



# École Charleswood School

2022 - 2023

## HANDBOOK

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School Timetable Hours: 8:40 a.m. to 3:30 p.m.

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### **ÉCS MISSION STATEMENT**

***“At École Charleswood, we inspire growth and perseverance with our students, motivating them to connect with their learning and in the community.”***

***Inspire • Connect • Persevere***

***Inspirer • Se connecter • Persévérer***

***Connect:*** We promote belonging, community, global citizenship and a healthy learning environment - the groundwork for personal growth and development.

***Inspire:*** We seek new experiences as a means to cultivate curiosity, inspire us to try new ways and to realize the true potential for learning.

***Persevere:*** We take the risks and the disruptive leaps necessary while staying the course to align new and relevant goals for learning within our rapidly changing world.

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## ÉCS STAFF

### Office Staff

Peggy Hobson, Adrian Deakin, Andrea Toews, Julie Devigne, Kara Hewitt, Debbie Force

|  |   |   |
|--|---|---|
| <b>Grade 5</b><br>51 Eric Paas – FI<br>52 Carmen Schroeder – FI<br>53 Terence French – FI  | <b>Grade 6</b><br>61 Danielle Peloquin – FI<br>62 Anna McCarthy – FI<br>63 Kristen MacDonell – FI<br>64 Kim Proutt<br>65 Kevin Lyle   | <b>Grade 7</b><br>71 Michael Szkwarek – FI<br>72 Laine Van Hoof (a.m.) – FI<br>72 Eden Jamieson (p.m.) – FI<br>74 Jeff Hunter<br>75 Jill Connell<br><b>Grade 7/8 Multiage</b><br>7/8 Meghan Burns – FI<br>7/8 Taylor Palmer |
| <b>Grade 8</b><br>81 Phillip Janzen – FI<br>82 Melanie Deniset – FI<br>84 Josh Hollins<br>85 Calvin Yong   | <b>Student Support</b><br>Amanda Davis – FI Resource<br>Rachel Vigier – FI Resource<br>Cheryl Skura – Resource<br>Laurie Sylvester – Resource<br>Jennifer Stuart – Counsellor | <b>Creative Arts</b><br>Julie Phillips – Music FI<br>Jared Button – Drama/ELA<br>Jeff Boch – Band<br>Mary Ferguson – Art/ELA  |
| <b>Practical Arts</b><br>Paige Zentner – Home Economics<br>Matt Doherty – Woods<br>Archie San Juan – Graphics  | <b>French: Communication &amp; Culture</b><br>Mathieu Tétrault  | <b>Physical Education</b><br>Jordan Adam – FI<br>Kirsten Priestley – FI<br>Eric Hamilton  |
| <b>Clinical Support</b><br>Ang Bartley – Psychology<br>Kristen Bilenky – Social Work<br>Darcey Cameron – SLP<br>Jenny Vernon – OT<br>Carrie Shynkaryk – PT | <b>Library Staff</b><br>Erin Daniels<br>Sheryl Ward   | <b>Custodial Staff</b><br>Shane Schultz<br>Tamara Traitelovich<br>Kevin McDermid  |

## ARRIVAL, DEPARTURE, ATTENDANCE

### ENTRY IN THE MORNING

Students may be dropped off outside as early as 8:15 am; however, they will only be granted access inside the building in case of extreme weather conditions. There is no supervision in place in the school before the beginning of morning classes. Between 8:35 and 8:40 a.m. homeroom teachers will greet students outside their designated entry doors and bring them into the school. Please see the school map at the end of the handbook for grade level entrances. Students continue to be encouraged to use the sanitizing stations located at each entry door upon arrival. Students attending morning sports practices and clubs will be admitted into the building by the supervising teacher, typically at the gym entrance adjacent to Oakdale Drive.

### DISMISSAL AT THE END OF THE DAY

Classes at ÉCS end at 3:30 p.m. Students are dismissed from school at this time and are expected to proceed promptly to their school bus or to home. There is no supervision in place in the school or on school property after 3:30 p.m.

### DROPPING OFF AND PICKING UP STUDENTS

Please help ensure the safety of all members of the Charleswood community. Morning and afternoon drop off and pick up at Charleswood are very busy times of the day as many parents drive their children to and from school. Please adhere to the City of Winnipeg signage regarding stopping and parking. Crossing guards will be on duty in the morning, during lunch hour, and after school. The staff parking lot is not to be used for picking up and dropping off students. A safer alternative to contributing to traffic congestion on Oakdale Drive is to drop students off in the Charleswood Bronco's Football Club parking lot or the Safeway Parking Lot where they can safely walk to the school using the sidewalk. Let's keep everyone safe!

