



2018-2019

Mission Statement

Elmdale School will provide a safe and caring learning environment, fostering positive relationships, serving students, families, and community.

160 Elmdale Street
Steinbach, Manitoba
R5G 0P3
Telephone: 204.326.3325
Fax: 204.326.3358
Email: elmdale@hsd.ca
Twitter: @ElmdaleHSD

DAILY ROUTINE

8:45 a.m.	Teachers on duty in the school
8:50 a.m.	Bell - Students come in
9:00 a.m.	Religious exercises (by petition)
9:08 a.m.	O Canada & Announcements
9:15 a.m.	First class begins
10:30-10:45	Gr. K-2 Recess
10:45-11:00	Gr. 3-4 Recess
12:00-12:30	Gr. K-2 Lunch Gr. 3-4 Recess
12:30-12:55	Gr. 3-4 Lunch Gr. K-2 Recess
12:55 p.m.	Bell - Students come in Teachers on duty
1:00 p.m.	Classes begin
2:00-2:15	Gr. 3-4 Recess
2:15-2:30	Gr. K-2 Recess
3:35 p.m.	Bell - Announcements Homeroom time Clean up and get ready
3:40 p.m.	Bus students dismissed
3:45 p.m.	Walkers and others dismissed



2018/2019 STAFF

Vince Hiebert	Principal	Pamela Reimer	Literacy
Nichelle Doerksen	KD	Wendy Thiessen	Literacy
Tammy Klassen	KK	Wanda Hiebert	Secretary
Susanne Penner	KP	Angie Penner	Librarian
Lyndsey Engel	1E	Trish Broesky	Sec./E.A.
Jennifer Mutter	1M	Audrey Friesen	Ed. Asst.
Connie Johnson	1/2J	Lita Hornan	Ed. Asst.
Melissa Fry	2F	Adeline Koop	Ed. Asst.
Cheri Thiessen	2T	Deb Kuhl	Ed. Asst.
	2	Rachel Loewen	Ed. Asst.
Mike Martens	3M	Janet Mehling	Ed. Asst.
Gavin Barkman	3/4B	Elaine Penner	Ed. Asst.
Jo-Anne Giesbrecht	3/4G	Linda Reimer	Ed. Asst.
Darnell Thiessen	3/4T	Brooke Rooney	Ed. Asst.
Bethany Dueck	4D	Isabel Vogt	Ed. Asst.
Eric Fast	P.E.	Anita Wiens	Ed. Asst.
Rose Friesen	Resource	Kelvin Johnson	Custodian
Tara Klassen	Counsellor		Cust. Asst.
Louise Redekop	Music		

Teachers' email addresses are available on the school website (www.elmdale.hsd.ca).



Elmdale School Calendar 2018-2019

September 4	Administration Day (no classes)
September 4	Meet the Teacher Evening (5:00-6:00 pm)
September 5	First Day of School
September 5	Kindergarten interviews (by appointment)
September 6-11	Kindergarten staggered entry (K students attend one day)
September 14,17	Strong Connections (students attend one of 2 days)
September 28	Terry Fox Run
October 8	Thanksgiving Day (no classes)
October 11,12	Picture Days
October 17,18	Health & Wellness Days
October 19	MTS Professional Development Day (no classes)
November 5	Student Led Conferences (no classes)
November 9	Picture Retakes
November 23	1 st Reports Issued (Gr.1-4)
December 18	Christmas Program: Performance 1 (K-4) 1:30 pm
December 18	Christmas Program: Performance 2 (Gr.1-4) 7:00 pm
Dec. 24-Jan. 4	Christmas Break (no classes)
January 7	1 st day of classes after Christmas Break
February 1	Professional Development Day (no classes)
February 18	Louis Riel Day (no classes)
February 21	Divisional Professional Development Day (no classes)
February 22	HTA Professional Development Day (no classes)
Feb. 25-Mar. 1	Book Fair
February 28	Family Celebration of Learning
March 8	Administration Day (no classes)
March 15	2 nd Reports Issued (Gr.1-4)
March 18-22	Elmdale Extravaganza Week
March 25-29	Spring Break (no classes)
April 1	1 st day of classes after Spring Break
April 5	Administration/Professional Development Day (no classes)
April 19	Good Friday (no classes)
May 1	Kindergarten 2019 Welcome (5:30 pm)
May 8,9	Kindergarten 2019 Connections (by appointment)
May 20	Victoria Day (no classes)
May 30	Run, Jump & Throw Day (Gr.1-4)
June 7	Volunteer Appreciation Event
June 26	Family Picnic Day
June 27,28	Administration Days & Final Reports Issued (no classes)

AGENDA BOOKS

Every student is given an agenda book for no charge for the purpose of home/school communication. The teacher and parent should read and sign it each day, as well as write messages to communicate with each other as needed. If lost, replacement agendas are \$5.00.

