



COMMUNITY SCHOOL

2013 to 2014

STUDENT INFORMATION HANDBOOK

www.lrsd.net/schools/Island

445 Island Shore Boulevard

Winnipeg, MB R3X 2B4

Telephone: 254-6247

Student Portal

username: parent.island Password: Sharks01

Together we are committed to:

I nquiring

L earning actively

C aring and

S howing respect for one another

Welcome to Island Lakes Community School. We have compiled this handbook to provide you with information regarding our school's policies, procedures and opportunities. It is our goal to provide a safe, inspiring and inclusive environment for all students.

<u>OFFICE HOURS:</u>	8:00 a.m. to 4:00 p.m.	
<u>STUDENT ENTRY:</u>	8:35 a.m.	- Students enter the building at the bell
	8:42 a.m.	- "O Canada" and announcements
	8:45 a.m.	- Classes begin
<u>LUNCH HOUR:</u>	11:30 to 11:55 a.m.	- Supervised Lunch in Classroom
	11:55 to 12:25 p.m.	- Supervised Outdoor Recess
	12:30 p.m.	- Classes begin
<u>GRADE 1 to 6 RECESS:</u>	10:15 to 10:30 a.m. and 2:00 to 2:15 p.m.	
<u>INTRAMURALS:</u>	11:30 a.m. to 12:20 p.m. (optional)	
<u>INTERSCHOLASTICS:</u>	7:30 - 8:30 a.m. and 3:18 - 4:15 p.m. (optional)	

CREATING A POSITIVE LEARNING ENVIRONMENT

We believe that...

Everyone at ILCS, child or adult, has the right to feel safe and confident to work and learn together. Teaching and learning occurs best in a positive climate where learning from mistakes, respecting differences and making amends is nurtured.

Island Lakes Community School Code of Conduct:

- We will be on time and prepared to learn.
- We will work and play safely at all times.
- We will speak, act and write respectfully to all children and adults.
- We will respect all personal and school property.
- We will be good problem solvers.
- We will adhere to Division and School Policies including the appropriate use of technology and the Internet.

Students, staff and parents support an environment which develops competence, creativity, cooperation, confidence and caring in all members of our learning community.

Staff will intervene when students:

- use profanity, including language and/or gestures, utter threats, show disrespect, engage in disruptive behaviour and interfere with the learning of others;
- engage in academic dishonesty, including plagiarism or cheating.

Students are referred to administration when they:

- utter threats or engage in fighting, inflict serious physical harm and/or assault to a student or staff member, leave class or school without permission;
- bring weapons to the school including the playgrounds, buses and bus stops, cause serious damage to property, including setting fires on school property.

The following must be noted as stipulations that will result in immediate referral to the administration, as outlined in the Public Schools Act:

- Bullying, including cyber-bullying, or abusing physically, sexually or psychologically, orally, in writing or otherwise, any person, discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code;
- Using, possessing or being under the influence of alcohol or illicit drugs at school, gang involvement or possessing a weapon, as "weapon" is defined in section 2 of the Criminal Code (Canada), will not be tolerated on school sites.

Interventions and disciplinary consequences for violating the Code of Conduct are intended to preserve the dignity and self-worth of all individuals.

These may include:

- Formal conference, counseling, clinician referral and/or consultation;
- Temporary withdrawal from the classroom, restitution, In-School Suspension, Out-of-School Suspension, Police involvement.

Divisional Policy JK - Student Discipline outlines the procedures for appealing disciplinary decisions.

CLASSROOM AGREEMENTS:

Each classroom will establish a shared agreement along with actions to create the conditions for a positive classroom community. Classroom agreements will be shared with parents so that they may help in achieving common goals.

GENERAL COMMUNICATION:

Information is shared with the community in a variety of ways:

- A school newsletter is posted on the school website and sent home during the first week of the month with the youngest member of each family.
- School Administration reports monthly at Island Lakes Community School Parent Advisory Council (PAC) meetings.
- Individual classroom newsletter or classroom link on the school website.
- Written memos detailing specific events or issues of concern may be sent home with students.
- An updated calendar of events and further information is posted on the school website: www.lrsd.net/schools/island

COMMUNICATION PROCESS:

In daily school life, misunderstandings are bound to arise which require communication between home and school, providing an important opportunity to build understandings that are mutually beneficial in supporting student growth. Your feedback is valued and serves to further the positive climate and culture evident at ILCS. To ensure fairness and

consistency, the Louis Riel School Division requests schools and communities to adhere to the following protocol:

