



2019-2020

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. K-2 Recess
2:15-2:30	Gr. 3-4 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



2019/2020 STAFF

Vince Hiebert	Principal	Eric Fast	P.E.
Nichelle Doerksen	KD	Tara Klassen	Counsellor
Tammy Klassen	KK	Melissa Fry	Literacy
Susanne Penner	KP	Pamela Reimer	Literacy
Lyndsey Engel	1E	Wanda Hiebert	Secretary
Connie Johnson	1J	Angie Penner	Librarian
Jennifer Mutter	1M	Trish Broesky	Sec./E.A.
Jo-Anne Giesbrecht	2G	Martine Aronson	Ed. Asst.
Mandy Murphy	2M	Lita Hornan	Ed. Asst.
Gavin Barkman	3B	Adeline Koop	Ed. Asst.
Lauren Laninga	3L	Rachel Loewen	Ed. Asst.
Lois Reimer	3R	Elaine Penner	Ed. Asst.
Bethany Drewlo	4D	Linda Reimer	Ed. Asst.
Mike Martens	4M	Brooke Rooney	Ed. Asst.
Darnell Thiessen	4T	Anita Wiens	Ed. Asst.
Rose Friesen	Resource	Kelvin Johnson	Custodian
Louise Redekop	Music	Yari Rodriguez	Cust. Asst.

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



Elmdale School Calendar 2019-2020

September 3	Administration Day (no classes)
September 3	Meet the Teacher Evening (5:00-6:00 pm)
September 4	First Day of School
September 4,5	Kindergarten interviews (by appointment)
September 6,9,10,12	Kindergarten staggered entry (K students attend one day)
September 13,16	Strong Connections (students attend one of 2 days)
September 27	Terry Fox Run
October 7,8	Picture Days
October 14	Thanksgiving Day (no classes)
October 25	MTS Professional Development Day (no classes)
November 4	Superintendent's Inservice Day (no classes)
November 8	Picture Retakes
November 11	Remembrance Day (no classes)
November 12	Student Led Conferences (no classes)
November 29	1 st Reports Issued (Gr.1-4)
December 17	Christmas Program: Performance 1 (K-4) 1:30 pm
December 17	Christmas Program: Performance 2 (Gr.1-4) 7:00 pm
Dec. 23-Jan. 3	Christmas Break (no classes)
January 6	1 st day of classes after Christmas Break
January 31	Professional Development Day (no classes)
February 17	Louis Riel Day (no classes)
February 21	HTA Professional Development Day (no classes)
Feb. 24-27	Book Fair
February 27	Family Celebration of Learning
March 13	Administration Day (no classes)
March 20	2 nd Reports Issued (Gr.1-4)
Mar. 30-Apr. 3	Spring Break (no classes)
April 6	1 st day of classes after Spring Break
April 10	Good Friday (no classes)
April 13	Administration/Professional Development Day (no classes)
April 29	Kindergarten 2020 Welcome (5:30 pm)
May 6,7	Kindergarten 2020 Connections (by appointment)
May 18	Victoria Day (no classes)
May 28	Run, Jump & Throw Day (Gr.1-4)
June 5	Volunteer Appreciation Event
June 26	Family Picnic Day
June 29,30	Administration Days & Final Reports Issued (no classes)

AGENDA BOOKS

Every student in grade 1-4 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.



HANOVER SCHOOL DIVISION ANNUAL CALENDAR

This year the Hanover School Division calendar has been moved online. Please check elmdale.hsd.ca/calendar/ to stay up to date with divisional and school events.

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 \$35.00 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.

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.

UNINTERRUPTED LEARNING

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

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. Please note that we do not offer after school programming or supervision. Please be punctual when picking up your child.

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.



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.

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. Hot lunch is offered for purchase every Thursday. Watch for information from the Elmdale PAC for online purchasing instructions.

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. 12	K-4	Student Led Conf.
Nov. 29	1-4	1st Report Card
February	K	1st Report Card
Mar. 20	1-4	2nd Report Card
Jun. 30	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 (elmdaleparentcouncil@gmail.com). 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 behaviour. They are celebrated by school green slip draws and classroom reinforcements.

Amber slips are warnings issued for relatively minor misbehaviour 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 behaviour.

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 behaviour. Each week, a student is selected by the classroom teacher. 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 handed out to students who are filling buckets. Throughout the year there are random draws of students who have successfully filled someone's bucket and are selected to attend a half day field trip with the principal.

