

# Information Handbook

## 2023-2024

### Manuel d'information



Directrice/Principal: Colette Daley  
Directrice adjointe/Vice-Principal : Carole Rondeau

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<http://www.lrsd.net/schools/guyot>

Twitter: @guyotLRSD

*Information current as of September 2023.*

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Secrétaires/Secretaries, Francine Audette, Jessica Spencer

Dear Parents, Guardians and Students,

École Guyot is a unique school that offers a wealth of learning experiences to our K-8 students. Each child is also unique: we respect each student's academic, physical, emotional and social development. We provide them a French-speaking milieu where we take great pleasure and pride in honouring and celebrating their talents and successes. From these endeavours, students can develop high self-esteem which is the cornerstone of learning.

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

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

We continue to solicit your support as the community at large plays a vital role in enhancing the learning experiences of our students. Let's combine our positive attitudes and efforts to make this 2023-2024 school year one to cherish and remember.

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

Colette Daley, Principal

Carole Rondeau, Vice-Principal



## Louis Riel School Division

900 St. Mary's Road  
Winnipeg, Manitoba  
R2M 3R3

Tel: (204) 257-7827  
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The School Trustees of the Louis Riel School Division are:

Sandy Nemeth  
Cindy Turner  
Pamela Kolochuk  
Ryan Palmquist  
Darlene Gerrior

Chris Sigurdson  
Irene Nordheim  
Chipalo Simunyola  
Francine Champagne

### DIVISIONAL STAFF

**Superintendent & CEO**

**Christian Michalik**

**Assistant Superintendent**

**Michelle Jean-Paul  
Marlene Murray  
Jeff Anderson  
Darcy Cormack**

**Secretary-Treasurer & CFO**

**Jamie Rudnicki**

**Director of Information Technology**

**Clarke Hagan**

**Director of Facilities, Maintenance & Transportation**

**Amarbeer Bhandari**

**Director of School & Classroom Supports**

**Ron Cadez**

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

## VISION & MISSION OF THE LOUIS RIEL SCHOOL DIVISION

Our Vision is for all members of our community to excel as caring, confident, capable, and resilient life-long learners who contribute to a democratic and sustainable world.

Our Mission is to provide a safe, inclusive, and engaging environment, where personal and collective learning are valued, and each one of us reaches our full potential.

### IMMERSION SCHOOLS IN LOUIS RIEL SCHOOL DIVISION:

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

The French Immersion Program begins in Kindergarten and continues to Grade 12. The academic content of the program is designed to be parallel to the English Language Program. Instruction in Kindergarten & Grade 1 is entirely in French while in Grades 2 to 8 instruction is in French, with the exception of English Language Arts.

There are 13 French Immersion schools in Louis Riel School Division:

Collège Béliveau, 7 to 12	296 Speers Road	204-255-3205
Collège Jeanne-Sauvé, 9 to 12	1128 Dakota Street	204-257-0124
École George-McDowell, 6 to 8	366 Paddington Road	204-253-1492
École Guyot, K to 8	400 Willowlake Crescent	204-257-2540
École Henri-Bergeron, 4 to 8	363 Enfield Crescent	204-233-7079
École Howden, K to 6	150 Howden Road	204-257-0656
École Julie-Riel, K to 5	316 Ashworth Street	204-253-2363
École Marie-Anne-Gaboury, K to 8	95 Pulberry Road	204-253-9704
École Provencher, K to 3	320, avenue de la Cathédrale	204-233-0222
École Sage Creek School, K to 6	315 Sage Creek Blvd	204-253-8199
École St-Germain, K to 5	77 John Forsyth Road	204-254-0120
École Van Belleghem, K to 8	10 Vermillion Road	204-255-1134
École Varennes, K to 8	22 Varennes Avenue	204-253-1375

## ÉCOLE GUYOT STAFF TEAM

(current as of September 2023)

