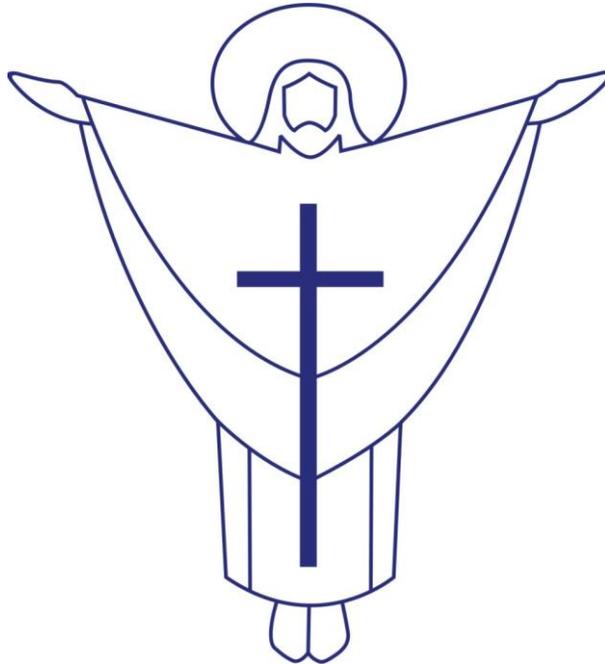


**Beautiful Savior
LUTHERAN SCHOOL**



**SCHOOL HANDBOOK
2018-2019**

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***“Jesus said, ‘Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.’”
Matthew 18:14***



September 2018

Dear Parents & Students,

Beautiful Savior Lutheran School has always built strong relationships between the teachers, families and children that attend our school. These relationships are the foundations for learning that help our students achieve their personal potential.

BSLS provides a well-rounded education in the academic, physical, social, emotional, and spiritual dimensions. We help to provide a strong base for the children to rely on as they move towards their goals in life. BSLS continues to be a safe place to learn and to develop with students, teachers and parents who care for you. We continue to carry out our commitment to “Excellence in Education, Under the Gospel”.

As our school continues to grow, our goals for our school and our students remain the same. We are committed to the students and providing them with the best learning environment possible. Our greatest prayer is that our students will continually further themselves in the development of faith and academics.

In this, our school handbook, you will find information on the policies and procedures that assist us in carrying out our commitment to “Excellence in Education, Under the Gospel”, as we work to inspire the generation of young learners with whom we are blessed to work.

I look forward to working together with the students, parents, and the staff at BSLS.

May God bless and keep you,

Jennifer McCrea
Principal

Our Mission

To provide a Christ-centered education for children, so that they may grow spiritually, academically, emotionally, physically, and socially in becoming strong, fully developed adults.

It is the goal of Beautiful Savior Lutheran School to help each student “grow in the grace and knowledge of our Lord and Savior, Jesus Christ” (2 Peter 3:18) and to “live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God.” (Colossians 1:10)

History

Since 1983, Beautiful Savior Lutheran Church has operated a Nursery School program for children three and four years old. In 1993 the decision was made to expand into a grade school, and it officially began in 1995 with a Kindergarten class taught by Ms. Carol Harms. More grades were added in the successive years. In 1998 we moved to our new facility at 52 Birchdale Ave. The addition of this new facility allows us to offer an excellent Nursery program, a 10- month full time day care program, a Before-and-After School Care program, and an accredited K - Grade 8 program.



Excellence in Education, Under the Gospel

At Beautiful Savior Lutheran School, children will be given the opportunity to know God and have a loving relationship with Him. This relationship encompasses the whole child: spiritually, academically, emotionally, and socially. To this end, the child is given a quality education that provides knowledge, opportunities, and challenges that will strengthen this relationship with God as the basis of all other disciplines. The school helps the children discover their own strengths and acknowledge their weaknesses.

Our fully accredited, experienced teachers will help the children discover and use their own God-given talents and abilities and will provide an environment where students encourage and support each other. Each year the teachers are commissioned by the school pastor and are required to be active members of a Christian church. Our school pastor leads weekly chapel services for the entire student body. The school pastor is available for students, teachers, parents and extended families.

Clear Benefits

BSLS has a character all its own: one that exudes warmth, kindness, calm, respectfulness, safety, and creativity. These wonderful characteristics are the result of dedicated effort by a knowledgeable and committed faculty and staff who work to create an exemplary environment for children. BSLS has many advantages, including:

Our low teacher/student ratio - According to the research, lower ratios significantly affect academic success, both in the short- and the long-term. Low ratios in elementary school have positive long-term effects on students' success rates at higher levels of academia. We have been in compliance with the Department of Education future initiative for many years.

Our multi-grade classrooms - Researchers agree that children exposed to multi-grade rooms are at an advantage. Children in multi-grade classrooms actually develop better social skills and a stronger sense of responsibility, in addition to being exposed to more concepts.

Our sense of community - Each person matters at BSLS. By supporting and celebrating one another's strengths, we are all stronger.

The quality of our staff and their high level of commitment - Working as a cohesive unit, BSLS teachers ensure that every student reap the benefits of several exceptional educators. Each teacher's "area of expertise" is shared with the rest of the faculty, ensuring that the school's commitment to current research on best teaching practice is a collegial endeavor from which the students will benefit. Our teachers care about each student and their lives both in and out of school. Our teachers can be found at their students' ball games, sports events, piano concerts and other non-school events.

Our students' refined sense of responsibility - This is a direct result of multi-grade classrooms and the application of a loving discipline philosophy through which students are held responsible and accountable for their choices.

Our safe, comfortable classrooms - Faculty respect and trust their students. In return, the students have respect for themselves and one another.

The careful grounding within the faith - Each morning, faculty gather to pray for everyone in our care. Faculty members also pray with their students at the beginning of the school day. Chapel is offered once a week, led by a Lutheran Church Canada pastor.

The support of our Parents in Partnership (PIP) - All parents of students at BSLS are members of PIP, which is an active and integral part of the school. Parents are welcome to become part of the PIP Executive, or to be a welcome voice at each of the PIP meetings; whether parents contribute by attending the PIP meetings or giving of a special skill or time, your contribution assists in continuing the warm sense of community atmosphere and the continued success of the school in providing Excellence in Education.

Our French instruction - Beginning with K level, all students are taught Basic French language. The Kindergarten – Grade 2/3 classes receive twenty minutes a day of instruction. The Grades 3/4 – 7/8 classes receive thirty – forty minutes of instruction a day by a French Specialist.

