



NIVERVILLE ELEMENTARY

WHERE EVERYONE SHINES!

Student Handbook

2024-2025

NES MISSION STATEMENT

At Niverville Elementary School we strive to provide opportunities for ALL to learn, grow, and discover together.

We Believe...

- *Meaningful relationships are essential for learning.*
- *Everyone deserves to feel safe, valued, and celebrated.*
- *Curiosity, imagination, and creativity are at the heart of the learning experience.*
- *Development of the body, heart, and mind is the shared responsibility between home and school.*
- *Caring, compassionate citizens make a difference in our world.*

NES DAILY SCHEDULE

8:55	Students enter school
9:03	Morning announcements/Oh Canada
10:35-10:50	AM Recess
11:50 –12:20	Lunch K,1&2, Recess 3&4
12:20-12:50	Lunch 3&4, Recess K,1&2
2:20-2:35	PM Recess
3:35	Walking/parent pickup students dismissed
3:40	Bus students dismissed (#29 ^B , #91, #83, #21)
3:50	Bus students dismissed (#27, #32, #47)
3:55	Bus Students dismissed (#2, #29 ^P)

HANOVER SCHOOL DIVISION

Mission Statement: Hanover is a student-centred school division striving for excellence while developing skills and promoting values for a productive and wholesome life

Administrative Staff

School Division Administration Office: Phone: 204-326-6471

Superintendent of Schools: Joe Thiessen

Assistant Superintendent of Schools: Marlin Adrian

Assistant Superintendent of Schools: Leanne Peters

Assistant Superintendent of Student Services: Rod Kehler

Attendance Officer: Rod Kehler

Secretary-Treasurer: Kevin Heide

Building and Grounds Supervisor: Trevor Thiessen

Transportation Supervisor: Robert Warkentin

SCHOOL STAFF

<u>Kindergarten</u>		<u>School Counsellor</u>	
Mrs. Janice Mitchell	(K1/K2)	Andre Fiola	
Mrs. Melissa Stewart	(K3)	Eddie Walker (AM)	
Mrs. Lorissa Koslowsky	(K4)		
Mrs. Erinn Nickel	(K5)	<u>Learning Support</u>	
		Debbie Stewart	
		Brenda Lytwyn	
	<u>Grade 1</u>	<u>Literacy Support</u>	
Mrs. Jaclyn Reghr-Wiens	Gr. 1RW	Leslie Bardal	
Mrs. Jamie Thielmann	Gr. 1T		
Mrs. Kaitlin Henoff	Gr. 1H	<u>Principal</u>	
Mrs. Tara-Lee Reimer	Gr. 1R	Tracy Beaudin	
Mrs. Claire Neufeld	Gr. 1N		
	<u>Grade 2</u>	<u>Vice-Principal</u>	
Mrs. Sarah Fust	Gr. 2F	Jolene Kehler	
Mrs. Courtney Savary	Gr. 2S		
Mrs. Kate Hawgood	Gr. 2H	<u>Head Secretary</u>	
Mrs. Bonnie Anderson	Gr. 2A	Aimee Bergmann	
Ms. Becky Cameron-Burke	Gr. 2CB		
	<u>Grade 3</u>	<u>Secretary</u>	
Mrs. Danica Enemark	Gr. 3E	Melodie McMahon (0.5)	
Ms. Kristen Miko	Gr. 3M		
Mrs. Becca Martens/Mr. Eddie Walker	Gr. 3MW	<u>Librarian</u>	
Ms. Tara Hall	Gr. 3H	Brianne Forsyth	
	<u>Grade 4</u>	<u>Custodian</u>	
Mrs. Amy Larocque	Gr. 4L	Brad Wiebe	
Mr. Matt Kroeker	Gr. 4K		
Mrs. Robyne Pauls	Gr. 4P	<u>Educational Assistants</u>	
Mrs. Nia Campbell	Gr. 4C	Crystal Dueck	Susan Wieler
		Jeremy Enns	Carolee Hamman
<u>Music & Phys. Ed.</u>		Wendy Friesen	Ruth Mackenzie
Mrs. Morgan Vinthers	Phys. Ed.	Melanie Rideout	Lindsay Unrau
Mrs. Stephanie Harnum	Music	Rachel Hill	Liza Hardy
		Ashley Rempel	Jessica Clark
		Kelsey Peters	Gillian Dueck
		Emily Wahl	Lisa Delaronde

