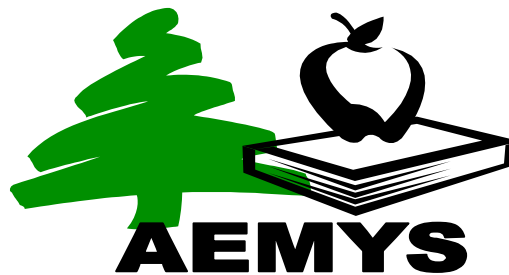


Arborg Early Middle Years School Handbook

Arborg Early Middle Years School
David Street
Arborg, Manitoba
ROC 0A0



Telephone: 376-5054 Fax: 376-2958
E-mail: aems@esd.mb.ca
Principal: Brad Harding

Please keep this handbook for permanent reference. Since many of our rules and regulations do not change from year to year, this handbook will not be sent home on an annual basis. New families to the school will receive a copy of this handbook at the time of registration.

Introduction

This handbook has been prepared to provide parents and students with an explanation of the expectations and routines of our school. It is hoped that you will find this handbook to be a useful and helpful reference throughout the year. Please read it carefully, make certain your child understands its contents, and encourage your child to abide by these rules and procedures.

On behalf of the staff, I would like to welcome you and your child(ren) to the Arborg Early Middle Years School. With your support and cooperation, we trust that your child(ren) will experience success and happiness while they are in Arborg Early Middle Years School.

Sincerely,

Mr. B. Harding,
Principal

OUR MISSION

The team at Arborg Early/Middle Years School aims to nurture the whole child by creating a caring school community partnership to fulfill students' needs, to develop their ability to cope with a changing world and to cultivate learning, social and personal responsibility and environmental awareness.

The staff at Arborg Early Middle Years School believes that:

- ❑ Everyone at our school must be respectful;
- ❑ Our school will foster a safe and caring environment;
- ❑ Children will be provided with the skills to become lifelong learners;
- ❑ Our school will foster an inclusive environment;
- ❑ Students will be valued for individuality and diverse capabilities as they strive for excellence in all things;
- ❑ Our workplace should provide a nurturing environment with the expectation that each student will become a responsible citizen in our local, national, and global society.

School Rules

There are three school rules at AEMYS. They are:

1. Respect Yourself
2. Respect Others
3. Respect Property

The School as a Safe and Secure Place

According to our Mission Statement, we believe that our school should be a positive experience for all within a nurturing and respectful environment. Communication between staff and parents is strongly encouraged so that follow up to problem situations can take place quickly. Our school division has a Safe School Policy that our school will follow. In addition, our school has developed, with the help of parents, students and teachers, a code of behaviour and consequences policy. This policy will be reviewed on an annual basis and changed accordingly. Students are given a role in contributing to the school's environment by following the rights and responsibilities established. We have two teachers on supervision every morning beginning at 8:40 A.M., two teachers at first and last recesses, and two teachers at the end of the day for bus loading. In addition we have Teacher Assistants supervising at recess, lunch from 12:00-12:20 and outside from 12:20-1:00. The playground is divided for Early Years and Middle Years

ATTENDANCE AT SCHOOL

All students are expected to attend school regularly. Please contact the school by phone by 9:30 AM and by 1:30 PM, if your child will be absent for any reason. If a parent wishes to pick up their child(ren) during

school hours, you are requested to send a note to the teacher. For bus students, you must also inform the bus driver that your child will not be on the bus. You then may proceed to the classroom at that time and request to have your child dismissed. Bus students are not allowed to leave the school grounds from the time they arrive at school until they leave for the day. The only exception will be if parents provide a written note giving permission for their child(ren) to leave school. The note should give reason for absence. The note should be given to the classroom teacher.

Parents please note: Once you have given permission for your child to leave the school premises, the school division and its agents will not be held liable for problems caused by the children or accidents.

Our school operates a Call Back Program. This is to ensure that students who have left for school have arrived safely. At 9:00 and 12:45 teachers submit a list of students who are absent from school without reason. The parents of these children will be contacted **if the teacher(s) do not give a reason for the absence and if parents do not call us at the school before 9:30AM and 1:30 PM.**

LATE ARRIVALS

Students who are late arriving at school should go directly to the office and report. Parents please ensure that your children are in school on time. Late arrivals cause class interruptions and unnecessary work for the teachers and office staff. Being on time at school is also training for being on time as adults.

