



ÉCOLE
Howden

INFORMATION HANDBOOK MANUEL D'INFORMATION 2023-2024

Directrice/Principal: Joanne DeCruyenaere
Directrice adjointe/Vice-Principal : Julie Robertson

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<https://www.lrsd.net/howden>

 **@howdenLRSD**

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SCHOOL CALENDAR 2023-2024

DATES TO REMEMBER 2023-2024



Dear Parents, Guardians and Students,

Learning is a natural part of life. The joy of learning is something which exists in all of us, but which needs to be nurtured and strengthened as we grow and mature. At École Howden, we want to ensure that all of us, students, staff, and families alike, are encouraged to learn to our fullest potential. We look forward to working in partnership with you as we work towards this goal.

The students of our community are on a voyage of discovery where the destination is unknown. They are learning about themselves and about the ever-evolving world we share. They are constantly faced with decisions, some of which can be very exciting, and others rather daunting. It is our job as a school community to help our young people on their voyage, to give them the guidance and help they need, to give them the freedom to make their own choices when appropriate, and sometimes to let them skin their knees. We can help them to succeed best when we all work together as a team, sharing ideas, successes, and challenges. The home-school connection is vital to this enterprise. Through informal conversations, written communication, and of course through the Parent Advisory Council, our collaboration and mutual support is essential. We will all benefit from this effort, but the greatest benefit will go to our children. As we join hands, we create a safety net that gives our students the sense of security they need to take risks, to grow in confidence and wisdom, and to learn to live useful and fulfilling lives.

We want to hear from you, to learn from you, and to support all the members of the École Howden family as best we can. If you have comments, questions, or concerns, please do not hesitate to contact us by phone, e-mail, or in person.

Joanne DeCruyenaere & Julie Robertson
Administrative Team



Louis Riel School Division

900 St. Mary's Road
Winnipeg, Manitoba
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Tel: (204) 257-7827

Fax: (204) 256-8553

The School Trustees of the Louis Riel School Division are:

Pamela Kolochuk
Irene Nordheim
Ryan Palmquist

Darlene Gerrior
Sandy Nemeth
Chipalo Simunyola

Francine Champagne
Chris Sigurdson
Cindy Turner

DIVISIONAL STAFF

Superintendent of Schools:

Christian Michalik

Secretary-Treasurer:

Jamie Rudnicki

Assistant Superintendents:

Jeff Anderson
Darcy Cormack
Michelle Jean-Paul
Marlene Murray

Director of Information Technology Systems:

Clarke Hagan

Director of School and Classroom Supports:

Ron Cadez

Director of Facilities:

Amarbeer Bhandari

Staff at École Howden collaborate with divisional staff and elected officials to realize the statements of vision and mission on the following page. Staff at École Howden 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.

LRSD VISION AND MISSION

The Louis Riel School Board values the importance of a Vision and Mission statement that engages all stakeholders and can be the roadmap for our collective goal of cultivating an exceptional learning and teaching environment in the Louis Riel School Division. We encourage everyone to engage in ongoing conversations about our statements and how they can help shape experiences in classrooms, schools, workplaces, the boardroom, and the broader community. From our trustees, staff and students to our families and community partners, we must all use these Vision, Mission, and Values statements to inspire and guide our collective work.

Our Vision

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

Our Mission is to provide a safe, inclusive, and engaging environment, where personal and collective learning and growth 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 plurilingual 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 75% in French and 25% in English.

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

Collège Béliveau, Grades 7 to 12	296 Speers Road	204-255-3205
Collège Jeanne-Sauvé, Grades 9 to 12	1128 Dakota Street	204-257-0124
École George-McDowell, Grades 6 to 8	366 Paddington Road	204-253-1492
École Guyot, K to 8	400 Willowlake Crescent	204-257-2540
École Henri-Bergeron, Grades 5 to 8	363 Enfield Crescent	204-233-7079
École Howden, K to 8	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 Street	204-253-9704
École Provencher, K to 4	320, avenue de la Cathédrale	204-233-0222
École Sage Creek School (dual track), K to 6	315 Sage Creek Boulevard	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 HOWDEN TEAM

(current as of September 2023)

