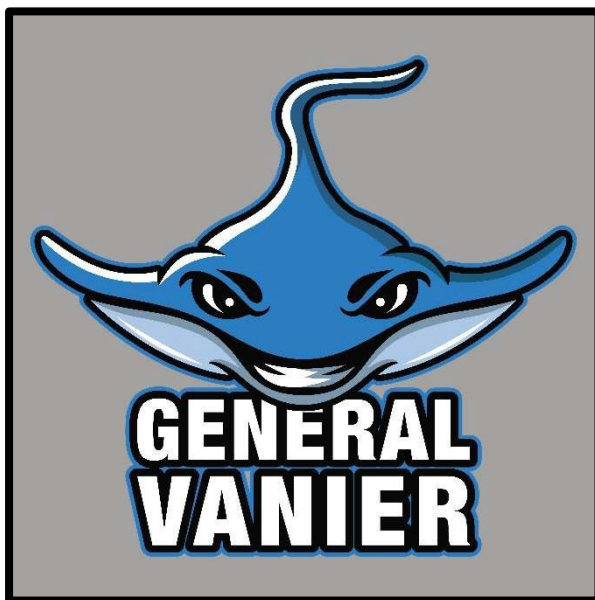


General Vanier **School Handbook**



Principal: Laura Kellough

laura.kellough@lrsd.net

Vice Principal: Kirsten Dozenko

kirsten.dozenko@lrsd.net

School Contact Information:

18 Lomond Blvd.

Winnipeg, MB R2J 1Y2

Telephone: 204-255-1400

Email: vanier.office@lrsd.net

Website: www.lrsd.net/schools/Vanier/

LRSD Land Acknowledgement

The Louis Riel School Division brings together a community of schools on the traditional land of the Anishinaabeg, Ininewak, and Dakota. Our division is located on the National Homeland of the Red River Metis. We recognize that Manitoba is also the traditional land of the Anishininiwak and Dene.

We respect the treaties made on this land and acknowledge the harms and mistakes of the past and present. We dedicate ourselves to authentic alliances with Indigenous communities in a spirit of reconciliation and cooperation.

We recognize and honour Shoal Lake 40 First Nation, the source of Winnipeg's life-sustaining drinking water, as well as the Treaty Territories that generate and provide the electricity that powers daily activity throughout the province and beyond.

The ongoing development of LRSD's land acknowledgement is guided by our Indigenous Council of Grandmothers and Grandfathers, and we thank them for their generosity and collaboration.

MESSAGE FROM ADMINISTRATION

Welcome to General Vanier School and the Louis Riel School Division. We are delighted to welcome your family into our community. Our dedicated staff are committed to the academic, social, and personal growth of each student, and we take pride in fostering a safe, caring, and respectful learning environment where all children can thrive.

We hope this handbook serves as a helpful resource to support your transition - whether you are new to the school or beginning another exciting year with us. Inside, you will find important information about our procedures, expectations, and supports available to your child and family. Our goal is to help alleviate questions and ensure that you feel confident and informed as we start the year together.

At General Vanier, we strongly believe that a successful educational experience is built on a strong partnership between home and school. Open, consistent communication is essential to student success. We encourage parents and caregivers to reach out whenever questions arise or when you simply wish to connect. Please do not hesitate to call or email the school - we value your insights, your involvement, and your collaboration.

We wish you and your child every success and joy in your years at General Vanier School. Together, we look forward to creating a positive, inclusive, and engaging school experience for all learners.

Laura Kellough (Principal) Kirsten Dozenko (Vice-Principal)

GENERAL VANIER MISSION and VISION

Vision Statement

At General Vanier School, our vision is to nurture a joyful, inclusive learning community where every child belongs, feels valued, and grows into a confident, compassionate, and capable lifelong learner. We strive to empower students to explore their strengths, celebrate their identities, and contribute positively to a diverse, democratic, and sustainable world.

Mission Statement

Our mission at General Vanier School is to provide a warm, safe, and engaging school environment where students' well-being and growth come first. Together with families and our community, we cultivate curiosity, creativity, and critical thinking through meaningful learning experiences. We honour diversity, promote equity, and support each student in reaching their full personal and academic potential.