Principal	Colette Daley
Vice-Principal	Carole Rondeau
Kindergarten AM & PM	Sue Philippe
Kindergarten AM	Courtney Buduhan
Grade 1	Danelle Chernichan
Grade 1	Carly Peto
Grade 1	Carole Jung
Grade 2	Brigitte Swait
Grade 2	Renelle Reid & Scott Hartnell
Grade 2	Krista Pickering & Courtney Buduhan
Grade 3/4	Danielle Hamilton
Grade 3/4	Nicole Clifford
Grade 3/4	Taylor Currie / Sydney Jozsa
Grade 3/4	Sarah Bisson
Grade 5/6	Nicole Vandal
Grade 5/6	Alivia DeJong
Grade 5/6	Christie Saunders
Grade 5/6	Hank Sherwin
Grade 7/8	Jaclyn Jeanson
Grade 7/8	Emma Kitson
Grade 7/8	Chelsea Wiebe
Music (K-6)	Kara Hunter
Physical Education	Caitlin Sage & Shannon Gibson
Teacher-Librarian	Rachel Bevan
Student Services	Carole Rondeau, Pauline Rey-Rivard, Patricia Labossière & Rachel Bevan
Library Technician	Monique Chartier
Secretaries	Francine Audette & Jessica Spencer
Custodians	Renald Courcelles, Rolan Burog & Patricia Salcedo
Educational Assistants	Aline Boisjoli, Lise Rioux-Mushumanski & Nicole Swiderek

## ÉCOLE GUYOT MISSION STATEMENT:

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

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

## STATEMENT OF BELIEFS:

As a French immersion school:

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

## LANGUAGE POLICY:

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

## SCHOOL HOURS:

The doors at École Guyot open at **8:55 am** for the morning session and at **12:48 pm** for the afternoon session. Classes begin at **9:03 am** and **12:53 pm**, respectively.

a)	Kindergarten (AM)	<b>9:03 am to 11:53 am</b>
	Kindergarten (PM)	<b>12:53 pm to 3:38 pm</b>
	Grades 1 – 8	<b>9:03 am to 3:38 pm</b>
	Lunch Hour	<b>11:53 am to 12:48 pm</b>
b)	Office Hours	<b>8:15 am to 4:15 pm</b>
c)	Supervision provided:	

- *before school:* on the playground and near bus loop from 8:32-8:55 am
- *after school:* near the bus loop from dismissal time until the last bus leaves
- morning, afternoon and lunch recesses; and
- during all school activities.

The Louis Riel School Division uses the six-day cycle. Please refer to the [attached calendar](#).



### **ABSENCES/LATE ARRIVALS:**

If your child will be absent or late for school, please telephone our secretary or leave a message on the answering machine. If you do not report your child's absence by 9:15 am or 1:00 pm, we will contact you at home or at work. Please notify the school in advance, in writing, if you expect your son/daughter to be absent from school for an extended period of time.

A student who arrives after 9:03 am or 12:53 pm must report directly to the office and receive a late slip. Parents and guardians will be notified if their child is habitually late.

### **VISITORS TO THE SCHOOL:**

All parents/guardians or visitors must report to the office upon arrival. Those visiting a classroom must sign in at the office. To ensure a safe and reliable monitoring process, parents must contact the office when picking up their child early.

### **DISMISSAL PROCEDURES:**

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

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

### **ÉCOLE GUYOT PARENT ADVISORY COUNCIL:**

Research shows that children do better in school when their parents are involved in their education. One way to be involved is through the École Guyot Parent Advisory Council (PAC). This group of dedicated parents plan special events and share ideas with school administration. They provide feedback on important issues as well. Your participation is welcome at all monthly PAC meetings. It's a great way to meet new people and to get to know the school better.

### **COMMUNICATION:**

Direct communication between home and school is **essential** to your child's healthy education. Please contact teachers or administration whenever you have a question or concern. Our school e-mails, outdoor sign, school website, social media are all excellent sources of information.