STUDENT REGISTRATION FORMS

Your child's registration form will be given to you in September for updating. Please review it and make the necessary changes for us to update our student database. Please provide parent email addresses.

HANOVER SCHOOL DIVISION ANNUAL CALENDAR

Each family receives a Hanover School Division calendar. It includes information and policies about our school division as well as significant dates.

STUDENT INSURANCE FORMS

Please note the student insurance envelope. When purchasing this insurance, mail the envelope directly to the company.

ADMINISTRATION OF MEDICATION

Parents of children in need of medication during school hours must make special arrangements by completing the *Administration of Prescribed Medication* form. **Medication must be in the original container** with the dosage amount for the prescribed medication on it and delivered to the office by a parent or guardian.



STUDENT MATERIALS FEE

Supplies that students will bring: lunch kit, sturdy backpack, gym shoes. Teachers will be taking care of the purchase of the rest of the student supplies. We are asking for \$30.00 per student to cover the cost of the student supplies for the year.

STUDENT ABSENCES

Consistent, regular attendance is very important to your child's academic and social progress. Parents are asked to notify the school of their child's absence by calling the office between 8:30 and 9:00 a.m. or emailing the school office (elmdale@hsd.ca). In the event of an unaccounted student absence, school personnel will phone you to determine the student's safety.

READING

Each teacher will send home a letter in September explaining the home reading program for their grade. A check in letter will be sent home in January. Thank you for your partnership.



ELMDALE NEWSLETTER

Our school newsletter is our primary method of informing you of important upcoming information. Families will be emailed the link once a month. The newsletter may also be viewed on our website at www.elmdale.hsd.ca. Please read it and note upcoming events and activities.

GUARDIANSHIP

Guardianship issues and court orders must be provided to the school in order for us to respond appropriately. Non-custodial parents should inform us of your need for information such as newsletters and report cards.

SECURITY

Elmdale has a **Crisis Plan** that includes evacuation to the Public Library in the event of a safety emergency in our building. We also have a designated crisis team that is trained in Non-Violent Crisis Intervention and First Aid.

Parents are to use the Family parking lot, walk their children across the parking lot to the fence. This is to keep our students safe and secure, as well as develop independence in our students. **All volunteers/visitors must use the main entrances (A or C) and report to the office upon arrival.** Please sign in and wear an Elmdale visitor lanyard or sticker.

STUDENT ARRIVALS AT SCHOOL

Students should arrive after **8:45 a.m.** and **12:45 p.m.** All students should play outdoors until 8:50 a.m. when the weather and ground conditions permit. Students are expected to dress appropriately for the weather.



STUDENT DEPARTURES FROM SCHOOL

Bus students are dismissed at 3:40 p.m. Walkers and others are dismissed at 3:45 p.m. When unavoidable, changes to routine pickup arrangements should be written in the agenda book.

TRAFFIC SAFETY

Please note that the bus loop parking lot should be used for **buses only** at 8:30-9:00 a.m. and 3:30-4:00 p.m. The Family parking lot is the location for picking up and dropping off students.



CROSSING PATROLS

Adult crossing patrols are on duty at Main Street and Brandt Street crosswalks each school day during the following times:

8:45 - 9:00 a.m. and 3:45 - 4:00 p.m.

Be sure your children cross Main Street and Brandt Street during these times only.



UNINTERRUPTED LEARNING

Please make all arrangements before school and maintain routines, so that telephone messages and classroom interruptions can be for emergencies only.

BIKE SAFETY

Students must wear bike helmets when cycling to or from school and walk their bikes at crosswalks and on the school grounds. All bikes need to be locked up at school.



