

# ERIKSDALE SCHOOL HANDBOOK

## ERIKSDALE SCHOOL – PREPARING STUDENTS FOR THE FUTURE

**In Eriksdale School, students learn to be better readers, writers, problem solvers and human beings.**

We have four understandings that guide our discussions with students and decisions about behaviour.

- Be Safe
- Be Kind
- Be Honest
- Have Fun

Parents are encouraged to be active in their child's education. If you have questions or want to talk to someone at the school, your child's classroom teacher is the best person to talk to first. You can phone the school at 204-739-2635 or contact:

<b>Grade</b>	<b>Teacher</b>	<b>Email</b>
Kindergarten	Miss Laurel Roberts	<a href="mailto:robertl@lakeshoresd.mb.ca">robertl@lakeshoresd.mb.ca</a>
Grade 1/2	Mrs. Lindsay Kirby	<a href="mailto:kirblin@lakeshoresd.mb.ca">kirblin@lakeshoresd.mb.ca</a>
Grade 3/4	Mrs. Amie Whiteside	<a href="mailto:whitesa@lakeshoresd.mb.ca">whitesa@lakeshoresd.mb.ca</a>
Grade 3/4 Early Years Learning Support, and Vice Principal	Mrs. Toni Weatherburn	<a href="mailto:weathet@lakeshoresd.mb.ca">weathet@lakeshoresd.mb.ca</a>
Grade 5/6	Ms. Crystal Buhler	<a href="mailto:buhlerc@lakeshoresd.mb.ca">buhlerc@lakeshoresd.mb.ca</a>
Guidance and Grade 5/6 Learning Support	Ms. Larissa Rempel	<a href="mailto:rempell@lakeshoresd.mb.ca">rempell@lakeshoresd.mb.ca</a>
Grade 5/6	Mrs. Stephanie Russel	<a href="mailto:russelst@lakeshoresd.mb.ca">russelst@lakeshoresd.mb.ca</a>
Grade 3-8 STEM and Grade 7/8 Learning Support	Mr. Jaime Paredes	<a href="mailto:paredej@lakeshoresd.mb.ca">paredej@lakeshoresd.mb.ca</a>
Grade 7/8	Ms. Alanna Miller	<a href="mailto:millerala@lakeshoresd.mb.ca">millerala@lakeshoresd.mb.ca</a>
Grade 7/8	Ms. Jaide Pipella	<a href="mailto:pipellj@lakeshoresd.mb.ca">pipellj@lakeshoresd.mb.ca</a>
Grade 7/8	Ms. Reena Ostertag-Silver	<a href="mailto:ostsilr@lakeshoresd.mb.ca">ostsilr@lakeshoresd.mb.ca</a>
Phys. Ed. and grade 1 Math	Mr. Chayse Warkentin	<a href="mailto:warkenc@lakeshoresd.mb.ca">warkenc@lakeshoresd.mb.ca</a>
Principal and Guidance	Ms. Jen Desjarlais	<a href="mailto:desjarj@lakeshoresd.mb.ca">desjarj@lakeshoresd.mb.ca</a>
Secretary	Mrs. Patti Billekop	<a href="mailto:billekp@lakeshoresd.mb.ca">billekp@lakeshoresd.mb.ca</a>

## ALLERGY ALERT

Eriksdale School is a peanut, tree nut, shellfish, fish and scent safe environment. **We require that no peanuts, nuts, shellfish, or fish be brought into our building.** Scented products like spray deodorants and perfumes are not to be sprayed or worn in the building.

## ATTENDANCE

The classroom teacher marks all attendance. **If you know your child will not be in school on a particular day, please contact the school or your child's teacher through a note, phone call, or email.** When students arrive late for school, they must go to the office to let the secretary know they are there and their attendance will be updated. If you plan to pick up your child early, please contact the school to let us know.

## BREAKFAST PROGRAM

Breakfast is provided free to all students. Students can have breakfast when they arrive at school in the morning before classes start.

