



Niverville Elementary
School

2015-2016

Niverville Elementary School

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Principal: Mrs. Judy Hiebert

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Vice Principal: Mrs. Valerie Kosman

Mrs. Kosman's Email: vkosman@hsd.ca

NES MISSION STATEMENT

Niverville Elementary School aspires to provide foundations that empower children to explore and excel.

NES STAFF DIRECTORY

Name	Position
Mrs. Judy Hiebert	Principal
Mrs. Valerie Kosman	Vice Principal/Resource
Mrs. Allison Aitken	Resource/ Lit Support
Mrs. Leslie Bardal	Reading Recovery (AM) Resource (PM)
Mr. Alvin Ginter	P.E.
Mrs. Sandra Klassen	Music
Mrs. Shannon Moffatt	Counsellor (AM)
Mrs. Shari Davey	Kindergarten
Ms. Sheila Krahn	Kindergarten
Mrs. Tara-Lee Reimer	Kindergarten
Mrs. Bonnie Anderson	Gr. 1
Ms. Ashley Harrison	Gr. 1
Mrs. Janice Mitchell	Gr. 1
Ms. Tara Hall	Gr. 1
Mrs. Jaclyn Regehr-Wiens	Gr. 1
Mrs. Sue Church	Gr. 2
Mrs. Brenda Lytwyn	Gr. 2
Mrs. Debbie Stewart	Gr. 2
Mrs. Aundrea Wallace	Gr. 2
Mrs. Tara Bairos /	Gr. 3
Mrs. Katrina McAllister	
Mrs. Emily Kipe	Gr. 3
Mr. Eddie Walker	Gr. 3
Mrs. Tannis Williams	Gr. 3
Mrs. Mary Klassen	Gr. 4
Mrs. Lois Neufeld	Gr. 4
Mrs. Robyne Pauls	Gr. 4
Mrs. Michelle Davis	Head Secretary
Mrs. Brandy Lindsay	Secretary
Mrs. Sharon Rempel	Librarian
Mr. Brad Wiebe	Custodian
Mrs. Anne Dyck	Custodial Assistant
Mrs. Tina Unrau	Custodial Assistant

Educational Assistants

Mrs. Maggie Funk	Mrs. Margaret Kyle
Mrs. Cheryl Friesen	Mrs. Tina Garrecht
Mrs. Phyllis Peters	Mrs. Sherilyn Kosta
Mrs. Susan Wieler	Mrs. Val Fontaine
Ms. Ruth Bergen	Mrs. Shirley Friesen
Ms. Ruth Mackenzie	

DISMISSAL

At noon, students are dismissed at 12:00pm for lunch.
At the end of the day, students are dismissed at 3:35pm (early bus) and 3:40pm (bus & town students). If you are picking up your child for lunch or at the end of the day, please plan to arrive close to the time.

NES DAILY SCHEDULE

8:50	Students enter school
9:00	Religious Exercises in designated areas or classroom ELA for those not opting in
9:08	Morning announcements / O Canada
9:15 - 10:30/10:45	Periods 1 & 2 & 3
Recess 10:30—10:45	Gr. 2 & 4
10:45—11:00	Gr. 1 & 3
11:00 - 12:00	Periods 4 & 5
12:00 - 12:55	Lunch & Lunch recess
12:55 - 1:00	Students enter school
1:00 - 1:55/2:10	Periods 6 and 7
Recess 1:55-2:10	Gr. 1 & 3
2:10—2:25	Gr. 2 & 4
2:25- 3:35	Periods 8 and 9
3:35	Early bus students dismissed
3:40	Bus and town students dismissed

