

St. Laurent School 2016- 2017

STUDENT HANDBOOK

St. Laurent School Mission Statement

St. Laurent School is committed to providing equal opportunities for all students to achieve their potential in a safe and non-threatening environment, which promotes honesty, integrity, self-confidence and respect. We strive for excellence through a commitment to the work ethic and a partnership between Administration, Teachers, Parents, and students, emphasizing learning as a life long quest.

ABOUT OUR SCHOOL

- Hours of operation. 8:30am. -4:00pm.
- Please contact the school (646-2209) or send a note to the school anytime your child is away from school
- *If you have any questions regarding your child's progress this year please contact your child's teacher directly. If your inquiry is more of a general nature please call the office with your question. **If you wish to contact your child for a non-emergency matter they can be reached from 10:15-10:30, 11:50-12:45, 2:05-2:20.***
- K-Grade 12 School, 180 students
- 16.7 teaching staff members, 8 educational assistants, 1 secretary, 1 librarian, 1 Head custodian, 4 bus drivers, 2 custodians.
- Divisional services: Social Worker, AFM Counselor, Speech and Language Pathologist, School Psychologist
- Parent Advisory Council – Mrs. Tammy Hiebert Chairperson – monthly meetings
Prairie Rose School Division Trustee – Mrs. Evi Bruce

Community Use of School Facilities

The school welcomes community members and groups to use the school's facilities. Groups wishing to use the gym, library multi-purpose room or other facilities are asked to book in advance by contacting the Principal. There will be no charge for the use of the facilities unless there is damage or extra cleaning is required.

Parent Advisory Council

St.Laurent School has an active Parent Advisory council, which meets monthly beginning in September. As much as possible an attempt is made to include parents from every grade level on the council.

Community Involvement

Parents wishing to volunteer in the school are welcome to contact the principal for further information.

Teaching Staff 2016 – 2017

Heather Manweiller	Kindergarten/Literacy Support Teacher
Michelle Hoorne	Grade 1/2
Pam Moore	Grade 2/3
Lisa Diell	Grade 3/4
Keri Sowa	Grade 5/6
Jeanette Edwards	Grade 7
Jenn Ross	Grade 8
Vicki Leggett	Senior Years/AP
Michelle Monkman	French
Kelly King	Senior Years
Lisa Bruce	Senior Years
Dana Meilleur	Senior Years
Shane Buck	Senior Years
Kyle Lavallee	Senior Years
Daryl Cowan	Resource
Samantha Chabbert	Social Worker
Shamain Hartman	Guidance
David Halldorson	Principal

Support Staff 2016 - 2017

Jackie Appleyard	Custodian
Valerie Bruce	Educational Assistant
Lori Combot	Secretary
Eric Cowan	Head Custodian
Diane Ducharme	Educational Assistant
Susan Gareau	Bus driver
Cecilia Gaudry	Educational Assistant
Robyn Krpan	Bus driver
Julie Short	Librarian
Marcia Bruce	Custodian
Tammy Hiebert	Educational Assistant
Mary Lavallee	Educational Assistant

Audrey Little	Educational Assistant
Donna Normand	Educational Assistant
Carmen Schon	Secretary
Peter Shoup	Bus driver
Lynne Smith	Educational Assistant
Lionel Vouriot	Bus driver
Tina Willis	Educational Assistant

Teachers, teaching assistants, administrators, custodians, Bus drivers and secretaries are here to help you.

➤ **COUNSELLING AND RESOURCES**

Student Services houses both counselling and resource services. Personal and career counselling services are offered.

➤ **ACCIDENTS**

Any accident within the school must be reported immediately to the office. First-aid equipment, staff with first aid and/or C.P.R. training is available. If required, a student will be taken to hospital and parents contacted. If a student becomes ill during the school day, arrangements can be made for the student to go home.