*Caution: even with all the cautions, adjustments and shared concerns, many parents and community drivers are not being safe or responsible when dropping off children. Please consider the traffic laws and the safety of our children before someone gets hurt.*

### EARLY PICK-UP OF STUDENTS

Occasionally parents pick up their children prior to regular dismissal times. Parents must inform the office in advance. An out slip will be prepared for the student. Provided we have received a phone call or a message on Edsby from a parent and a meeting spot has been arranged, students will be allowed to sign out at the appropriate time and meet their parent

outside. If a person other than a parent will be picking up your child, prior arrangements must be made with the office. *Please do not text or call your child from a cell phone and ask them to meet you without first informing the office and having your child sign out. This creates a situation where you know where your child is, but the school records show they are still at school.*

## ATTENDANCE

Grade 5 – 8 attendance is recorded each half day. Attendance is taken in the morning at 8:45 a.m. and after lunch at 12:55 p.m. If your child is going to be absent from school, we ask that you contact the office through Edsby, email, or voicemail to notify us of the absence prior to the times indicated.

## LATES

We expect students to be in homeroom for attendance, ready for their first class, and listening to announcements at 8:45 a.m. Being on time is an important independent life skill. It is just as important for students to arrive at school on time and ready for class as it is for parents to arrive on time and ready for work in their place of employment. *Therefore, we require the assistance of parents who are dropping off their children at school, to arrive with sufficient time to allow your child to be in class with ready with their supplies prior to the 8:40 a.m. bell. If students are dropped off during opening exercises—the playing of O Canada and the reading of the Land Acknowledgement - or after classes are in session, it is extremely interruptive to the learning environment, as each student needs to buzz in at the front door. Doors are locked as a security measure once the entry time has concluded.* Thank you for prioritizing your child’s learning and supporting the school in its mandate to keep accurate attendance records.

## 2022 – 2023 ÉCS DAILY SCHEDULE

| Blocks                    | Day 1   | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
|---------------------------|---|-------|-------|-------|-------|-------|
| 8:45 – 8:50               | <b>SIGNAL BELL 8:40 a.m. be in HOMEROOM at 8:45 a.m. for ATTENDANCE; OPENING EXERCISES; ANNOUNCEMENTS</b> |       |       |       |       |       |
| <b>8:50 – 9:40</b><br>1   |   |       |       |       |       |       |
| 9:40– 10:10               | <b>Go Time On y va</b>  |       |       |       |       |       |
| <b>10:10 – 11:00</b><br>2 |   |       |       |       |       |       |
| <b>11:00 – 11:50</b><br>3 |   |       |       |       |       |       |
| 1:50 – 12:50              | <b>LUNCH HOUR; SIGNAL BELL 12:50 p.m. to be in PERIOD 4 CLASS at 12:55 p.m. for ATTENDANCE</b>            |       |       |       |       |       |
| <b>12:55 – 1:45</b><br>4  |   |       |       |       |       |       |
| <b>1:45 – 2:35</b><br>5   |   |       |       |       |       |       |
| 2:35 – 2:40               | <b>BREAK</b>  |       |       |       |       |       |
| <b>2:40 – 3:30</b><br>6   |   |       |       |       |       |       |
| 3:30                      | <b>DISMISSAL</b>  |       |       |       |       |       |

## EXTENDED STUDENT ABSENCE

Vacations can be an excellent learning experience for children as travel is an education in itself. However, parents are often concerned about the schoolwork that their children will miss while on vacation. There are many built-in learning opportunities on vacations, from reading brochures, maps, and guidebooks to budgeting and calculating distances and travel times, not to mention all that children learn from visiting other cities and countries/cultures. Students can gather brochures, maps, tickets, postcards, artifacts, photographs and/or video to present information about their trip. Keeping a journal of experiences and personal reflections supports development of writing skills while away from school. However, parents are often concerned about the schoolwork that their children will miss while on vacation. *As most extended absences are a matter of choice, we appreciate in advance your understanding that teachers cannot provide students with individual packages of assignments for vacations.* Current assignment information will be posted on Edsby. As teachers continuously assess and adjust the pace and method of delivery for their students to be successful in learning curricular outcomes it is difficult to gauge what work will be covered during an extended absence. Replication of rich class dialogue and group work that takes place at school on a daily basis is not possible. Upon returning from an extended absence, it will be at the discretion of the teacher regarding which assignments need to be completed. It is important for children to take the initiative to check with teachers, peers, and Edsby. While teachers will assist with this, fully re-teaching a topic may not be possible. Parental support with schoolwork at home is integral to children’s continued success after returning from an extended

absence. To assist us in working with your child, we ask that you notify the homeroom teachers and the office of the dates and circumstances of any absence as far in advance as possible.

