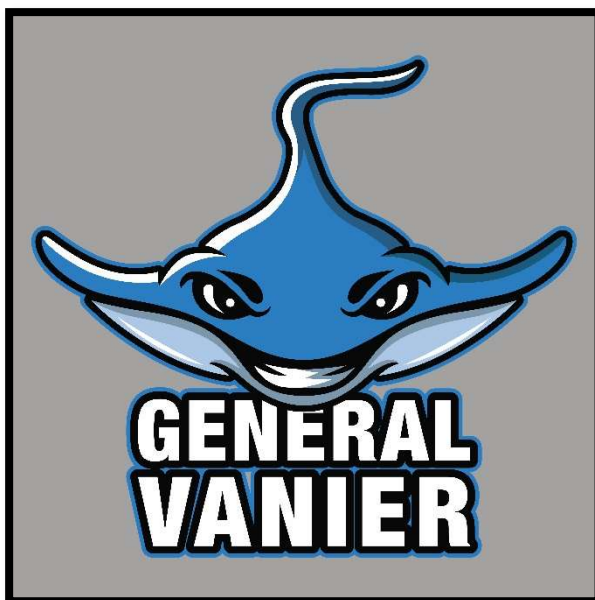


# General Vanier School

## Student Handbook



**Principal: Michael Heilmann**  
[michael.heilmann@lrsd.net](mailto:michael.heilmann@lrsd.net)

**Vice Principal: Melanie Romas**  
[melanie.romas@lrsd.net](mailto:melanie.romas@lrsd.net)

### School Contact Information:

18 Lomond Blvd.  
Winnipeg, MB R2J 1Y2  
Telephone: 204-255-1400  
Email: [vanier.office@lrsd.net](mailto:vanier.office@lrsd.net)

Website: [www.lrsd.net/schools/Vanier/](http://www.lrsd.net/schools/Vanier/)

## **OUR TREATY ACKNOWLEDGEMENT**

We acknowledge that the land our school is situated on is Treaty One territory, homeland of the Anishinaabe (Ojibwe), Ininewak (Cree) and Dakota people; homeland of the Metis nation. With this acknowledgement, we demonstrate respect for Indigenous people and communities. We celebrate a renewed relationship with one another moving forward.

## **MESSAGE FROM ADMINISTRATION**

Dear Families,

We would like to welcome you and your family to General Vanier School and to the Louis Riel School Division where the needs of all children are addressed by a dedicated and caring staff. We are committed to the academic and personal growth of each student within a safe and respectful community.

Each year questions arise as a result of beginning classes in a new year, or in a new school. We hope that the information presented in our school handbook will be helpful in answering some of the questions the new, as well as returning students and their parents may have about the school, its routines, policies, and events.

First and foremost, we believe that cooperation and effective communication between home and school are essential to a student's success. We encourage parents to call or email the school anytime that information is needed or clarification in any matter is required.

We wish you all the best in your years at General Vanier School! It is our hope that you find the time you spend here stimulating, challenging, memorable, and enjoyable.

Sincerely,

Mike Heilmann, Principal

Melanie Romas, Vice Principal

## **GENERAL VANIER SCHOOL MISSION and VISION**

General Vanier School is a community of responsible citizens committed to academic and personal excellence within a safe and respectful community. Our mission encompasses that of the Louis Riel School Division:

**To provide a safe, inclusive, and engaging environment, where personal and collective learning are valued, and each one of us reaches our full potential.**

We achieve this by:

- partnering with families and the community
- encouraging bold and creative thinking
- supporting respectful conversations
- responding positively and proactively to student, staff, and community needs
- engaging in evidence-informed decision-making
- monitoring and acting on educational and organizational results
- building collective expertise
- empowering students for success in school and in life

Our vision at General Vanier School is to create an engaging learning environment focused on collaboration, inclusion, and opportunity.

