

Valleyview Public School



School Handbook 2017-2018



Contact Information

Valleyview School
1529 Valley Drive
Kenora, Ontario
P9N 4K3
Phone: (807) 548-4205
Fax: (807) 548-1937

Principal	Mr. Jason McDonald
Vice Principal	Mrs. Jennifer Gray
Administrative assistants	Ms. Jazmin Lynch Mrs. Miranda Paterson
Kindergarten	Mrs. Lorraine Simpkin (teacher) Mrs. Cecilia Monteith (ECE)
Kindergarten	Mrs. Joy Parsons (teacher) Mrs. Cheri Grandbois (ECE)
Kindergarten (French Immersion)	Mlle Kelly Corbett (teacher) Mlle Danielle Huot (ECE)
Kindergarten (French Immersion)	Mlle Jennifer Hansen (teacher) M. Justin Kakis (ECE, casual)
Grade 1	Ms. Martene Herbert
Grade 1 (French Immersion)	Mlle Buckle
Grade 2 (French Immersion)	Mme Mirelle Cain
Grade 1/2	Mrs. Courtney Jordan
Grade 2	Ms. Deana MacNaughton
Grade 3	Mrs. Lisa Price
Grade 3/4 (French Immersion)	Mlle Danielle Toth
Grade 3/4	Ms. Carole McLuckie
Grade 3/4	Ms. Meaghan Liske
Grade 4/5	Mr. Martin Green
Grade 5	Miss Amanda Gamerschlag
Grade 6	Miss Susan Kwiatkowski
French/Prep	M. Sean Casey
French/Prep/SER	Mlle Siobhan Longe
Prep	Mrs. Debbie Lockhart
Prep	Miss Jennifer Craven
SERT	Mrs. Melissa Ewanchuk
SERT	Mrs. Jennifer Gray
Librarian	Mrs. Shelby Wickham
Education Assistants	Mrs. Robyn Foster Mrs. Lana Henton-Sullivan Mrs. Sherri Morgan Mrs. Melissa Shaw
Custodian	Mr. Russ Wagenaar Mr. Bob Calder
Maintenance	Mr. Wayne Slowe

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Mr. Jason McDonald, Principal
Mrs. Jennifer Gray, Vice Principal

Dear Parents, Guardians, Friends and Families of Valleyview Students:

This handbook has been prepared to provide our students and their parents, guardians, families and friends with some information about our school. We have high expectations of our students, both socially and academically, and we hope this handbook will be of assistance in understanding some of our policies and procedures.

Valleyview School strives to be a safe school, where each and every student feels safe and comfortable, secure from any form of harassment, discrimination and/or violence. We recommend that parents and guardians read and discuss behavioural expectations with their children and save this handbook or print a copy for quick reference.

A REMINDER THAT VALLEYVIEW SCHOOL IS A NUT-SAFE, FISH-SAFE ENVIRONMENT. PLEASE DO NOT SEND ANY FOOD TO SCHOOL THAT CONTAINS NUTS OR FISH/SEAFOOD.

I wish to extend a warm welcome to our Valleyview school community and encourage you to visit and communicate regularly with our teachers and administration at the school. Your interest and involvement has a positive impact on student achievement and contributes to our entire school climate.

At Valleyview, we take a strengths-based approach to learning. We support students in growing their strengths, and in building a growth mindset which they can use to build resilience and problem-solving skills.

Best wishes for a successful school year. Please feel free to drop by the school, or call me at 548-4205 should you have any questions and/or concerns about the school.

Sincerely,

Mr. Jason McDonald
Principal
Valleyview Public School
jason.mcdonald@kpdsb.on.ca



Keewatin-Patricia District School Board Vision and Mission Statement

Vision Statement:

All stakeholders create a culture of learning so that students come first.

Mission Statement:

The Keewatin-Patricia District School Board accepts all students and is committed to providing an excellent education that prepares each student to be a successful individual and a responsible member of society.

Values of the Keewatin Patricia District School Board:

- Students Come First
- 21st Century Learning
- Excellence
- Leadership
- High Standards
- Communications
- Celebrate Success
- Innovation
- Partnerships
- Teamwork
- Integrity
- Focus on the Whole Child
- Inclusiveness
- Respectful Treatment of People

Strategic Plan Goal #1:

Ensure increased individual student achievement by providing programs and resources designed to meet the needs of the whole child.

Strategic Plan Goal #2:

Meet the needs of all our at-risk students.

Strategic Plan Goal #3:

Demonstrate and communicate that the Keewatin-Patricia District School Board is a 21st Century Leading and Learning Organization.

KPDSB Strategic Plan: <http://www.kpdsb.on.ca/pages/view/2013-2018-strategic-plan>

Character Counts at Valleyview

The Keewatin-Patricia District School Board has a comprehensive character education program. In 2007, Valleyview School adopted a new motto: Character Counts at Valleyview. This echoes the strong commitment the school has established to ensure that educational achievement is a priority but also that our students become responsible, caring global citizens prepared to make positive contributions to society.

The KPDSB Character Education committee has identified seven key attributes that are a focus for our students. These are commonly valued in most cultures around the world. They are also in alignment with the teachings of the Seven Grandfathers found in First Nations cultures in our region.

Seven key attributes of Character have been defined or described by the Valleyview School Community as:

Kindness

Share, be helpful, and encourage others.

Responsibility

Do your work and follow the rules.

Respect

Treat everything and everyone well.

Honesty

Just tell the truth.