Principal		Joanne DeCruyenaere
Vice-Principal		Julie Robertson
Kindergarten AM & PM	#1	Kim Eisner-Chao
Grade 1	#7	Ashley Bohémier
Grade 1	#5	Jocelyne Buissé
Grade 1/2	#3	Tracy Frédérick
Grade 2/3	#10	Jennifer Okun
Grade 2/3	#12	Samantha Ledet
Grade 2/3	#6	Courtney Lofto
Grade 2/3	#8	Alexandra Subhan
Grade 4	#15	Kristine Brûlé-Dueck/Joël Vandale
Grade 4	#9	Jenelle Gagné
Grade 4	#11	Brittanie Kecman
Grade 5	#22	Scott Bodner
Grade 5	#17	Stephanie Wereszko
Grade 6	#19	Alexander Nevakshonoff (Riley Curle)
Grade 6	#21	Joëlle Jeanson
Grade 7/8	#24	Michelle Bissonnette
Grade 7/8	#23	Runel Mensah
Grade 7/8	#P1	Adrienne Dando
Grade 7/8	#P2	Alyssa Rajotte
Music	#20	Nicole Lafrenière
Band	(Collège Béliveau)	Hubert Grenier
Guitar	(Collège Béliveau)	Justin Fraser
Physical Education		Matthew deGraaf & Tristan Therrien
Student Services		Nicole Neveux, Lyette Hoskin, Michelle Follows and Julie Robertson
Teacher-Librarian		Kathleen Witkowicz
Library Technician		Monique Kiene
Secretaries		Julie Bonneau and Michelle Tessier
Custodians		Daniel Hebert, Charlie Sutherland, and Gerry Syrenne
Educational Assistants		Jo-Anne Bruneau, Joëlyne Halipchuk, Dia Haddadi and Monica Savard
Lunch Supervisors		Jennifer Bettencourt, Tannis Fleming, Leanne Bates
Crossing Guards		Tannis Fleming

ÉCOLE HOWDEN MISSION STATEMENT:

École Howden is a caring, inclusive and engaging learning environment. We foster respectful collaborative relationships between students, staff, family and community to maximize the full academic potential, creativity and wellbeing of every child in our French milieu.

ÉCOLE HOWDEN VISION STATEMENT:

Guided by our mission, École Howden is committed to be a model of best teaching practices, inclusion, and community. To fulfill our commitment to maximize the full potential of every child:

- ✓ Our community will work collaboratively to provide authentic learning experiences so that students are engaged, respectful, empathetic, and active learners.
- ✓ School staff will work interdependently to engage all students and promote sustainable learning through innovative, systematic, research- and evidence-based practices to foster critical thinking and true independence in learning.
- ✓ Students' learning experiences will guide them toward becoming resilient life-long learners who contribute to a democratic and sustainable world.
- ✓ Together, families and faculty will support and encourage our students so that they will proudly and confidently learn and communicate in French and English. École Howden provides a safe, inclusive and engaging learning environment. Through mutual respect and a passion for learning, staff, parents and the school community work together to fulfill our commitment to high levels of success for all of our children, as they grow and learn in our French milieu.

COLLECTIVE COMMITMENTS:

In order to achieve the shared vision for our school, École Howden's staff has made the following collective commitments:

1. Model the French language and promote French-Canadian culture.
2. Work collaboratively as equal participants to develop, implement and analyze school-based, common assessment tools to guide our practice.
3. Apply assessment and instructional strategies that are based on sound research and promote academic success.
4. Differentiate our practice to respond to the needs of the whole learner.
5. Engage students in authentic tasks that connect them to their school, their community and beyond.
6. Provide parents with resources, strategies, and information to help their children succeed.

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, asking the secretary for an ice pack, reading posters in the hall, singing the national anthem, presenting at school-wide assemblies, greeting a teacher on the playground, etc. School staff serve as role models for students. Their enthusiasm for the language motivates students to learn.

Realizing that **French is vital, dynamic, and fun** is key to our students' success. Field trips, plays, concerts, videos, and other cultural activities also contribute to achieving this goal.

Families play a **key role** in motivating their child to learn French. Talk to your child about why you enrolled them in French Immersion. Ask them to speak the language for you. Offer them praise on their achievements. Learning a second language is hard work!

To guide our work, we follow the communication protocol below:

- Students in Grades 1 to 8 are expected to speak in French to all staff in the school and on the playground.
- Students will speak to each other in French during all classes which are taught in French.
- All staff members will speak to each other in French.