VALUES THAT GUIDE GENERAL VANIER

- **Belonging & Inclusion** – Every child is known, welcomed, and celebrated.
- **Growth & Well-Becoming** – We support students' academic, social, emotional, and physical development.
- **Collaboration & Community** – We work together with families, staff, and community partners to help students thrive.
- **Equity & Respect** – We ensure every child has what they need to learn and succeed.
- **Curiosity & Creativity** – We inspire students to question, wonder, problem-solve, and express themselves.

MOTTO

"Growing Together – Learning with Joy – Belonging for All"

GENERAL VANIER SCHOOL STAFF

Principal	Laura Kellough	Kindergarten	Amber Roberts/Kristen Funk
Vice Principal	Kirsten Dozenko		
		Grade 1/2	Kylie Wiebe-Pantel
Administrative Secretary	Shauna Anderson		Sarah McDowell/Leanne Bellingham
School Secretary	Kelsey Chan		
		Grade 3/4	Marsha Leary
Head Custodian	James Houzon		Margaret Manning
Evening Custodians	Darren Chheang		
		Grade 5/6	Ainsley Viehweg
Teacher Librarian	Deborah Hoffman		Darcie Volkart
Library Assistant	Shannon LeClerc		Lindsay Tsang
Student Services	Kirsten Dozenko	Grade 7/8	Diana Daoust
	Melissa Faye		Jacqueline Lee-Wing
	Reena Singh		
	Kris Tait	Music & Guitar	Rylan Knaggs
		Physical Education	Jordynn Barrett

Educational Assistants		
Obeda Abdulahad	Leslie Bridges	Lana Chalmers
Hailey Clarkson	Kelly-Ann Guile	Kate Jaworski
Simmy Kajuli Degagne	Jen Lane	Tracy Lowden
Janet McDougall	Kristen Olensky-Taylor	Braiden Purdy
Paulina Ryanowski	Irene Schiller	Leanne Semko
Gabriella Serda	Ginette Trapp	

GENERAL VANIER EXPECTATIONS AND COURTESIES

ATTENDANCE

Regular attendance is essential to student success. When students are absent, they miss not only instructional time but also classroom discussions, explanations, and interactions that support learning and engagement.

All student absences must be reported to the school office. Upon returning to school, students are responsible for speaking with their teacher to review any missed lessons and assignments.

If the school is unable to reach a parent or guardian regarding an unexplained absence, the assistance of a youth and child care worker may be requested to ensure student safety.

PUNCTUALITY:

Students are expected to arrive at school on time and prepared for learning each day. A student is considered late if they are not in their assigned class by **8:40 AM** or **12:30 PM**.

Students arriving late must enter through the **front entrance** and report directly to the office to obtain an **arrival slip** before proceeding to class.

REPORTING ABSENCES AND LATE ARRIVALS

If your student will be absent or arriving late, please notify the school office by phone, email, safe arrival app or by leaving a message on the answering machine.

If an absence has not been reported by 9:00 AM or 12:45 PM, the school will contact parents or guardians at home or work.

Students arriving after 8:40 AM or 12:30 PM are required to report to the office to receive an arrival slip.

VISITORS TO THE SCHOOL

For the safety of all students and staff, all parents, guardians, and visitors must report to the school office upon arrival.

Visitors entering classrooms must sign in at the office and wear a visitor identification tag while in the school. All visitors must sign out before leaving the building.

Parents and guardians are asked to contact the office when picking up their child early to support accurate attendance records and student safety.

PROTOCOL FOR THE RESOLUTION OF CONCERNS

The Louis Riel School Division is committed to fostering positive, respectful, and open relationships within our school community. From time to time, misunderstandings or concerns may arise. When this occurs, it is important that concerns are addressed in a manner that is timely, constructive and focused on solutions.

Our guiding priorities when resolving concerns are:

- **The best interests of students**, who may be directly or indirectly affected.
- **Providing opportunities for those most closely involved** to address and resolve concerns promptly and effectively.

Differences of opinion are a normal part of human interaction and can provide valuable opportunities for communication, learning, and strengthening relationships. Clear, direct, and respectful communication is essential to resolving concerns successfully.

STEPS FOR ADDRESSING CONCERNS

Concerns Involving Students

- If you have a concern involving your child and another student, your first point of contact is typically your child's classroom teacher. The teacher may be able to address the concern directly or may refer you to another teacher or a member of the administration, as appropriate.
- In some situations, you may feel the matter is best addressed by the school administration from the outset. If the teacher or administrator is not immediately available, please leave your contact information and preferred times for a return call.