Humility

Believe in yourself, but don't brag.

Wisdom

Make good choices and learn from your mistakes.

Bravery

Step up. Speak out for what is right.

Character education is embedded in our daily lives at Valleyview School and is reflected in our teaching, our relationships and our school culture.

Daily Routines at Valleyview

Activities	FDK-A, FDK-C (French Immersion), 1/2, 1B (French Immersion), 3, 3/4-A, 3/4-B, 3/4-C (French Immersion)	FDK-B, FDK-D (French Immersion), 1A, 2A, 2B (French Immersion), 4/5, 5, 6
Outdoor Supervision	8:20 - 8:50 a.m.	8:20-8:50 a.m.
Bell rings; Opening exercises; Instruction begins	8:50 a.m.	8:50 a.m.
Instructional Block	8:50 - 10:30 a.m.	8:50 - 10:30 a.m.
First Break	Outdoor play: 10:30 - 10:50 a.m. Eating portion: 10:50 - 11:10 a.m.	Outdoor play: 10:30 - 10:50 a.m. Eating portion: 10:50 - 11:10 a.m.
Instructional Block	11:10 a.m. - 12:30 p.m.	11:10 a.m. - 1:20 p.m.
Second Break	Outdoor play: 12:30 - 1:00 p.m. Eating portion: 1:00 - 1:20 p.m.	Eating portion: 1:20 - 1:40 p.m. Outdoor play: 1:40 -2:10 p.m.
Instructional Block	1:20 - 3:20 p.m.	2:10 - 3:20 p.m.
Dismissal	3:20 p.m.	3:20 p.m.
Outdoor supervision for students catching buses		

Before Classes Begin

- Parents/Guardians are asked to phone the school at 548-4205 before school begins to explain their child’s absence or lateness and provide details concerning the time and date the child is expected to return. In the event that the school is not notified of the child’s absence, parents will be contacted at home or work, or the emergency phone number will be called to ascertain the nature of their child’s absence. We kindly ask all parents and guardians to adhere to the Safe Arrival Policy.
PLEASE INFORM US OF ANY CHANGES IN YOUR CONTACT INFORMATION.
- Classrooms are open to the students at 8:50 a.m. Outside supervision begins at 8:20 a.m. Students who arrive before 8:20 a.m. are at the school before playground supervision begins.
- During inclement weather students will be invited into the school in the morning and will be supervised indoors.

Nutrition Breaks

Students have two “lunch” breaks each day. Caregivers are asked to pack enough food, snacks and drinks for their child to consume in the two breaks. For younger children, it is a good idea to separate food in two lots and for them to be told they have food for two breaks. Lunches should be nutritious.

Having lunch at school is a privilege and should be treated as such. Children who are excessively disruptive will be reminded of procedures. Continued inappropriate behaviour may result in the withdrawal of lunchroom privileges. If necessary, parents will be contacted and alternate eating arrangements will be made.

- Students are to eat in their own classroom or in a room assigned.
- Students should wash hands prior to eating lunch.
- Students are to eat lunch at their own seats.
- Students are responsible for cleaning up their eating area and placing all garbage in the proper containers.
- Dismissal will take place when the supervisor indicates it is time to do so.
- Students are encouraged to play outside at Nutrition Breaks and therefore should be dressed appropriately.
- Washroom visits should be made before proceeding outside.
- Students are not to leave the school grounds during nutrition breaks without written permission from their parent or guardian. They must also complete sign-out procedures at the office.
- In nice weather, students are to remain outside until the bell rings. In the event of inclement weather, students will be allowed to remain in classrooms as assigned.
- Students may ask the supervisor for assistance if it is necessary to come inside during nutrition breaks (i.e., washroom break, injury, forgotten mitts, etc.).
- Washroom and drink breaks are scheduled by each teacher. We request that students go promptly to their classroom at the end of the outdoor portion of nutrition break to prepare for class.
- According to KPDSB policy, outside footwear is not to be worn in the school. Outside footwear is to be removed at the entrance. Coats are to be hung up.

End-of Day Dismissal

- Students are dismissed by their teacher at the bell.
- Bus students proceed directly to the bus waiting area at 3:20 p.m.
- Students are not to be in the classroom after the teachers are gone.
- A student who wishes to return to his/her classroom when the teacher is gone must obtain permission to do so.
- Students who walk to school should go directly home after school.
- Students who are being picked up by a parent/guardian at the end of the day (3:20 p.m.) will wait outside the east doors of the school. Parents/guardians should park and walk over to meet young students to help them safely walk to the parked car. Please park in the pick/drop off zone and use the painted crosswalk.
- No students should be at the playground structures after school, unless being directly supervised by a parent/guardian, or if taking part in the after-care program. There is no teacher supervision at the play structures after school, and this presents a hazard to students playing on the structures or in the field unsupervised.

Attendance

From Kindergarten through Grade 12, regular attendance is linked to improved reading skills and increased opportunities for academic success. Two absences per month adds up to almost a month of school missed by the end of the school year. By the end of Grade 6, this accumulates to almost a year of school. We ask all families to support your child(ren) in attending regularly in order to achieve to their fullest potential. If your child must be absent for more than three days, please notify the classroom teacher and/or principal. Homework can be arranged upon request.