2024-2025 IMPORTANT DATES

Tuesday	September 3	Admin/PD Day (No classes)
Tuesday	September 3	Meet the Teacher (4:30 - 6:00 pm)
Wednesday	September 4	First day of classes
Wednesday	September 5	Kindergarten Orientation Interviews
Thursday	September 6	Kindergarten Orientation Interviews
Friday	September 7	Kindergarten Staggered Entry
Monday	September 9	Kindergarten Staggered Entry
Tuesday	September 10	Kindergarten Staggered Entry
Wednesday	September 11	Kindergarten Staggered Entry
Thursday	September 12	All Kindergarten students attend (1,3,5)
Friday	September 13	All Kindergarten students attend (2,4,6)
Friday	September 13	Strong Connections - Day 1
Monday	September 16	Strong Connections - Day 2
Friday	September 20	Terry Fox Run
Tuesday	September 24	Picture Day
Wednesday	September 25	Picture Day
Monday	September 30	National Day for T & R (No classes)
Monday	October 14	Thanksgiving Day (No School)
Mon-Fri	October 14-18	Bus Safety Week
Friday	October 25	MTS PD Day (No classes)
Thursday	October 31	October Fun Day
Thursday	November 7	Remembrance Day Assembly
Friday	November 8	Admin/PD Day (No Classes)
Monday	November 11	Remembrance Day (No Classes)
Wednesday	November 20	Picture Retakes
Friday	November 29	Term 1 Report Cards Released on Parent Portal
Thursday	December 5	Student Led Conferences Evening (4:30-6:30)
Wed & Thurs	December 18 & 19	Christmas Programs (K-2)
Friday	December 20	Last day of School before Christmas Break
Friday	January 3	First day back at school after Christmas break
Friday	January 31	Admin/PD Day (No classes)
Thursday	February 13	NES Winter Fun Day
Monday	February 17	Louis Riel Day (No School)
Thursday	February 27	PD Day (No Classes)
Friday	February 28	PD Day (No Classes)
Friday	March 7	Administration Day (No classes)
Friday	March 21	Term 2 Report Cards Released on Parent Portal
Thursday	March 27	Celebration of Learning Evening (4:30-6:30)
Mon-Fri	March 31-Apr 4	Spring Break
Monday	April 14	Admin/PD Day (No classes)
Friday	April 18	Good Friday (No classes)
Wed & Thurs	May 7 & 8	Spring Concert (Gr. 3-4)
Monday	May 19	Victoria Day (No School)
Friday	June 6	School Wide Field Trips (K, Gr. 1-4)
Saturday	June 21	National Aboriginal Day
Monday	June 23	"Bump Up Day" (class transitions)
Wednesday	June 25	NES Summer Fun Day (K-4)
Thursday	June 26	Last day of classes
Thursday	June 26	Final Report cards released on Parent Portal
Friday	June 28	Administration Day (No classes)

MORNING ARRIVAL

School doors are open as of 8:55 am and students are welcome to come into the school at that time. Students should not arrive on the school grounds prior to 8:30 am as there will not be supervision until that time. As children arrive at school they will be expected to stay outdoors until 8:55 am. They will not need to go into the school or classroom to put away their school bags, they can keep their bags with them. Supervision is available for early bus students and on the school yard starting at 8:30 am.

DISMISSAL

At the end of the day, students are dismissed at 3:35 (walkers or parent pickup), 3:40, 3:50 & 3:55 (buses) If you are picking up your child for lunch or at the end of the day, please plan to arrive close to those times. You will need to sign your child out at the office.

ATTENDANCE

It is expected that students will be in school. However, please do not send students who are ill to school. If a student becomes ill during the day parents/guardians will be notified.

SCHOOL ATTENDANCE CALL

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

- The parent/guardian of a child who will be absent from school **must** notify the school. This could be done through the parent portal, by sending an email to the teacher or office, or by phoning the office between 8:30 and 9:03 am
- Shortly after 9:03 am and 12:50 pm the teachers will notify the office of unexcused absences.
- The school will call the home or given number to confirm the student's absence.