SCHOOL CALENDAR

Sept. 8	Administration Day
Sept. 8	Meet the Teacher (4:30 - 6:30 pm)
Sept. 9	First day of classes
Sept. 9 & 10	Kindergarten Orientation Interviews
Sept. 11-16	Kindergarten Staggered Entry
Sept. 17	Full Kindergarten attendance
Sept. 18 & 21	Strong Connections (Gr. 1-4)
Sept. 25	Terry Fox Run
Oct 7 & 8	Picture Day
Oct. 12	Thanksgiving Day
Oct. 23	SAGE In-Service Day
Oct. 30	October Fun Day
Nov. 2	Professional Dev. Day
Nov. 10	Remembrance Day Assembly
Nov. 11	Remembrance Day (No School)
Nov. 13	Administration Day
Nov. 17	Picture Re-take Day
Nov. 20	Term 1 Report Cards Issued
Nov. 26	Parent Teacher Conferences
Dec. 16,17	Christmas Program (K-2)
Dec. 18	Last Day of Classes
Jan. 4	First Day of Classes
Feb 1-3	NES Book Fair
Feb. 5	Professional Dev. Day
Feb. 8-12	Kindergarten Registration
Feb. 15	Louis Riel Day
Feb 26	HTA In-Service
March 11	Administration Day
March 18	Term 2 Report Cards Issued
March 23	Parent Teacher Conferences
March 24	Last Day of Classes
March 25	Good Friday
April 4	First Day of Classes
April 8	Professional Dev. Day
Apr 26,27,28	Spring Concert (Gr. 3-4)
May 23	Victoria Day
June 3	Volunteer Appreciation
June 27	NES Summer Fun Day (K-4)
June 28	Last day of school
June 28	Report cards issued
June 29,30	School Based Administration Days

Have a great summer!

ATTENDANCE

It is expected that students will be in school. Appointments (i.e. medical, dental, etc.) should be during non-school hours as much as possible. Please do not send students who are ill to school. If a student becomes ill during the day parents/guardians will be notified.

CALL BACK SYSTEM

As a safety measure this system is used to ensure the whereabouts of students. The process involves:

- The parent/guardian/baby-sitter of a child who will be absent from school **must** notify the school. This could be done by either sending a note to the teacher or office, or by phoning the office between 8:30 and 9:08 a.m.
- Shortly after 9:08 a.m. and 1:00 p.m. the teachers will notify the office of unexcused absences.
- The school will call the home or given number to confirm the student's absence.
- Parents will be notified by the school when a student is late for school on a consistent basis.

BUS TRANSPORTATION

As has been the policy for the last few years, bus passes will not be permitted. Students are expected to respect the bus driver and follow rules for safety, both on field trips and to and from school. Bus misconduct reports could result in a loss of transportation privileges. Our goal is to ensure the safety of all students using bus transportation.

EMERGENCY SCHOOL CLOSING

When weather conditions are questionable or extreme, please listen to radio station AM 1250, 96.7 FM, CJOB 680 and the HSD website. School closures will be announced between 6:00 and 8:00 a.m.

COMMUNICATION WITH THE SCHOOL

At the beginning of each month the youngest or only child from your family will receive a school newsletter by email (or paper copy if email is not available). You will also find the newsletter on the school's web page. Go to <http://nes.hsd.ca>. You may also want to reach us via email as well. Go to **nes@hsd.ca**. The secretary or principal will respond to your emails as promptly as possible.

ACTIVITY FEES

A \$22.00 activity fee is charged to Kdgn students and a \$20.00 activity fee is charged to Gr. 1—4 students at the beginning of the year. This money is used to help cover the costs of field trips and other special student activities, as well as partially covering the cost of this agenda.

ARRIVAL AT SCHOOL

Bus students arrive at a scheduled time each day and supervision is provided for them. Town students are to arrive at school at 8:45 am and are discouraged from arriving sooner due to limited supervision on the playground.

LUNCH

Three EAs are scheduled to supervise students each day between 12:00 and 1:00 p.m. We expect students to follow the rules of the lunchroom and the playground as well as to be respectful to the supervisors. If students are unable to follow the classroom rules, their parents will be contacted and they will be given an alternate eating area in the school for a determined amount of time. When they return to the classroom it is expected they will follow the lunch rules or alternate arrangements will be made between home and school.

NES is a closed campus to K-4 students. They may only leave the school grounds to go home or go out for lunch with their parent(s). Town students choosing to stay at school for lunch must remain on school grounds during the entire lunch hour. Town students who go home for lunch must stay on school grounds once they have returned from home.