## BUS PROCEDURES

Students who ride the bus are expected to follow the bus rules. Any student who chooses not to follow them can lose school and bus privileges. Students riding the bus should dress for weather conditions.

Buses are in the school parking lot and ready to load or unload from 8:20 to 9:05 a.m. and 2:50 to 3:45 p.m. Please do not enter the parking lot to pick up or drop off when the buses are here. We request that you use School Road as the drop off/pick up point and have the children walk to and from the vehicles on the sidewalk. Please shut off your vehicle while you are waiting to avoid idling. **No parking is allowed on Eriksdale Drive to the east of the school or on School Road on the east side.**

**If your child needs to take an alternate bus route home, the school requires a written note or email stating who where your child will be going after school. The note must be received before 2:00pm that day in order to make alternate arrangements.** We will do our best to accommodate bus requests. Bus requests must not require a bus to travel off their regular route.

## CANTEEN

Students can pre-order food from the canteen and it is delivered just before lunch. Canteen items and prices will be sent home when they are available. All prices and food availability are subject to change.

## CELEBRATIONS

Throughout the school year, all classrooms have a variety of celebrations of learning. Parents are encouraged to attend these celebrations so they see what their child is learning as well as the ways their child can demonstrate that learning. In June, Kindergarten and grade 8 students have special grad/farewell celebrations.

## COMMUNICATION

We believe that positive relationships and communication between the school and parents is important. From time-to-time questions and concerns arise. It is important that the teacher is contacted first to discuss the matter. If this does not resolve the concern, a meeting with administration can be scheduled.

Please remember that teachers may not be able to access their emails more than once a day. If your message is of an urgent nature, please email the secretary at [billekp@lakeshoresd.mb.ca](mailto:billekp@lakeshoresd.mb.ca) or call 204-739-2635. If you do not receive an email reply it means the email has not been read.

Our main method of communicating with parents is through email. You can also check Lakeshore School Division's website and Facebook page. Some teachers have classroom Facebook accounts, so please check with your child's teacher. Other methods of communication to parents include paper and digital notes and automatic phone calls. Please ensure the school has your up-to-date contact information so you will get the emails and phone calls.

Report cards are another form of communication and are sent out 3 times a year. The dates are on the school calendar. Each year in May we have a Celebration of Learning, which is an opportunity to see your child's work from throughout the year. Please also talk to your child's teacher if you have questions throughout other times of the year.

## DAILY SCHEDULE

8:30 a.m.- Eriksdale buses arrive, and students enter through their designated doors. K-4 students drop off their bags in their classrooms and have a recess. Grades 5-8 students go to their homeroom classrooms. Breakfast is available for all students.

8:40-8:50 a.m.- Those who walk or are dropped off at school should arrive at this time. Enter through designated doors, then follow the plan above.

8:50-9:00 a.m.- Lundar buses arrive and students enter through designated doors. Breakfast is available to all students to take to their classroom. Students come in from recess and all students go to their homerooms for attendance and O' Canada.

9:00 a.m.- Classes begin.

10:45-11:00am- Recess (grade 5s and 6s)

11:00-11:15 a.m.- Recess (grade 1-4 and 7/8)

12:15-1:15 p.m.- Lunch hour

2:00-2:15 p.m. Early years students have recess. Middle years remain class.

3:05-3:15 p.m.-Lundar students prepare to leave and load buses. Early years students remain in class. Once buses have left, middle years students have recess and prepare to leave by 3:30.

3:30- Eriksdale students leave.

During the lunch hour, the students are supervised by Educational Assistants. Microwaves are available in most classrooms. Check with your child's teacher to see if they have one

available. Students are allowed approximately 30 minutes to wash their hands and eat. The other 30 minutes is spent outside for recess.

## **DRESS CODE**

Appropriate footwear should be worn at all times, both inside and outside the school. Clothing that is suggestive, vulgar, racist, sexist, obscene, or that promotes the use or misuse of drugs/alcohol/cannabis will not be allowed. Clothing that is excessively revealing and/or sexually explicit will not be allowed. Anyone dressed inappropriately will be respectfully and discreetly asked to change into more acceptable clothing.

