

Crescent Valley School



Student Handbook

2024-2025

Crescent Valley School
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Principal	Mr. R. Maguhn
Assistant Principals	Mr. D. Burkinshaw, Ms. A. Mitchelson
Learning Support Teacher	Ms. A. Mitchelson
Family School Liaison Counsellor	Jordan Grantham

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General Information

Principal's Message

As part of GYPSD, Crescent Valley School firmly believes in offering a world class education to all of our students. Our philosophy is centred on continual growth, improvement and development of students and staff - in an environment that promotes both personal and academic excellence.

Crescent Valley believes in ensuring that all students receive the support they need in order to be successful. Our Learning Support Teacher organizes a highly effective team of support staff to work with students and staff to ensure student success. This ranges from our Provincially licensed JK program for 3 and 4 year olds to individualized support plans for students with various interventions and accommodations. At CVS we firmly believe that all students should experience success.

We offer social and school based events such as monthly assemblies, family activities and dances. Our families are enthusiastic about being able to take part in school life activities. Each new school year is a chance for us to focus on excellence in education and building stronger relationships with our families in the community.

Core Values

B.E.A.R.S

- Belonging
- Excellence
- Accountability
- Respect
- Safety

CVS Staff

Staff Member	Assignment
Burkinshaw, Dan	Assistant Principal, Grade 6
Crystal Paige	Grade 5
Clark, Tracie	Grade 6
Casagrande, Manuela	Grade 7
Dogan, Christine	EA Support
Durocher, Amanda	EA Support
Frattinger, Lori	Office Support
Grycan, Heather	EA Support
Houle, Bobbi	ILC (4-7)
Jarvis, Emily	Grade 6/ Music
Johnstone, Dana	EA Support
Larguinho, Allyson	EA Support
Leboeuf, Karen	JK
Maguhn, Nicole	Grade 2
Maguhn, Ryan	Principal
Mitchelson, Angela	Assistant Principal, LST
Morey, Brittany	Grade 4
Rowley, Jackie	EA Support
Okoli, Natalie	Kindergarten
Pankiewich, April	EA Support
Phillips, Hywel	Grade 3
Purcha, Shelby	EA Support
Pratt, Carlene	Grade 1
Randall, Darilyn	Grade 3
Richardson, Jasmine	EA Support
Roan, Landis	ILC (K-3)
Sargeant, Triston	Grade 7
Schwartz, Carly	Grade 4
Wintermute, Kyle	Phys. Ed
Woodman, Sherri	JK Support

Bell Schedule

School Day Start (Morning Bell)	8:30 am
Morning Recess	10:15 - 10:30 am
Lunch Recess	11:30 am - 12:10 pm
Afternoon Recess	1:45 - 2:00 pm
End of Day	3:06 pm

Student Responsibilities/ Code of Conduct

From the Education Act:

Student responsibilities

31 A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

Code of Conduct

- 1.) Students are responsible for conducting themselves in a manner that honors their obligations under the Education Act (S. 31)
- 2.) Students are also expected to conduct themselves in a manner that honors their primary obligation as learners while at Crescent Valley School
- 3.) Students are expected to behave in a manner that respects others rights to learn, work and be safe while at CVS
- 4.) Students are expected to obey the directions of all staff in the school
- 5.) Students are expected to conduct themselves in a manner that fosters a welcome, safe and respectful environment for all students at CVS

Student Discipline

- Shall be conducted in accordance with the Education Act (S.36) (See Next Page)

Suspension

36(1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- (a) the student has failed to comply with section 31,
 - (b) the student has failed to comply with the code of conduct established under section 33(2),
 - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
 - (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- (2)** A teacher may suspend a student from one class period.
- (3)** A principal may suspend a student
- (a) from school,
 - (b) from one or more class periods or courses,
 - (c) from transportation provided under section 59, or
 - (d) from any school-related activity.
- (4)** When a student is suspended under subsection (3), the principal shall
- (a) immediately inform the student's parent of the suspension,
 - (b) report in writing to the student's parent all the circumstances respecting the suspension, and
 - (c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.
- (5)** A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

Academic Integrity

- The purpose of submitting work is to allow the teacher to assess and evaluate learning. Work provided by a student must be their own and a fair representation of their own individual abilities. Submitted work can't, in any way, misrepresent the ability level of a student - otherwise it is not a valid piece of assessment.

While it is understood that this is not as common an issue in K-7, it becomes an increasingly common issue in the higher grades, and is therefore necessary to outline a plan of response.