Concerns Involving Staff

- If your concern involves a staff member, please contact that individual directly as the first step. If they are unavailable, leave clear contact information so they can follow up with you.
- When speaking with the staff member, clearly and calmly explain your concern. This allows all relevant information to be shared and helps ensure misunderstandings are resolved. Most concerns can be successfully addressed at this level.

NEXT STEPS IF A CONCERN REMAINS UNRESOLVED

- If your concern is not resolved after speaking with the staff member, you may then contact the Principal or Vice-Principal. Please inform the staff member of your intention to do so, as this supports open and respectful working relationships.
- Most concerns are resolved at the school level. However, if the concern remains unresolved after discussion with the school administration, you may contact the Superintendent's Department. Again, please inform the Principal or Vice-Principal of your intention.
- If the matter cannot be resolved through the Superintendent's Department, you may submit your concern in writing to the Louis Riel School Board. The Board will review the matter and respond, typically after gathering information from the parties involved.

Your cooperation with this Protocol is appreciated. **Open communication is the key to positive outcomes.**

LUNCH HOUR AND RECESS

Supervised lunch programs are provided as a service to families who require student supervision during the lunch hour. The Louis Riel School Division recognizes that this support is important for many families; however, participation in the lunch program is considered a **privilege, not a right.**

All students who remain at school during the lunch hour are expected to participate in a **30-minute outdoor recess**. Lunch will be eaten in students' classrooms or in the Multi-Purpose Room (MPR), under adult supervision.

Students in Grades 7 and 8 are expected to go home for lunch. If a student in these grades is unable to do so, parents/guardians must first discuss the situation with the **Principal**. With administrative approval, the student may then be registered in the school lunch program.

LUNCH PROGRAM FEES

- Annual registration fee: **\$90 per school year**
- Occasional use: **\$1 per day; as needed**

Students are expected to bring their own lunches. **Microwaves are available** for student use.

All students participating in the lunch program are expected to demonstrate respectful and responsible behavior. Students attending supervised lunch are subject to school and divisional rules and disciplinary guidelines. As determined by the school administrator, consequences may include temporary removal or suspension from the lunch program.

Students who experience ongoing difficulty following lunch program rules and procedures may have their lunch privileges suspended. In such cases, families will be required to make alternate off-campus lunch arrangements.

We ask that families review these expectations with their children to support the success of the General Vanier School lunch program.

WATER BOTTLES

All students are encouraged to bring a **water bottle to school each day**. Staff will ensure that students have opportunities to refill their bottles throughout the day. Water bottles will be sent home daily for cleaning and refilling.

SEVERE AND LIFE-THREATENING ALLERGIES:

Anaphylaxis is a serious and potentially life-threatening allergic reaction. The most effective way to prevent anaphylactic reaction is through strict avoidance of known allergens.

To support the safety and well-being of all students, **food items that contain or may contain peanuts, tree nuts, or seafood are not permitted in the school**. Families are asked to carefully check food labels before sending snacks or lunches to school.

STUDENT DRESS CODE:

Expectations regarding appropriate attire are reviewed with students throughout the school year and include the following:

- **Indoor footwear must be worn at all times** while in the building
- **Clothing appropriate for Manitoba weather conditions** is required, including suitable outdoor wear for recess and outdoor activities.

LEAVING THE CLASSROOM

Students must notify and receive permission from their teacher before leaving the classroom for any reason.

LEAVING SCHOOL EARLY

Students may only leave the school during school hours with permission. If a student has an appointment or needs to leave early, parents or guardians are asked to contact the school in advance.

The teacher will release the student once notification has been received from the office. Students must check out at the office and exit the building through the **front doors** at the time of departure.

PRACTICAL ARTS AND MIDDLE YEARS EXPERIENCE

All **Grade 7 and 8 students** will participate in Practical Arts programming during the school year. Detailed schedules and additional information will be sent home during the first week of school.

Students in **Grades 5 and 6** will take part in a Middle Years experience held at either **Windsor Park Collegiate** or **College Beliveau**.