KPDSB Safe Arrival Policy

Parents/Guardians will inform the school of their child's absence or lateness and provide details concerning the time and date the child is expected to return to school. Please call our attendance line at **548-4205, option 1**, before 9:00 a.m. on the day of the absence. **If safe arrival of your child is not evident, we will contact your home, cell, work, and emergency phone numbers to determine where your child is.**

Parents/Guardians have a responsibility to ensure that up-to-date home, work and emergency numbers are available at the school office. Your child's teacher will have sent home a *School Information Form* that should be filled out and returned to school with your child. Please inform the school of any updates or changes to this vital information.

Please ensure that the name and number that you provide the school as your **Emergency Contact** person is reliable. We should be able to reach the Emergency Contact person at all times and, if necessary, your child may be released in the care of this person.

When a child is absent, the following steps are followed at the school:

1. Teachers will inform the office promptly when a student is absent in the morning or after each nutrition break.
2. When a child is not accounted for, the school will make every effort to contact parents/guardians or their emergency contact.
3. Where all reasonable attempts to verify the student absence are made, and the student remains unaccounted for, the Principal will make a determination regarding the next steps to be taken.

Safe Welcome Program

As part of the KPDSB's Safe Welcome Program, the front door of the school is locked after 9:00 a.m. each day. If your child arrives late, or if you need entry to the school after 9:00, we ask you to ring the bell at the front door, and Mrs. Lynch or Ms. Paterson will buzz you in.

General Information

School Supplies

Students are issued school supplies - notebooks, pens, pencils, erasers, textbooks, etc. Proper care of the school supplies is expected from students.

Professional Activity Days

A number of days have been set aside by the Keewatin-Patricia District School Board as Professional Development Days. On these days students will not attend classes, as the teachers will be involved in professional activities. The calendar sent home at the beginning of the year outlines these days, as well as the school holidays for the coming year. The school year calendar can also be found at: <http://www.kpdsb.on.ca/pages/view/school-year-calendar-1>.

Injury

The following steps are taken to manage injuries at school. The number and order of the steps taken will depend on the severity of the injury.

- a) *Minor Injuries* - Tender loving care & First Aid if needed
- b) *More Serious Injury* - Communication with parent or emergency contact to arrange possible medical attention.
- c) *Very Serious Injury* - Ambulance or emergency department at hospital. Parent contacted to make arrangements where possible, otherwise school initiates action.

Illness

Children who become ill at school will be made as comfortable as possible. Parents will be contacted if it is necessary for a child to go home.

Lost & Found Articles

Found items will be brought to the office. We will attempt to have them returned to their owners, but after a reasonable time they will be discarded if not claimed. Typically, our Lost & Found items are donated to a charity. We suggest that articles be marked with names, if at all possible.

Money & Valuables

The school cannot be responsible for any loss of money or valuables. Students are discouraged from carrying money to school unless it is for a school activity. Students should be aware that highly valued articles such as iPods, cell phones, etc. may occasionally get lost or disappear if they are brought to school. Toys, in particular, have a way of disappearing. Items should be labeled with your child's name. We will attempt to investigate all stolen items, yet we are not responsible for lost and stolen items. Our advice is to keep valuable articles at home.

Reporting to Parents

Reports are issued three times per year:

- Kindergarten: Initial Observations in November, and Communication of Learning in February and June.
- Grade 1-6: Progress Report in November, and Provincial Report Card in February and June.

School Photographs

Arrangements are made annually for individual and class pictures.

Pictures will be taken on October 12, with retakes scheduled for November 15.

Telephone use

Pupils are allowed to use the telephone under certain circumstances, but must ask permission. Please arrange after-school visits with friends the night before.

Washroom Privileges

Children should use the washroom before school and at nutrition breaks. Washroom breaks during class are discouraged but, if in need, no one is refused. Students in the standalone portables will use the washrooms located inside the school building.

Sliding

Sliding equipment is restricted to "crazy carpets". For safety reasons, hard sleighs, snowboards or skis are not allowed.

Health Risks and Communicable Diseases

The Public Health Nurse assists teachers with health-related information, facilitates immunization and addresses the health needs of individual students. She can also provide information regarding allergy awareness to staff, parents and students, and prepares health-related presentations for elementary classes.

If you wish to contact the Public Health Nurse regarding any of the common communicable diseases your child may contract while in school, please phone (807) 468-3147.

Please notify the school immediately at 548-4205 if your child is absent from school with one of the following communicable diseases:

- Chicken Pox
- Whooping Cough
- Hepatitis
- Impetigo
- Scarlet Fever
- Diphtheria
- Mononucleosis
- Head Lice
- Mumps
- Measles (Red or German)
- Ringworm, Scabies
- Dysentery
- Strep Throat

Head Lice

From time to time, head lice can be a problem at school. At Valleyview, lice are dealt with in the following way:

- i) If an active case is found, parents are called so that the student can go home for a treatment, immediately. Students may return to school once treated with a lice killing preparation.
- ii) Siblings of the children with active cases are also checked.
- iii) If treated nits are found, parents are notified and directed to remove the dead nits when the child goes home.
- iv) We request that parents check their child's head regularly for lice and nits. Please let the school know if you find lice.
- v) Students are directed not to share hairbrushes, hats, etc.

Appropriate Dress for School:

We expect all students to be clean, neat, and appropriately dressed for learning in an educational setting. Students should use their good judgment and consult parents about issues of dress. The following are the acceptable standards of dress for students at Valleyview. Parents need to refer to these standards when unsure about what is acceptable in an educational setting.