Industrial Arts/ Human Ecology classes – Through a shared services agreement with the Louis Riel School Division, we are able to offer our students a quality Industrial Arts/Human Ecology program. Our grades 7 and 8 students attend these classes at a nearby public high school, Nelson McIntyre Collegiate, one day of a six day cycle.

Music Program - BSLS is one of the few schools in the Province that offers a Band program, a String program and an extracurricular Violin program. Recognizing the inherent value of music education in the early years, our Violin program is offered to all students in grades 1-4. The Band program involves students from grades

5-8 who regularly perform at various school events and concerts. Private violin, advanced violin, and piano lessons are also available over the lunch hour and after school.

Extra-curricular activities – Jump Rope Club, Basketball and Volleyball Teams, Running Club, Intramurals, School Patrols, Chess Club, Scrapbooking Club, We Care Club and others are offered throughout the year.

Our professional relationships - We have excellent working relationships with other independent schools within Winnipeg and with the public schools within our division. We are active members of the Manitoba Federation of Independent Schools.

Our committed School Board- Founded in 1994 under the direction of Beautiful Savior Lutheran Church, BSLS continues to benefit from the committed governance of the church and parent members of the school board to offer the exemplary educational environment that characterizes BSLS. Our board members are recruited to fulfill specific portfolio specialties where the board member is able to focus in their area of expertise. Beautiful Savior Lutheran School's School Board leads the school with vision and integrity with our staff and students at the forefront of importance.

BSLS graduates do very well when they go on to other schools, with excellent academic preparation and the necessary skills to assist them in coping with the social, emotional and spiritual challenges in Grade 9 and beyond.



Programs

Grade School

Beautiful Savior Lutheran School follows the curricular objectives required by Manitoba Department of Education, and we strive to teach all classes within the context of our faith. We begin each day with the national anthem, prayer and devotions.

Kindergarten Program

Our kindergarten program is designed to give all of our students the opportunity to discover their world and to develop the skills necessary to become successful in school and responsible citizens in society. We concentrate on all aspects of development: spiritual, academic, social, emotional and physical. Our Kindergarten program offers two options: a full-day Monday, Wednesday and Friday program or a full-time 5 days per week program. The kindergarten class participates in a general music program.

Grades 1-8 Program

Our grade school program follows the Manitoba Curriculum for all subject areas with qualified, educated, Manitoba certified teachers. We teach our students to become responsible for their actions and to be respectful of everyone and everything. Our teachers teach Mathematics, Language Arts, French, Science, Social Studies, Physical Education, Art, Band (gr. 5-8), Violin (gr. 1-4), General Music (K), Literacy with Information and Communication Technology, and Industrial Arts/Human Ecology (gr. 7 & 8).

Extra-curricular/ Enrichment options include: All of our extra-curricular options are organized and run by staff members. Our dedicated teachers enjoy working with the students and incorporating their own personal interests. We are able to offer Jump Rope Club, Volleyball and Basketball Teams, Running Club, Intramurals, School Patrols, Private Music Lessons, Mad Science, Advanced Fiddle Group, Chess Club, and We Care Club. All students are encouraged to participate in the activities of interest to them or where they would like to expand their experiences.

Violin - All students in Grades 1—4 study violin as part of their daily curriculum, building on the research-proven cognitive and expressive benefit of music instruction in the early years. Private lessons and Advanced Fiddle Group are offered throughout the year for those students interested in extra lessons or wishing to continue violin instruction after grade 4.

Band - All students in Grades 5-8 participate in the school band as part of their daily curriculum. The band meets for half-an-hour per day to perform and to learn music theory.

French - Students in Kindergarten to Grade 3 participate in an Introductory French program which is an enhancement to the requirements of the Manitoba curriculum. Through games, songs, poems, and vocabulary activities, the children learn about their world from a French perspective. Students in Kindergarten to Grade 3 receive twenty minutes of instruction per day. In Grade 4 - 8, students are in the Basic French program and receive thirty - forty minutes per day of instruction by a French Specialist.

Resource - We have a part time Certified Resource Teacher on site who is in charge of provincial Special Needs Funding, remedial reading programs, and support for our students. As well we have the privilege of sharing resources with the Louis Riel School Division and receive support from a Social Worker, a Psychologist and a Speech and Language Pathologist. Our time is limited for these specialists and students are referred only after screening and consultation between Resource and Classroom teachers.

The ***Industrial Arts & Human Ecology program*** encompasses the subject areas of graphic communications, home economics, family studies, food and nutrition, and clothing and textiles. This course is provided through an agreement with the Louis Riel School Division. Students attend Nelson McIntyre Collegiate one day on a six day cycle basis.

In addition to Chapel services, held on Wednesday mornings for the entire school community, the ***Christian Education*** at BSLs permeates the school day. The day is opened with the singing of O Canada followed by Luther's Morning Prayer, and each of the classes pray before meals. We teach one another to handle/solve problems through the practice of repentance and forgiveness. In this way we seek to put into practice the forgiveness and love which we have received from God.

Our ***Christian Education program*** continues as students start their classes by studying stories and events of the Bible and seeing the Grace of God through these stories. The students are encouraged to memorize Bible passages, as well as the Ten Commandments, the Lord's Prayer and the Apostles' Creed.

Currently, the students at BSLs are placed in ***multi-grade classrooms***. BSLs follows the research that demonstrates that multi-grade classrooms provide an educational advantage to our students. Please refer to <http://www.edu.gov.mb.ca/ks4/cur/multilevel/index.html>. The current arrangement is K, Grade 1, Grade 2&3, Grade 4&5, Grade 5&6, and Grade 7&8. As per standard operating procedures for schools that implement split grades classrooms, the Science and Social Studies curriculum alternates each year. For example, in 2016/17 the Grade 7 Science and Social Studies was taught. In 2017/18, the Grade 8 Science and Social Studies curriculum will be taught.

Before and After School Care

Families at BSLs have an opportunity to take advantage of on-site care from 7:00 – 8:30 a.m. and from 3:16 - 5:30 p.m.

For details on the Nursery School and Preschool programs offered at BSLs, see the *Nursery School/ Preschool/ BASC Program Handbook*, available through the Director of Childcare Services.

Program Enhancements

Chapel Services

Each Wednesday, a chapel service is held for all students at the Birchdale campus. Our pastor or a special guest conducts a service to which parents and friends are always invited to join us.