Common Issues of Academic Integrity

Plagiarism: Is the practice of representing work or ideas created by another person or through artificial intelligence as your own, in whole or in part.

- The process of sharing your work with someone else, when not expressly permitted by the teacher also falls under this category.
- This includes taking materials, in whole or part, from the internet and passing them off as your own

Cheating: Is the practice of obtaining answers, help, outside assistance or intentionally not following guidance from the teacher for the purposes of improving one's grade.

Violations of Academic Integrity

- When a teacher suspects a violation of academic integrity they will bring the matter to the attention of the student. The teacher will outline their specific concerns and seek clarification from the student.
- Considering the apparent intent and potential clarification of a student, the teacher will consider whether to informally warn the student about their violation. Informal violation will be communicated to the parents, but will not warrant any further steps. This step is to be used only when the teacher feels that there was no intention to break academic integrity
- Where an informal violation is not deemed appropriate by the teacher, other steps may be pursued:
 - Receiving a zero for the assignment
 - Redoing an assignment (with the potential to receive marks for said work)
 - Administrative Referral

Parental Responsibilities, Constructive Communications and Problem Solving

- The following Parental Responsibilities are identified in the Education Act (S.32)

Parent responsibilities

32 A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

2012 cE-0.3 s32;2019 c7 s9

Constructive Communication and Problem Solving

- Parents should bring any concerns to the attention of their student's homeroom teacher
- Teachers are the best source of information for what happens in the classroom, discussions and concerns regarding the class should start with them
- Additional concerns may be raised to the administrative level, but again, it is strongly advised that an initial consultation happens with the classroom teacher
- Schoolwide concerns are the purview of administration (Assistant Principals and the Principal)
- At all times parties are expected to conduct themselves in a manner that respects a safe, respectful and welcoming environment
- Please be aware that as part of a healthy work environment GYPSD and CVS encourages its staff to create a healthy work/life balance. This means that while staff may elect to respond to communications after regular work hours (8:30 to 3:15) they are not expected to.

Focus on Learning Policy (Cell Phones and Digital Devices)

Messages to and from Students

- Urgent messages from parents should be called into the main office. School office personnel will ensure that students receive these immediately.
- Students who need to contact a parent during class time can do so with teacher permission.

Digital Devices

- Generally we see very few personal digital devices being brought into the school by students in K-3. Students in these grades who bring devices should keep them secure in their lockers.
- Digital devices will be collected (Grades 4-7) at the start of the school day by teachers; they will be stored in device lockers in each classroom
- Families who are not comfortable with the collection of their devices are welcome to leave personal devices at home
- Students with medical or learning accommodations which are identified in their ISP (Individual Support Plan); and require the use of a personal digital device are exempt from this rule. Where possible these devices will be turned to airplane mode to negate incoming texts, emails and notifications.

Appropriate Usage

- When a specific learning objective is enhanced by the use of personal devices; a teacher may allow students to access their devices
 - This will be for a specific period of time, and devices are expected to be returned when the activity is completed
 - This includes The Supervised Grade 7 Lounge Area (Lunch Only)

Consequences for Inappropriate Use

- First Offence: The device will be held by the teacher until the day. The teacher will log the incident and email the parent(s). The student may retrieve the device at the end of the day.
- Second Offence: The device will be sent to the office where it will be logged and securely held until the end of the school and/or administration speaks with a parent. The student may retrieve the device at the end of the school day.
- Further Offences: Any further offence will result in increasing disciplinary action due to defiance with regards to this and other related school policies, rules and regulations.

No Usage Zones/Times

- Students are not permitted to utilize digital devices at recess
- At absolutely no time, including outside school hours, are digital devices to be used in the washroom or gym
- Under absolutely no circumstances are students allowed to have digital devices in the washroom areas

- At no time are students permitted to utilize social media while on school premises; this includes (but is not limited to) apps/sites such as Snapchat, Facebook, Instagram, What's App, TikTok, Messenger, etc. Discretion on what constitutes a social media platform is left to the discretion of Administration.
- Any breaches of Digital No Use Zones will be responded to on a case by case basis by administration



**Athletic Handbook
2024-2025**

Philosophy

The athletics program at Crescent Valley School believes that school sports exist to develop students as both athletes and citizens. While participation in our programs will outwardly help to improve physical activity and ability among players, we also expect that the constructive adversity of sport will help create stronger, more well-rounded human beings. We hope that student-athletes leaving CVS will be well prepared for participation in High School athletics and carry the life-long lessons necessary for their development.

