

# Lundar Early Years Handbook

2023-24

## Principals Message

Welcome to Lundar Early Years!!!

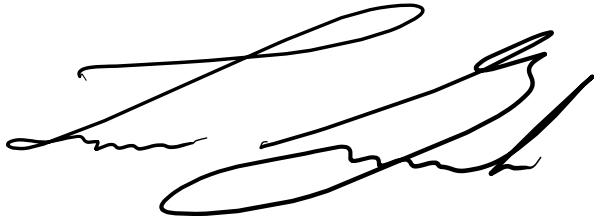
We are a small rural school with most of our student based in each day. Each day, the staff at LEY is privileged to see the smiling faces of the little ones entering our building. The zest for life and learning that our children have is inspiring.

Early Years schooling is focused on building foundations for future schoolwork. These foundations focus on the academic pieces such as literacy, numeracy, critical thinking, and investigation. There is also a social piece focusing on respecting others, active listening, processes and routines, responsibility, and self-regulation.

We acknowledge that students have different needs and personalities. Our goal is to best support our students, within the structure of the school system. We encourage respectful dialogue between home and the school, teachers, or administrators, to best support children.

The school year will go by fast and before we long it will be June. I look forward to getting to know all new students and continue to learn more from the returning students. The same sentiment for parent and guardians. Let's work together to make this year a positive year for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lawrene Grzenda', with a large, stylized flourish at the end.

Lawrene Grzenda

## School Motto

### Take Care, Learn Together, Come Prepared

This is our motto that we use in the classrooms, hallways, on the playground. Students are rewarded for displaying TLC. It is something we strive for as children learn about being good citizens in our school community.

## Responsibility of Student

- Attend school regularly. Be on time. Bring all required supplies and completed homework.
- Make the most of the time in school: try your very best
- Show courtesy and respect to everyone; not doing as you are told by the adults in the school, bad language and aggressive behavior are unacceptable at all times.
- Behave respectfully and with courtesy to everyone regardless of race, religion, gender, age, or sexual orientation. Show behavior that avoids all forms of intimidation, bullying, harassment, racism, and discrimination.
- Solve conflicts peacefully through talking or by seeking help. Promote positive behaviors through the avoidance of all types of violent acts. Gang involvement and possessing a weapon will not be tolerated.
- Dress appropriately for classes and activities.
- Respect school property and the property of others.
- Follow school policies respecting use of electronic mail and the internet.
- Follow this Code of Conduct and any other codes the school may have.

## Responsibilities of Staff

- Provide the programs and services prescribed by the Lakeshore School Division
- Establish a positive learning environment.

- Evaluate students' achievement and explain the evaluation procedures to be used in each course.
- Keep students, parents/guardians and administration informed about student progress, attendance and behavior in a timely manner.
- Show common courtesy and respect to all; behave respectfully to all regardless of race, religion, gender, age, or sexual orientation.
- Treat students and other staff members fairly and consistently.
- Respect confidential information about students and staff.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behavior.
- Treat parents, students, and fellow staff with dignity and respect at all times.

## Responsibilities of Parents/Guardians

- Make sure your children attend classes regularly, arrive at school on time, and do their homework.
- Participate in school events and meetings, and offer constructive input.
- Stay in contact with school staff regarding your child's educational progress as necessary.
- Help your children develop positive attitudes toward school.
- Help your children develop positive attitudes toward staff and school property.
- Show common courtesy and respect to all - treat all individuals respectfully regardless of race, religion, gender, age, or sexual orientation.
- Encourage the peaceful resolution of conflict. Discourage violent or aggressive behavior to solve a problem. Solve problems in a manner respectful of all involved. Abusive language and aggressive behavior are unacceptable.
- Should there be a concern, try to resolve it with your child's teacher. If unresolved, contact the principal. If the problem remains, then contact the superintendent. If the concern is not resolved at this level, then contact the Board of Trustees.
- Talk about the Code of Conduct with your children, and about what it means.

## School Day

Arrival – 8:50\*

Dismissal – 3:28

\*Morning supervision for bus students starts at 8:30. Town students may join in during this time.

Lunch – 11:55 – 12:55, student go out for lunch recess at 12:25

## Communication

LEYS communicates with homes in a number of ways. School Messenger is a platform used to send home messages from the office and/or class or school wide information. That platform uses both phone messages and email. Seesaw is another platform used. It can be used by parents and guardians to connect their teacher. It is also used by the office to send home school wide information. Regular email and phone calls are also a ways in which staff will communicate to home.

Parent and guardians looking for information specifically about their child should contact their child's teacher. Use Seesaw, email or phone.

Parents and guardians looking for information about school wide events or circumstances should contact the office.