Technology Integration

We integrate technology into our daily curriculum to meet the needs of our students for today and tomorrow. Students conduct on-line research, design creative presentations, write stories and screen plays. Since our technology lab and our mobile technology lab, is such an integral part of our curriculum, our lab is maintained to contain one computer per student in each grade to allow for maximization of hands-on computer projects. Families are required to create an e-mail account to facilitate parent/teacher communication, school updates, notices and reminders of upcoming events. A bi-monthly e-mail is sent to the parents with events and reminders from the school. Teachers maintain a blog to help parents keep up to date with all classroom activities and important events. Please notify the office immediately if you do not receive the emails.

Our kindergarten – grade 8 classrooms have SmartBoard™ technology and Senteo remotes. This technology use is an integral part of their day. The classrooms also have iPads and Tablets to be used in the classroom by the students.

Sports Activities

Beautiful Savior Lutheran School offers an intramural program beginning in Kindergarten, which is run during the lunch hour or the recesses, for all students who wish to participate. Students have a chance to develop their skills through sports such as soccer, floor hockey, flag football, basketball, badminton, and primary physical education games.

Running club meets during the lunch two days a week, in the spring and fall, and prepares students for recreational and competitive runs. Parents are also invited to join us for a run. Additional activities include the Volleyball and Basketball Teams.

Grade 5/6 Camping Trip

This is a trip that is met with great anticipation! The grade 5/6 camping trip has historically been to Camp Arnes by Gimli, MB. Students can take part in horseback riding, bannock making, orienteering skills, archery lessons, hike, swim, snowshoe, ice fish and sing around the camp fire. The trip alternates between winter and spring.

Grade 7/8 Outdoor Adventure

The Grade 7/8 class traditionally visit Luther Village near Kenora, ON or Camp Manitou near Winnipeg, as a year-end celebration in June.. On their outdoor physical education trip they will have the chance to experience orienteering, bog walking, campfires, night hiking, pontoons, water olympics, canoeing, and archery.

Please note: Parents who are involved in overnight trips as chaperones require an up to date Child Abuse Registry Check as well as a Criminal Record Search Certificate with a Vulnerable Sector Search Clearance. Both of these checks must be current, within the last 3 years, and volunteers will be reimbursed by the school for the cost of these applications.

Reading Buddies Program

Older grade students are paired with a younger grade student to read stories to each other. The children get to know, interact with, and learn from children in other grades.



A Passport To... Program

Each year for one entire week the entire student body explores facets of a foreign country. This week is the week before Spring Break every year. Each classroom teacher takes on a project focusing on a specific aspect (culture, language, geography, history, food) of our country of study. The children are given a "passport" to travel to each classroom which is stamped at each of their educational stops on the school tour.

Artist in the School Program

Each year, the school applies for the Artist in the Schools Program. The Artist in the Schools Program aims to support arts education in Manitoba schools through one to ten week residencies integrated into the school's instructional schedule.

The program is intended to achieve the following goals:

- To provide in-depth arts experiences, engaging students and teachers in the creative process
- To expose students and teachers to the work of practicing professional artists
- To assist students in developing a critical understanding of the arts
- To provide teachers with professional development related to the arts
- To encourage artists and teachers to work in partnership to develop a residency project, integrating the arts into a wide variety of curriculum areas



Sue Proctor 2013

Past/Current Artist in Residencies:

- 2010-11 Fabuki Daiko - music
- 2011-12 Allison Moore - visual arts
- 2012-13 Sue Proctor - theatre
- 2013-14 Coffeeman - African drumming
- 2014-15 Randy Guest - movie making
- 2018-19 Mr. Mark - music

Field Trips

Field trips are an integral experiential springboard and extension portion of a student's education at BSLS. Each class participates in several outings throughout the year to broaden their interest and experience. An activity fee is collected at the beginning of the year to assist in the continuation of these programs.



Grade 1-2 field trip to the Narcisse Snake Pits



Grade 5-6 field trip to deliver toys to the Salvation Army Toy Drive

Canteen

The Canteen is open for 10 - 15 minutes at the beginning of the lunch hour. (12:00 - 12:10) From Monday to Friday, the Canteen offers only meal replacement items and healthier snack choices. Items for sale range between \$0.50 - \$3.00. Canteen cards can be purchased through the office for \$10.00. The parent may place restrictions on the card so that the child can only purchase items on specific days, healthy food, etc. A listing of items for sale is available at the school office, and is posted at the canteen. Utensils required for the food purchased at the canteen are provided. Utensils are available for a fee (\$0.25 each) if students require utensils

forgotten for food brought from home.

Hot Lunch Program

The Hot Lunch Program is organized by parent volunteers and the school office, and is usually offered at least twice per month. The selections vary each year and may include soup, pizza, chicken fingers, fruit smoothies, wraps, perogies, or other items. Parents will be notified of the hot lunches via order forms sent home with their children. In order to increase convenience, a number of hot lunches forms are sent at one time.

Parents in Partnership (PIP) - Keeping our children's BEST INTERESTS close to heart!

Our goal is to build a partnership with the school so that our children may have the opportunity to grow and learn to be the best that they can be. PIPs purpose is to enhance the education of the students, and to provide all of the parents with an opportunity to be involved in the outcomes of the school. This group of parents and teachers also focuses on organizing fundraisers that strive to improve the physical surroundings for our children, such as the upcoming improvements to the playground.

We need and would love your support by volunteering some of your time at one of the upcoming fundraising/community events that are scheduled to take place next year. As well, everyone is encouraged to attend our meetings (as noted in the school calendar) so that we work together as a team for the benefit of our children.

If you are interested in belonging on the PIP Executive, new members can be voted in during September and May.

Admissions Information can be found on our website www.bsls.ca and/or in a registration package when requested.



Violins performing at Christkindlmarkt



Band performing before WSO concert

Information and Policies

Abusive Parents

In any case where a parent has verbally or physically abused school staff, students or parents, the safety of the staff and students and the learning environment of the school will be the primary concern of the Principal. With the assistance of the School Board, the Principal will make decisions accordingly.

Abusive Students

All students are expected to conduct themselves according to a Christian code of conduct. The safety and well-being of each child will be the primary concern of the teachers and Principal. Students identified as being abusive toward others will be disciplined and possibly expelled.