ARTS EDUCATION:

Arts education – including dance, drama, music, and visual arts-plays an important role in supporting students' social, emotional, and academic development. Students will be provided with a variety of artistic learning opportunities to ensure a well-rounded and enriching educational experience.

TEXTBOOKS AND LIBRARY BOOKS

The school library is a shared learning space where students may sign out materials and work individually or in small groups. Library materials may be borrowed for a period of one week. Students must return all outstanding items before signing out additional materials.

Textbooks and library books issued to students remain **the property of the school** and are the **responsibility of the student** while in their care. Students will be charged the replacement cost for any books that are lost or damaged.

PHOTOS AND VIDEO

To protect the privacy and safety of all members of our school community, students are **NOT permitted to take photographs or record video** on school property using any device unless **prior permission has been granted by a teacher or school administration**.

GENERAL VANIER CELL PHONE POLICY:

As part of our commitment to fostering a thriving learning environment aligned with the [Louis Riel School Division's Use of Cell Phones in Use of Cell Phones in School Policy GBEP/JICJ](#) and Student Conduct [Policy JK](#), which aligns with the [Ministerial Directive on Personal Electronic Devices](#) and [Policy JK – Student Conduct](#), we are communicating an important update about our school's cell phone practices to ensure appropriate and responsible use as per policy. There will be annual revision each year with input from the community.

Our goal is to promote appropriate and responsible use of cell phones to support a focused and conducive learning environment, enhance student focus, reduce distractions, and promote healthy social interactions without the distractions of cell phones.

Policy Overview:

- **Cellphone Usage:**
 - Cellphones are not permitted for use during school hours (8:32 AM - 3:15 PM), including lunchtime. Cell phone use in the building after instructional times are permitted.
 - All students must keep their cellphones in their lockers/bags from the time they arrive at school until the end of the school day.
- **Storage:**
 - Students are responsible for securing cellphones in their designated lockers or backpacks.
 - Lockers must always be locked to prevent theft or damage.
 - **Students going for HEIA** are permitted to have a cell phone with them **for emergencies only** and must keep their device out of sight while in class.
- **Exceptions:**
 - In special circumstances, such as medical needs or as a communication device, cellphones may be used.
- **Noncompliance:**
 - Staff will monitor students' appropriate use of cell phones. If a cell phone is being used at an inappropriate time, teachers will ask for it to be put away. If this becomes a reoccurring problem, further steps will be taken, including communication with guardians when necessary.

- **Communication:**
 - Parents and guardians are encouraged to communicate with their children before and after school hours, utilizing designated times for phone contact.
 - If information needs to be shared with a student during the school day, the guardian is welcome to phone the office.
- **Staff Cellphone Use:**
 - Staff members are expected to limit cell phone use during instructional time and while supervising students to maintain a focused learning environment.
- **Privacy Considerations:**
 - All students and staff must comply with [Policy IJNDC](#) regarding the use of technology, including obtaining consent before photographing or recording individuals. Cell phone use in changing rooms and washrooms is strictly prohibited.
 - Cell phone use is prohibited during a lockdown.

Appeals:

- Concerns about the application of this policy may be addressed through [Procedure G](#), which includes an appeal process. We appreciate your support in helping us maintain a positive and productive school environment. If you have any questions or feedback, please don't hesitate to reach out.
- **Ongoing Communication and Review**
 - This policy is shared annually through newsletters and our school website.

Summary: The school and school division are not responsible for the damage or theft of cell phones, like any other personal items. Students and families are responsible for locating lost or stolen devices. School staff will support students in following the guidelines of this policy, as it is understood that it is in place to support their learning. Your cooperation and support in implementing this policy are greatly appreciated.

Contact: Laura Kellough and Kirsten Dozenko

Revision Date: September 28th, 2026

PARENT ADVISORY COUNCIL (PAC)

Are you interested in being involved at General Vanier School or learning more about our school community? The General Vanier Parent Advisory Council (GV PAC) welcomes new members and is always grateful for parent and guardian involvement.

GV PAC meetings are held on the third Tuesday of each month in the school library, beginning at 7:00 PM. All parents and guardians are welcome to attend, participate, and share their ideas.

If you have any questions or would like more information, please contact GV PAC at generalvanier.pac@gmail.com.

**Together, we thank you for helping to build a positive, supportive learning environment
for every student.**