1. Contact the teacher when you have a concern regarding a matter involving your son or daughter providing phone numbers and times when the teacher can return your call if immediate contact cannot be made. Once in contact with the teacher, share your concern clearly and calmly. It is important that best efforts are made to clarify perspectives, share understandings and seek solutions to issues and concerns. Experience tells us that concerns are best resolved when the matter is discussed directly with the person involved, i.e. the parent, teacher and student. If the matter remains unresolved inform the teacher that you will forward the concern to the school administrator.
2. If further discussion is needed, request a conversation with the Principal or Vice-Principal. Re-state your concerns along with shared conversations had with the teacher. Further perspectives can be shared and most, if not all, misunderstandings can be resolved at this level. If the matter remains unresolved, inform the school administrator of your intent to contact the Superintendent's Department.
3. If further discussion is required, first contact the Assistant Superintendent assigned to the school, followed by the Superintendent at the Louis Riel School Division. In the event that resolution cannot be achieved by any of the above contacts, you may direct your concern, in writing, to the Louis Riel School Board.

REPORTING ON STUDENT PROGRESS:

Teachers engage a variety of strategies to allow students to demonstrate their learning. Some examples of assessment practices include observations of and/or interviews with students, checklists for identifying specific achievement criteria, student self-assessments, written tests, and other classroom-based tools that help reveal what students know and understand.

Students play an important role in the ongoing assessment process by setting learning goals, developing action plans and self-assessing their progress and achievement.

Parents can support their children by asking students to explain their learning and by providing positive support and encouragement for their child's efforts and actions in meeting learning goals. Parents are encouraged to contact their child's teacher to ask questions or share information.

SUPERVISION AT LUNCH:

Supervision at lunchtime falls outside mandated instructional programming funded by Manitoba Education. In the best interests of individual learning, parents are encouraged to arrange for their children to have a break away from school between morning and afternoon classes to renew and refocus for afternoon learning. In the event that students remain at school during the lunch hour, they are expected to observe the Code of Conduct.

LUNCH HOUR RULES:

1. Due to concerns for allergies and hygiene, students must not share food. Leftover food is returned home so that parents can be aware of their child's eating patterns.
2. To ensure the safety and security of a large population who stays for lunch, students are required to remain seated at their own desk in their classroom to eat lunch and **must** attend to instructions provided by Lunch Supervisors.
3. Students must remain on school grounds and play in designated areas so that supervision can be accommodated. Students needing to leave school during the lunch hour for any reason must provide a note from parents to the office prior to leaving.
4. Students in Grades 7 and 8, who are regular lunch program students, may leave the school for lunch hour providing a letter of consent has been presented to the office.

Island Lakes Community School provides a NUT-SAFE environment as several students live with LIFE-THREATENING allergies to a variety of foods and other substances. Exposure to even limited amounts can be potentially serious and life threatening. We ask your help to:

- Avoid sending **peanut butter, items containing peanuts, tree nuts, including food or snacks cooked in peanut oil.**
- Carefully check labels to ensure safe products are sent to school.
- Reinforce that students must not share lunch or snack items with other students at school.
- Report the ingredients of snack items for classroom sharing to the teacher.

GENERAL SCHOOL INFORMATION

REPORTING STUDENT ABSENCE:

Parents are asked to notify the school of a child's absence on or before the day of the absence. If the teacher is unaware of a child's absence and the school has not been informed, parents will be contacted to confirm the child's whereabouts. Your attention to this procedure is very important as it saves the genuine concern and valuable time committed to tracking the whereabouts and safety of your children.

Parents may leave a message on the school's voice mail before or after school hours at 204-254-6247.

INDOOR FOOTWEAR REQUIRED:

All students need a pair of white-soled runners for indoor wear at school in addition to the footwear worn to and from home. Indoor runners are worn in class and for Physical Education and are kept clean. Parents are asked not to purchase blue or black-soled runners as they mark tiled floors. Students are required to remove outdoor footwear and place it on the boot trays upon entering the building. Heelies are not permitted.

SAFE and APPROPRIATE ATTIRE FOR LEARNING:

Students are expected to dress to meet the safety needs of school activities and to encourage a positive culture and climate among peers and adults.

- Footwear which is safe, clean and appropriate for school activities must be worn at all times at school.
- Dress bearing offensive messages or promoting unacceptable behaviour, whether stated or implied is not permitted and students will be asked to change clothes.
- Clothing, including tanks tops, tube tops, halter tops and muscle shirts are not permitted and students will be asked to change or wear a hoodie or sweater.
- Students need to remove hats and place them in lockers except on special occasions when hats may be worn inside for sanctioned school events.
- Outdoor wear such as coats, jackets and boots are to be stored in respective areas while in school.

While styles are important to students, parents are asked to ensure that their children are dressed to meet weather requirements of cold, wind and conditions of rain before school in the morning, during recess breaks, including the 30 minute lunch recess and for any learning experiences that may occur outdoors during the school day.