## **EMERGENCY CONTACTS**

All students are required to have a contact available in case of an emergency. Please ensure that if you or your emergency contact has a change of information during the school year that you let the school know. This includes an emergency billet who lives in the town of Eriksdale where your child can stay if there is a storm and the buses are unable to run.

## **ENTRY TO THE SCHOOL**

All visitors to the school must use the main door. This door is always locked, so please ring the doorbell to enter. Visitors must then sign in at the office and will be escorted where they need to go or given a visitor pass. If you would like to meet with a staff member, please contact them in advance to book an appointment.

## **INDOOR SHOES**

Upon entering the school, student should change into their indoor shoes to help keep the school and classrooms clean.

## **LOCKERS AND LOCKS**

Lockers and cubbies are available to all students. Lockers are used to store outdoor clothes and extra supplies. Locks for students in grades 5-8 are available at the school.

## **MEDICAL CONDITIONS**

The school must be informed of any special medical conditions and a Standard Health Care Plan, Emergency Response Plan, or Transportation Plan may be required. Please ask the school for a URIS application form if your child has a special medical condition, including asthma. If a student needs to take medication during school hours, please provide written authorization stating the child's name, the name and dose of the medication and the time it is to be given. The medication is stored in a safe, locked cabinet in the school. Please notify the school of any possible side effects.

## **PRACTICE DRILLS**

We do ten fire drills, two lockdown drills, and one tornado drill every year. If you ever see a light flashing on the outside wall of the classroom closest to the office, it means the school is in a lockdown procedure. Do not approach the school while the light is flashing. This light

also flashes during a lockdown *drill*. Bus evacuation drills are held twice a year for all students.

## RECESS

Students go outside for recess unless a doctor's note is provided to the school stating the student must stay inside. Other factors will be considered when deciding if a student needs to stay inside, including but not limited to staff discretion, timing of illness or extent of injury. In general, if a student is healthy enough to be at school, they are healthy enough to go outside for recess. Please contact your child's teacher if you have questions.

When the air temperature or wind chill reaches -30 Celsius or colder, the recess is either shortened or held inside. Decisions about recess are up to staff discretion. See this link for a windchill/temperature/frost bite

table. [http://www.candac.ca/candac/Outreach/Teacher\\_Resources\\_Index/tri/31.pdf](http://www.candac.ca/candac/Outreach/Teacher_Resources_Index/tri/31.pdf)

Please ensure your child wears proper clothing for the weather each day. In general, students in K-4 are asked to wear what their parents send, unless the weather varies through the day. Staff encourage and remind students to dress appropriately. Choosing clothing appropriate to the weather is a learning process that we support. Students in grade 5-8 make their own choices about what they will wear out for recess.

## TECHNOLOGY

Computers and iPads are available for all students to use during class time for class assignments and projects. Students in grades 3-8 receive their own laptop from the division. These laptops are allowed to come home if put into a remote learning situation, otherwise, school technology should stay at school. Use of technology is at the discretion of the teachers and administration. Inappropriate use of technology may result in the technology privilege being taken away.

## VOLUNTEERS

All volunteers are required to have an up-to-date Criminal Record check and a Child Abuse Registry Check on file with the school division. These documents may take up to 3 months to complete so please start the process early if you want to volunteer. Please ask the school office for the paperwork that you will need. Checks are free for school volunteers. Once paperwork is complete, please bring them to the division office located in Eriksdale.

## WATER

We strongly encourage all students to bring a reusable water bottle to school each day. We have water bottle filling stations in the school.

## WEATHER

If at 6:00 a.m. the temperature, as read from the local automated weather station, reaches -40 Celsius, or the wind chill reaches -45 Celsius, the division will cancel buses/classes and you will be notified by the division's synervoice system. A message will also be posted on Lakeshore's website. Other factors such as visibility and road conditions may also cause buses and classes to be cancelled by the division. For more information on closures, go to [lakeshoresd.mb.ca](http://lakeshoresd.mb.ca) or listen to CJOB.