



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 want our students and staff to be happy and healthy. This is something that one can learn, even if it is not easy and that is ok.

We have 4 understandings and 5 guiding principles that steer our discussions with students, decisions about behaviour and choices in our school.

4 Understandings Be Kind Be Honest Be Safe Have Fun	Eriksdale Eagles are: E – Empathetic – We care for one another A – Authentic – We are honest and true to ourselves and others G – Gritty – We bounce back in the face of challenges L – Leaders – We set a good example and help others E – Encouraging – We cheer each other on and stay positive S – Safe – We make our school a safe and respectful place
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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:

Grade	Teacher	Email
Kindergarten/Grade 1	Miss Laurel Roberts	robertl@lakeshoresd.mb.ca
Grade 2/3	Mrs. Lindsay Kirby	kirblin@lakeshoresd.mb.ca
Grade 3/4	Mrs. Amie Whiteside	whitesa@lakeshoresd.mb.ca
Grade 5/6	Miss Vanessa Campbell	campbev@lakeshoresd.mb.ca
Grade 5/6	Ms. Nicole Kaartinen	wrightn@lakeshoresd.mb.ca
Grade 5/6/7 Hockey Academy	Mr. Tyler Medeiros	medeirt@lakeshoresd.mb.ca

Grade 5/6/7 Hockey Academy	Mr. Noel Bruce	bruceno@lakeshoresd.mb.ca
Grade 7/8 and Hockey Academy	Ms. Crystal Buhler	buhlerc@lakeshoresd.mb.ca
Grade 7/8	Ms. Randi-Leigh Michaniuk	michanr@lakeshoresd.mb.ca
K-8 Phys. Ed., Grade 7/8 Social Studies	Mr. Chayse Warkentin	warkenc@lakeshoresd.mb.ca
Learning Support and Vice Principal	Mrs. Toni Weatherburn	weathet@lakeshoresd.mb.ca
Guidance Teacher/ Learning Support and Vice Principal	Ms. Jaide Pipella	pipellj@lakeshoresd.mb.ca
Principal	Ms. Sage Tozeland	tozelas@lakeshoresd.mb.ca

ALLERGY ALERT

Eriksdale School is a peanut, tree nut, shellfish, fish and fragrance aware environment. **We ask that no peanuts, tree 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. We have a student with a **life-threatening allergy to horses**, we ask that all students take care to change their clothes and wash or change their boots before coming to school if they have handled or cared for horses that day.

ATTENDANCE

The classroom teacher marks all attendance each morning and afternoon. **If you know your child will not be in school on a particular day, please contact the school secretary and your child's teacher through a note, phone call, or email.** We have to put into the system the general reason why a student is not in school, (ex. medical, other) so we will ask for the general reason.

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.



BEHAVIOUR PROTOCOL

We have a separate document outlining our behaviour protocol and expectations.

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 during those times. 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.

Changes in Bussing

If your child is not getting picked up in the morning and you know ahead of time, please let your bus driver know. If it is a last-minute change, please call the division office and let the administrative assistant know.

If your child needs to take an alternate bus route home or is not taking the bus home, the school requires a written note or email stating where your child will be going after school. **The note or email 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.

If a bus route is changed or cancelled by the School Division an email and/or text message will be sent out to inform parents/guardians of the changes.

CANTEEN

Students can order food from the canteen to be eaten at lunch. Canteen items and prices will be sent home when they are available. All prices and food availability are subject to change.



We do not carry tabs at the canteen. Some parents/guardians choose to pay some money in advance for their child(ren) to use. This can be done with cash or by e-transfer (just indicate what it is for in the memo section).

CELEBRATIONS

Throughout the school year, we will have a variety of celebrations. Parents are encouraged to attend these celebrations to engage in the school community, see what their child is learning and celebrate with us. Please check the School Calendar for these dates and keep an eye out for emails and letters home.

CELL PHONES

Cell phone use (defined as a personal device capable of making telephone calls through a phone network and/or accessing the internet in a broad manner) are banned in kindergarten to grade 8 schools in Manitoba. Students are not allowed to have access to their cell phone during school hours on school property. Students must either not bring their phones to school, leave them in their lockers or drop them off in the designated location each day..

COMMUNICATION

Our main method of communicating with parents is through emails and letters home. Classroom teachers, support teachers and the school will, send out emails to specific individuals or larger groups, some emails will be individualized and some will be sent through our messaging system.