Student participation in extracurricular athletics is a privilege. Students are not required to participate, nor is anyone entitled. Outside of the additional pressures and expectations such as time and effort, students are called on to act as Ambassadors for Crescent Valley School, both within and outside the school's walls. Although there are additional responsibilities for student-athletes, the programs offered provide a deep enrichment to the student experience at CVS.

Guidelines

1.) TEAM SELECTION

- a.) It is the sole responsibility of the coach and/or designates.
- b.) It is based on attitude, participation, coachability and a basic skill level.

2.) FEES

- a.) Enrollment in extracurricular sports carries with it additional fees and costs.
- b.) Fees are to be paid through PowerSchool (online).
 - i.) Fees can be paid through the PowerSchool browser - not the mobile app.
- c.) Fees are primarily used to pay for transportation, registration, uniforms, equipment, officiating, tournament fees, first aid supplies, and other miscellaneous expenses.
- d.) Increased travel will result in higher fees.

3.) UNIFORMS AND EQUIPMENT

- a.) Coaches will distribute and collect uniforms at their discretion.
- b.) Players will be responsible for the care and cleanliness of uniforms left in their care.
- c.) Please inform the athletic director of any lost/ broken equipment.
- d.) The school owns all equipment and supplies. The coach shall be responsible for the overall care and maintenance of the equipment assigned to a team.

4.) TRANSPORTATION

- a.) Buses may be necessary for travel.
- b.) Parents are responsible for the transportation of their own students to games within the community.
- c.) Additional travel may incur additional costs.

5.) PRACTICE AND GAME TIMES

- a.) The athletic director will be responsible for scheduling practices - while communicating with the front office for facility scheduling purposes.
- b.) A coach or teacher must be present for all team activities.
- c.) School sports shall have priority over community events at all times
- d.) A season calendar shall be provided to players and parents at the earliest opportunity.
 - i.) Changes shall be communicated to affected players and parents as soon as is reasonably possible - coaches are responsible for the overall communication between the team and parents.
- e.) Scheduled games will take precedence over regularly scheduled practices.

6.) PLAYING TIME

- a.) Coaches will make playing time decisions based on the team's needs and long-term team and athlete development. Coaches will communicate to athletes where they are in their development and what areas they can improve. Players' ability to incorporate this feedback into their practice and play is essential to coachability. Players and parents need to understand that less equivalent play time during competition does not equal less value as a person or team member. Players should maximize the value they get from practice, formal and informal, to earn a larger role during competition. This will be balanced against a basic understanding that developing players need to gain competitive experience in their athletic development and growth - especially in a non-high school context.

7.) PARENTAL COMMUNICATION

- a.) Coaches will determine the best methods of communication for their team at the start of the season. Usually, this will include electronic communications. Parents must closely monitor electronic communications for last-minute changes, cancellations, etc.
- b.) Parental concerns should not be discussed with coaches on site (games or practices).
 - i.) Parents should wait 24 hours before discussing any issues of concern with coaches.
- c.) If a concern arises, parents are to call the school and arrange a private meeting with the athletic director and/or coach.

8.) RESPECT AND GOOD CONDUCT

- a.) Athletes are expected to conduct themselves as Ambassadors of CVS at all times.
- b.) Athletes will be held to a high standard of behaviour both in and outside of the school.
- c.) Competition can lead to intense emotions - students are expected to maintain a positive attitude and respect regarding their opponents, officials, spectators and coaches.
 - i.) If students are the target of disrespectful behaviour:
 - (1) they will report it immediately to their coaching staff - students will never retaliate or sink to the level of those who do not conduct themselves honourably.
- d.) No hazing rituals will be permitted. Initiations will not be tolerated.

9.) PLAYER ELIGIBILITY

- a.) A student-athlete is a student first - they must maintain a satisfactory level of work and effort in all their courses to be eligible for play.
 - i.) This includes a priority on assignment completion and attendance.
- b.) Students must attend the entire game day to participate unless otherwise excused by the school administration.
- c.) Students need to meet behavioural or academic standards to be allowed to play until the problem is resolved.
- d.) Players ineligible for play due to an administrative decision will forfeit their team fees.

