



**2022-2023**

## **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](mailto: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
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 Walkers dismissed
3:40 p.m.	Bus students dismissed
3:45 p.m.	All others dismissed



## 2022/2023 STAFF

Vince Hiebert	Principal	Kelly Tufford	P.E.
Nichelle Doerksen	KD	Allison Turton	Music
Tammy Klassen	KK	Wanda Hiebert	Secretary
Susanne Penner	KP	Laurena O'Connor	Secretary
Anna Hocking	1H	Angie Penner	Librarian
Connie Johnson	1J	Lita Hornan	Ed. Asst.
Lyndsey Engel	2E	Rachel Loewen	Ed. Asst.
Jo-Anne Giesbrecht	2G	Janet Mehling	Ed. Asst.
Bethany Drewlo	3D	Linda Reimer	Ed. Asst.
Melissa Fry	3F	Brooke Rooney	Ed. Asst.
Gavin Barkman	3/4B	Jenna Toews	Ed. Asst.
Mike Martens	4M	Anita Unrau	Ed. Asst.
Darnell Thiessen	4T	Brynae Wiebe	Ed. Asst.
Rose Friesen	Learning Support	Anita Wiens	Ed. Asst.
Tara Klassen	Counsellor	Kelvin Johnson	Custodian
Pamela Reimer	Literacy	Maria Boldt	Cust. Asst.

Teachers' email addresses are available on the school website ([www.elmdale.hsd.ca](http://www.elmdale.hsd.ca)).



### **Elmdale School Calendar 2022-2023**

September 6	Administration Day (no classes)
September 6	Meet the Teacher (Gr 1-4)
September 7	First Day of School
September 7	Kindergarten interviews (by appointment)
Sept. 8-13	Kindergarten staggered entry (K students attend one day)
September 16,19	Strong Connections (students attend one of 2 days)
September 29	Terry Fox Run
September 30	Truth & Reconciliation Day (no classes)
October 10	Thanksgiving Day (no classes)
October 17,18	Picture Days
October 21	Professional Development Day (no classes)
November 11	Remembrance Day (no classes)
November 14	Student Led Conferences (no classes)
November 18	Picture Retakes
November 25	1 <sup>st</sup> Reports Issued (Gr.1-4)
November 28	Professional Development Day (no classes)
December 20	Christmas Program: Performance 1 (K-4) 1:30 pm
December 20	Christmas Program: Performance 2 (Gr.1-4) 7:00 pm
Dec. 22-Jan.4	Christmas Break (no classes)
January 5	1 <sup>st</sup> day of classes after Christmas Break
February 3	Professional Development Day (no classes)
February 20	Louis Riel Day (no classes)
February 21-23	Book Fair
February 24	HTA Professional Development Day (no classes)
March 10	Administration Day (no classes)
March 17	2 <sup>nd</sup> Reports Issued (Gr.1-4)
Mar. 27-31	Spring Break (no classes)
April 3	1 <sup>st</sup> day of classes after Spring Break
April 7	Good Friday (no classes)
April 17	Administration/Professional Development Day (no classes)
May 3	Kindergarten 2023 Welcome (5:30 pm)
May 11,12	Kindergarten 2023 Connections (by appointment)
May 22	Victoria Day (no classes)
May 25	Run, Jump & Throw Day (Gr.1-4)
June 5	Administration Day (no classes)
June 29	Family Picnic Day
June 30	Administration Day & Final Reports Issued (no classes)

### SEESAW AND AGENDA BOOKS

Communication between home and school is important to us at Elmdale. All our classes are connected to the SeeSaw app, and we encourage families to download the SeeSaw family app and connect to it. This is a great tool for direct communication between the teacher and home. Some classes also use Agenda Books. Please make sure your child's agenda book is sent to school each day. Please check it after school each day for any messages from your child's teacher.



### HANOVER SCHOOL DIVISION ANNUAL CALENDAR

This year the Hanover School Division calendar has been moved online. Please check [elmdale.hsd.ca/calendar/](http://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 and agendas 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](mailto: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](http://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. It is difficult to relay phone messages to students after 3:20. Please plan accordingly.

## 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.



## 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

Our end of day routine is shared with families at the start of each year. Please refer to that email or contact the school office for dismissal times. When unavoidable, changes to routine pickup arrangements should be made in advance and communicated to your child's teacher through SeeSaw or their agenda. Last minute, day-of changes should be communicated to the office at 204-326-3325 before 3:20 so that messages can be passed on to your children. Please note that we do not offer after school programming or supervision, so it is very important that children are picked up on time every day.

## CROSSING PATROLS

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

8:40 – 8:50 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 for us to respond appropriately. Non-custodial parents should inform us of your need for information such as newsletters and report cards.

## COMMUNICATION

Communication is the key to the success of everyone at school. Please have an up-to-date email address on file at the school and check it regularly. Teachers also use SeeSaw to keep in regular communication with families. Please make sure to have the SeeSaw Family app on your mobile device.

## 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 refrain from making it a habit of dropping off lunches for your children on a regular basis. The occasional hot lunch drop-off is special, and we can accommodate that; however on a regular basis, 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 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. Indoor recess decisions will be made at the discretion of the Principal (or designate) for any adverse weather conditions not specifically mentioned in this policy.

## PARENT PORTAL

All Student Report Cards are shared using the Parent Portal. Please make sure that you create a Parent Portal account and download your child's report cards. This year report cards will be available:

November 25 - Term 1 Report Card  
March 17 - Term 2 Report Card  
June 30 - 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](mailto: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.

## 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.

## 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.

Parents, grandparents, and friends are welcome to attend assemblies. We ask that all guests sign in at the office and sit at the chairs along the back of the gym.

## RESOLVING ISSUES AT SCHOOL

When your child has an issue at school, and there are concerns or questions that need addressing, we ask that parents and guardians follow the protocol below. Generally speaking, a parent should start with the person most directly involved with the concern. For example, if you have a concern with something that took place in the classroom, you would speak first to the classroom teacher.

Understanding the line of communication in school is essential in working to resolve a concern in a school community. This line of communication should always start with the teacher before contacting the principal.



## 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 from each class 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 special event with the principal.