Accident or Sickness

Please be aware that we do not have facilities at school to accommodate children who are ill. As a result, if your child becomes ill during the day we may telephone and request someone to pick him/her up. If your child is too ill to go outside at recess or participate in school activities, please keep your child at home that day.

When there is a serious case of sickness or injury, the teacher or secretary will telephone the following people until someone is reached:

1. the family residence
2. the parents work number, mother first, then father (unless otherwise instructed)
3. the parents cell number, mother first, then father (unless otherwise instructed)
4. the emergency contacts given on the registration form in order

Note: It is crucial that all emergency information at school be kept up to date! Please notify the office of any changes immediately.

Allergy

BSLS has a "Nut-Safe" Policy to ensure the health and safety of our students. There are children in our school who have severe allergies to nuts, eggs and seafood. Even exposure to a tiny amount of this item could be potentially serious and life threatening. We can all play a role in preventing a dangerous and frightening situation at school. The specific child and the family must take responsibility to avoid exposure. However, staff, and other children and their families can also help to make the school environment safer. Your assistance is needed to:

- avoid sending nuts or items containing nuts with your child to school
- avoid sending egg salad sandwiches, or a food predominately with egg
- avoid sending seafood or items containing seafood with your child to school
- avoid sending snacks *for the class* with egg as an ingredient
- Teach your children to understand this very serious situation and the importance of not teasing those with medical conditions.
- discourage your child from sharing their snacks/lunch.
- ensure there is no peanut butter residue on your child's clothes, hands and face before coming to school.
- Many food items contain the warning "**May contain traces of nuts/ and or peanuts**" these items should not be brought to school.



If a child brings an item to school that is on the list of allergens, they will be asked to eat with a friend in another area of the school. They will also need to wash their hands and the tables they were using. This may be an inconvenience, but please realize how important your assistance is. We would take the same care should your child have such a health care need. Thank you for your cooperation to make Beautiful Savior School a safe and happy place for all our students.

Attendance

Regular and punctual attendance is required of all students. If your child is absent or tardy, please call the school office between 8:00 a.m. and 9:00 a.m. so that the school is aware of the child's whereabouts. If your child is late for school (s)he must report to the office to receive a late slip to give to the child's teacher. If you or your family doctor desires your child to be excused from outdoor or indoor recess or from Physical Education, a note of explanation will be expected as well. Otherwise, all students are expected to participate in the normal, daily activities.

Cell Phones, Cameras, MP3's, iPods, and Toys

Cell phones have become a standard part of many of our lives. It is very convenient to have a cell phone to make and receive phone calls. In order to ensure that the students remain focused on educational pursuits; cell phones are not to be used during school hours. They are to remain in lockers and turned off. If parents need to reach their child, please call the school office and a message will be passed on to the appropriate person. Cell phones may be turned on and used *after* the child has been picked up and has left the school property.

MP3 & iPod Use

All electronic devices should not be brought to school. They are expensive and could be lost or broken. The music on the MP3s & iPods are assumed to be monitored by parents, but different parents have different standards. Therefore, if they are at school for a special occasion, they cannot be shared and should not be listened to on breaks or on school property.

Toys & Cameras

Items from home, including toys, trading cards, and cameras are not permitted on school grounds. These can be lost or broken and may cause disruptions among students and their learning environment. Please leave them at home unless there is a particular occasion occurring at school permitting the objects to come to school. A note will come home in advance notifying the parents of the special occasion.

Any electronic devices found to be distractive during class, school time, or used during recess will be removed from the student. The device can be picked up from the Principal at the end of the day by the student. If the same student has a device removed for any further events, the parent/guardian will be required to pick it up from the Principal during office hours of 8:00 am – 4:00 pm Monday – Friday.

Class Placement Requests

In May of each school year, the school staff determine the class lists for the following September. This is a complex process and we seek parental understanding and support. It is our strong belief that the learning atmosphere in the classroom must be the first consideration in the formation of class groupings. Classes are organized to maximize learning and teaching opportunities for students and teachers. Teachers and administrators make every effort to minimize the potential for negative student interactions. Staff teams strive to create classes that are heterogeneous and balanced in all respects.

The following are all considered when determining class placements:

- student performance
- teacher's knowledge of social interactions and dynamics between individual students and groups of students, including friendships
- student/teacher match
- placement of students new to our school
- male/female ratio
- approximate equal class size at any grade level

Parents can assist the class formation process by helping their children understand the process that is used to develop class formations and supporting the placements once they have been made. It has been our experience that the vast majority of placements are successful with appropriate support at home and school. Final class

placements for returning students will be released on the last day of school in June with the student's June report card.

Class Size

Beautiful Savior Lutheran School maintains a low student/teacher ratio in commitment to individualized attention and quality instruction. In order to ensure this quality, class size will not exceed 20 students in nursery school and Kindergarten, and 24 students in the elementary and middle grades. Beautiful Savior Lutheran School has been in compliance with the class size initiative begun by the Department of Education for a number of years and continue to work within the Department guidelines.

Classroom Celebrations

During the school year, special celebrations, both sacred and secular, are recognized by our church and society with various types of activities. At times, we will change the regular classroom schedule to include special celebrations which highlight the importance of holidays and special days.

Code of Conduct

Our school expects students, teachers, and parents to be respectful and responsible.

RESPECT: We are to respect God and His name; we are to respect all those in authority and listen to what they say; we are to respect other people, their space, their property, and their reputations; and we are to respect ourselves.

RESPONSIBILITY: We are responsible for our attitudes and our actions, for our possessions, for our school, for each other, and for our jobs. That means we take care of each other and our school, and we take our responsibilities to learn, teach or parent seriously.

Using, possessing or being under the influence of alcohol, cannabis (marijuana), or illicit drugs at school is prohibited for students, staff, parents, and all visitors.

Discipline

The word "discipline" comes from the word "disciple", meaning "follower." Our disciplinary policy at BSLS is based on our relationship as disciples, or followers, of our Lord Jesus. The standards of classroom behavior are based on the standards God Himself has given us in His Law. It is here, summarized in the 10 Commandments, that we find the command to love and respect God, to respect and honor all those in authority, and to treat others in ways which protect and uphold their well-being, possessions, and reputation. We expect students and staff to love God above all things and to love each other as they would love themselves. Our goal is to teach our students to be self-disciplined through clear communication of expectations and fair, consistent consequences.