10.) SOCIAL MEDIA POLICY

- a.) Students must abide by our CVS Focus on Learning Policy - this means no social media while at school.
- b.) Students are expected to conduct themselves as ambassadors for CVS at all times - including on social media.
- c.) Social media is visible to other individuals. Please exercise caution when posting anything on social media, in team or group chats, etc.
- d.) Student-athletes who are deemed to be acting inappropriately or in an unsportsmanlike manner on social media could face a number of consequences, including suspension or removal from the team.

RULES OF THE GYM

- 1.) No students are allowed in the gym unless supervised by a teacher or coach. If the coach is running late for practice, students must wait outside the gym until their coach has arrived. Being in the gym without a supervisor is not permitted.
- 2.) Proper non-marking athletic shoes must be worn.
- 3.) No food or drink in the gym except for water. All other beverages and food must be left in the hallway.
- 4.) No one else should be in the gym except team players and coaches.
- 5.) While waiting for practice or games, athletes must not wander the halls.
- 6.) No personal digital devices are permitted in the gym.

PARENT/ COACH COMMUNICATION

Communication Coaches Accept from Student Athletes:

- Concerns expressed in a timely manner, directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at Crescent Valley School he/she will experience some of the most rewarding moments in their school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication Coaches Accept from Parents:

- Concerns expressed directly to the coach away from the court setting (24 hour rule)
- Notification of any scheduling conflicts well in advance
- Specific concerns in regards to a coach's philosophy and or expectations.

Appropriate Concerns to Discuss with Coaches:

- The treatment of your child mentally or physically
- Ways to help your child improve
- Concerns about your child's behaviour

It is difficult to accept your child is not playing as much as you or they may hope. Coaches are dedicated individuals who make judgment decisions based on what they believe to be the best for all athletes involved. There are certain things that should be discussed with your child's coach, however there are also certain things that should not be discussed. Those decisions will be left to the coach's discretion.

Issues Not Appropriate to Discuss with Coaches:

- Playing time
- Team strategy
- Play calling

- Other student athletes unless it directly impacts your own

These are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern.

Procedure for communicating an issue regarding your child.

- Wait 24 hours from the day of the game and incident.
- Communicate first with the coach in the manner the coach establishes.
- Only speak to the topics listed above that are with the coaches authority.
- If further mediation is needed, call and set up an appointment with the coach or the Athletic Director.
- The principal may become involved as a final step upon the request of the Athletic Director.

**Crescent Valley School
Bears Athlete and Parent Contract**

- I have read and understand the athletic handbook
- Any fees related to participation must be paid online unless prior arrangements have been made with the school administration. This includes practices as well as games.
- I understand that the coaches at CVS are all volunteers
 - I will not attempt to deter, through negative comments and confrontations, the ability or willingness of these volunteers to coach at the school
 - Communication will be conducted according to the athletic handbook
- I understand that as a spectator at school events my own behaviour and communication is governed by the same expectations as the players. I agree to conduct myself politely and respectfully at all times and understand that event hosts, school staff and administration have the right to ask me to leave if I fail to do so. Failure to comply may result in my student being removed from a team.
- I understand that if an athlete:
 - Has an unexcused absence from school the day of a game, they will not be allowed to play in a game that day.
- I understand that:
 - Outstanding assignments may affect the ability of a student to participate in games and practices.
 - Students are required to maintain a level of success that is contextually appropriate to their learning as an individual student, and questions about this are best directed first to their teacher and then school administration.
- Students earn the privilege of participating in school athletics based on the principles of good citizenship and appropriate behaviour at both school and athletic events. Students are accountable for their actions, at all times.
- I understand that coaches and administration may remove athletes from play based on behaviours exhibited in or out of class, during school hours or at school events. Additionally social media, or behaviours demonstrated after hours that impact the team will be considered.

I understand that the care of equipment and facilities is every athlete's responsibility. Equipment and uniforms issued to students must be returned. Failure to return said equipment, or damages incurred may result in a replacement fee applied to a student account. This may affect further enrollment in extracurricular activities.

I understand that:

- Parents are responsible for the transport of their own players.
- Buses may be utilized to transport the team out of town.
- Any transportation of players, by bus or parents must follow division transport expectations and administrative policies provided by Division Leadership or Board Policy.
- Parents are expected to be prompt in picking up their players from games and practices.

I have read, fully understand and agree to abide by the terms laid out in the Athletic Contract:

_____ Date	_____ Student Signature	_____ Printed Name
_____ Date	_____ Parent Signature	_____ Printed Name