- As a general rule, clothes worn to school should be comfortable and be consistent with proper standards of decency.
- Clothes should be neat and clean. They are an important part of how we present ourselves.
- Shirts and tops must have sleeves or wide shoulder straps and be long enough to cover midribs. No spaghetti straps or short shirts.
- Walking shorts, skirts and dresses must be an appropriate length.
- Clothes with slogans and/or pictures promoting unhealthy lifestyles are prohibited for all students. This includes alcohol, drug advertisements or any inappropriate messages.

The dress code will be enforced by all staff members. Students in violation of these rules will be directed to change into appropriate clothing or will be provided with a Valleyview Vipers shirt to wear during the day.

As always, students are asked to wear proper clothing for their physical education program. A change of clothes is recommended. For safety reasons proper footwear is required (i.e., gym shoes, not sandals or flip-flops). Above all, use your good judgment.

Indoor/Outdoor Shoe Policy:

Students at Valleyview are required to have a pair of indoor and outdoor shoes. Guests, staff and students of Valleyview School are requested to remove outdoor footwear at our entranceway.

Student Insurance

Forms will be sent home in early September. Insurance is optional however it is strongly recommended that insurance is purchased for your child for the school year in the event of an injury requiring costly repair and rehabilitation; for example, the repair of a chipped/lost tooth due to a sport injury would be covered by such insurance.

Bus Transport

Questions or concerns regarding school bus eligibility or service can be directed to the Northwestern Ontario Student Services Consortium Toll Free at 1-866-860-7770, option 3. Any changes to your child's transportation service must be made through the Consortium.

Communication Between Home and School

Efficient communication between school and home is important to your child's success at school. Staff members welcome both formal and informal communication from parents regarding students. Parents are encouraged to keep in

touch with their child's teacher regarding school progress. If any questions arise regarding school policies, programs, or any other matter, we encourage parents to call the school.

Keep an eye open for our School Newsletter that is sent home monthly. Please let the school know if you would like your newsletter sent home with your child or via email.

Please check Valleyview's website (<http://valleyview.kpdsb.ca>) and Facebook page (<https://www.facebook.com/valleyviewpublicschoolkenora/>) for updates.

If you wish to talk to your child's teacher, we invite you to call before school, after school, or during nutrition breaks, unless it is an urgent matter.

If you wish to meet with a teacher at Valleyview School, please call the office at 548-4205 and make an appointment rather than dropping in during instructional time. This will allow the teacher to give you his/her undivided attention and prevents disruption of classroom teaching. If you visit the school, please check in at the main office when you arrive. You can also reach your child's teacher by email at firstname.lastname@kpdsb.on.ca.

Opportunities are provided on a number of occasions for parents to meet the teacher or visit the school. These are listed below.

- Open House – September 14 - 3:30-6:00 p.m.;
- Parent-Teacher Conference – November (following Initial Observations/Progress Reports);
- Student Led Conference – February/March (following Term 1 Communication of Learning/Report Card);
- Education Week – first week in May;
- Special class and school functions;
- Special Parent-Teacher Conferences - held at any time, initiated by parent or teacher.
- Teachers may also use notes, personal phone calls, agendas, blogs, and/or meetings to communicate student progress.

Each student in Grades 1-6 is provided with an agenda at the beginning of the school year. The purpose of the agenda is to facilitate communication with home about assignments, progress, and concerns. **We encourage parents to read their child's agenda, and send it back to school on a daily basis.** Check to see if anything has been recorded for the day. Encourage your child to complete his/her homework.

We encourage all staff and parents to maintain open lines of communication between the home and school. Please feel free to communicate any successes or concerns your child has shared with you.

Parent Volunteers

Valleyview School welcomes parent volunteers within the school community. Volunteers enhance the quality of education for students and provide opportunities for community involvement in our school. We welcome all parents to work within classrooms to assist students and staff.

At Valleyview School, volunteers may be asked to sign an Oath of Confidentiality. As well, all volunteers who are required to work alone with students, or who work with students for an extended period of time, or who accompany students on overnight trips, must submit a criminal reference check, including a vulnerable sector screening. Parents and volunteers are asked to check in at the office upon their arrival and departure.

Guidelines for Classroom Visits:

Valleyview School encourages partnerships with parents and the community. Parents are generally more than welcome in classrooms. Teachers value volunteers who help deliver programs to students. In any partnership, the members respect the common interests of each party and agree to the conditions of the partnership. Keeping this in mind, the following guidelines are recommended for classroom visits:

- The teacher should be contacted prior to the visit.
- The purpose of the visit should be discussed ahead of time; e.g., guest reader, field trips, crafts, etc.
- The visit should be arranged for a time that is mutually acceptable.
- If a volunteer is unable to come as arranged, we request that you contact the teacher so alternate plans can be made.
- Confidentiality of everyone concerned (including students) must be respected.
- All parents/visitors must report their presence in the school to the office.

It is well documented that a parent's involvement in his/her child's education has a positive effect on the child's learning, self-esteem and general success at school. It also promotes a greater understanding between parents and teachers of their common purpose; providing the best possible educational environment for all of our students.

Code of Behaviour

Adapted from: Ontario's Safe Schools Strategy Bill 212: Education Amendment Act (Progressive Discipline and School Safety), 2007

Standards of Behaviour

Respect, Civility and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Physical Safety

Weapons

All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person; and
- not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

Physical Aggression

All school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

In accordance with the Education Act, s.265 (a), it is the duty of the principal “to maintain proper order and discipline in the school”. In accordance with 264 (l) (e) of the Education Act, it is the duty of a teacher to “Maintain under the direction of the principal, proper order and discipline in his/her classroom and while on duty in the school and on the school ground”. In serious cases, students may be suspended from school by the principal.