While the standard for our expectations is God's Law, the context in which we carry out our daily activities, including our classroom discipline is His Gospel. We recognize our students are children loved by God, redeemed through Christ's death and resurrection. It is in this context that we are able to help our students recognize their wrong doings, offer them forgiveness and encourage them to live according to God's desire for our lives. With this understanding, the children are free to learn in a setting, which both upholds high moral standards and allows for a forgiving, safe environment where we can learn to live with each other in a God-pleasing way.

When isolated incidents of misbehaviour occur, teachers will deal with them in appropriate ways: reprimands, personal counsel, withholding privileges, or the assignment of appropriate tasks which will help the child understand that the behavior is not acceptable. If a pattern of misconduct develops, parents will be notified immediately. In situations of persistent misbehaviour or gross misconduct, the Principal, teacher and parent will be involved in determining an appropriate course of action, including suspension or, in serious cases, expulsion. Beautiful Savior Lutheran School retains the right to use other means of discipline, such as suspension, disciplinary probation and expulsion should a situation arise that warrants such approaches.

If it is deemed that a child is abusing technology in any way, suspension from use of computers and/or the internet would be immediate, for a determined amount of time, during which the responsibility of completing necessary assignments requiring technology will be the responsibility of the student outside of school time and property.

The following must be noted as stipulations that will result in immediate referral to the administration, as outlined in the Public Schools Act

1. Bullying, or abusing physically, sexually or psychologically (orally, in writing or otherwise) any person is unacceptable.
2. Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable.
3. Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable.
4. Gang involvement will not be tolerated on the school property.
5. Possessing a weapon, as ``weapon`` is defined in section 2 of the Criminal Code of Canada, will not be tolerated on the school property.

Intervention:

The goal of intervention, including disciplinary consequences for violating the Code of Conduct, in all situations are intended to preserve the dignity and self-worth of all involved.

The Principal reviews with the person who has violated the Code of Conduct. Depending on the severity (pervasiveness and frequency) of the behaviour, consequences may range from:

- Counseling
- Formal conference
- Temporary withdrawal from the classroom
- Removal of privileges
- Detention
- Restitution
- Clinician referral
- Performance contract
- Police involvement
- In-school suspension
- Out-of-school suspension
- Expulsion

Love and Logic®

The staff at BSLs use the Love and Logic® approach, holding students accountable for their own actions in caring ways. These techniques allow students to learn from the consequences and take advantage of the opportunities that boost their self-esteem. These factors enable children to handle changes and struggles in a constructive way. Children are taught to problem solve. They have opportunities to have some personal control through the choices they make and at the same time teachers are able to set limits.

Dr. Nobby Woo is an independent facilitator of the *Becoming a Love and Logic Parent*® curriculum. Dr. Woo will offer the *Becoming a Love and Logic Parent* class to interested parents in the fall and spring of each school year so that they can become familiar with the concepts and apply them at home, allowing for greater consistency. Love and Logic® skills help parents raise responsible kids. A Love and Logic® lending library is available through the Admissions Office.

Love and Logic is a philosophy founded in 1977 by Jim Fay and Foster W. Cline, M.D. More information can be found at www.loveandlogic.com

Responsibilities of Teachers

Put simply, the teacher's responsibility is to teach so that all students are able to learn. Teachers will be well prepared for their classes. They will also clearly communicate to students what is expected of them and the resulting consequences if students choose not to meet those expectations. The teachers will communicate with the parents and administration concerning the children's progress, so that as a team, home and school can work together to help the children. To this end, each teacher maintains a blog site that may be accessed from the school website, sends home regular email updates, and visits each family during a "home visit" at least once a year.

Responsibilities of Students

Students are responsible for their own attitudes and actions. Their job at school is to learn and to allow others to learn. For this to happen, students must follow the instruction and correction of their teachers. Our students must remember that they are examples of proper behavior to others, especially younger children, and must take that responsibility seriously.

Responsibilities of Parents

Parents are ultimately responsible for their children, and are crucial in helping their children develop patterns of proper conduct and self-control. They must communicate with the school any concerns they have, and support the teachers and administration in its efforts to guide and, when necessary, correct the students. When on field trips and excursions, parents are also ambassadors and representatives of the school. Parents are an essential part of the school team!

Parents who help out on field trips and take pictures that include other children from our school are asked not to post them on line but to keep them for personal use only.

Composting

BSLS also participates in a school-wide composting program. Each classroom has a composting pail where compostable food materials can be collected. These containers are emptied into the large composting bins in the playground at the end of each week.

Dress Code

Our students are representatives of the school and the faith for which it stands. We ask parents to assist students in choosing clothing which is both clean and modest, avoiding extremes which tend to attract unfavorable attention to themselves or the school. Slogans and advertising that project a negative message or promote inappropriate products are not suitable for school. Students require a pair of indoor shoes (with soles which do not leave marks on floors) to stay at the school and be worn at all times in the classrooms. Students may not wear hats or outdoor jackets within the school. Students should avoid wallet chains, short shorts, low cut tops, tube tops, tank tops with spaghetti straps, muscle shirts, half shirts (belly tops), torn clothing, chains and t-shirts with obscene, violent, suggestive, offensive language or drug connotations. Students who are wearing inappropriate clothing will be asked to cover up or to return home and dress appropriately. iPods, MP3 players, cell phones, pagers, outdoor clothing, leather/jean jackets, hats, etc. are to be placed in student lockers and may **not** be worn/ carried during school hours.

Early Pick-Up of Students

Occasionally parents pick up their children prior to our regular dismissal times. We ask that parents come into the school and pick up your child at the office, or directly from the homeroom. We do have a sign out process which we use to ensure the safety of your child. Please report to the office and sign out your child if you need to pick them up early. Please do not ask your child to wait at the door or on the playground.

Field Trips

Beautiful Savior Lutheran School encourages the teachers and students to have a variety of experiences to draw upon for their classroom learning. In order for a student to attend a field trip, a signed permission form must be returned to the school. The field trip permission forms are sent ahead of time and must be returned to the school. If your child requires a booster seat, according to the legislature, please leave your child's booster seat at their locker. It is the responsibility of the parent to leave a booster seat if required. The school provides school shirts for all the students to wear on all field trips. Please be sure to send your child in theirs.

Homework

Progressively, more homework is expected of the students as they approach the upper grades, and it provides many benefits. Homework can become a tiresome and unwelcome task for parent and student if its value is not understood. The following outline highlights some of the benefits and the ways in which home and school can effectively promote and support homework as an important part of the educational experience.