## **OUR SCHOOL DAY**

### **ACTIVITY, CLUBS, NUTRITION BREAK**

Students participate in *Go Time* or *On y va* at 9:40 a.m. each school day. During this time, students have the opportunity to participate in an array of activities. There is research connecting student engagement to physical activity, healthy decision making, and academic achievement. This activity time allows students time in their school day to be engaged in their choice of clubs, sports, and music options. Students have the option to bring a nutritious snack to have at the end of this time. Homeroom teachers may also communicate other times for a nutrition break. In addition, a number of school clubs are run by teachers during lunch hour and after school. Most recently, ÉCS has offered the following clubs: Dungeons and Dragons, eSports, Gender and Equity Club (GAE), Girls Who Game (GWG), Intramural Sports, Active Living Club (ALC), and Running Club. Membership opportunities are communicated to students via morning and homeroom announcements, community emails, Edsby groups, and through the school website.

### **MORNING MEETINGS**

A number of homeroom teachers in ÉCS facilitate morning meetings with their homeroom class. The structure and purpose of the morning meetings is designed to support and develop the social and academic needs of the students. Through participation in morning meetings, students practice seven key social-emotional skills: Cooperation, Communication, Assertion, Responsibility, Empathy, Engagement, and Self-control. Student voice is heard and the classroom community is strengthened as the students participate in a variety of activities during these meetings.

### **FIELD TRIPS**

Field trips are an extension of classroom experiences and an integral part of educational programming. As the field trips are made in conjunction with appropriate grade level curricula, field trips are considered essential for all students. The school and parents share the costs of field trips. *Students who have not had the registration fee paid will be required to have their fees submitted prior to attending.* Should registration fees remain unpaid, the student will remain at school. Parental permission and payment for field trips will be provided through Permission Click and will be communicated electronically with parents and guardians of students.

## **SCHOOL COMMUNITY AND EXPECTATIONS**

### **SCHOOL PILLARS**

École Charleswood School embeds our strategic plan to frame all that we do around our school motto: Connect, Inspire, Persevere. Increasing school community engagement, and the development of engaged contributing citizens, through meaningful initiatives authentically contributes to a positive sense of belonging. We attribute our success to our school community finding intrinsic value and meaning through our contributions, like those in our community-based inquiry projects. ÉCS looks forward to continuing on this positive path increasing our ability to articulate the connection between our values and our three pillars; specifically, how our three pillars teach our values.

### **ACADEMIC INTEGRITY**

Students are expected to demonstrate their learning in a variety of ways. At each grade level, students will be taught the importance of academic honesty and research skills. Students will be taught about intellectual property. When sharing information in written or presentation form, students are taught to use their own words. Any portion of writing that is copied from a source without citation is considered plagiarism.

Possible consequences may include:

- Redoing the assignment or demonstrating the learning outcome in an alternative way
- Call to parents/guardians
- A referral to administration
- A zero on the assignment
- Letter/documentation of the infraction in student file

Tests or quizzes are two strategies for students to demonstrate their learning and understanding. At times, students perceive the writing of a test to be anxiety causing or too stressful. Instead of review and studying, students resort to a type of cheating. This does not provide information on what the student knows or retains. Should a student cheat on an assessment, the consequences will be similar to the list above.

### **ASSIGNMENTS AND HOMEWORK**

Instruction consists of a wide variety of methods that help students develop along a continuum of learning, increasing their literacy and numeracy competencies through different modalities such as listening, speaking, reading, and writing, and ways of representing. As such, assignments are designed to challenge students at an appropriate level and provide

diverse opportunities to demonstrate their learning through conversations, observations, and products. To maintain an appropriate pace that supports the scope and sequence of instruction, teachers may assign work to be completed outside of instructional time. The expectations for assignment and homework completion will be communicated with students by their teachers and will be followed-up with communication via the Edsby platform. For more information, please refer to Edsby, in the Home and School section.