Please ensure that we have your up-to-date information in our system. We send home update requests every couple of years, but if there is changes in between please let the school secretary know.

If you are finding you are missing school emails, please check your junk folder or if you have blocked the school account.

We have a Facebook group called “Eriksdale Eagles” if you would like to join, search us up and send a request. All teachers have access to post on this group and we will be using it for all of our whole school activities.

Our grade 2/3 class will use a SeeSaw account for communication with parents and guardians.

Report cards are another important form of communication, they come out three times a year.

We have several days in our School Calendar for various celebrations and events that would also provide a time to talk with your child’s teacher.



As stated at the beginning of this document, please feel free to reach out to your child's teacher, their email is on the first two pages.

We believe that positive relationships and communication between the school and parents/caregivers 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.

We are dedicated to working together to help our students develop into strong, independent, thoughtful young adults who use their words to solve problems. We want to work with parents and guardians to this end.

Please remember that teachers may not be able to access their emails during the school day. If your message is of an urgent nature, please email the secretary at 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.

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 a.m.- Lundar buses arrive, and students enter through designated doors. Breakfast is available to all students to take to their classroom. Students go to their homerooms for attendance and morning announcements.

8:55 a.m.- Announcements, "O'Canada" and classes begin

11:00-11:15 a.m.- Recess

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

2:15-2:30 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 3:35.

3:35 p.m. – All Eriksdale students leave.



DRESS CODE

Footwear

Appropriate footwear should be worn at all times, both inside and outside the school. Each student should have at least one pair of indoor shoes that they change into when they arrive in the school. They should also have a pair of runners with non-marking soles for gym.

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

Clothing

Clothing that is suggestive, vulgar, racist, sexist, prejudice, 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 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.

If parents or guardians need to speak with their children, we will call the student down to the office to meet with them. We try to avoid parents or guardians in the hallways or classes at unexpected times.

HOCKEY ACADEMY

The Hockey Academy is located at the Lundar Arena and holds one grade 5/6/7 class. They are a part of Eriksdale School, so all processes and information are the same as listed here with a few other pieces that pertain only to the academy. Separate information is sent to parents/guardians of students in the Hockey Academy with some of the specific processes for that location.



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. Students can bring their own locks and share the combo with the teacher however, they must realize that the lock may be cut off if needed. Lockers are considered school property and students can assume some level of privacy however, school staff has the right to go through the lockers when deemed necessary.

LUNCHTIME

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.

Students are expected to clean up after themselves and communicate their needs to the staff.

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.

Students may come to the office to request pain medication, we will call home to obtain permission from parents every time.

PAYMENTS

We accept cash, cheques made out to Lakeshore School Division or e-transfers for all school transactions.

E-transfer

You can send e-transfers to paymentseriksdaleschool@lakeshoresd.mb.ca. Please indicate in the memo the child(ren)'s name and what it is for. For example Sage school supplies.



PRACTICE DRILLS

We do ten fire drills, two lockdown drills, and one weather 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.

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.

There may also be indoor recess if the air quality is poor, above a 6 or at the direction of the government's recommendations.

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.

We do have some extra clothes if needed and **would accept donations of gently used** winter clothing, especially mitts and gloves, of all sizes and/or sweat suits (pants and/or sweaters) of all sizes.

TECHNOLOGY

Computers and iPads are available for all students to use during class time for class assignments and projects. Students in grades 4-8 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. All students are given a technology agreement that parents/guardians sign that explains appropriate use of technology. Eriksdale school has laptop sleeves available for purchase. It is highly recommended that middle years' students buy a sleeve to keep their laptops safe.

Broken or damaged screens must be replaced. The quicker this can occur the more likely it is that the laptop as a whole will still be functional. There are several



reasons for this that include: being a safety hazard, sharp edges from the cracks can cut fingers, water intrusion, cracks can allow liquid to enter the laptop, further damage, cracks can spread, potentially damaging the display's internal components, image quality issues, distorted visuals due to the cracks and finally touchscreen issues, difficulty using the touchscreen if it's cracked.

In 2024/2025 school year, a replacement screen was \$375, a new laptop cost \$580. If the computer is broken or damaged by a student, the cost is passed on to the parents for a replacement or the student can bring their own laptop to school.

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 and water fountains in the school. It is recommended that water bottles get washed at least once a week to prevent bacteria build up.

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 messenger 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 or listen to CJOB.