BUS TRANSPORTATION

As has been the policy for the last few years, bus passes will be permitted in an emergency situation. Bus transportation is not for birthday parties or after school play arrangements. It is the responsibility of the parents to transport for these situations. 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, families will receive an email from the school division informing you of the closure. You can also listen to radio stations AM 1250, 96.7 FM, CJOB 680 and check the HSD website. School closures will be announced between 6:00 and 8:00 a.m.

COMMUNICATION WITH THE SCHOOL

Our School website is a great place to find school schedules, newsletters, staff names and email addresses, PAC information and much more.

We encourage you to follow our Instagram on the website for day by day updates on school news. You may also choose to follow us directly with the Instagram app. Our Instagram name is **@neshsd**

At the beginning of each month your family will receive a school newsletter by email. 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. Go to **nes@hsd.ca**. The secretary or principal will respond to your emails as promptly as possible. Our school phone number is 204-388-4861 if you prefer to call.

NOON HOUR SUPERVISION OF STUDENTS

Hanover School Division provides supervision for students during the lunch/activity breaks. Educational assistants on our staff and as well as one teacher on call will be responsible for the students during this time. All students are welcome to stay at school during the lunch hour, as long as they follow the rules of the lunchroom/playground and are respectful to the supervisors. If students are disrespectful

or uncooperative during lunch break, alternative arrangements will have to be made for the student to eat elsewhere. Please understand that teachers are not available at noon to supervise students.

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.

For the safety of all students, our playground is not open to the public during the school hours. If you need to speak to your child, please go to the school office and your child will be sent there to speak with you. Parents should not be stopping by the fence to speak with their child during recess or outdoor activities. If you are seen doing this, an outdoor supervisor will approach you and ask you to check in at the office. We thank you for your cooperation to help keep all of our students safe.

NES IS A "NUT AWARE SCHOOL"

At NES we are committed to provide a safe environment that is inclusive for all children. In common with most other schools, we have a number of children with nut allergies. Niverville Elementary School is 'Nut Aware'. We do not describe the school as being 'Nut Free' because we can't guarantee that students or adults have not brought nuts, or traces of nuts, into the building. We ask that you are aware of this policy and take care to make sure your child's lunch does not contain nut items that would put someone else's child in danger. If you have any questions, please feel free to contact the school.

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 C. Risk of frostbite in prolonged exposure. Outside or partial noon recess.
- Wind chill -30 C. 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.

[HSD Weather Guidelines](#)

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 so that you are aware of any classroom concerns regarding allergies.

BICYCLES

Bicycles are to be parked in bike stands during school hours. 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 main hallway directly across from the office. 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 month.

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 from the student's family.
 - ~ Books that are 21 or more days overdue will be considered lost and replacement fees will be requested and charged to the parent portal account.

PERSONAL BELONGINGS

All items are the responsibility of the owners. Lost or stolen items will not be covered by the school. Personal 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.

TELEPHONES

Students who obtain a telephone pass from their homeroom teacher may use the phone in an emergency. Student's seeking permission to go to a friend's house after school should arrange this before coming to school.

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. Please refer to HSD Cell phone policy - updated 2024

SKATEBOARDS, ROLLER BLADES & Heelies

Skateboards, scooters, roller blades and heelies 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, usually every second Friday, in the school gym. We often have class presentations. Parents are always welcome to attend.

COMPUTER/INTERNET POLICY

Hanover School Division has implemented policy and procedures regarding student and staff rights and responsibilities in the use of computers in our school division. (See [HSD Responsible Use of Technology Policy](#) at www.hsd.ca. You will find this under the Governance tab, Policies, etc) Staff and students must adhere to the policy respecting appropriate use of electronic mail and the internet, including the prohibition of accessing uploading, downloading or distributing material that HSD determined to be objectionable or contrary to the divisional mission statement. Upon entry to school, parents will be expected to read the policy and sign it indicating they understand the policy and give their child permission to use the internet in our school. This is done at the time of registration. At Niverville Elementary School students are only allowed to use the internet with a teacher's permission. Our larger goal is to teach students to be good "digital citizens", as they use technology for their learning.

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 to sign your child out 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—4:05 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 crosswalk.

MEDICAL CONCERNS

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. When medication is required to be administered at school for **less than 14 days** the parent/legal guardian will need to fill out the Administration of Prescribed Medication form. This form is available from the office. The medication has to be in the original container with the official label from the pharmacy. The medication needs to be brought to school by an adult.