THE PURPOSE OF HOMEWORK

Homework helps students to

- review skills and practice lessons such as memory work, math questions, spelling words;
- prepare for class such as doing reading assignments, research topics, and studying for quizzes and tests.
- develop good study habits
- learn time management by scheduling time daily for homework
- learn how to stay organized
- be responsible for work assigned
- learn how to manage long term assignments such as projects and reports
- follow directions
- learn to work independently
- read for pleasure
- learn new concepts
- engage in discovery activities that are sometimes designed to be done with parents, giving students opportunities to demonstrate their learning

Homework helps teachers to

- assess a student's understanding
- assess a student's ability to work independently
- provide adequate practice of a skill

Homework Expectations

Our experience tells us that good communication between the teacher and the parent is key to managing homework time. Early in the year it is helpful to discuss what kind of homework to expect and the amount expected by your child's teacher.

Factors that Affect the Amount of Homework

- how well the student uses his/her time in class
- how quickly the student works
- how well the student manages longer term assignments
- how well study time is structured

How Parents Can Help

- Set-up a study area where your child can do homework each day (quiet, comfortable, well lit, with supplies readily available).
- Schedule a daily homework time and consistently follow up on adherence to it. (with the teacher's help, determine an appropriate amount of time for homework).
- Avoid allowing scheduled activities to alter the *amount* of homework time.
- Be available for questions.
- Eliminate distractions (TV, stereo, radio, telephone)
- Motivate your child by showing interest in papers brought home, giving words of encouragement, praising and rewarding effort and good work.
- Don't *do* your child's homework. Instead of giving your child the answer you can:
- Point out resources

- Help your child think clearly and creatively by making comparisons or talking about related ideas
- Check your child's work when they are done
- Go through directions together
- Work on the first problem with your child, then let him/her finish on their own.
- Communicate with the teacher if you find your child does not understand a particular concept. Also let the teacher know if homework seems to take longer than you expected, if a family emergency has interfered with your normal homework routine, or if an absence from school is planned, in order for the teacher to give your child the work which will be missed.

Home – School Communication

The home and school are partners in the education of our students. As with any partnership, regular, meaningful and effective communication is essential. We appreciate knowing about major events, medical problems and emotional upsets that affect our students. We also desire to let you know of all that is happening in the school. Please take advantage of any of the following opportunities for communication:

1. Parents call the school office between 8:00 and 9:00 a.m. if their child is absent or late.
2. Notes are sent by parents to teachers explaining absences, lateness, or other important information.
3. Teachers contact parents by phone, email or writing concerning the progress of students, or of any special concerns.
4. Parents are notified by the office in the occurrence of accidents or illness.
5. Report Cards are issued three times a year and follow up student-led portfolio conferences are scheduled at the end of the first and second terms.
6. Prearranged, parent or teacher initiated conferences may be held in the afternoons, after students have left the classroom.
7. Classroom blog sites are maintained throughout the year.
8. Email updates – both the principal and the classroom teacher will send regular updates to parents.

Language

All persons on BSLs campuses are expected to use language respectful of all persons, including God. Children and adults using inappropriate language will be asked to refrain from using the offensive words. If after being asked, a person continues to use foul language, the Principal will use disciplinary discretion and/or ask the person to leave BSLs property.

Lockers

Students will be given lockers to store their outdoor clothing and personal items. No locks are provided and the lockers are to remain unlocked at all times. The teachers and administration reserve the right to search any locker at any time. Anything of value should not be left in lockers, as they are not secure. Such items should be left at home, or given to a teacher or office for safekeeping.

Lost and Found

Any items lost or found should be reported to the school office. Items not claimed by the end of the year will be donated to a charity organization or discarded. To prevent items going lost, please put your child's name in clothing and other articles. Money and valuables should not be brought to school, but if they are, they should be given to the teacher for safekeeping.

Lunch

All students receive fifty minutes for lunch, beginning at 12:00 noon. Students who bring their lunches to school will eat them in their classrooms. (Please see the Allergy Policy information in this handbook). Parents are expected to provide a balanced nutritious lunch for their children every day. Each room has a microwave oven for students' occasional use.

Students are expected to remain in their assigned seat all through lunch time and may talk quietly until dismissed by the supervising staff member. They are responsible for keeping their individual floor and table space clean. Students must place all waste material into the classroom garbage can after they have been dismissed by the supervising staff member. Staff members are on supervisory duty for the lunch hour. These

staff members rotate from one room to the next assisting students and managing students' behaviour, as required. As well, our grade 7/8 students assist as lunch monitors in the kindergarten to grade 4 classrooms.

Students may leave the school property to go out for lunch only if a dated and signed parental note is provided to the classroom teacher. If the student has any lunch time responsibilities, they must find substitute coverage before leaving.

Medication

Students should not bring any medication, prescription or over the counter, to school. When students are required to take prescribed medication during school hours, the medication must be kept in the school office. The office will not give students any over the counter medication (for example: aspirin, Tylenol, cough medicine, etc.). If it is absolutely necessary for school staff to administer a prescribed medication, a parent must obtain, fill out and submit a Parental Authorization for Dispensing Prescription Medication form. This form can be obtained from the school office and must be submitted to the school office once completed. The medication must be brought to the school office in a container bearing the original pharmacist's label indicating: Physician's name, date and number of prescription, type of medication, child's name, dosage instructions. Pre-measured doses in pharmacist labelled blister packs are required for frequent and longer-term medication requirements.

Music Programs

At Beautiful Savior Lutheran School, we pride ourselves on our exemplary music program. It begins with the general music class in kindergarten, followed by the violin music classes from grade 1-4, and continues with the band in grades 5-8. As such, it is extremely important for parents to understand that homework and practice of their instruments is essential. There are many opportunities for the children to perform outside of school and parents must realize that practice as an individual affects the group performance. **If it is found that a student is not practicing and doing their homework for their instrument, they may not be allowed to perform with the group on extra-curricular performances.**

Parental Concerns

BLS would like all concerns to be dealt with as quickly as possible. This outlines the process you should follow to have a resolution of your concerns.

If you have a concern regarding a matter involving your child and another child, you should begin with your classroom teacher. S/he may direct the matter to another classroom teacher or the administration. If the teacher is not immediately available, please leave phone numbers and times when the teacher/administrator can return your call.