LUNCH POLICY

All bus students are permitted to stay for lunch. Non-bus students may stay, particularly during periods of inclement weather. As much as possible, it would be desirable that students living within walking distance go home for lunch. Students who misbehave may lose their noon hour privilege to stay in school.

Students will be eating in classrooms. All lunch students must remain at their seats until they are finished eating. Lunch is between 11:45 - 12:05. Those requiring more time will be given some additional time.

We ask that parents send leak proof, unbreakable, easy to open reusable containers, and spoons, etc.

Milk and juice will be available each day for sale. Hot dog sales take place once a month and are organized by a parent group. Funds raised go towards the student funds for various activities.

Eating lunch at school is a privilege. Inappropriate behaviors while eating will result in removal from the classroom for several days during noon hours. Continuous misbehaviors could result in loss of privileges of having lunch at school for the entire school year.

All bus students are required to eat lunch in school and remain on the school grounds during the noon hour. If parents require having their children leave the school, they are required to provide a dated note, indicating the reason for leaving the school.

LUNCHES & MICROWAVES

Each classroom is equipped with a microwave oven for warming lunches for the students in that class only. Please send food in microwave safe containers and only send food that needs to be warmed up, not cooked.

MIDDLE YEARS OPPORTUNITIES

- On certain days students from 5-8 will be able to purchase goods from the canteen. They will also be able to buy drinks at recess time from the drink machine.
- Grade 5 - 8 students will be allowed to play intramurals and do other activities at noon recess.
- Grade 5 - 8 students will be involved in TAG (teacher assisted groups) once per week.
- Grade 5-8 awards will be given for academics, leadership and sportsmanship.
- Student council, in conjunction with their advisors, will host four dances throughout the year for students in the middle years.
- Grade 5 students will take part in a swim program once a cycle ending in December. Some of the special needs students throughout the school population will participate in a hydrotherapy program as well during this time.

SCHOOL VISITORS

For various reasons, including safety, all visitors, **including parents**, are asked to report to the office before going to any part of the school. Parents picking up their son/daughter at 3:30 are exempt from above. This insures that students as well as teachers are not unnecessarily interrupted if messages can be passed on to the students from the office.

All doors, excluding the main East doors will be locked all day. This is being done in order to control the access to students that the public has during school.

SAFE SCHOOLS

All employees and students within the Evergreen School Division have the right to work and learn in an environment supportive of their personal health, safety and well being.

All employees have the responsibility to take those actions deemed necessary to maintain an environment free from physical violence, verbal abuse or the threat of physical assault. Teachers and administrators have the authority to maintain order and discipline in the school - Public Schools Act 96(c). Students and staff have a responsibility to behave in a courteous and self-disciplined manner towards all Divisional employees and other students.

The Division has a responsibility to:

- a) ensure establishment of programs and supports to help employees and students practice preventive measures regarding violent and abusive behavior,
- b) ensure response to both the victim and the aggressor, and
- c) ensure that each workplace establishes procedures for dealing with incidents as they occur.

The Division recognizes that a violent incident may result in physical injury, personal loss and/or long term trauma to a student or employee and the Division will assist the victim in seeking resolution.

BULLYING

Bullying is not accepted behavior and will not be tolerated. Identified bullies will face consequences. Bullying can take various forms. It can be physical or it can take form in a subtle emotional manner. It often takes cover under inclusion, exclusion. Parents of victims should pay close attention to their children and notify the classroom teacher and/or school administration. Avoiding the problem and not confronting the bullies immediately empowers them. The school also has excellent films, which can be viewed by parents. For additional information on this topic and for videos call the school librarian, Mrs. Barylski.

Information Communication Technology Acceptable Use Policy

Pupils and staff must adhere to school and school division policies respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable. It is expected that all students and staff will follow the Evergreen School Division's policy on ICT Acceptable Use (300.06)

INTERRUPTION OF CLASS

If you require to take your children out from class at times other than regular dismissal you are requested to send a note to the teacher. You then may proceed to the classroom at that time and request to have your child dismissed. We have experienced that requests are made by some parents for early dismissal on a regular basis. Not only is this disruptive to the student being taken out but it disrupts the whole class. Early pick up of students on a regular basis is not an acceptable practice. Announcements on the P.A. for children to get ready for early dismissal will only be made in exceptional circumstances.