## **HEALTH CONDITIONS:**

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

## **MEDICATION:**

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

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

## **PEANUT/NUT SAFE SCHOOL:**

Due to life threatening allergies for some students and staff, we are asking that no peanut or tree nut (including cashew, pecan, walnut, hazelnut, almond, pistachio) products be brought to school. This includes products marked "may contain traces of nuts" or "manufactured in a facility that also produces nut products". For information on life-threatening allergies, please refer to <http://foodallergycanada.ca>. For ideas on packing healthy lunches free of peanuts and nuts, visit <https://www.todaysparent.com/recipes/10-peanut-free-lunch-ideas/#gallery/10-peanut-free-lunch-ideas/0>

## **LUNCH PROGRAM:**

All students who stay at school for lunch will pay a \$90.00 fee per year. This fee covers supervision during the lunch hour. Please note that lunch is not provided.

### **PLEASE MAKE CHEQUES PAYABLE TO ÉCOLE GUYOT**

Tax receipts will be sent be posted on the Parent Portal. Lunch fees apply to all students staying for lunch, including students transported by school bus and children of lunch supervisors. Occasional users will be charged \$1.00 per child per day, payable daily. This fee covers the costs of the supervisors required for the lunch program. Note that lunch programs are not funded provincially and are not a mandated right.

### Lunch Schedule:

All students in Grades 1-8 will eat lunch at 11:53 am, with recess following at 12:20 pm.

### Room Assignments for Lunch:

All students will eat in their respective classrooms.

### Lunch Rules:

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

Students in Grades 1-6 who are registered in the lunch program must remain at school during lunch hour. If your child needs to leave the school at lunch time, please be sure you have advised the office.

Students 12 years of age or older may leave school grounds unaccompanied provided that they bring a note from their parents. Parents of students in Grade 7 & 8 may opt to sign a “blanket authorization” granting their child permission to leave school grounds over lunch hour at their choosing. Note that students who choose to leave school grounds over the lunch hour must remain absent from 11:53 am until 12:48 pm; otherwise, the constant coming and going of students would become unmanageable and the school would not be able to determine who should be present, a key piece of information in the event of an emergency.

*Please note that we cannot assume responsibility for students eating lunch off school grounds.*

### TELEPHONE:

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

Visits to friends’ homes should be pre-arranged and parental permission obtained before coming to school. The school office should not be used for these purposes.

## **DAYCARE INFORMATION:**

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

For your information, hours of operation are:

1. Before-School: 7:00 am to 8:53 am
2. Kindergarten Morning Care: 8:45 am to 12:53 pm
3. Kindergarten Afternoon Care: 11:53 am to 3:15 pm
4. After-School: 3:38 pm to 6:00 pm

## **FIRE AND EVACUATION DRILLS:**

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

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

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

## **EMERGENCY CONTROL PROCEDURES:**

The provision of a safe learning environment is of paramount concern at École Guyot. To assist schools in addressing potentially dangerous situations, our school division has developed an Emergency Preparedness policy to guide our actions. Accordingly, we conduct **Emergency Control Procedures Drills** twice a year. Parents are informed in writing in advance of such drills so that they may help to prepare their child(ren).

In case of an emergency or potential threat occurring outside of the immediate vicinity of École Guyot. The school will enter into a “Hold and Secure” mode. All exterior doors will be locked and monitored. Classes will continue to function normally. In case of a threat of violence within or in relation to École Guyot, the school will enter into “Lockdown” mode. All movement of students and staff will be restricted.

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

## **SURVEILLANCE CAMERAS:**

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

## **FIELD TRIPS:**

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

## **TRANSPORTATION:**

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

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

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

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

## **OUTDOOR RECESSES:**

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

## **SKATEBOARDS, SCOOTERS, BICYCLES AND ROLLER BLADES:**

In order to ensure the safety of our students, staff and visitors, skateboards, scooters, and roller blades are not to be used on school property during school hours, namely 8:30 am to 4:00 pm. Heelies are not allowed on school property at any time. Students must disembark from their bike once they have reached the school yard and walk with their bike to the racks.