SCHOOL HOURS:

The doors at École Howden open at **8:32 a.m.** Classes begin at **8:42 a.m.**

- | | | |
|----|---|-------------------------------|
| a) | Kindergarten (a.m.) | 8:42 a.m. – 11:30 a.m. |
| | Kindergarten (p.m.) | 12:25 p.m. – 3:15 p.m. |
| | Grades 1 – 8 | 8:42 a.m. – 3:15 p.m. |
| | Lunch Hour | 12:15 p.m. – 1:10 p.m. |
| b) | Office Hours | 8:00 a.m. – 4:00 p.m. |
| c) | Supervision provided | |
| | <ul style="list-style-type: none">• <i>at the beginning and the end of the day:</i> on the playground and near bus loop from 8:17 - 8:32 a.m. and from 3:15 p.m. until the last bus leaves.• morning and lunch recesses; and• during all school activities. | |



The Louis Riel School Division uses the six-day cycle. Please refer to the attached 2023-24 school year 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 we do not hear from you by 9 a.m. or 12:45 p.m., we will contact you at home or at work. Please notify the school in advance, in writing, if you expect your child to be absent from school for an extended period of time.

A student who arrives after 8:42 a.m. or 1:15 p.m. must report directly to the office and receive a late slip. Families will be notified by the school principal if their child is habitually late.

EARLY PICK-UP OF STUDENTS:

When it is necessary to pick up your child prior to dismissal time, **please report to the office to sign them out.** We will have your child come to the office for dismissal.

DISMISSAL PROCEDURES:

Families 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 the agenda or e-mail. Due to safety concerns and distractibility for the students, we request that parents who pick up their child(ren) at the school, wait and meet them outside of the school and not inside the building.

Dismissal time is a very busy time for teachers. Parents wishing to speak to a teacher, especially at the end of the day, are encouraged to set up a meeting time in advance.

VISITORS TO THE SCHOOL:

All visitors, including parents and guardians, must report to the office upon arrival. Those volunteering in a classroom must sign in at the office. To ensure a reliable monitoring process, the sign-out register at the office must be completed when picking up children before dismissal. All visitors needing to use the washroom are requested to use the staff washroom located near the main office.

ÉCOLE HOWDEN PARENT ADVISORY COUNCIL (PAC):

Research shows that children do better in school when their parent(s) or guardian(s) are involved in their education. One way to be involved is through the École Howden 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. Please join us! It's a great way to meet new people and to get to know the school better. The meeting dates and times are announced in our school weekly newsletter "Howden Happenings". Meeting minutes and agendas are posted in this newsletter.

COMMUNICATION:

Direct communication between home and school is **essential** to your child's education. Please contact teachers or administration whenever you have a question or concern. Our school newsletter (*Howden Happenings*), school website, parent portal, Twitter, email, and PAC meeting minutes are excellent sources of information.

LRSD RESOLUTION OF CONCERNS

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest, and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding.
- to provide opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning and improved relationships.

In all cases, clear, timely and direct communication assists effective resolution of misunderstandings:

- When you have a concern regarding a matter involving your child and another student, beginning with your child's classroom teacher may help. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, leave phone numbers and times when the teacher/administrator can return your call.
- If you have a concern involving a staff member, **please contact that person as your first step.** Again, if that person is not immediately available, leave information that will assist them in contacting you. Once in contact with the staff member, state your concern as clearly and calmly as possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not resolved satisfactorily, your next step is to speak with the Principal or Vice-Principal at the school after informing the staff member that you intend to do so. This action supports honest working relationships between parents/guardians and staff members.

Most concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the Principal or Vice-Principal, contacting the Superintendent's Department is appropriate once you have informed them of your wish to do so.

If the concern cannot be resolved by contacting the Superintendent's Department, you may then direct your concern, in writing, to the Louis Riel School Board. The School Board will respond, usually following inquiries with the involved parties.

The School Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community. Communication is the key!

HEALTH CONDITIONS:

If your child suffers from asthma, allergies, seizures, or any other special condition that could affect health or learning, you are asked to contact the school office. A health care plan will be developed to ensure 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, including non-prescription medication, without written permission. Forms are available in the office. All medication must be stored in the office (unless otherwise specified in the child's health care plan) and administered according to an agreed-upon plan. Divisional guidelines state that the first dosage of any new medication shall not be administered at school. It is the family's responsibility to ensure the first dosage of any medication has been well tolerated before it is administered at school.