RECESS PARTICIPATION

Students will be expected to participate outside during all recesses. Those who are sick are encouraged to stay home. Please understand there is no supervision of children inside and therefore sick notes to stay inside will not be accommodated unless there are exceptional circumstances.

COLD WEATHER RECESS

All students are expected to go outside for some fresh air and exercise. Winter weather guidelines are:

- Wind chill between -25 to -29
Risk of frostbite in prolonged exposure
Outside or partial noon recess
- Wind chill -30
Frostbite possible in 10-15 minutes
Indoor recess

Parents please ensure that your child is dressed warmly for winter conditions and other inclement weather. Appropriate shoe wear is important.

TELEPHONES

Students who obtain a telephone pass from their homeroom teacher may use the phone in an emergency. Reasons such as seeking permission to go to a friend's house after school should be arranged the evening before or in the morning before school.

DRESS CODE AT SCHOOL

Students are expected to wear appropriate clothing at all times. They are required to have a pair of "indoor shoes" suitable for gym activities and a pair of "outdoor shoes" suitable for play outside. Shoes are to be worn at all times. Students are to refrain from wearing shirts with offensive and negative logos and slogans. Should a student wear the above, they will be asked to change their clothing (i.e. P.E. clothing, turn it inside out, or wear a sweater or sweatshirt overtop). Students are allowed to wear shorts of reasonable length. Clothing that could be seen as a safety concern (added decorations such as chains or ropes) will not be permitted. Outside shoes are up to the parents to decide; however, sturdy sandals or runners are the safest choice to maximize play at recess.

CLASSROOM ACTIVITIES/PET VISITS

Teachers are in charge of planning activities for the classroom. Any change from the regular schedule such as surprise parties, bringing pets to school, etc. should be arranged with the teacher well in advance. When bringing pets to school for "Show & Tell", parents should make sure that this will fit into the teacher's plans as well as any classroom concerns regarding allergies.

BICYCLES

Bicycles are to be parked in bike stands during school hours. Students are not to go near the bike stands during the school day. Students must walk their bikes while on the schoolyard and on the sidewalk beside the school. It is strongly recommended that students use locks on bikes. The bike areas are not supervised during class time.

SCHOOL RECORDS

Please make sure the school is advised of any changes in telephone numbers, places of employment, medical information, etc. It is important that we have updated information in case of an emergency.

LOST AND FOUND

The Lost and Found area is in the hallway by the recycling bins. Items such as watches, jewelry, glasses, etc. are kept in the office when found. You are encouraged to check the Lost & Found for missing items. Unclaimed items are brought to the Niverville Thrift Shop at the end of each term. It is helpful to clearly label your child's shoes and boots. Some classrooms also have a 'class lost and found.'

LIBRARY

- The Library is a place to enjoy reading and explore new information.
- Students are allowed to sign out two books and may keep them for two weeks.

- Students may not sign out material if books are overdue.
- Lost or damaged books:
 - ~ Books returned in damaged condition, whether willful or due to carelessness, the librarian will assess a damage fee. The amount of the fee will depend on a variety of factors such as the value of the book, the extent and cause of damage. If the book is beyond repair, it will be discarded and replacement cost requested.
 - ~ Books that are 21 or more days overdue will be considered lost and replacement fees will be requested.
- The library is not open to students before 9:00 a.m., at noon, or after school.

PERSONAL BELONGINGS

All items are the responsibility of the owners. Lost or stolen items will not be covered by the school. Students are not allowed to bring valuable items such as: electronic games, expensive collector item toys and trading cards or personal music players. These items can inadvertently get damaged due to carelessness of other students. Theft is also a concern. We cannot be responsible for any loss or damage done to these items. Please leave valuable items and valuable clothing at home.

CELL PHONES

Should a cell phone be needed by a student at NES, we request the parent inform the teacher. Cell phones are to be kept in the school bag and only used for the purpose as agreed on between parent and teacher. Any cell phone that is used without permission will be taken from the student, kept in the office, and picked up by the parent at their convenience.