To avoid unnecessary interruptions, if you have given your child instructions for the day, please do not call the school for an additional reminder. The instructions should be sent in writing to the classroom teacher in the morning.

Thank you in advance for your cooperation.

PARENTS WANTING TO HAVE LUNCH WITH THEIR CHILDREN AT SCHOOL

Parents who wish to have lunch with their children

- a) may take them out for lunch
- b) if parents want to eat lunch with their children at school, they are to notify the office and a room will be provided for them. Unless parents are volunteering, they will not be permitted to eat lunch in the classroom where all the children are eating.

STUDENTS GOING UPTOWN DURING LUNCH

Town students do not require permission to leave the school premises during the lunch hour unless they have lunch at school. If they have lunch at school, they must follow the same procedures as bus students. All bus students must stay on school grounds at all times unless:

- a) a daily note is provided to the classroom teacher requesting that the students go uptown
OR
- b) A yearly request is made and filed with the classroom teacher who in turn files it in the office.

Please note once you have given permission for your child to go uptown, the school does not accept any responsibility for the student. The school may cancel uptown privileges.

RECESSES AND NOON HOUR

The playground is supervised during recess breaks, which occur at the following times:

10:35-10:50

12:05 - 12:45

2:15-2:30

Students eat lunch in their classrooms from 11:45 - 12:05.

Students will be kept indoors if the combined temperature and wind chill is -25 or greater. School discretion will be used when the weather is cold and the wind chill is high. Parents are reminded to ensure students have warm clothing at all times.

At noon, all students are to remain on the playground until 12:40. During inclement weather, earlier entrance will be permitted.

Students who need to stay indoors for health reasons need to have a note from their parents for each day that they are to remain inside. This applies to short-term times, as students are required to go outside during recesses and noon hours. If children are sick they should be kept at home. In many cases, their presence spreads illness throughout the classrooms.

During recess times, the play structures are for Early Years on a rotating schedule. Certain equipment is for Middle Years.

Roller blades, skateboards, scooters, kites and Frisbees are not allowed on school grounds, and only soft balls (rubber, tennis, etc.) may be used for ball games.

Students reporting injuries or problems on the playground during recess times are to report these to the playground supervisor who is on duty at the time.

STUDENT ATTIRE

One of our school rules is to speak, act and write respectfully. To help promote positive relationships among friends and peers, and to reduce competition, we request that students dress and groom themselves modestly, in clothing and styles that do not attract undue attention to themselves. Inappropriate T-shirt messages, cuts and slits in jeans, short shorts, and tops exposing chest and midriff are unacceptable.

FOOTWEAR

Regulations require that an immediate evacuation of the school take place in the event of fire drill or an emergency. Because of this requirement, as well as for health reasons, it is important that students wear shoes inside the building at all times. In order to protect the floor covering, we require footwear that does not mark the floor. Shoes that mark the floors cannot be worn inside. Please check shoes for floor marking before you purchase them.

STUDENT COUNCIL

Student Council elections will be held in June for the executive positions of President, Vice-President, Secretary, and Treasurer. Middle Years students may run for offices, as per Student Council "Guidelines". Room reps will be elected in the fall. Students from Grades 4,5,6 and 7 vote for Student Council.

PHYSICAL EDUCATION CLASSES

For safety reasons, a separate pair of clean non-scuffing gym/running shoes are required by all K - 8 students for phys. ed. classes. No sandals or thongs or any shoes that have thick soles or heels can be worn during gym classes. Socks or bare feet are also **NOT PERMITTED**. Gym shoes can also be used as indoor shoes.

Students in Grades 5-8 should change into a T-shirt, and shorts or sweats.

Students who need to be excused from phys. ed. for health reasons need to have a signed and dated note from a parent and a physician.

Please Note: Phys. Ed is a compulsory course in K-8.

STUDENT LOCKERS

1. All students are assigned a locker for the storage of school supplies.
2. It is expected that students will treat their locker with respect. It is also the responsibility of the students to keep their lockers clean, neat and tidy at all times. At the end of the school year students will be responsible for cleaning out their lockers, including the removal of all materials, posters, tape, etc.
3. It is **not** recommended that students lock their lockers.
Classroom teachers and the office keeps a record of all assigned lockers.
4. Lockers are the property of The Evergreen School Division. Therefore the division reserves the right to inspect or search lockers on a regular basis.
5. The School Division does not accept liability for personal property which is on School Division property or stored in lockers.