Students using **adrenaline auto-injectors** or **asthma inhalers** must have them at school and stored in the place always designated in their health care plan. Families 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, we are asking that no peanut or nut (cashew, pecan, walnut, hazelnut, almond) 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 additional information on preparing healthy snacks and lunches free of peanuts and nuts, please refer to website <http://www.youville.ca> or call Youville Clinic at 204-255-4840.

LUNCH PROGRAM:

All families have the option of enrolling their children in the lunch program. The cost for this service is \$90.00 per year per student or \$360.00 per year maximum per family. There are two options to pay for this service:

- make an online payment through the parent portal
- make cheque payable to École Howden (post-dated cheques are acceptable)

Tax receipts will be issued at a later date. Lunch fees apply to all students staying for lunch, including bussed students 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. Lunch programs are not funded provincially and are not a mandated right.

Lunch Rules:

- I will remain seated and eat my own lunch at my own desk or designated table.
- 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 monitor/supervisor will come and help me.
- After eating, I will clean my area and put my garbage in the garbage container and/or recycling bin 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/monitors at all times (indoors and outdoors).

While students are in the classroom:

- The classroom door will remain open at all times while the students are eating lunch.
- All desks will be washed at the end of every lunch hour.

Kindergarten to Grade 6 students registered in the lunch program must remain at school during lunch hour. If your child needs to leave the school at lunch time for a special appointment, please send a note.

Students 11 years of age and under are not allowed to leave the school grounds at lunch time unless they are accompanied by an adult and have written permission from their parent/guardian. Students 12 years of age or older (and in Grade 7/8) may leave school grounds unaccompanied if they bring a note from their parent/guardian. A “blanket authorization” form granting permission to leave school grounds at lunch time is also available for this purpose. Note that students who choose to leave school grounds over the lunch hour must remain absent from 12:15 p.m. until 1:10 p.m.; 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. Students who do not remain at school for lunch should return to school at 1:10 p.m.

MILK PROGRAM:

The Milk Program will be returning this September. Students may redeem a pre-purchased milk voucher to obtain milk at lunch time every day. There are two options available – 250 mL 2% white milk or 250 mL chocolate milk. **Twenty milk tickets may be purchased at the office for \$22.00 each (cash or cheque only).** Tickets may be purchased individually for \$1.10.

Milk will be distributed to students at lunch time in exchange for a ticket. On occasions where either white or chocolate milk is not available, the other type of milk will be offered as a substitution. Any unused tickets from the last two years can still be redeemed.

TELEPHONE:

Please send a note with your child if there are any changes in your child's daily routine. Limit personal calls for students 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.

Students may use the telephone situated in the school office. Students must first obtain permission from their classroom teacher to use the phone. We encourage students to use the phone only in the case of an emergency. Visits to friend's homes should be pre-arranged and permission obtained before coming to school. The telephone should not be used for these purposes.

DAYCARE INFORMATION:

Happiness Is Inc. daycare programs, such as the Before and After School and Kindergarten Care, will be offered at the school. The assigned program supervisor is Rita Shuster. She can be reached at the daycare by calling 204-797-2491. Regular hours of operation are:

- Before-School: 6:30 a.m. to 8:32 a.m.
- Kindergarten Care: 11:30 a.m. to 3:15 p.m.
- After-School: 3:15 p.m. to 5:45 p.m.

FIRE AND EVACUATION DRILLS:

All schools are required to hold ten fire drills during the school year. These drills are to ensure the safety of our students. The school floor plan with fire exits, alarm stations and extinguisher sites are 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 Howden students is Canad Inns, located at 1034 Elizabeth Road, adjacent to the schoolyard.

An evacuation drill to Canad Inns will be held each school year.

EMERGENCY CONTROL PROCEDURES DRILL:

The provision of a safe learning environment is of paramount concern at École Howden. 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**, commonly referred to as lockdown drills, twice a year. Families 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 Howden, the school will enter into a “Hold and Secure” mode. All exterior doors will be locked and monitored. Classes will continue to function normally. Students and staff cannot leave the building, nor can visitors to the school enter the building.

In case of a threat of violence within or in relation to École Howden, the school will enter “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.

