school community events.

3. Monthly School Lunch Days

- volunteers are needed on these days to help prepare and organize the lunch.

LOCKS AND LOCKERS

Lockers or cubbies are provided for all students in our school. The lockers are for storage of books, lunch kits, coats, and outdoor clothing. Locks will be supplied to students in Grade 8 free of charge to use for the year. Students are required to pay a replacement fee for lost or damaged padlocks. We ask that no locks be brought from home.

Students in other grades that use hallway lockers will be supplied with a hook to ensure that locker doors remain closed and the hallways remain tidy and obstacle free.

LOST AND FOUND

There is a lost and found box located near the girls' washroom and at the entrance to the south wing by the Kindergarten room. Periodically during the year items are spread out in the front foyer so you might more easily locate your child's lost belongings. Unclaimed items are donated to a charity two or three times a year.

Please label **ALL** items: boots, mitts, snow pants, etc. to help us reduce the number of lost and found items.

LUNCH

We encourage students to go home or to a caregivers for lunch whenever possible. We do know that students who get a mid-day break from school and peers are often better prepared for the afternoon of instruction.

Please be aware that school staff is entitled to a duty free lunch break, and do not provide supervision in every classroom.

The school division allocates the employment of 8 noon supervisors who are responsible for providing general supervision of students staying for lunch.

Students have from 12:15-12:35 to eat their lunch in their classrooms in an orderly, sensible manner. Individual classroom teachers may set additional expectations for their classroom. Following the lunch period students will be supervised on the playground. Students are expected to play safely, and to follow the school rules and the directions of the supervisors.

Students not complying with the expectations will have their lunch privileges withdrawn.

Procedure: If expectations are not met the noon hour supervisor will notify the school administration and teacher and send a note home (Lunch Behaviour Slip #1) to the parents to explain that inappropriate behaviour has occurred. A second occurrence will result in the student having lunch privileges suspended for a period of time (Lunch

Behaviour Slip #2). A serious incident may result in the immediate suspension of lunch privileges.

PROFESSIONAL DEVELOPMENT DAYS

Prairie Spirit School Division teachers have professional development days scheduled throughout the year to support ongoing curriculum renewal, teaching and learning strategies, and collaborative planning. The intention of these is to support improved student learning. Students are not in attendance on these days. Notification of specific dates will be forwarded to students and parents through our newsletter and website.

SCHOOL PICTURES

Early in the fall and in spring, the school photographer comes to Valley Manor to photograph our students. Individual poses and class pictures are taken. A brochure giving the cost of each package is enclosed in the picture package. Parents are also invited to bring pre-schoolers at a scheduled time.

SUPERVISION

1. Before school teacher supervision is from 8:25 – 8:40 a.m.
2. Recess supervision is from 10:45 to 11:00 a.m.
3. Lunch supervision is provided from 12:00 to 12:20 p.m. in student classrooms and then outside until 12:43 p.m.
4. All students are expected to be outside during recesses and noon hour. If your child is too ill to go outside for recess then they are likely too ill to be at school that day. Parent communication with classroom teachers is expected in special circumstances.
5. In the case of inclement weather (heavy rain, severe cold) students are to remain indoors and engage in quiet activities in their classrooms. Outdoor supervisors remain indoors to assist with the supervision of students.

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 for 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.

We expect that student cell phones will be kept in the student's locked locker during school time. Unexpected or inappropriate use of cell phones will result in their confiscation and a meeting between student, parent, and teacher/administration.

VOLUNTEERS

Both the Prairie Spirit School Division and our school want the safest environment possible for your children. Please be aware that school board policy regarding school volunteers will need to be complied with. It requires that volunteers shall:

- maintain confidentiality
- provide a criminal record check where the volunteer works with children unsupervised by a professional staff member.

The school office is happy to facilitate the approval process for individuals interested in volunteering in our school.

VOLUNTEER DRIVERS

Private vehicles may be used for the transportation of students on school approved special events if the numbers of students involved does not warrant the use of a school bus. If private vehicles are used:

- the number of students shall not exceed the number of seatbelts available in the vehicle and shall not exceed legal seating capacity.
- only employees, parents, guardians and other principal approved drivers may convey students. They must have completed an **Application for Automobile Driver Authorization Form** and have it approved by the principal annually. If the volunteer driver is driving children unsupervised by a professional staff member, they must also submit a criminal record check.
- Parents shall not convey any other students than their own children if they are not approved by the principal through the process/policy requirements described above.

2018-19 Staff:

Principal	Mr. Harrison
Vice Principal	Mr. Cox
Kindergarten	Mrs. Ulliyott (K1) Mrs. Tokar (K2/K3)
Grade One	Ms. Roesler Mrs. Janzen Mrs. Bernesky
Grade Two	Mrs. Calow/Mrs. Wiebe Ms. Impey Mrs. Miller
Grade Three	Mrs. Brady Mrs. Bittner
Grade Four	Mrs. Dumont Mrs. Wood-Englot Mrs. Robinson/Miss Cuddington
Grade Five	Mrs. McQueen Ms. Marotta Miss Kenaschuk
Grade Six	Mrs. Kingsbury Mr. Knight/Mr. Guenther Mr. Gartner
Grade Seven	Mrs. Chiesa Mr. Garner Mrs. Lahti
Grade Eight	Mr. Little Mrs. Schidlowsky/Miss Curtis Mr. Wellman
Music	Mrs. Mann (K-3) Mrs. Racicot (Gr. 4-8)
SERTS	Mrs. Proctor Ms. Nickel Mrs. Olivier
Counsellors	Mrs. Rachel Subchyshyn Mrs. Dede Koscielski

2018-19 Educational Associates:

Mrs. Gaddess	Mrs. Gurski	Mrs. Piper
Mrs. Parenteau	Mrs. Robertson	Mrs. Hodge
Mrs. Willick	Mrs. Dyck	
Mrs. Christianson	Mrs. Zacharias	

Administrative Assistants: Dawn Whiteside & Chelsea Choponis

Caretakers: Mrs. Bailey, Mrs. Favreau, Mr. Ledoux