RELIGIOUS EXERCISES

The Public Schools Act [84-(8)] states that if a petition asking for religious exercises, signed by the parents or guardians of at least 60 pupils in the case of a school having an enrollment of 80 or more pupils, is presented to the school board, religious exercises shall be conducted for the children of those parents or guardians in that school year.

If a petition with sufficient signatures has been received, religious exercises consisting of a recitation of the Lord's Prayer will take place each morning in the gym at 8:55 a.m. Parents wanting their child(ren) to take part should sign the petition.

PEDESTRIAN SAFETY

For their own safety and well being, students are **to walk on sidewalks where possible and to cross at intersections**. Where there are no sidewalks, students should walk in single file on the left edge of the road, facing traffic. Students are also reminded they should not walk or climb on the snow banks during the winter.

BICYCLES

Students who bring bicycles to school are required to park them in the bicycle racks located in front of the school.

Students riding their bicycles to and from school are expected to follow appropriate bicycle safety rules at all times. This includes being courteous to pedestrians, and walking their bicycle across intersections.

Bicycles are not to be ridden on school grounds. Upon entering school grounds, each rider is to dismount and walk his/her bicycle to the bicycle racks. This same procedure applies when arriving or leaving the school grounds. Bicycles are to be walked along sidewalks and not ridden when passing through the bus zone.

The school is not responsible for loss or damage to bicycles. It is recommended that bicycles should be locked.

ARBORG EARLY MIDDLE YEARS SCHOOL PARENT ADVISORY COUNCIL

The Council meets one evening a month. The purpose is to serve in an advisory capacity to the principal. The Council is involved in giving input on school policies, school plans, fundraising, and providing information to parents. Arborg PAC is open to all members of the community in the Arborg catchment area. Please contact the school or member of the executive for more information.

EMERGENCIES AND HEALTH CARE

EMERGENCY CONTACT

The school may be closed and the children sent home early due to such emergencies as power failure, gas leak, or water main break. In preparation for this, the school requests that all parents leave the name and phone number of someone who lives in town to contact in case of emergency. It is important that this information be kept up-to-date, particularly when parents are away from town. Your child should know the identity of the person(s) to be contacted.

STUDENT ILLNESS

Our staff will attend to a child who receives a minor injury such as a scrape, bruise, cut, or bump.

In the event of a more serious illness/injury, all attempts will be made to notify a parent at home or at work. If a parent cannot be reached, the emergency contact person as listed on the September registration sheet will be called. The emergency contact **MUST** be available to pick up the student if necessary.

If your child needs emergency medical attention, you will be contacted as soon as possible. If you cannot be contacted, your child will be taken to the nearest hospital and attended to by the physician on call. An ambulance will be called if deemed necessary. The cost of the ambulance is to be paid by the parent. An adult representing the school will remain with the child until the parent/emergency contact person arrives at the hospital.

MEDICATION

If an adult at school is required to give your child medication of any kind, we must have a signed authorization by the parent. A form is available for this purpose from the school office. Medication will not be given without signed permission. The medication must be in pre-measured pill form and in the original, labeled container. Liquid medications will only be administered if the correct measurements are provided and according to school division policy. Students who may require an injection via an EpiPen are required to have the EpiPen with and on them or as arranged by the parents and the school. Adults in their care must be informed as to the location of the EpiPen.

Students with critical health needs (e.g. severe allergies needing an EpiPen, diabetes) are to have an annually updated Individual Health Care Plan.

FOOD ALLERGIES

Several students in our school have food allergies and are EpiPen dependent if exposed to these foods. At the beginning of the school year and with the consent of parents concerned, letters are sent home to the families of the classroom where the food allergies exist. We kindly ask the parents to avoid sending foods identified in the allergy letter. The food allergy that is most often identified is peanut products. Classrooms with peanut allergies will have a "no peanut" slogan posted on the respective classroom door.

PUBLIC HEALTH CONCERNS

From time to time, there may be situations where there is an incidence of diseases such as pink eye, impetigo, measles, or scabies. Students are to remain at home until treatment for the condition has been received or until a doctor's or nurse's written permission to attend school is obtained. Information packages will be sent home as the need arises. Contact the public health nurse at 376-5559 if you require additional assistance or have any questions.