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. Families are informed in advance of all field trips and must provide written consent for their child to participate. Families have the option of signing a blanket permission form authorizing their child to participate in school outings to local sites that do not require transportation and that occur within half of the regular instructional day. Families may be asked to cover expenses related to these outings; families requiring financial assistance are requested to speak in confidence with their child’s teacher or a school administrator. Divisional Administrative Guideline IHC – *Extended Instructional Programs* and *The Off-School Site Guidelines and the Safety Guideline for Physical Activity in Manitoba Schools* will be used in planning off-site activities.

TRANSPORTATION POLICY:

Each year, bus safety rules are reviewed with all students. Violation of bus safety rules can lead to suspension of bus privileges. Answers to many transportation-related questions can be found on the divisional website at: <http://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 may cancel school bus transportation. In case of bus cancellation, the Superintendent will communicate his decision to the media. Schools will remain open, however, and classes will proceed as normal. Divisional 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 your child off at school, kindly make arrangements to pick them up at dismissal time, 3:15 pm. If someone else will be picking them up, please notify the school office or send a note in your child's agenda. Thank you for your assistance in this matter.

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 considered 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 make their decisions based on the information from the Environment Canada Weather Station which is located at the Forks. The airport weather station is used as a back-up in circumstances when the Forks weather station is unavailable.

SKATEBOARDS, SCOOTERS, BICYCLES AND ROLLER BLADES:

In order to ensure the safety of our students, staff and visitors, skateboards, scooters, bicycles and roller blades are not to be used on school property during school hours, namely 8:00 am to 3:30 pm. Wheeled footwear, such as 'Heelies', are not allowed on school property at any time.

Students using skateboards, scooters and roller blades must stow them in their classroom upon arrival at 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 bicycles.

ELECTRONIC DEVICES AND TOYS:

Electronic devices such as cameras, electronic games, and iPods are not permitted at École Howden. We also ask that students leave collectibles and other toys at home. These objects create a distraction in the learning environment. Taking photos can also infringe on others' right to privacy. Families should also be aware that provincial legislation forbids the use of personal electronic devices outside of school hours to intimidate or bully other students. School administration has a responsibility to intervene when they learn of such circumstances.

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. Families will be notified after each infraction.

CELL PHONE USE

Personal electronic devices, such as cell phones, are used as a learning tool in Grade 7/8. Teachers will incorporate cell phone technology in their courses where appropriate. Students may also use their cell phones to record homework, usually at the end of the day. Otherwise, cell phones must be given to the teacher to be

securely stored. Students and families needing to communicate with each other during the day are welcome to use the school office phone or call the office. Cell phones are not permitted:

- during their band/guitar or practical arts classes unless with teacher permission.
- On the school grounds during recess or lunch
- On the school grounds before the first school bell at 8:32 am

When students choose to use their devices at other times that are deemed inappropriate, the following consequences will occur:

For a first infraction, the cell phone will be returned at the end of the school day. Student will meet with school administration regarding the infraction. If a second infraction occurs, the cell phone will be confiscated and stored at the office until the end of the first day and returned to the office the following day for the remainder of the day. Parents will be notified and may be responsible for claiming the cell phone at the office. Any subsequent infractions will lead to an in-school suspension for disregarding the school's policy on cell phone use.

PETS:

As a 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 when inadvertently startled. Arrangements can be made for class visits. Note that a city bylaw prohibits dogs in the schoolyard (certified service animals are exempt).

NO SMOKING AND VAPING POLICY:

Smoking and vaping are prohibited in all school buildings and on all school grounds, including in personal vehicles, of the Louis Riel School Division.

DRESS CODE:

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. Students are expected to remove hats/tuques while indoors. Any questionable or offensive attire will not be permitted on school premises. Appropriate attire gives the message that learning is important and valued in our school. Should a student come to school dressed inappropriately, they will be expected to change clothing immediately.

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.** Students who are recovering from an illness may be allowed to stay in for recess for one day, provided they have a note. 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 reimbursement of ambulance costs, for accidents occurring during school activities. Additional personal coverage is also available. For further information, visit <http://www.lrsd.net/What-We-Offer/Student-Accident-Insurance/Pages/default.aspx>

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. Kindergarten to Grade 8 can sign out 1 English book and 1 French book.

All library materials are normally borrowed for a one-week period. All borrowed materials must be well cared for and returned when due.

Overdue Items: Students will receive regular reminders when books have not been returned to the library. If the material is not returned, a bill will be sent to the family of the student. Any payment will be refunded if the item is returned. Library privileges will be suspended until books or money are received.