Adapted from Bill 13 “Accepting Schools Act, 2012”

1. Definition of Bullying:

“Bullying” means aggressive and typically repeated behaviour by a pupil where,

- a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or
 - ii. creating a negative environment at a school for another individual, and
- b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; (“intimidation”)

2. For the purposes of the definition of “bullying” in subsection (1), behaviour includes the use of any physical, verbal, electronic, written or other means.

3. Addition of Cyber-bullying to the definition section of the Act

For the purposes of the definition of “bullying” in subsection (1), bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

4. The requirement for Boards to have policies in place to not only promote student achievement and well-being, but also to **promote a positive school climate that is inclusive and accepting of all pupils**, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability; **and promotes the prevention of bullying**.

Positive Discipline

Given that studies show positive discipline to be the most successful motivator for appropriate behaviour, staff at Valleyview will endeavour to use positive and supportive methods in developing responsible, caring students. Positive and supportive methods may include, but are not limited to:

- involving students in the development of classroom rules and expectations
- positive reinforcement
- compliment students for making good decisions and getting along with peers
- positive communication with parents
- recognition of students in school wide settings
- providing special privileges/responsibilities
- role modeling respectful behaviour
- including violence prevention, non-discrimination, and conflict resolution counseling
- positive non-verbal communication
- positive notes, certificates, etc.
- striving to make the learning environment welcoming, interesting and challenging.

There will be occasions when positive methods do not work. In these cases the following range of consequences will be used.

Consequences and Procedures for Dealing with Inappropriate Behaviour

Most situations will be handled by the classroom teacher, lunchroom supervisors, support staff or administration as they occur. Staff will attempt to have consequences logical to the misbehaviour and applied in a timely manner.

The following is a range of some of the consequences that may be selected to address student misbehaviour, as appropriate to the circumstances and the age of the student:

- student/teacher conference for problem solving
- student/vice principal and/or principal conference
- recess or after school detentions
- chores
- time out
- telephone call to parent by student and/or staff member
- student to write a "think paper" to be signed by parents
- student to write an apology (oral or written) to an individual or class
- loss of privileges, including extra-curricular activities
- documentation of misbehaviour
- conferencing with other agencies (e.g. FIREFLY, Public Health Nurse, Police)
- phone call, email and/or letter to parent from staff member
- "in school" suspension
- financial restitution - pay for vandalism, loss, damage and/or theft
- counselling

- voluntary suspension (withdrawal of student by parent)
- formal suspension from school, formal expulsion (out-of-school)
- police involvement.
- Use of Restorative Practices (see below)

For student misbehaviour, every effort will be made to conference with the parent/guardian to jointly discuss and determine appropriate and meaningful consequences that will contribute to shaping positive behaviour. However, for very serious infractions of the KPDSB Code of Conduct (Policy #322), a student may be suspended or expelled.

Restorative Practices in Our Schools

Since 2007, schools within the Keewatin-Patricia District School Board have been incorporating restorative practices into the fabric of school cultures in order to deal with issues of discipline and conflict. Restorative practices, founded in the traditions of Africa, Australia, and Aboriginal cultures of North America, are being increasingly utilized around the globe as proactive responses to bullying and other acts of harm and misbehaviour in school settings. When restorative practices are used and become embedded in the life and culture of schools, research is beginning to show that:

- incidents of harm lessen and the need for punitive sanctions such as suspensions decreases;
- issues relating to the underlying causes of student misbehaviour are more effectively addressed and solutions are more apparent;
- classroom atmosphere is more conducive to learning and student success is enhanced; and
- restorative practices have a real impact on student retention in the school community.

Since beginning to incorporate the philosophies and practices of Progressive Discipline and Restorative Practices into schools of the KPDSB, and moving away from more punitive, zero-tolerance practices, the reduction in the number of student suspensions has been dramatic. We credit this change to the hard work of our school staffs and administrators in providing alternative, more supportive approaches to dealing with incidents of inappropriate behaviour in schools.

A key feature supporting the use of restorative practice within the board is the relationship between KPDSB's Character Development programs and Restorative Practices. Values such as respect, kindness, responsibility, honesty, and bravery are closely connected to the values and processes behind restorative practices. Restorative approaches become a practical way in which students, school staff, parents and others associated with the school community can apply those values on a daily basis. The growth in the application of Restorative Practices in schools is also supported by the changes to the Safe Schools Act and its emphasis on progressive discipline and in the use of preventative interventions and alternatives to suspension programs in the province. These measures also parallel changes to the Youth Criminal Justice Act which recognizes Restorative Practices as an effective alternative to sentencing.

For more information about Progressive Discipline and Restorative Practices, see KPDSB Policy 329 or check out: <http://www.iirp.org> and <http://www.realjustice.org>

Drug and Alcohol Use and Participation in School-Related Field Trips and Events

Students who are suspended from school for drug and alcohol use will not represent Valleyview School on school-related field trips, sports teams, and/or any other events outside of the school. This suspension is for one-full calendar year.

Behaviour and School Field Trips

You will be asked to sign an Informed Consent form providing your permission for your child to participate in any school event or trip. As well, the classroom teacher will talk to each of the classes about expected behaviour and safety precautions during the trip.

Please be advised that if your child misbehaves during a school trip, your child may be sent home at your expense, depending on the severity of the behaviour.