LABEL ALL BELONGINGS:

Runners, winter shoes and gym clothing should be permanently labeled with the student's name and room number. We have three lost and found boxes where misplaced items may be located.

COLD WEATHER AND OUTDOORS:

When the wind chill is -30 or more, students will remain in the school during recess, at lunch time and for patrol duty. When the wind chill is between -27 and -30, students will go outdoors for a **maximum** of 15 minutes during recesses and at lunch time. The guidelines have been set (Division Policy E10-2) based on Canada's Wind Chill Index. When it is raining students will remain indoors.

SCHOOL CANCELLATION OR EARLY DISMISSAL:

For early dismissal due to stormy weather and blizzard warnings, students will be dismissed at noon or at 3:18.p.m. In the event of an all school noon dismissal, announcements will be made over various radio stations and the school will attempt to telephone the parents of children scheduled to have lunch at school.

TEXTBOOKS AND LIBRARY BOOKS:

Students are required to care for textbooks and library books issued to them. Public funds are allocated for the purchase and renewal of these costly resources used by all students. Replacement cost is charged for lost books. Refunds are made for books subsequently found and returned. We request that textbook and library book fees be fully resolved before the end of June.

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS:

Students riding bicycles to school are to lock them in the bicycle racks. Infrequent theft does occur; therefore record the bicycle name, model and serial number in case they are needed by police. The school assumes no responsibility for lost or damaged bicycles, or personal items. Other wheeled devices are to be kept in lockers or agreed upon storage areas in the classroom.

For reasons of pedestrian safety, bicycles and other wheeled devices are NOT to be ridden on school grounds between 8:00 a.m. and 4:00 p.m. on any school day.

CELL PHONES and ELECTRONIC DEVICES:

Students in Grades 7 and 8 may use electronic devices to support learning under the direction and supervision of school staff. The use of electronic devices in the classroom requires respect for the Code of Conduct and appropriate use of technology and the Internet defined by school and divisional policies agreed to by students and parents.

Students may use **their cell phones** before the first school bell at 8:35 in the morning and after the final school bell of the day at 3:18. The **school phone** is available in the office for students with a phone pass from a staff member.

Students are to keep their cell phones and electronic devices in their lockers at all times during the day, **including the lunch hour** unless they are required for use in the classroom.

Any device that is lost or stolen is NOT the responsibility of the school.

BUS EVACUATION DRILL:

All students are trained for the procedure used in emergency evacuation of a school bus during drills conducted on the school ground. It is very important that students attend to directions provided by the bus driver and teaching staff regarding safe bus ridership.

EMERGENCY SCHOOL EVACUATION:

The Division requires each school to have an Emergency Preparedness Plan for emergencies that may arise during the school day. Annual drills must be held to familiarize and reinforce students with safe evacuation procedures. The purpose of drills is to practice disciplined, prompt and safe evacuation. Quiet and calmness are essential so that urgent announcements can be heard by all.

ACCIDENTS AT SCHOOL

In the case of an accident, the staff member on duty notifies the office and if possible the student is brought to the office. First aid is administered and parents are notified. If the situation is serious, parents are asked to pick up the child and seek medical attention. If parents or emergency contacts cannot be reached, an ambulance will be called to transport the student to an emergency centre and a staff member will accompany the student.

ADMINISTERING MEDICATION AT SCHOOL

If students require medication during the school day, parents are asked to notify the school and complete paperwork required for school staff to administer the medication. School staff cannot administer medication without authorized documents completed.

SCHOOL SAFETY PATROLS:

Patrols are on duty from 8:20 to 8:35 a.m. and 3:18 to 3:33 p.m. along Island Shore Boulevard at Pamela Road and Ebb Tide Drive. Students in Grades 5 and 6 serve on school patrol teams which are scheduled for week long shifts.

Parents are reminded that there is no parking, pick-up or drop-off 3 meters before the crosswalks in order for our patrols to see the oncoming traffic. Parents are encouraged to drop children off a distance from school so that they may walk and cross safely at a patrol-supervised crossing.

TRAFFIC CIRCULATION AROUND THE SCHOOL PROPERTY:

- The traffic loop in front of the school can be used for **drop-off only** along the fire lane. **No parking or waiting** is allowed on the fire lane. Drivers must not get out of their vehicles. Parking is allowed in marked spaces with a 15-minute time limit.
- **Parking is PROHIBITED** in the **BUS LOOP** because it is used by buses and in the **STAFF PARKING LOT** because the spots are all assigned to staff.

It is imperative that parking signs and traffic laws are observed to ensure the safe passage of school patrols, pedestrians, and motorists to and from our school. Cooperation and patience are required to maintain a safe and reasonable flow of traffic in our community during the morning and afternoon rush.