Holidays: Students may sign out books one week prior to Winter and Spring breaks so they can enjoy reading them during the holidays. All materials must be returned to the library in mid-June.

TECHNOLOGY:

Each classroom is equipped with a ceiling-mounted projector, enabling teachers to model technology skills and students to share learning. Laptop computers as well as mini-iPads are available for use by students for each classroom.

Each student is issued a computer account with a username and password. Families must review a list of safe computing practices with their child and sign an authorization form before students are granted access. Students may access their TEAMS account from home using their username and password. Parents/guardians are invited to visit the parent portal using their username and password.

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 Howden, 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 practice teamwork.
- to develop the ability to communicate in French through the medium of music.

GRADE 7/8 OPTIONS:

All students in Grade 7/8 take part in either Band, Guitar, or Visual Arts/Drama. Three times per cycle, students will walk to Collège Béliveau for Band or Guitar while the Visual Arts/Drama option will be offered at École Howden. Each course receives 150 minutes instruction per six-day cycle.

PRACTICAL ARTS:

All Grade 7/8 students will take four different Practical Arts courses. The courses offered this year are Graphic Communications, Nutrition and Foods, Manufacturing – Metals, Textile Arts and Design, Manufacturing – Woods and Intro to Practical Engineering. Since we do not have the facilities for Practical Arts in our school, **courses will be offered at Collège Béliveau and Windsor Park Collegiate (WPC) in 2023-2024.**

Practical Arts classes for Grade 7 students will take place on Day 5 in the afternoon. Grade 8 students will have their Practical Arts classes on Day 2 in the afternoon. Classes at Collège Béliveau begin at 12:45 pm and end at 3:22 pm. Classes at Windsor Park Collegiate (WPC) begin at 1 pm and end at 3:30 pm.

Please note:

Grade 7 students: Lunch hour on day 5 only will be from 11:45 am to 12:45 pm.

Grade 8 students: Lunch hour on day 2 only will be from 11:45 am to 12:45 pm.

Otherwise, lunch hour will be the same as students from K-6.

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 asked 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.

MIDDLE YEARS ATHLETICS:

The Middle Years Athletics Program at École Howden provides students the opportunity to:

- Be physically active.
- Develop athletic abilities, teamwork skills, good citizenship, sense of fair play, leadership, and sportsmanship.
- Build relationships with peers and coaches.
- Build confidence / Increase self-esteem.
- Enhance school spirit.
- Apply their French language skills.

Our Middle Years Athletics Program provides a context for success that some students experience infrequently in other settings as well as a point of engagement for school in general.

Programs: École Howden 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)
- Volleyball (Grades 7/8)
- Mini Volleyball (Grades 5-6)
- Basketball (Grades 7/8)
- Mini Basketball (Grades 5-6)
- Badminton (Grades 7/8)
- Track and Field (Grades 7/8)
- Flag Football (Grades 5-6)

Curricular (incorporated in the school day)

- Indoor Track Meet (Grades 5-6)

Intramurals & Clubs

- Intramurals consist of various independent and team activities including leagues and tournaments.
- Clubs can be held during or beyond the school day.

École Howden fields teams in as many programs as possible. Participation in extra-curricular activities depends on student interest and availability of coaches. In past years where we have had students interested in playing but insufficient numbers to field a team, a possibility could be to have École Howden students join a team from a nearby school.

Expectations: The success of our Middle Years Athletics program results, in part, from clear expectations for students, coaches, and parents.

Student Expectations

In games and practices, students are expected to demonstrate the five principles of fair play:

- Respect for the rules
- Respect for the officials
- Respect for your opponents
- Give everyone an equal chance to participate
- Maintain self-control at all times

Students are expected:

- To demonstrate commitment to their team by attending scheduled practices and games.
- To display responsibility by turning in forms on time and taking care of their uniform.

- To exhibit respect toward their teammates by accepting differences in abilities, encouraging one another, and using positive language.
- To exhibit respect toward coaches and officials by listening attentively, following the rules, accepting their decisions, and thanking them for their generous gift of time.
- To review, sign, and abide the terms of the École Howden Player/Parent Agreement.

A Code of Ethics for Coaches

The **school** expects coaches to:

- Be an integral part of the school system with its educational contribution.
- Remember that the athletic arena is a classroom with moral and educational obligations required at all times.
- Insist upon high scholarship and enforcement of all rules of eligibility.