LUNCH HOUR

1. Students are expected to behave in an acceptable manner and remain in their seats until dismissal.
2. Lunch students are expected to follow all our noon hour rules to retain their privilege of staying at school for lunch.
3. Please have your child come to school with their lunch rather than having it dropped off at the school office.
4. Pizza can be purchased on Thursdays at 9:00 a.m. for \$2.00 per slice. Parent Council then delivers the pizza to the classrooms at noon. The last Thursday of the month Subway subs are sold for \$3.75.

WINTER OUTDOOR POLICY



We encourage students to dress warmly and go out for recesses because it is important to get some fresh air during the day. Please consider keeping your child at home if he/she is too ill to function at school. Our cold weather recess policy is to keep students inside at recess when the wind-chill factor is -30 or colder. (Wind-chills nearing -30 will also be considered if conditions like high winds and blowing snow exist.) Outdoor recesses will be reduced to 15 minutes when wind-chills exceed -25.

REPORTING TO PARENTS

Two basic forms of reporting your child's progress are:

- a) Written Reports
- b) Student Led Conferences

Some other means of reporting are by telephone, emails, letters, meetings, and agenda books. Parents are also encouraged to inquire when they have a question or concern.

The schedule for formal reporting is as follows:

Nov. 5	K-4	Student Led Conf.
Nov. 23	1-4	1st Report Card
February	K	1st Report Card
Mar. 15	1-4	2nd Report Card
Jun. 28	K-4	Final Report Card

PARENT ADVISORY COUNCIL

The Elmdale Parent Advisory Council is open to all parents, guardians and interested individuals in the community and undertakes many worthwhile projects on behalf of Elmdale students. Tax deductible donations can be made throughout the year. Receipts will be issued by Hanover School Division. PAC provides parents with the opportunity to be involved in school-related issues and educational topics. They welcome you to their regular monthly meetings. Anyone interested in serving on this council should contact the principal or a parent council member. We wish to express appreciation to the Parent Advisory Council and their committees.

VOLUNTEERS

Volunteers are of great importance at Elmdale School. A comprehensive volunteer sign-up form is sent home at the beginning of the school year. All new volunteers should complete the Child Abuse Registry and the Pledge of Confidentiality and submit these forms to the classroom teacher or school office with your personal identification. As a volunteer, please remember that confidentiality is important. Please do not discuss student performance or staff conversations with anyone other than the classroom teacher.

ASSEMBLIES

Assemblies are held every Friday morning at 9:15 a.m. in the gym. The purpose is community building, student recognition and celebration of learning. Some exceptions do exist and may involve special occasions. This schedule will be published in the newsletter.

PHOTOGRAPHY

Any videos/photos that are taken at school are to be strictly for your own personal use and not uploaded to the internet in any form.

RESOLVING ISSUES AT SCHOOL

When your child has an issue at school:

1. Communicate with your child's teacher.
2. Be specific, respectful, and open to understand another perspective.
3. Act for the benefit of everyone.



GOOD CONDUCT PROGRAM LEARNING, SAFETY, & RESPECT

Green slips are issued for exemplary behavior. They are celebrated by school green slip draws and classroom reinforcements.

Amber slips are warnings issued for relatively minor misbehavior and should be viewed as gentle reminders. When six amber slips are given to a student within a month, parents will be informed of a plan to teach appropriate school behavior.

Red slips are issued when a student inflicts violence on another student. The student will receive a red slip and be sent home by the

principal or designate. The red slip needs to be completed by the child and parent. The parent is required to accompany their child for a brief re-entry meeting with the principal or designate the next school day prior to the student attending school. In this way we reduce violence at our school.



Princi-Pal Awards

There are further positive incentives such as the Princi-Pal Awards to reinforce positive behavior. Each week a student is selected by the classroom teacher based on the character trait of the month. These students are acknowledged at the assembly that week, enjoy treats with the principal, and receive a personalized certificate.

Bucket Filling Program

Bucket filling is something that everyone can do! We each have an invisible bucket that holds our good thoughts and good feelings about ourselves. We feel very happy when our bucket is full and we can feel sad when our bucket is empty. We can fill our own bucket and we can also fill someone else's bucket by saying and doing nice things.

At Elmdale School, green slips are used to hand out to students who are filling buckets. Each month, there is a random draw of thirty students who have successfully filled someone's bucket and are selected to attend a half day field trip with the principal.