SKATEBOARDS & ROLLER BLADES

Skateboards, scooters, roller blades and heeies are not allowed at school. Injuries to self and others are a concern due to crowding on the paved areas. Students should not ask to store these in the classroom for use after school.

ASSEMBLIES

Assemblies are held regularly in the school gym. We often have class presentations. Parents are always welcome to attend.

COMPUTER/INTERNET POLICY

Word processing, computerized instruction, the internet, and library search are all available to students through computers in the classroom and library.

Students are expected to follow the computer/internet policy closely and develop the self-discipline needed to use the computer for school-approved activities only. Students who misuse their privileges will be suspended from computer use.

Computer Rules:

- No “tampering” or “experimenting” with network software or hardware. Use only programs allowed by instructor.
- Use only your own login name and do not let others use it.
- When working on a computer after school or during noon hours, students must have permission from their subject teacher, and must be under a teacher’s supervision.
- Students must receive consent from the supervising teacher before a print job may be completed.
- REMEMBER, using the computers is a privilege which may be removed for not following these rules.

Internet Access Policy and Procedures:

- The HSD Responsible Use of Technology Agreement (RUTA) will be in effect Fall 2015 and outlines the rights and responsibilities of staff and students using HSD computer workstations, networks and Internet access.
- Staff and students must adhere to the HSD RUTA respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that HSD has determined to be objectionable or contrary to the divisional mission statement.
- Students and parent(s)/guardian(s) are required to sign a RUTA agreement before access is granted and access will be revoked if the agreement is not respected.
- Students found defeating or bypassing the above procedures will be barred from using school computers for a specified period of time. Repeated computer/Internet misdemeanors may result in indefinite suspension of such privileges.

PARKING/STUDENT DROP OFF AND PICK -UP

- If you need to pick your child up during the day, please make sure you notify the teacher and the office. Please report to the office and your child will be called.
- If you drop off or pick up your child at school, please avoid the bus loading zone (during bus times, 8:30—8:55 a.m. & 3:30—4:00 p.m.) and the parking lot. These zones are for buses and staff cars only.
- Please note that you cannot drive along First Street North when buses are parked and loading or unloading students.
- Parking is available on Main Street away from the cross walk.
- Please respect our duty staff as they try to keep these areas safe and clear.

MEDICAL CONCERNS

Each spring or when a new student registers, parents are required to fill a Health Information Form. Medical conditions and interventions that may be present or needed at school are identified. This information is compiled by Student Services and passed on to Regional Health Authority. A nurse writes a Medical Plan to be signed by the parents and used by the school to ensure proper medical care is provided to the student. This needs to be done each year even if the medical condition has not changed.

When a child may require an Epi Pen or bronchodilator (inhaler) both an Individual Health Care Plan and an Emergency Response Plan must be developed. This is required even if use is only seasonal.

It is imperative to fill out a new form if the medical condition changes or is first diagnosed during the school year. These are available at the office from the secretary.

When medication is required to be administered at school for **less than 14 days** the parent/legal guardian needs to fill out the “Administration of Prescribed Medication” form. This form is available from the resource teacher. The medication has to be in the original container with the official label of the pharmacy. The medication needs to be brought to school by an adult. This form is also filled out for daily administration of Ritalin.

PUBLIC HEALTH NURSE

Although the public health nurse is not available at our school on a regular basis, any problems such as pinkeye or head-lice should be reported to the school immediately as they are highly infectious and need to be dealt with at once. **Our Public Health nurse can be reached at 388-2033.**

AT NIVERVILLE ELEMENTARY . . . **WE KNOW ABOUT BEING STAR STUDENTS**

N.E.S. staff have developed a school wide behaviour plan that is purposeful and intentional in encouraging appropriate behaviours and for responding to inappropriate behaviours. Expectations will be clear and affirmation, as well as correction, are worked into this plan. We have discovered that awareness of expectations by students, consistency of approaches by staff, and support from parents, will help to bring about an atmosphere of safety, respect, and a healthy climate in which to learn.