### **Our School Motto**

Take care of yourself,  
Take care of each other,  
Take care of your community,  
And be as kind as you can while you do these things.

## GENERAL VANIER SCHOOL STAFF

<b>Principal</b>	Michael Heilmann	<b>Kindergarten</b>	Jennifer Baker
<b>Vice Principal</b>	Melanie Romas		
		<b>Grade 1/2</b>	Leanne Bellingham
<b>Administrative Secretary</b>	Shauna Anderson		Kristen Funk
<b>School Secretary</b>	Kelsey Chan		Kylie Wiebe-Pantel
<b>Head Custodian</b>	James Houzan	<b>Grade 3/4</b>	Marsha Leary
<b>Evening Custodians</b>	Darren Chheang		Margaret Manning
	TBD		Wendy Wakeman
<b>Teacher Librarian</b>	Deborah Hoffman	<b>Grade 5/6</b>	Ainsley Viehweg
<b>Library Assistant</b>	Shannon LeClerc		Darcie Volkart
<b>Student Services</b>	Melanie Romas	<b>Grade 7/8</b>	Diana Daoust
	Melissa Faye		Lindsay Tsang
	Afaf Moustafa		Jacqueline Lee-Wing
	Kristen Unrau		
	Kris Tait	<b>Music</b>	Lori Arthur
	Kathleen Ward		
	Lynsey Lodge	<b>Guitar</b>	Shane Barron
	Reena Singh		Rylan Knaggs
<b>Occupational Therapist</b>	Lea Dickieson	<b>Physical Education</b>	Raisa Hasanally
			Samantha Bergal

<b>Educational Assistants</b>		
Obeda Abdulahad	Catherine Bambe	Leslie Bridges
Lana Chalmers	Hailey Clarkson	Kelly-Ann Guile
Kate Jaworksi	Harvinder Kaur	Hasan Khan
Jen Lane	Bradley Lind	Tracy Lowdon
Janet McDougall	Kristen Olensky-Taylor	Braiden Purdy
Amanda Rohulich	Paulina Ryanowski	Irene Schiller
Leanne Semko	Gabriella Serda	Ginette Trapp

## **GENERAL VANIER EXPECTATIONS AND COURTESIES**

### **ATTENDANCE:**

Regular attendance is vital to the learning process. Students who are absent not only miss valuable instruction, but also the questions, answers, explanations, and discussions which promote thinking, interaction with others and effective learning. It is important that all absences are reported to the office.

Students who have been absent from classes for any reason need to speak with their teacher upon their return to review any content or assignments that may have been missed. The service of the attendance officer may be called upon to ensure student safety when the school is unable to contact parents or other family.

### **LATENESS:**

Students are expected to be punctual and prepared for school every day. Students are considered late when they are not in the assigned class by 8:40 am and 12:30 pm. Students are to enter through the front door when arriving late for school. Students who arrive late must present themselves to the office for an arrival slip.

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

If your student will be absent or late for school, please telephone or email the office, or leave a message on the answering machine. If you do not report your student's absence by 9:00 am or 12:45 pm, we will contact you at home or work.

A student that arrives after 8:42 am or 12:30 pm must report directly to the office and receive an arrival slip.

### **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.

## PROTOCOL FOR THE 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.
- Providing 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 young person(s) and another student, beginning with your young person's classroom teacher may help.*** S/he may direct the inquiry further to another classroom teacher or the administration. 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 him/her to contact you. Once in contact with the staff member, state your concern as clearly and calmly as is 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 satisfactorily resolved 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, again after informing him/her of your wish to do so, contacting the Superintendent's Department is appropriate.

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 Board will respond, usually following inquiries with the involved parties.

The 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.

Your cooperation with this Protocol is helpful and appreciated. Communication is the key.