➤ **WEATHER POLICY**

When weather conditions necessitate the closing of schools, announcements will be broadcast on radio. (QX104,CJOB,CFRY)

➤ **COURSE LOADS**

The maximum course load for students is four classes for each semester. The school reserves the right to authorize minimum or maximum courses. NOTE: Mature students (adults) are encouraged to inquire about taking courses.

➤ **FEES**

There is a transportation fee charged for field trips and a user fee for extracurricular participation. This fee subsidizes but does not cover the total cost of such trips or the expected cost of the activity.

➤ **IMMUNIZATION REQUIRED FOR SCHOOL ADMISSION**

Where a regulation made under The Public Health Act prescribes immunization against a specified disease as a prerequisite to first-time admission of pupils to school, no school board shall admit to any school within the school division or school district under its administration any pupil who is entering school in that school division or school district for the first time unless prior to being admitted the pupil or the parent or guardian of the pupil submits to the principal of the school

- a. The certificate of a duly qualified medical practitioner or registered nurse certifying that the pupil
 - i. Is immune to that disease or
 - ii. Has had that disease, or
 - iii. Has been immunized against that disease, OR
- b. Where the pupil is a minor, a written statement by the parent or guardian of the pupil to the effect that the parent or guardian believes that immunization for the prevention of disease is prejudicial to health or contrary to the religious beliefs of the parent or guardian; OR
- c. Where the pupil is not a minor, a written statement by the pupil to the effect that the pupil believes that immunization for the prevention of disease is prejudicial to health or contrary to the religious beliefs of the pupil.

➤ **CANTEEN**

Canteen hours are from 11:45 – 12:55. Students are allowed to eat their lunches in this area.

➤ **LIBRARY**

The Library is provided to assist students with learning and researching as well as a quiet study area. The library is open 9:00 - 3:30. Books are loaned for a two-week period. Students who have overdue books will be notified and fines will be assessed. All outstanding fines must be paid before the end of school term.

➤ **LOCKERS**

Lockers are the property of the school and the contents are subject to school supervision. Lockers are assigned during the first week of school. To avoid loss of textbooks and personal belongings, students should not tell other students their lock combinations. The school is not responsible for items lost from a locker.

The school reserves the right to revoke locker privileges for neglect or abuse of the locker. Students can expect the examination of lockers and locker contents at any time.

➤ **DRESS CODE**

Students and Staff attending St.Laurent School are expected to be neatly dressed and appropriately groomed. A student's grooming and dress should be complimentary to a positive, wholesome learning environment. Always keep in mind these major factors:

APPROPRIATE -- ACCEPTABLE -- AVOID EXTREMES

Examples:

- Shorts must fit properly and have a reasonable leg component
- No mesh or see through clothing
- Do not have undergarments showing at anytime.
- Do not wear t-shirts or other clothing with suggestive or vulgar pictures or wording imprinted on them.
- No tube tops, Spaghetti straps or tank tops may be worn at school.
- No headgear (bandanas, caps, toques) to be worn during class time.

The school administration shall have the responsibility of deciding the appropriate attire. Physical Education teachers require students to wear clothing appropriate to the activity.

➤ **LOST AND FOUND**

All "found" articles should be turned in to the front office. Lost articles may be claimed at the office. Unclaimed items will be displayed at Parent Visitations. Items will be held for 30 days.

➤ **TELEPHONE**

One telephone is provided for student use for local calls.

Students are **NOT** to use the phones during class time.

➤ **INDEPENDENT STUDY (Correspondence)**

Students interested in correspondence courses must inquire at the Student Services office regarding guidelines and regulations.

➤ **WITHDRAWAL FROM COURSE/SCHOOL**

If you withdraw from a course, please see the school secretary to obtain the necessary form.

If you withdraw from school, please see the administration and subject teachers before doing so. Before leaving, please clean out your locker, pay any outstanding debts and return all library & textbooks and equipment.

➤ **REPORTS AND STUDENT PROGRESS**

Interim and final reports are issued each semester. Throughout the year parent-teacher visitations are held. Parents may request special progress reports from the counsellor and may arrange a parent-student-subject teacher interviews.