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

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

## **ELECTRONIC DEVICES AND TOYS:**

For Students in Kindergarten to Grade 6, the following applies: Electronic devices such as cell phones, cameras, electronic games, and iPods are not permitted at École Guyot. We also ask that students leave collectibles and other toys at home. These objects create a distraction in the learning environment. Cameras can also infringe on others' right to privacy. Students should leave these belongings at home to prevent loss, damage, or theft. The school cannot accept financial responsibility for such items. Students found to be in possession of such objects at school will have them confiscated by school staff. The object will be returned at the end of the school day for a first infraction and at the end of the following day for a second infraction. Parents will be notified after each infraction.

Students in Grade 7 & 8 will be sent a separate contract and will be asked to review it with their parents, and have it signed before they are allowed to bring their electronic device to school.

## **PETS:**

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

## **NO SMOKING POLICY:**

Smoking and the use of electronic cigarettes are prohibited in all school buildings and on all school grounds of the Louis Riel School Division.

## **DRESSING FOR SCHOOL:**

Students are expected to dress appropriately for the weather conditions. Clothing should allow students to actively participate in all daily activities without risk of inappropriate exposure. Print on clothing must be of a respectful nature.

Indoor shoes with non-marking soles are to be worn in the school. Gym runners are required for physical education classes. Beginning in Grade 5, students are required to change into appropriate

gym clothing, namely a t-shirt and shorts or athletic pants.

Recess times are a much-valued time to get fresh air and to expend energy. Adequate and sufficient outdoor wear for the weather is required for each of our seasons. As mud and puddles are often found on the schoolyard, it is recommended that students keep a change of clothes at school. Outdoor footwear must be removed upon entering the school and hats before entering the classroom.

### **STUDENT INJURIES:**

If students receive a minor injury such as a cut on the finger, the injury will be treated. If the injury is more serious, parents or guardians will be contacted. **It is very important to provide the school with an emergency contact person.** If there is a medical plan, alternate arrangements need to be made with the office.

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

### **LOCKERS:**

Students in Grades 5-8 are provided with locker space for their outdoor clothing and backpacks. Students are responsible for their personal belongings. Please note that the lockers are the property of the school division and that they can be checked by school personnel at any time deemed necessary.

### **LIBRARY AND MEDIA SERVICES:**

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

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

- |                                   |  |
|-----------------------------------|--|
| <b>Kindergarten and Grade 1:</b>  | Students can borrow two items: 1 English and 1 French book                                       |
| <b>Grades 2 and 3:</b>            | Students can borrow three items: 1 English and 1 French book and either a comic book or magazine |
| <b>Grades 4, 5, 6, 7 &amp; 8:</b> | Students can borrow up to 4 items: 2 English items and 2 French                                  |

Items may consist of books, magazines, comic books or CDs. A change in the number of books borrowed at one time by a student is at the teacher/librarian's discretion.

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

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

frequently lose library materials will be required to keep borrowed materials in the classroom.

### **TECHNOLOGY:**

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

Each student is issued a computer account with a username and password. Parents must review a list of safe computing practices with their child and sign an authorization form before students are granted access. Students from Grade 3 to 8 may access their computer account and school portal from home using their username and password. The teacher-librarian will review safety measures with students and inform parents in writing before access from home is granted. Parents of students in younger grades may contact the school office for access.

### **MUSIC PROGRAM:**

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

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

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

### **PHYSICAL EDUCATION:**

Lifelong physical activity is essential to both physical and mental health, and well-being. Kindergarten to Grade 3 classes will focus on basic movement skills, while grades 4 through 8 will address skills needed for a variety of sports and activities. Games, fair play, and team-building are strongly emphasized. Fitness activities which incorporate muscular strength, muscular endurance, flexibility and cardiovascular fitness will also be taught. An appreciation for personal health will be promoted, and students will develop an understanding of the benefits of regular physical activity.