If you have a concern regarding a staff member, please contact that person as your first step. Again, if that person is not immediately available, leave information that will assist him/her to contact you. Once in contact with the staff member, state your concern as clearly and calmly as possible. This is an opportunity to ensure that any missing information is provided to resolve the concern.

In either instance, if your concern is not satisfactorily resolved your next step is to speak with the Principal at the school after informing the staff member you intend to do so.

If your concern remains unsolved after discussion with the Principal, again after informing him/her of your wish to do so, contacting the School Board Chairperson is appropriate. You may direct your concern in writing to the School Board. The School Board will respond, usually following inquiries with the involved parties.

Your cooperation with this Protocol is helpful and appreciated.

Promotion and Retention between Grades

Students who meet basic grade level requirements will be promoted to the next higher grade at the end of the school year. Students who do not meet grade level requirements may be kept back to repeat a year in order to acquire the necessary skills and knowledge to succeed at the next higher grade level. A student who constantly

lives with frustration and a sense of failure because of the difficulty of work may greatly benefit by repeating a year. Factors such as age, social maturity, work habits and ability will be considered before a decision is made. The parents will be informed early on if there is a chance that their child may need to repeat a grade and the school will seek their input in making a decision, which will be in the best interest of the child.

Recess

Students in kindergarten to grade 6 have two 15 minute recesses, one in the morning (10:15 a.m.) and one in the afternoon (2:00 p.m.). Students in kindergarten to grade 8 have one 30 minute recess at the lunch hour (12:20-12:50) Recess is held outdoors during favourable weather and indoors during inclement weather. If it is raining, students will have outdoor recess, so please ensure they have appropriate clothing for the weather. Staff and/or parent volunteers supervise and monitor lunch and recess periods. Students who need to be excused from recess activity must have a medical note from the doctor. Students may be denied recess time in cases of behaviour problems or incomplete school work.

Outdoor physical activity is essential to the well-being of all students, but their safety is paramount when inclement weather arises. Students may be allowed outdoor recess for a maximum of 15 minutes when the wind chill reaches -27° . Indoor recess will be held when the wind chill reaches -30° , based on the forecasts provided by Environment Canada with weather readings observed at The Forks Weather Station. If it is raining, students will have outdoor recess, so please ensure they have appropriate clothing for the weather. Students will not go outside in there is lightning. Current and complete weather conditions at The Forks are available at www.weatheroffice.gc.ca.

Safety, good sportsmanship and respect for each other are to be practised at all times. Inappropriate language, fighting (includes play fighting), disrespect towards others, carelessly throwing objects (includes snowballs) and other misbehaviours will be assigned an immediate consequence. Students must respond to the teacher's call to signify the end of recess and line up immediately in an orderly fashion in the space assigned for their class.

We often receive requests from parents to keep a child indoors during recesses. Unfortunately, we cannot fulfill these requests and allow students to stay inside during outdoor recess times. To maximize safety for our students, we assign all available supervisors to the playground during outdoor recess times. Also, for safety reasons, we cannot allow children to stay indoors inadequately supervised. If your child is too ill to partake in regular activities of the school day, including recess, we ask that you keep your child at home until he or she is fully recovered. This process will assist our school to lower the possibility of spreading a contagious sickness to other students and staff.



Recycling

There is a collection point for recycling ink cartridges and aluminum tabs in the school office. BSLs also employs an extensive recycling program of paper, plastic, glass and aluminum that is collected daily from the classrooms.

The students also collect Campbell soup labels as part of the Campbell's Labels for Education program, and welcome your contribution to the school office.

Report Cards

Progress reports for each student are prepared and issued at three intervals during the school year. Student-led conferences are held for all families following the first and second term. Additional conferences may be arranged at any time during the year as is necessary. Report Cards follow the guidelines set forth by Manitoba Education, Citizenship, and Youth.

It is our goal that our report cards contain meaningful information regarding your child's academic and social progress in the classroom. The current grading scheme for Grades K-6 includes these achievement descriptors:

- | | |
|----------|--|
| 4 | Thorough understanding and in-depth application of concepts and skills |
| 3 | Good understanding and application of concepts and skills |
| 2 | Basic understanding and application of concepts and skills |

1	Limited understanding and minimal application of concepts and skills
ND	Does Not yet Demonstrate the required understanding and application of concepts and skills
NA	Not Applicable – not introduced this term
IN	Incomplete, not enough evidence available to determine a grade at this time

The current grading scheme for Grades K-8 includes these learning behaviours descriptors:

C	Consistently – almost all or all of the time
U	Usually – more than half of the time
S	Sometimes – less than half of the time
R	Rarely – almost never or never

Grades 7 - 8 report cards use a combination of the above academic descriptors (4,3,2,1,ND) and percentage grades.

Resource Support

BLS has a part time Resource Teacher on staff to provide assistance that will enable students to be successful in learning activities in their classrooms. We will provide both indirect service through consultation, collaboration, and coordination with the teacher in the classroom and direct service to the student in the resource room. Many of the services at BLS will take place in the early years where the emphasis is in developing basic reading and writing skills. Students who require additional support will be given one-to-one or small group instruction. Many of our teachers work with small groups and individuals in support and tutoring situations. The ratio of extra support in BLS rivals and even surpasses the support in many public schools.

School Attendance

Students of school age can be excused from classes for reasons of sickness, unavoidable causes, or doctor/dental appointments. Hair appointments, babysitting, shopping, etc. do not qualify as “unavoidable causes”. The Public Schools’ Act places the responsibility on parents to see to it that their children attend school on a regular basis.

At BLS:

Attendance is taken at the beginning of the morning.

Parents are asked to call the school office at 984-9600 ext. 5 by 9:00 am. There is an answering machine where you are able to leave a voice message at any hour of the night to let us know that your child will not be in attendance. You can also send an email to admin@bsls.ca to notify us if your child will not be attending school for that day. Please include a reason. If we do not receive a call or email from you, we will contact you at home or at work.

If a child is absent from school, the secretary will phone the parents to determine why the child is absent, unless the parents have already contacted the school. This is also a safety check for parents who may have sent their child to school, but whose child may not have arrived.

Lates:

The Public Schools’ Act mentions habitual lateness: “Where a child is habitually late for school, the parent or guardian who has legal charge of the child shall be deemed to have failed to send the child to school regularly and is liable to the penalties prescribed in the act”

Please ensure your child is given the guidance and support necessary to arrive at school on time.