School Programs

In addition to the regular school program, the following activities are carried on as part of the regular curriculum:

1. Drama production, concerts, performances
2. Sports Activities - In addition to regular Physical Education classes, students may participate in the following:
 - Cross-country skiing
 - Volleyball
 - Basketball
 - Track and Field
 - Soccer
 - Wrestling
 - Other activities as offered throughout the school year
3. Media/Public Speaking Contest.
4. Special school functions and regular assemblies.
5. Dental Program - Carried out by the dental technician from the Northwestern Health Unit.
6. The Northwestern Health Unit provides nursing services to Valleyview School. The Health Nurse visits the school to see students who are referred.
7. Safety Programs - Conducted by the O.P.P., Firefighters, Red Cross, etc.
8. Participation in the Festival of the Arts.
9. Resource Programs - to assist pupils experiencing academic difficulty in Language Arts, Mathematics and special areas.
10. Home Study - Provided on request of parents and approved by their family doctor for pupils convalescing at home after surgery or illness.
11. Counseling Services
Through services provided by the Keewatin Patricia District School Board, students who are experiencing severe behavioural and emotional problems may be referred to counselling services. Randy Ponton provides

counselling services at Valleyview School. As well, in partnership with Firefly, Children's Mental Health counseling services are also available. For more information, please contact your child's teacher or Mr. McDonald, Principal.

Physical Education

1. No gym activity is to take place unless supervised by a teacher or other adult designated to do so.
2. Rules are established before various activities. Students must adhere to these for the benefit of the sport as well as for safety.
3. Proper footwear must be worn at all times; i.e., running shoes.
4. Appropriate protective equipment must be worn as required.
5. Upon completion of gym period or an extracurricular activity, it is the responsibility of all participants to see that the equipment is properly put away.
6. FAIR PLAY CODES are displayed in Valleyview's gym highlighting expected behaviour for athletes, coaches, parents, guardians and spectators. The principal and/or staff supervisor has the authority to ask participants to leave the building if behaviour does not comply with the FAIR PLAY CODE.

Computer Use

The Keewatin-Patricia District School Board through its site at Valleyview School provides Internet access and educational software for the purpose of enhancing classroom teaching and learning.

- 1) Using the computer and Internet services at Valleyview School is a privilege and inappropriate behaviour or misuse can result in the removal of this privilege.
- 2) Students at Valleyview School will use iPads (primary) and Chromebooks (junior) on a regular basis.
- 3) It is essential for each user to recognize his/her responsibilities in having access to a vast number of sites, services, systems, and people. Access to the network is a privilege that requires each user adheres to the *KPDSB Digital Technology Student User Agreement*. Violation of this agreement may result in disciplinary action as well as loss of privilege.
- 4) All students must have parental/guardian permission to use the Internet. Please read and sign the *KPDSB Digital Technology Student User Agreement* which will be distributed in September, and return it to your child's classroom teacher for your child to use the Internet as an educational resource during the school year.

*Please note that a new form must be signed and kept on file each school year.

- 5) Staff members may monitor student use and review corresponding history files at any time to make determinations as to whether specific uses of the network are inappropriate.

- 6) A student using the Internet as an educational resource tool accepts responsibility for all materials received under his/her user account.
- 7) Students will accept the responsibility of keeping all pornographic material, inappropriate text files or files dangerous to the integrity of the network (for example, viruses) from entering the school via the Internet.

Library Procedures

1. Our Library operates on a class by class system, wherein individual teachers schedule a specific "Library Time", to work with their daily schedule, and bring their class for a story, and a book exchange. The Library is open for teachers to use on their own, or to send students to search for Library materials.
2. All students, are allowed to sign out two books, which they keep for one week, and return the following week for new books. If novels cannot be finished in one week, or are needed for a book report, students can have an extension.
3. Junior students can use the Library for research in their Library period. If needed, they may borrow an extra book for their research.
4. If students forget their library books, they are not allowed to sign out new ones during their next library time. Everyone forgets or misplaces books from time to time, and as long as the book comes back within a few weeks, there is no problem. However, students will be unable to sign out any books until late books are returned. In the event of a book being damaged, or not returned for months, then that student is not allowed to take any other books out. Payment of the replacement cost for the lost book will not be requested until the end of the school year, as the books almost always turn up.
5. The Library at Valleyview is a small, cozy space, where reading and the love and care of books are the primary objectives of both the librarian and the classroom teacher. Appropriate behaviour is always expected, and the Library time is a time to relax, hear a story, and enjoy reading books.

Honours and Awards

Students will be awarded for contributions in extracurricular activities and academic excellence. Our annual awards assemblies occur in the last week of school. Parents will be notified if their child will be receiving an academic award at these events.

Awards

Participation Ribbons will be presented to children who have participated in school based teams, clubs and activities. Due to the number of these awards, they may be presented throughout the year at assemblies and/or distributed at the annual Awards assembly.

Fire Safety

The safe evacuation of Valleyview School is a serious matter and is treated as such. The principal organizes fire drills in which every student, member of staff, parent, volunteer and community member present on the school site will take part.