## Transportation

Bus transportation is determined by the school division transportation department. Criteria for bussing is based on the physical address of a student. That information is taken from the student's registration form.

Temporary changes in bussing needs to be communicated to the school office no later than 2:30 pm. Appropriate methods include a notice in the agenda, note sent in with child, email or phone call to the secretary. The phone number for the school is 204.762.5610. The secretary's email is [harrisc@lakeshoresd.mb.ca](mailto:harrisc@lakeshoresd.mb.ca)

For other transportation inquiries see Lakeshore School Division guidelines which can be found on the school division website.

## Food

LEYS believes good nutrition benefits student learning and growth. Students have access to their food during the following times;

- Breakfast program (daily)
- Snack time (after morning recess)
- Lunch
- Special events (class party, Christmas breakfast, etc)

LEYS is sensitive to allergies that are in the school. The school is nut safe and expect that food with nuts are not brought to school. Other common food allergies include fish, egg, etc. Practices to ensure safety are class specific.

Students are required to provide their own cutlery.

Thermos' are recommended to keep food warm; microwaves are not accessible for students to reheat food.

Students should have snacks focused on protein and vitamins. Fruit, vegetables, and dairy products are good choices. Foods high in sugar and salt (chips, chocolates, candies, flavoured crackers, etc) should be limited to 1 item per day.

Waterbottles are a great way to keep your child hydrated. It also reduces the need for students to leave the classroom increasing learning time and minimizes the transmission of germs. It is recommended that students have one at school.

## Clothing and Personal Items

Appropriate clothing is in important for a positive school experience. The following are clothing requirements for LEYS students.

### Indoor

- shoes (to be worn at all times), required for gym and are not for outside
- change of clothes in case of an accident (underwear, pants/shorts, shirt)
- sweater

### Outdoor

- hat/toque
- sunscreen
- mitts
- scarf

- snowpants
- jacket (spring/fall, winter)
- boots (snow, rubber)

## School Supplies

LEYS has a yearly school fee. The cost of this fee covers all school supplies needed by LEYS students. Students should have a backpack to transport items to and from home. The school fee is due by September 15<sup>th</sup>.

## Toys/Personal Possessions

Personal toys should be left at home unless they are required for a class/specific activity. In those instances, a teacher will contact home about the need for those items to be brought to school. If personal possession brought to school create conflict, staff may request that the item be left in the backpack or at home.

## Dealing with Inappropriate Behaviour

Socialization is a big part of early years education. Having many children in a setting will create instances for conflict to occur. LEYS aims to use these occurrences to help students develop appropriate social interaction. The chart below indicates how LEYS will address a wide range of behaviours

–

	Behaviour	Staff Member	Consequence
<b>Level 1 Disruption to self or others</b>	<ul style="list-style-type: none"> <li>• Blurting</li> <li>• Calling names</li> <li>• Late to class</li> <li>• Side conversations</li> <li>• Choosing not to do work</li> <li>• Head down</li> <li>• Chair tipping</li> <li>• Other disruption</li> </ul>	Classroom teacher/Adult in charge	<ul style="list-style-type: none"> <li>• Discussion</li> <li>• Reflection</li> <li>• Timeout</li> <li>• Stay at recess to finish work</li> <li>• Other appropriate options</li> </ul>

<b>Level 2 Intentional disruption</b>	<ul style="list-style-type: none"> <li>• Level 1 behaviours after being warned</li> <li>• Walking out of class</li> <li>• Loud noises</li> <li>• Jumping</li> <li>• Repeated refusal to engage in work</li> <li>• Throwing objects in class</li> </ul>	Classroom Teacher, Learning support teacher, Administrator	<ul style="list-style-type: none"> <li>• Contact home</li> <li>• Walking ticket</li> <li>• School service</li> <li>• Other appropriate options</li> </ul>
<b>Level 3 Harm to others</b>	<ul style="list-style-type: none"> <li>• Level 2 behaviours after being warned</li> <li>• Hitting</li> <li>• Pushing</li> <li>• Swearing</li> </ul>	Classroom Teacher, Learning support teacher, Administrator	<ul style="list-style-type: none"> <li>• Contact home</li> <li>• Loss of recess</li> <li>• Phone call home</li> <li>• Walking ticket</li> <li>• School service</li> <li>• Removal from class</li> <li>• Being sent home</li> </ul>
<b>Level 4 Severe disruption to the school</b>	<ul style="list-style-type: none"> <li>• Physical aggression a staff member</li> <li>• Dysregulation that impacts the function of the school</li> </ul>	Learning support teacher, Administrator	<ul style="list-style-type: none"> <li>• Contact home</li> <li>• Time out of class</li> <li>• Sent home</li> </ul>