School Closure

In case of inclement weather, or other extraordinary circumstances, notice of cancellation of classes will be announced on CJOB 680 AM. The school also has a “Phone Fan Out” system for emergency closure.

School Hours

Morning Classes	8:45 – 12:00
Afternoon Classes	12:50 – 3:16

The school doors open at 8:30 a.m. each morning and classes run from 8:45 a.m. to 3:16 p.m. We ask that students be in their classes by 8:40 and should not arrive before 8:30 a.m., unless they are registered in the Before School Care Program. General supervision is not provided before the school opens at 8:30 a.m. in the morning. All students are expected to remain outdoors until 8:30 a.m. when the front doors are unlocked. Classes end at 3:16 p.m. and students are then required to be picked up by 3:30 p.m. at the front door.

Parents are asked to notify the school concerning who will be picking up the students, or if they will be allowed to walk home. Students who are picked up after 3:30 p.m. must be registered with our After School Care Program. **If a parent is late picking up their child and no notice has been given to the front office or the BASC line, the child will be taken down to BASC and the parent will be charged a late fee of \$25.00. Should a parent be unavoidably detained and notify the school in advance we will have your child wait by the front door until 4:00. However at 4:00 the child will be taken down to BASC and a drop in fee of \$6.15 will be charged.** Students are not permitted to play on the unsupervised playground before 8:30 a.m. nor after 3:16 p.m., unless **directly supervised** by a parent or guardian.

Students must enter and leave the school building by the front door. Students in the Before School program will proceed to their classrooms under the direction of the Before and After School Program staff. Parents are welcome to enter the school building as they drop off or pick up their child/children, but we ask that you help with student independence and not pack your child's bag, clean lockers, or carry their materials. We also ask that you help your child if necessary (kindergarten) and then leave school premises. The classes begin at 8:45 a.m. and parents still in the school hallways after 8:45 a.m. will be asked to disperse and leave the school building.

At the end of the school day, let's please all do our part to keep our students safe in a very busy area. Please follow the following rules:

- park on the front street in front of the school or in the back parking lot and meet your child at the school doors or by their locker.
- students not picked up inside the school by a parent will wait at the front doors and watch for their parents
- the drop off loop can be used for drop off and pick up, but not if your child is not at the front doors already. (NO PARKING)
- there is no parking near the crosswalk for obvious safety reasons.
- any student remaining at the front door at 3:30 p.m. will be sent to After School Care and be charged the fees. **If the office has not been given notice, the parent will be charged an additional late fee of \$25.00.**
- students are not allowed to wait and/or play in the unsupervised playground without direct parental supervision

Students are to follow the directions of the supervising staff members. Parents are also asked to respect the rules of Beautiful Savior Lutheran School while they and their children are on school premises. Between the hours of 8:30 a.m. and 3:30 p.m., parents are asked to use the front door only.

School Supplies

Parents are required to purchase the necessary school supply items for each classroom. Please label each item with your child's name. The School Supply Lists are provided at the end of the last school year, in your report card envelope and are available on the school website. Items which are lost or used up are to be replaced throughout the school year.

Student Information Updates

Any changes in student information (address, telephone number, emergency contacts) must be reported to the office immediately. It is very important that all medical and emergency contact information be kept up to date, and that the school office is advised of any changes.

Student Injuries

You will be notified promptly of any serious injury to your child which might require medical attention such as cuts, possible sprains, breaks or concussions. If you are not able to transport your child to a doctor or to a hospital, we will either call an ambulance on your behalf, or we will take the child ourselves. You are reminded that hospitals require parental consent when treating a child. Please ensure that your Manitoba Medical number is on the Student Information form, as well as an up-to-date list of phone numbers where we can reach you, or the name and phone number of someone else we might call in case of an emergency.

Student Services

Students at Beautiful Savior Lutheran School have access to clinician services through a shared services agreement with the Louis Riel School Division. Referrals are made by the school's teachers and the school administrator. These services include a psychologist, social worker, and a speech and language pathologist. Due to the fact that these services are performed by personnel not directly employed by Beautiful Savior, parental consent is required for all referrals. Any student, however, at the discretion of the administration may have access to these services on a consultation basis only unless otherwise stated by parents in writing at the onset of the year.

Transportation

Parents are responsible for transporting their children to and from school. The school is willing to help coordinate car pools to assist parents in this task. When you drop off and pick up your children, please park on the street out front or in the parking lot at the back of the school. **Please do not park in the drop-off loop at the front door or in the crosswalk.** If your child will be riding their bicycle to school, please ensure that your child is aware of safe practices for riding a bicycle.

Our school patrols perform a very important function. They attempt to provide a safe passage or a safe traffic corridor for those students needing assistance to cross the street. It is vitally important that all adults, students and vehicle drivers watch and obey the patrols. We ask parents to assist in teaching the children to follow this procedure.

Visitors

All visitors must report to the school office immediately and at which time they will be asked to sign in and provided with a 'visitor' tag that must be worn in a manner visible to others. This tag is returned to the office when the visitor is leaving the building. Visitors that must sign in include: parent volunteers, school volunteers, guest speakers, substitute teachers, student teachers and Beautiful Savior Lutheran School graduate alumni.

Visiting Classes

School parents and other interested visitors are welcome to attend and observe any class during the school year. Arrangements for such visits can be made in advance with the Principal.

Volunteer Drivers

For field trips, we often utilize parent and teacher drivers to transport the students.

We want to ensure the safety of the students; therefore, we require the following:

- All people in the vehicle must use their seat belts and/or car seats at all times. If a student undoes the seat belt during the drive, the driver should pull over and stop the vehicle until all children are buckled.
- There are no students allowed to be in the front seat, whether there is an air bag or not.
- All windows are required to remain shut at all times.
- There is no stopping at any other destinations other than the specified locations on the field trip form.
- There is no picking up/buying up any treats or meals for the students in your vehicle
- The driver is expected to drive defensively and within the law.
- The driver is responsible for keeping the children under control. Some ideas are to engage in group driving activities such as singing songs or playing games like "Eye Spy."

- The driver must carry operator's insurance. If there is an accident, the driver's insurance will cover any claims. If there are any additional claims brought against the school, the school's insurance then becomes effective.
- **Drivers must have a photocopy of their valid driver's license and car registration filed in the office and signed by the school principal prior to going on a field trip.** These documents may be completed in August and remain in effect until the end of the school year, as long as the license and registration remain valid.