Fire evacuation procedure of Valleyview School will be as follows:

1. At the alarm, pupils rise and leave the classroom in an orderly fashion.
2. There should be no running, pushing or talking.
3. No attempt should be made to take out articles such as clothing, or outside footwear.
4. Teachers or monitors should see that doors and windows are closed.
5. Pupils proceed outside to a designated safe area.
6. Teachers check to see that all pupils are present and that none are missing.
7. The principal shall determine the exit routes used and shall inspect them regularly to ensure that they are not blocked or obstructed.
8. The principal shall ensure that the teachers and classes understand the evacuation procedure.
9. Alternate routes should be practiced.
10. All classes should understand routes to be used from special activity areas; i.e., Library and the gym.

Emergency Evacuation Plan

It is probable that in an emergency situation in the Kenora area, which could lead to evacuation orders, that schools would be closed in advance and that students would be the direct responsibility of the parents. There are certain conditions, however, that could arise which would require evacuation of students while they are in school. In this case, the students would be the direct responsibility of the principal and staff of the school. It would be their responsibility to move students to a marshaling area or alternate location, in accordance with a pre-arranged procedure under the School Board's Emergency Plan. **Our designated alternate location is the Calvary Church located at 1460 Valley Drive.**

Order and control are very important elements in the effective and safe movements of students under emergency conditions. It should be stressed, therefore, that communication channels and transportation routes must be kept clear. Parents should not attempt to pick up students at the school, nor should they attempt to contact the school directly.

The most appropriate and helpful response under such an emergency is to remain calm, listen to the radio for the most recent information, and await instructions on how to proceed.

In the event of an Area Emergency or Localized Emergency the procedures set out in the Keewatin-Patricia District School Board Plan would be followed.

Sufficient Staff (in most cases all staff) will be available to look after the students.

In the event of an emergency, the principal, vice principal or designate will be in charge. Mrs. Jazmin Lynch will be responsible for any communication necessary. In these circumstances, students and staff will not use cell phones to make calls or send text messages until the situation is deemed to be all clear.

Up-to-date records of school population and transportation routes are available in the Emergency Evacuation File.

In the case of a school emergency, the school will be evacuated in the procedure outlined in the Fire Drill.

In the event that an emergency occurs and a lockdown is required, a lockdown procedure is in place, and drills are practiced frequently.

Temporary School Closure/Early Dismissal of Students

It is the policy of the Keewatin-Patricia District School Board that in compliance with the Education Act, its schools will remain open during the whole period of the school year. However, the Board recognizes there may be emergency situations which dictate a partial or total closing or early dismissal of a school or group of schools in order to ensure the safety and comfort of students and staff.

Occasionally it may be necessary to close schools or dismiss students prior to the normal dismissal times because of unusual conditions or situations; i.e., snow storms, heating plant failures, fires and other emergencies. The most common eventuality is severe weather.

Parents will provide the school with instructions pertaining to their child's transportation home, in the event of an early dismissal due to inclement weather, on the forms sent home at the beginning of each school year or on enrolment. **It is imperative that this information be completed by parents of bus students and non bus students and returned to the school.**

For the safety of students, parents are requested to complete a school closure form indicating whether or not you wish us to contact you personally in the event of a school closure. This allows us to ensure that it is safe for students to go home early. If we cannot get in touch with a parent or one of the designated emergency contacts, we will not permit the student to leave the school.

Valleyview School has many students who travel to school on the bus. We have a commitment to co-ordinate an early bus dismissal within a two-hour period. We gather information to speed up the process of contacting each individual parent. In September, a form is sent home to each parent to allow you to indicate to us in advance what your child should do in the event of an early bus dismissal. From past experience, many parents prefer that their children stay in school until regular dismissal time, and then parents pick up their children after school. Please complete the Early Bus Dismissal form and return it to your child's classroom teacher.

Riding the School Bus

Busing Guidelines:

Eligible students who reside, or whose caregiver resides, more than the following distances by public road or publicly owned and maintained access route from the designated school may be provided transportation:

- Students in Grades JK, SK Over 500 metres
- Students in Grades 1, 2, 3 Over 1.0 km
- Students in Grades 4, 5, 6, 7, 8 Over 1.6 km
- Students in Grades 9, 10, 11, 12 Over 3.2 km

Transportation staff must approve exceptions or modifications to the guidelines. Please contact the Northwestern Ontario Student Services Consortium at 1-866-860-7770, ext. 3 or bussing@nwobus.ca to discuss concerns regarding these guidelines and/or modifications to your child's route. Transportation information is available at www.nwobus.ca

Visible Parent Program

"In the interest of safety, all Junior & Senior Kindergarten, identified special education programs and specific special education students must be accompanied to and from the designated bus stop by the parent/guardian or an approved adult or student eleven (11) years of age and in grade 6 or higher Parents/Adults/Older siblings are required to meet JK/SK students at the bus stop." - NWOSSC, <http://www.nwobus.ca/download/44084/>

Cancellation of Buses

Due to inclement weather, buses may be cancelled prior to the start of the school day. Please tune in to The Lake at 89.5 FM or Q104 at 104.5 FM for notification of bus cancellations. Visit <http://www.kpdsb.on.ca/> or <http://www.nwobus.ca> for up-to-date bus cancellation information. We will also post on our Facebook page, and send out text alerts (to those families who have signed up) and email communication to inform parents in these circumstances.

Bus Behaviour

Expected Behaviour:

Behaviour on the bus is covered under School Board Policy and will be handled by the Principal or Vice Principal accordingly. This policy is outlined as follows.

Reason:

Riding the school bus is a privilege, not a right and, as such, students are expected to ride in a way that will ensure the safety and comfort of others and themselves on the bus according to the rules outlined by the Bus Policy.