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.**

EMERGENCY and SAFETY PROCEDURES

Niverville Elementary School tries to anticipate the many types of emergencies or dangers that can take place in a school setting. Each year we review the procedures and responses that would be used if and when an emergency arises. If your child is injured at school we will assess the nature of the injury, apply any necessary First Aid and if necessary call the parent. When an injury involves the child’s head a parent contact will occur due to concussion procedures. An ambulance would be called in case of a serious injury.

Some proactive safety strategies:

- Staff teams have been given training in CPR and First Aid
- Procedures and plans are in place for fire emergencies, tornadoes, bomb threats, and response to dangerous individuals.
- Identification tags for all volunteers and for HSD employees that are not a part of our daily staff.
- Crisis teams and plans in place to address a wide variety of scenarios.
- Practice drills for fire, tornadoes and lockdowns are conducted during the school year.

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. 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.



BEHAVIOUR INTERVENTIONS

The Zones of Regulations

- A curriculum designed to foster self-regulation and emotional control.
- Niverville Elementary School has adopted this great resource and is working at putting it into practice as a whole school involving all grade 1-4
- The students learn that they have zones or different levels of emotional states. They become aware that their emotions and sensory needs, as well as their environments, can influence which zone they are in.
- Students identify what colored zone they are in and why. They then are learning what tools or strategies to use to get themselves back to the “Green Zone”

BLUE ZONE	GREEN ZONE	YELLOW ZONE	RED ZONE
Sad Sick Tired Bored Moving Slowly	Happy Calm Feeling Okay Focused Ready to Learn	Frustrated Worried Silly/Wiggly Excited Loss of Some Control	Mad/Angry Terrified Yelling/Hitting Elated Out of Control

MANAGING BEHAVIOUR

Sometimes students are not ready to work at the higher level of self-control and self-reflection. In these cases, we manage their behavior more “externally” with consequences, with the hope of one day moving to more self-understanding. The following charts have some descriptions of behavior levels and possible consequences we would consider. These are some examples but this may not be a complete list.

Unexpected Behaviours	Expected Consequences	Encouraging Appropriate Behaviour
<p><u>Level I Behaviours</u></p> <p>Examples of level 1 behaviours are</p> <ul style="list-style-type: none"> • Running in building • Unsafe/rough play • Littering • Spitting • Failure to follow classroom/playground beliefs. • Classroom disruption/excessive noise • Uncooperative behaviours • Disruptive transitions • • Hands-on/ Play fighting • Non-directed profanity • Out of assigned area • Put-downs/name-calling • Inappropriate displays of affection 	<p><u>Level I Consequences</u></p> <p>Level I Consequences for Level 1 behaviours may include but are not limited to:</p> <ul style="list-style-type: none"> • Verbal discussion • Loss of privileges • Time out with supervision • Clean up duty 	<p><u>As A Student:</u></p> <ul style="list-style-type: none"> • 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 <p><u>As A Parent:</u></p> <ul style="list-style-type: none"> • 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 <p><u>As a Classroom Teacher:</u></p> <ul style="list-style-type: none"> • 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
<p><u>Level II Behaviours</u></p> <p>Here are some possible examples of Level II behaviours:</p> <ul style="list-style-type: none"> • Repeated Level I behaviour • Aggression – verbal and physical 	<p><u>Level II Consequences</u></p> <p>Consequences for Level II behaviours may include but are not limited to:</p> <p>Verbal correction Loss of privileges Behaviour plan Time out Clean up duty</p>	<p><u>As a School:</u></p> <ul style="list-style-type: none"> • Make the expectations clear • Affirm students who exhibit appropriate behaviours • Communicate with parents • Be consistent, firm and fair with correction • Recognize the need to restore relationships between the victim, the offender, and NES community
<p><u>Level III Behaviours</u></p> <p>Level III behaviours could include:</p> <p>Chronic Level II behaviour Stealing Physical aggression Vandalism Possession of inappropriate and potentially unsafe objects Intimidation/verbal threats Harassment/bullying</p>	<p><u>Level III Consequences</u></p> <p>Level III consequences could include:</p> <p>Pay for damages Behaviour plan Referrals for Programming In school suspension Out of school suspension</p>	

Verbal abuse/directed profanity Disrespect, non-compliance or defiance toward adults Assaultive behavior Cyber-bullying		
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