### **LUNCH HOUR AND RECESS:**

Lunch Programs are a service that schools provide to their community. The Louis Riel School division recognizes that providing supervision during the lunch hour accommodates parents who require supervision of their children during the lunch hour. Staying for lunch and accessing this service is a privilege and not a right. **All students who stay for the lunch hour are expected to go for recess from 11:30 – 11:55 and eat lunch from 11:55 – 12:25.** Students will either eat lunch in their classrooms or in the MPR with adult supervision. **Students in Grades 7 & 8 are expected to go home for the lunch hour.**

Students who cannot go home for lunch can be registered in the lunch program for \$90 for the school year. You may also pay \$1 per day if your child needs to stay on an occasional basis. Students are expected to bring their own lunch to school; microwaves will be available. All students registered in the lunch program are expected to demonstrate respectful behavior. Students accessing supervised lunch shall be subject to school and divisional disciplinary guidelines, which permit temporary removal and/or suspension from attendance, as determined by the school administrator.

Students who have persistent difficulties following the rules and procedures of the lunch program may have the privilege suspended. If this occurs, alternate out-of-school lunch hour arrangements must be made. We ask that you discuss this with your children to help the success of the General Vanier School lunch program.

### **WATER BOTTLES:**

All students have been asked to bring a water bottle to school each day. Staff will see that students will have access to fill their bottles if they run out of water and need more. Bottles will be sent home each day.

**SEVERE AND LIFE-THREATENING ALLERGIES:**

Anaphylaxis is a severe reaction to specific items; avoidance of allergens is the only way to prevent an anaphylactic reaction. As such, any food items that contain or may contain seafood, tree nuts, and peanuts may not be brought to schools.

**STUDENT DRESS CODE:**

Students are required to dress appropriately for school. The school's expectations for apparel are discussed with all students at different times throughout the school year and include:

- Students must always wear indoor footwear.
- Students must wear appropriate clothing for Manitoba weather.

**LEAVING THE CLASSROOM:**

Students are expected to report to their teachers when leaving the classroom for any reason.

**LEAVING THE SCHOOL EARLY:**

Students must have permission to leave the school building during school hours. If they have an appointment, please call the school. The teacher will release the student once they hear from the office. They are expected to leave through the front doors after informing the office of their departure.

**PRACTICAL ARTS AND MIDDLE YEARS EXPERIENCE:**

Our grade 7 and 8 students will attend Practical Arts this year. Schedules and complete information will be sent home in the first week of school. All grade 5 and 6 students will receive a Middle Years' experience which takes place in either Windsor Park Collegiate or College Beliveau.

**ARTS EDUCATION:**

Arts education (dance, dramatic arts, music, and visual arts) is important in supporting students' social, emotional, and academic growth. Students will be offered a variety of experiences to provide a full complement of artistic experiences.



**TEXTBOOKS and LIBRARY BOOKS:**

The library is a common place for students to use to sign out materials and work in small groups. Students will be able to sign out materials for a period of one week. Students will not be able to sign out further materials until the outstanding books are returned.

Texts and library books that are issued by the school become the responsibility of the student, while remaining the property of the school. If a book is lost or damaged, the student will be assessed the cost of the book.  
and planning tool.

**PHOTOS and VIDEO:**

Students are not permitted to take photographs or videos in the school using any device without prior permission from teachers or administration.

**PERSONAL DEVICES:**

As per Province of Manitoba guidelines, cell phone use is banned during school hours, including lunch and breaks, for students in kindergarten to Grade 8. Students may use their devices walking to and from school, walking to and from practical arts, and during lunch breaks if they are leaving the school property.

**PARENT ADVISORY COUNCIL**

Are you interested in being involved with GV PAC? Or maybe you would like to learn more about General Vanier School? We can always use more volunteers! We would love to see you come out to a meeting.

GV PAC meets the third Tuesday of every month in the school library beginning at 7:00 pm. Everyone is welcome to attend and take part! If you have any question, please contact us at [generalvanier.pac@gmail.com](mailto:generalvanier.pac@gmail.com).