TRANSPORTATION PROCEDURE 101: STUDENT RESPONSIBILITIES

In order that the Board, the Transportation Consortium, and School Bus Operators may provide the safest possible transportation in an efficient, economical and safe manner students are required to observe the following rules:

- Speak quietly. Distractions for the Driver could be dangerous to all the students on the bus.
- Remain seated at all times.
- Smoking or use of any non-prescription drug or alcohol is not permitted on the bus.
- Refrain from fighting and using obscene language.
- Keep lunch boxes and backpacks out of the aisle.
- You may open the window with the Driver's permission, but you may not throw objects out the window.
- Do not willfully damage (including vandalism) the bus in any way.
- Never throw objects out of or on the bus. This is an offence under the law and is extremely dangerous.
- The following items are not permitted on the bus**:
 - Alcohol
 - Ammunition
 - Animals (unless pre-approved service animals)
 - Explosives
 - Firearms
 - Fireworks
 - Football equipment/bags
 - Hockey equipment/bags (skates may be permitted if they have guards and are encased in a leather/canvas case and the skates must be tied together.)
 - Large musical instruments (tuba, drum, trombone etc.)
 - Oversized sports equipment
 - Skateboards
 - Skis/Ski poles
 - Sliding equipment
 - Water guns
 - Weapons
- **Any item or material that the Driver, Operator, School or Consortium deems unsafe or dangerous.
- Eating and Drinking is NOT permitted on the bus.

(Source: NWOSSC, <http://www.nwobus.ca/download/44098/>)

In addition, any activity that creates a safety hazard will not be permitted on school buses.

Discipline on Buses

Transportation booklets are available from the school office and contain the overall guidelines for students riding the bus. The following parameters are included from the NWOSSC Transportation Policy, adopted by the KPDSB:

- The Board considers that transportation is a privilege and not a right.
- Breaches of conduct that are detrimental to the safe operation of the bus or to other students riding on the bus cannot be tolerated as it jeopardizes the safety of other students.
- The driver of the bus is in charge of the safe operation of the bus and the safety and welfare of all students.
- Discipline concerns are to be referred to the appropriate Principal or Vice Principal.

- Any problem with a student shall be reported to the appropriate school principal on the student misconduct report form. The Consortium shall be advised immediately by the driver or bus operator when the conduct of a student has seriously impacted the safety of the student, other students and/or the bus driver.
- Skateboards and scooters are not allowed on the bus.
- Eating and drinking on the bus are not allowed. There are exceptions for medical reasons.

CONSEQUENCES

The principal or designate shall determine the circumstances surrounding a reported breach of conduct by a student on a school bus and shall determine the form and extent of discipline, if such is warranted.

If the form of discipline is to be suspension of the student’s bus riding privileges and the proposed period of suspension is more than five days, the principal or designate shall consult with the Director of Education or designate before issuing the suspension.

If it is determined that the form of discipline to be applied is suspension of the student’s bus riding privileges, the principal or designate shall advise the student, the student’s parents, the bus operator and the Director of Education or designate, in writing before such suspension comes into effect. Such advice may be given verbally but it shall be confirmed in writing. The written advice shall specify the inception and completion dates of the suspension, the reasons for the suspension, and the right of appeal to the Director. Any suspension may be appealed to the Director of Education or designate for review.

If the form of discipline is other than a suspension, the principal or designate shall advise the student, student’s parents, the bus operator and the Director of Education or designate, in writing, as to the reasons for and the form of such disciplinary action.

First incident - student is reprimanded and parents are notified in writing.

Second incident - students are reprimanded, warned of the consequences, and parents are notified in writing that the child will be suspended if negative behaviour persists.

Third incident - students are suspended from riding the bus. Suspension may occur sooner if the incident is very serious.

Bicycle Safety

For the safety of pupils cycling to and/or from school, they are to be reminded of obeying the “Rules of the Road” and the importance of having a bicycle in good working order.

Bicycle helmets must be worn by all children. Bicycle safety is reinforced at the annual OPP Bike Rodeo held each spring at Valleyview School.

Bicycles must be ridden to the edge of the school properly, placed in the rack, locked and left there until it is time to go home. Bicycles are not to be ridden in the schoolyard.

Rules to follow:

- Ride in a single file.
- Walk your bike across busy intersections. Walk your bike from the parking area to the right-hand side of the road before getting on.
- Obey all traffic signs.
- Make correct turning and stopping signals.

- Have lights and other safety equipment.
- Use a carrier or knapsack. Do not carry books or lunches in your hand.
- Be alert when cars or trucks pass.
- Do not play around the bicycle parking and have respect for others' bikes.

Please note that **skateboards, scooters, unicycles, in-line skates or motorized vehicles** are not permitted on school property or on school buses. Please leave these items at home.

School Council

Valleyview School believes that successful education involves the active participation of the school, the home, and the community. Valleyview's School Council meets regularly for this purpose. The School Council is an advisory body which represents the entire school community. Their efforts focus on improving the school community and on learning opportunities for students.

We encourage all parents to attend School Council meetings and to become involved in our school community. Presently, the School Council is attempting to recruit active parents and community members. The Council is formed each fall and meets regularly to discuss items of interest or concern. It is also an excellent way of providing feedback to the school staff regarding programs and policies.

The Valleyview School Council's Constitution and other materials are available in the library at the school. As well, information is displayed on a bulletin board in the entranceway to the school.

Please contact the Valleyview School office at 548-4205 for information regarding the next School Council meeting. Come out and get involved in your community school!