STUDENT ACCIDENT INSURANCE

Each fall insurance forms are sent home with each family. If you are buying insurance, please mail your application directly to the company. Completed insurance forms will not be accepted at the school.

FUND RAISING AEMYS SUPPORTS

Each year our school participates in a number of fundraisers. Some of the fundraisers designate raised funds to the charity itself (Jump Rope for Heart). Any money raised by the student body for school activities goes directly to the student fund. This money helps subsidize activities such as field trips, Artists in the School, Volleyball, Music, Physical Ed. equipment, play ground equipment, etc. The following are the charities to which we have given historically. We are not limited to these fundraisers. It is the families' choice to or not to participate in fundraisers.

Jump-Rope-For-Heart

"Pennies From Heaven"-for the Christmas Cheer Board.

Collection of non-perishable food items for Christmas Hampers

The fundraisers that our school is committed to are:

Fall Fundraiser

Magazine Sales

Christmas Raffle

COMMUNICATION

Communication between home and school is extremely important in the success of any student. Through our newsletters and notices, we will endeavor to keep you well informed of programs and activities with the school. Opportunities will be provided for you to meet staff and discuss educational matters as they relate to your child and school.

We encourage parents to keep in close contact with the school. Please do not hesitate to call should you become concerned about your child's program or achievement. Such on-going support is necessary in order to provide the best results for your child. Families are welcome to attend our monthly assemblies and special events.

Throughout the year problems can arise but can be solved by open discussion. If you have a concern at your child's school, please follow the appropriate steps:

- **Talk to the teacher first.**
- **If you cannot resolve the issue- talk to the principal.**
- **If you cannot resolve the issue- talk to the superintendent.**
- **If you cannot resolve the issue- contact the Board of Trustees.**

A monthly newsletter, including a list of events, will be available on the school website. If you wish to receive a paper copy, you must pick one up at the school.

Report cards are sent home twice a year (February, June) in Grades K-8. Parent-teacher conferences are held in November and April for all grades.

Please notify the school several days in advance if your child(ren) will be moving and transferring to a new school. This will give us time to prepare all the required records and forms and gather all of the child(ren)'s materials.

YEAR END STUDENT PLACEMENT

Each year in late spring, teachers and the school administration meet to work out the class lists for the next school year. A number of factors are taken into consideration by school personnel when students are placed in classes.

1. Each class is to have a balance of male/female.
2. High, medium and low ability levels are considered.
3. Behavioral problems are considered.
4. Teachers take into consideration student conflicts and separate students who have conflicts.
5. Positive student relationships are considered.

In order to ensure all students and parents are treated fairly, **special requests for placement will not be considered.**

Our office hours are 8:00 - 3:45 each day. We ask all visitors to report to the office.

The school phone number is 376-5054. Fax: 376-2958

STORM POLICY/SCHOOL CLOSURE

The Evergreen School Division may, under extreme conditions, cancel all classes.

If a storm or emergency occurs overnight and cancellation of buses and school is necessary, radio stations will be notified by 6:30 a.m. The stations to listen to are:

CBC (990 AM)	CFRY (Portage)
CITI (92 FM)	MAGIC (99.9 FM)
CJOB (68 AM)	CBC (French)
CIFX (1290 AM)	Q94 FM

If a storm develops during the day, classes will continue as usual, however buses may be cancelled. In this case, radio stations will be contacted, rural students will be billeted in town, and every effort will be made to inform all parents by phone. It is important that all bus students have a designated storm billet listed on their Student Information Sheet.

Drivers have the authority to cancel all or part of the route if, in their opinion, the safety of the students may be compromised. If a driver cancels his/her run s/he will notify the parents of students on that bus.

All buses are radio-equipped and constantly monitored.

Parking Lot

The parking lot is reserved for staff only. Signs will be posted to indicate direction of traffic. Please avoid using the parking lot for dropping off or picking up students.

Evergreen School Division
80 Centre Street West
Box 1200, Gimli, ROC 1B0

Board Office- 642-6262

Superintendent - Paul Cuthbert
Assistant Superintendent / Student Services - Doug Anderson
Director of Maintenance & Transportation -
Secretary Treasurer - Charlie Grieve
Early Morning Bus Clerk - Pat Isfeld
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