Encouraging Appropriate Behaviour **At School**

As A Student:

- Know what is expected. Read the STAR chart and information in this handbook
- Follow the expectations
- Take responsibility for your actions
- Encourage others to act appropriately

As A Parent:

- Know what is expected. Read the STAR chart and information in this handbook
- Praise your child for their positive efforts
- Help your child take responsibility for their actions

As a Classroom Teacher:

- Know what is expected and reinforce it
- Develop class expectations with the students and review the STAR chart
- Be consistent, fair and firm in expectations
- Praise students for consistent effort

As a School:

- Make the expectations clear
- Affirm students who exhibit appropriate behaviours
- Communicate with parents
- Be consistent, firm and fair with correction
- Continue to build on the Restitution concepts on how we meet our needs and how we can choose behavior in order to be "the best we can be"

Responses to Inappropriate Behaviour

We categorize inappropriate behaviour into 3 levels.

Level One Behaviours

Level one behaviours are minor rule violations.

- Running in building
- Littering

- Spitting
- Bringing electronic equipment to school
- Unexcused tardiness
- Failure to follow classroom/playground rules
- Classroom disruption
- Disruptive transitions
- Out of assigned area
- Put-downs
- Inappropriate displays of affection
- Food on the playground

Follow-Up

Pink slip for in-class and recesses

Blue slip for lunch eating time

Students who engage in Level one behaviours will be asked to identify the inappropriate behaviour and describe the appropriate replacement behaviour. Students may receive a mild consequence designed to discourage the inappropriate behaviour from occurring in the future. Consequences for Level one behaviours may include but are not limited to:

- Verbal correction, Loss of privileges
- Time out or time in with an adult
- Clean up duty

Repeated Level One behaviours will be noted and plans will be put in place to make positive choices. Parents are notified after 3 blue or pink slips within a short time period.

80-90% of NES students are able to respond appropriately with Level one consequences.

Level Two Behaviours

Level two behaviours are more serious in nature.

- Unsafe/rough play
- Cheating
- Physical Aggression
- Swearing
- Lying
- Disrespect

Follow-Up

Green Student Behaviour Report

The incident will be documented using the green Behaviour Report which will then be entered onto a behaviour file on that student. Students who engage in Level Two behaviours will be asked to review the incident and work through the Problem Solving Sheet with the supervising adult, teacher or administrator. The follow up for Level Two behaviours will involve an 'adult decision' of consequence(s) and a 'student decision' of restitution. The Behaviour Report/Problem Solving

sheet will go home for parents to review with their child and sign before returning it the next day.

Repeated Level Two behaviours will be noted and plans will be put in place to enable the student to make positive choices.

This involves 5—15% of NES students.

Level Three Behaviours

Level three behaviours violate the dignity, well-being, and safety of another person. These behaviours will not be tolerated. They may result in suspension but may also be corrected using a behavioural contract or a variety of logical consequences.

- Bullying (repeated, targeted, unbalance of power)
- Stealing
- Fighting/assault
- Vandalism
- Unsafe objects or weapons (inappropriate and potentially unsafe objects)
- Verbal threats
- Verbal abuse/directed profanity

Follow Up

Green Student Behaviour Report

The incident will be documented using the green Behaviour Report which will then be entered onto a behaviour file on that student. Students who engage in Level Three behaviours will be asked to review the incident and work through the Problem Solving Sheet with the supervising adult, teacher or administrator. The parent will be contacted by phone to discuss the incident and will be informed of any immediate actions.

The follow up for Level Three behaviours will involve an 'adult decision' of consequence(s) and a 'student decision' of restitution. The Behaviour Report/Problem Solving sheet will go home for parents to review with their child and sign before returning it the next day.

Repeated Level Three behaviours will be noted and plans will be put in place to enable the student to make positive choices.

This involves 1–4% of NES students.

Conclusion:

As a result of this plan, it is expected that NES will be a safe and positive place for learning. The intent is to guide and direct students with the support of parents towards a life of good citizenship.