Code of Conduct

1. Pupils and Staff must behave in a respectful manner and comply with the code of conduct
2. The following are unacceptable:
 - a) Bullying/Cyber bullying or abusing physically, sexually, or psychologically – orally, in writing or otherwise – any person.
 - b) Discriminating unreasonably on the basis of any characteristic set out in section 9(2) of *The Human Rights Code*.
 - c) Using, possessing or being under the influence of alcohol or illicit drugs at school.
 - d) Gang involvement
 - e) Possessing a weapon, as “weapon” is defined in section 2 of the *Criminal Code of Canada*.
3. Pupils and Staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading,

downloading or distributing material that the school has determined to be objectionable.

4. Pupils are expected to:
 - a) Show respect for others and their property.
 - b) Refrain from holding hands and all other forms of physical contact.
 - c) Dress in a fashion appropriate for the school setting.
 - d) Refrain from smoking on school property.
 - e) Remain on school property from opening to closing of the school day.
 - f) Obtain permission from the Principal or Vice Principal if it is necessary to leave school property. Students who go home for lunch regularly may do so without permission.
 - g) Get to all classes on time equipped with all necessary materials.
 - h) Follow classroom rules as set out by the classroom teacher.
 - i) Obtain parental permission and that of the Principal or Vice Principal whenever it is necessary to go anywhere after school other than their home.
 - j) Park in the area designated for students and refrain from transporting other students without written consent of their parents.

Consequences

Consequences for unacceptable behavior, depending on the frequency and severity of the behavior, will result in consequences that may include:

- a) Loss of privileges
- b) Noon-Hour Detention
- c) In-School Suspension
- d) Out of School Suspension (Parents will be notified)

In the case of alcohol or drug violations, the following policy will apply:

1st Offence – 5 day suspension with the option to reduce the suspension to 3 days with voluntary counseling.

2nd Offence – 5-day suspension with mandatory counseling

3rd Offence – Indefinite suspension with a recommendation for expulsion

(Note: Students' records of offences will carry over from year to year.)

➤ SMOKING

Smoking is not allowed on school property. Students caught smoking on school property could face a maximum suspension of 3 days.

Lockers

We assign each student a locker and provide them with a lock, the lockers and the locks are the property of the school, and the school maintains the right to open and search lockers.

All Lockers To Be Closed At All Times

Naturally, we would never search a locker without a compelling reason, and should a reason arise, we would make every effort to have the student present when the locker is searched.

Technology - Cell phones are not allowed in classes. You must keep them in your locker or turned off if you carry it in your pocket or bag. Cell phones will be taken to the office if you are using them during class time. If you use the technology inappropriately your device will be gone for the year

Campus

K – 8 students will remain at school unless the student is expected to go home for lunch. 9 – 12 students will be expected to sign in and out. Students not respecting the policy will lose their privileges. **Parents have to request closed campus for Senior Year Students.**

Driving Slips

Students will be expected to follow speed limit, respect school property, park in the assigned area, and return a permission slip signed by their parents or guardian. Pending on the severity of breach of contract students will be given a warning or will lose their privileges.

Should you have any questions in regards to the above, please feel free to call the school.

I, _____ give my (son, daughter) _____
(Parent's or Guardian's Name) (Student's Name)
permission to use the family or their own vehicle during school hours.

Note: Students wishing to leave school with another student driver must have written permission from parent or guardian.

Reserved parking areas are as follows:

Staff - assigned in front of the school and south side of the school

Students – South side of the school in designated area **only**.

Visitor/Clinician parking is on the south side of school.

➤ **DAMAGE AND LOSS**

You should report all damage to school property to the front office as soon as possible. Students responsible for damage to or loss of school property pay for repair or replacement e.g. books, equipment, etc...

➤ **Senior High Attendance**

Each student is expected to attend all classes. Class attendance is taken every class and a report is sent to the office. The responsibility for attendance lies first with the student and then with the student's parents. Parents will be notified if attendance is a problem. Poor attendance may result in loss of school privileges.