The **athletes** expect the coaches to:

- Maintain a genuine and up-to-date knowledge of what they propose to teach.
- Maintain fair, unprejudiced relationships with all team members.
- Pay careful attention to the physical condition of players.
- Inspire a love of the game and a desire to compete fairly.

Sportsmanship demands that coaches:

- Take a strong stand against profanity, unfair play, and unsportsmanlike behaviour of their teams.
- Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.
- Teach athletes to win by use of legitimate means only.
- Believe in the honesty and integrity of opponents and officials.
- Teach that to win is always desirable, but to win at any cost defeats the purpose of the game
Any coach not complying with these expectations may be subject to review by the Athletic Council.

Expectations of Parents

Parents are the most influential adults in their children's lives. They are, in fact, their children's primary coaches and teachers. As such, parents must strive to model positive behaviour for their children.

Parents are expected to demonstrate the same sportsmanship behaviours as coaches.

Parents must remember that their children are not professional athletes. They must foster a love of the game, and a desire to improve ability, compete fairly, and above all, have fun. Parents are also reminded that all of our coaches volunteer their time, be they school staff, parents, or high school students. Their gift of time is generous, and our athletics program depends on it. All spectators are required to adhere to the LRSD Zero Tolerance Practice Regarding Abuse of Referees (posted in all gymnasiums).

Mistreatment of coaches or game officials will result in a request to leave the gymnasium, field, or other game site.

Parents of students participating in interscholastic sports:

- Are required to attend an organizational meeting at the beginning of each season.
- Must review and sign the Player/Parent Agreement

OUTDOOR EDUCATION:

Outdoor education is a valuable component of the Middle Years program at École Howden. Outdoor education 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. Outdoor education includes a wide variety of activities such as downhill skiing, snowboarding, snowshoeing, camping, hiking, cycling, horseback riding, 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 provides 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 divisional guidelines, 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 in fully 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.

Downhill and cross-country skiing, snowboarding and group camping have been selected as possible outdoor education experiences. We believe that these experiences must be carefully coordinated in order to ensure safety and reap maximum benefit.

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 the student's needs, may develop a collaborative action plan to be applied in or out of the regular classroom. Nicole Neveux, Michelle Follows, Lyette Hoskin and Julie Robertson currently form the school-based student services team.

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

The divisional Student Support Services offers support to the school and families in areas such as Psychology, Social Work, Speech and Language, Physiotherapy, and Occupational Therapy. Referrals for these services are made through Student Services.

Our school team consists of the following clinicians:

Psychology: TBD

Social Work: Chantal Langedock
Speech and Language: Karla Gutierrez
Physiotherapy: TBD
Occupational Therapy: Brittany Boulton

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.

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. Pupils and staff 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.

The following regulations are taken 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, or psychologically, orally, in writing, or otherwise, of any person, is unacceptable
- Discriminating unreasonably based on any characteristic set out in subsection 9 (2) of The Human Rights Code is unacceptable
- Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable
- Gang involvement will not be tolerated in nor on school property
- Students and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable

In short, the following is not tolerated at École Howden:

- defiance of authority
- fighting
- threats
- possession of dangerous objects
- defacing/damaging property
- defiance of school rules
- inappropriate physical contact
- abusive language/gestures
- harassment (verbal, physical, sexual)
- use/possession of knife/weapon
- racial or homophobic slurs
- bullying

The following interventions are used to support learning among students who violate the Code of Conduct:

- classroom intervention
- parent contact
- behaviour/performance contract
- counseling
- formal conference
- temporary withdrawal from classroom
- removal of privileges
- detention
- restitution and restorative justice
- Positive Behaviour Support Team
- Clinical Services Unit support
- in-school suspension
- out-of-school suspension
- police/service agency involvement
- expulsion

If a problem situation is serious or repeated, parents or guardians will be asked to meet with the teacher and/or administration and to help solve the problem.

Parents will be informed of such problems either in writing or by phone. Teachers or administration will contact parents or guardians as soon as possible.

Following an in-school or out-of-school suspension, a re-entry meeting will occur to review school expectations with the student and parents/guardians.

Where the safety of other students' learning and well-being is affected, an immediate suspension may result. Length of suspension will vary according to the severity and type of incident.