#### **Gym Attire:**

All students are required to use gym runners with non-marking soles. Skater shoes, sandals and flip-flops do not provide adequate support. From Grades 5-8, students are required to



change into appropriate gym clothing, namely a t-shirt and shorts or athletic pants.

### **Programs: (More information to follow)**

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

Interscholastic (beyond the school day)

- Cross-Country running (Grades 4-8)
- Mini-Volleyball (Grades 5-6)
- 4 on 4 Basketball (Grades 5-6)

Curricular (incorporated in the school day)

- Indoor Track Meet (Grades 5-6)
- Intro to Track and Field (Grades 5-6)
- Track meet (Grade 7 & 8)

Intramurals

- Intramurals consist of various independent and team activities

## **OUTDOOR EDUCATION:**

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

Outdoor education experiences are often the fondest memories that students recall from their schooling. Such rich common experiences draw students together, forming social bonds that define them as a unit, strengthening their sense of belonging, and enhancing school pride. Trying new activities expands their horizons. Succeeding at a difficult challenge – whether it be rock climbing or staying away from home for the first time – builds character and self-confidence. Outdoor education also provided a means of nurturing the budding independence of some students and the expressed need for independence of other students.

We aim to provide a variety of outdoor education experiences to our students. Consistent with administrative guideline [IHC – Extended Instructional Programs](#), we address the following objectives when planning and implementing off-school site programs:

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

There is a greater risk in off-school site activities and outdoor education as compared to a regular classroom setting, but the risk is manageable. By setting standards of behaviour and discussing all safety rules prior to the activities on trips, both students and staff should be able to enjoy a safe

and unique educational experience. With this goal in mind, all outdoor education experiences are planned in accordance with the guidelines of the extended instruction program policy.

## **STUDENT SERVICES:**

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

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

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

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

*If you are experiencing health, family or personal issues that could affect your child(ren)'s learning and behaviour, please contact your child's teacher or the school administration.*

## **Occupational Therapy – Developing Skills for the Job of Living**

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

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

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

## **PHILOSOPHY OF INCLUSION:**

École Guyot embraces the philosophy of inclusion as articulated by [Manitoba Education and Training](#) (see below). As such, we are committed to fostering inclusion for all people.

Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members. Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.

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

## **CODE OF CONDUCT:**

### **School Expectations:**

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

Attributes of appropriate behaviour include but are not limited to:

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

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

Effective behaviour management strategies:

- promote self-discipline;
- are proactive;
- consider developmental differences;
- are based on fair and equitable treatment;
- support constructive behaviour change;
- respect the findings of educational research;
- consider the safety and welfare of the school community.

Adults have the responsibility to model for students those attributes and behaviours which support a positive learning environment. Parents and guardians play a significant role in shaping their child's behaviour and attitudes and therefore a constructive partnership with the home is crucial.

## **Unacceptable Behaviour**

The following regulations derive from the [Public Schools Act](#):

- Pupils and staff must behave in a respectful manner and comply with the code of conduct.
- Bullying, abusing physically, sexually, psychologically, orally, in writing, or otherwise, of any person is unacceptable.
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of The Human Rights Code is unacceptable.
- Using, possessing or being under the influence of alcohol, cannabis (marijuana) or illicit drugs at school is unacceptable.
- Gang involvement will not be tolerated in or on school property.
- Possessing a weapon, as “weapon” is defined in section 2 of the *Criminal Code (Canada)*, will not be tolerated in or on school property.
- Pupils and staff must adhere to school and divisional policies respecting appropriate use of:
  - the Internet, including social media, text messaging, instant messaging, websites, and e-mail
  - digital cameras, cell phones, and other electronic or personal communication devices