Gang Involvement

The HSD Freedom from Harassment Policy #B-45 defines harassment and outlines the consequences of harassment and the procedures for reporting of harassment. This policy also outlines the procedure for investigating and dealing with harassment claims.

This policy specifically forbids verbal, physical and sexual harassment and any form of bullying or hazing and states that gang activity or involvement on school sites will not be tolerated.

Safe and Caring Schools Protocol

Niverville Elementary School follows the Manitoba Education Initiatives.

See *Manitoba Education: Safe and Caring Schools*

<http://www.edu.gov.mb.ca/k12/safe_schools/>

WHAT OUR EXPECTATIONS LOOK LIKE AT NIVERVILLE ELEMENTARY SCHOOL

	S. Safe	T. Trustworthy	A. Accountable	R. Respectful
All Settings	<ul style="list-style-type: none"> ■ Keep hands and feet to yourself ■ Shoes on and tied 	<ul style="list-style-type: none"> ■ Be honest ■ Give your best effort 	<ul style="list-style-type: none"> ■ Be on time ■ Bring supplies 	<ul style="list-style-type: none"> ■ Be kind and polite ■ Use appropriate language ■ Respect each others differences ■ Clean up after yourself
Hallways	<ul style="list-style-type: none"> ■ Walk in single file line ■ Eyes to the front 	<ul style="list-style-type: none"> ■ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ■ Follow the person ahead of you 	<ul style="list-style-type: none"> ■ Walk quietly ■ Be polite
Playground	<ul style="list-style-type: none"> ■ Play safely ■ Ask an adult to get a ball that is out of the fence ■ Walk your bikes on the school yard and side-walks 	<ul style="list-style-type: none"> ■ Play fairly ■ Wait your turn 	<ul style="list-style-type: none"> ■ Take everything you need outside ■ Dress for the weather ■ Listen to the bells 	<ul style="list-style-type: none"> ■ Respect adults on duty ■ Respect school property
Bathrooms	<ul style="list-style-type: none"> ■ Flush toilet ■ Wash hands 	<ul style="list-style-type: none"> ■ Clean up after yourself 	<ul style="list-style-type: none"> ■ Be quiet ■ Keep feet on the floor ■ Return to class quickly 	<ul style="list-style-type: none"> ■ Respect privacy
Lunchtime	<ul style="list-style-type: none"> ■ Wash hands ■ Stay in your seat 	<ul style="list-style-type: none"> ■ Listen to lunch supervisors ■ Follow lunch expectations 	<ul style="list-style-type: none"> ■ Make healthy food choices ■ Bring your fork or spoon ■ Have a plan for quiet activity when finished lunch 	<ul style="list-style-type: none"> ■ Use inside voices ■ Eat your own food, no trading ■ Clean up
Library	<ul style="list-style-type: none"> ■ Walk in the library 	<ul style="list-style-type: none"> ■ Treat books with care 	<ul style="list-style-type: none"> ■ Return books on time 	<ul style="list-style-type: none"> ■ Respect books and furniture ■ Respect the librarian ■ Use inside voices
Computers	<ul style="list-style-type: none"> ■ Hands off electrical cords 	<ul style="list-style-type: none"> ■ Follow the rules of the computer 	<ul style="list-style-type: none"> ■ Be prepared to work 	<ul style="list-style-type: none"> ■ Respect equipment
Assembly	<ul style="list-style-type: none"> ■ Enter and exit as instructed ■ Walk 	<ul style="list-style-type: none"> ■ Applaud appropriately 	<ul style="list-style-type: none"> ■ Shoes on ■ Be on time 	<ul style="list-style-type: none"> ■ Be a good audience ■ Hands and feet to yourself
Bus	<ul style="list-style-type: none"> ■ Follow the bus safety rules ■ Stand in your bus lines ■ Hands and feet to yourself 	<ul style="list-style-type: none"> ■ Line up ready for the bus ■ Sit and face the front ■ No eating on the bus 	<ul style="list-style-type: none"> ■ Be on time ■ Take your belongings with you 	<ul style="list-style-type: none"> ■ Listen to the bus drivers and supervisors in orange vests ■ Keep out of parking lots