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

- bullying/cyberbullying
- harassment/discrimination
- threats to self and others
- intentional harm to self and others
- gang involvement
- possession of a weapon
- possession of or being under the influence of an illicit drug
- inappropriate use of the Internet and electronic communication
- defiance of authority/defiance of school rules
- theft/intentional destruction or damage of property
- inappropriate physical contact, language or gestures (including physical, verbal or sexual harassment; racial or homophobic slurs)

## **Appropriate Interventions and Disciplinary Consequences**

The following interventions and disciplinary consequences emphasize positive and proactive strategies that foster student learning, as opposed to punitive and reactive strategies. Our approach is guided by the belief that students behave appropriately when they have the knowledge and skills to do so.

Teachers and administrators determine which interventions are appropriate to the context, taking into account the frequency and severity of the violation, and the unique needs, developmental stage and age of the student in question. The principal maintains final authority in determining which consequence is appropriate in a given situation. Teachers and administrators strive to be sensitive to any student who has been the victim or target of unacceptable behaviour, as well as to the student who has committed the behaviour. Reasonable accommodation is required for students with exceptional learning needs that affect their behaviour, taking into account the

student's ability to comply with disciplinary measures.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear below. Detailed descriptions of each can be found in the following document: *Safe and Caring Schools – Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences* (Manitoba Education and Training, 2014) available at [http://www.edu.gov.mb.ca/k12/safe\\_schools/pdf/code\\_conduct.pdf](http://www.edu.gov.mb.ca/k12/safe_schools/pdf/code_conduct.pdf).

- informal discussion
- classroom intervention
- parent involvement
- counseling
- formal interview
- temporary withdrawal from classroom
- removal of privileges
- detention
- restitution/compensation
- consultation or intervention by:
  - Student Services Support Team
  - Clinical Services Support Team
  - Positive Behaviour Support Team
  - outside agency
- threat assessment
- police notification
- in-school suspension
- out-of-school suspension
- expulsion

In accordance with the provincial document referenced above and divisional administrative guideline [JK - Supporting Student Behaviour](#), alternatives will be considered before out-of-school suspension. In cases where an out-of-school suspension is deemed necessary by the principal, the length of the suspension will be determined according to the severity and type of incident. Following an out-of-school suspension, a re-entry meeting will occur to review school expectations.

### **Working with Parents**

As stated in the provincial document referenced above, “teaching self-discipline is a shared responsibility that hinges on a cooperative approach between the school and parents. Students will feel safe when they see the adults from the two parts of their lives, school and home, come together to focus on their interests. When teachers and parents communicate regularly and work collaboratively, they are more likely to develop a degree of trust.” Accordingly, parents will be advised if their child has violated the school Code of Conduct and will be informed of any intervention or disciplinary consequence applied. A collaborative approach will be used wherever possible.

Parents are encouraged to contact teachers or school administration when they have questions or concerns. If parents should disagree with a disciplinary decision, they should first speak with school administration. Further appeal is possible; refer [to Louis Riel School Division Protocol for the Resolution of Concerns](#) which can be found on the following page. Interested members of

our school community may access divisional policies and administrative guidelines on the Louis Riel School Division website or by contacting the school office.

The present Code of Conduct complies with:

- LRSD Administrative Guideline ADD – Safe Schools/Code of Conduct
- LRSD Administrative Guideline [JK - Supporting Student Behaviour](#)
- LRSD Supporting Student Behaviour – Foundation Elements to Positive Behaviour Support
- Safe and Caring Schools – [Provincial Code of Conduct](#) – Appropriate Interventions and Disciplinary Consequences, Manitoba Education and Advanced Learning, 2014
- The [Public Schools Act](#) of Manitoba, in particular the Safe Schools Charter articulated in sections 41(1)(b.1), 41(1)(b.2), 47.1(1) and 47.1(2)