## **DRESS CODE**

Our focus is on teaching and learning while understanding the adolescent need for self-expression as each student develops a strong self-concept. Establishing a school dress code presents a contentious issue, but we believe it is important to maintain a set of guidelines for appropriate school attire. ÉCS is a public educational setting. Students are expected to dress appropriately for school and demonstrate mutual respect for themselves and for one another. Parents are important members on the dress code team and we appreciate your help in guiding your child(ren)'s clothing choices. The ÉCS team expects students to choose clothing that is appropriate for school and respectful to self and others. Although a change of clothing is not required for Physical Education, students are expected to wear clothing and footwear that will allow them to participate safely in programmed Physical Education activities. The school administration reserves the right to require changes of any manner of dress that is deemed inappropriate for school.

## **PERSONAL ELECTRONIC DEVICES AND ACCEPTABLE USE**

We encourage students to bring their own personal technology device to school to enhance their learning. The focus of all personal electronic devices is for learning, not a connection to social media or for entertainment purposes. These devices enable students to access opportunities and information. The school has a variety of devices available for student use. One new initiative is the use of Bluetooth keyboards which connect easily to phones creating a minicomputer. Each year, with registration, students and parents sign an Acceptable Use Policy regarding technology. ÉCS has Wi-Fi in addition to the Pembina Trails secure site. Students each have their own user name, email, and a large amount of virtual storage space. Students can access the Internet from their personal electronic devices. Teachers will inform students if the lesson is not conducive to students using their personal device. Students texting each other during class time is an interruption to the lesson. *Students are prohibited from texting peers during class time, even when they are using technology to enhance their learning. Using a personal electronic device to photograph people without prior permission is prohibited. When a student uses their device inappropriately and/or against the Pembina Trails acceptable use policy, the device will be confiscated. The first time the device will be given back to the student at the end of the day. An additional infraction will involve a call to a parent who will be requested to pick up the device at their convenience.* Any searches of electronic devices will be limited (where reasonable) to those parts of the device that contain information related to the violation of school rules or policies. According to policy, students and their parents or guardians need to be aware of the diminished expectation of privacy when electronic devices are brought to school and used inappropriately. The Pembina Trails School Division will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any electronic communication device or for any communication costs associated with the unauthorized use of such devices. Students and families are responsible for securing devices and/or locating their lost or stolen items.

## **PARENT-STUDENT COMMUNICATION DURING CLASS TIMES**

We recognize situations may develop during the school day that may necessitate parents contacting their children during school hours. *We ask that parents do not expect students to take personal calls during class. This is inappropriate and disruptive to teaching and learning. Similarly, text messaging between parents and students during class times is equally disruptive to teaching and learning.* Although ÉCS recognizes that parents may be sending a legitimate message, parents are asked to respect the rule that students should not be responding to texts or calls during class time. Should a parent need to contact their child more urgently during school hours, please call the office.

## **LOCKERS AND LOCKS**

The homeroom teacher will assign lockers to individual students or a pair. Students are responsible for their own items. To better ensure they are not misplaced, personal belongings are to be clearly marked with the student's name and homeroom number. To reduce gathering in hallways, lockers will be used for helmets, outside wear, and large, bulky items. Items of value are to be kept with students. Items of value are brought to school with student's own responsibility and risk. lockers use is limited to the storage of outer wear. Students are not allowed to access their locker during class time and therefore should keep the necessary supplies with them, in their backpacks, as they move from class to class. Decorating of lockers is discouraged as it promotes congregation and a situation where lockers are hard to clean.

## **LUNCH PROGRAM**

École Charleswood School's Lunch Program offers students the opportunity to stay for lunch in a safe, supervised environment. Registration and cost information for this service is available through the office. ÉCS expects participating students to behave in a manner that promotes everyone's safety and well-being. Therefore, respectful students behaviour towards fellow students and supervisors is mandatory. Students enrolled in the Lunch Program will eat in designated areas.



## **Lunch Hour**

The lunch break is one hour and occurs between 11:50 a.m. and 12:50 p.m.

### **Registered Grade 5 and 6 Students**

Between 11:50 and 12:20 students eat in the cafeteria

Between 12:20 and 12:50 students will be outside in designated areas on the school grounds (weather permitting) or participate inside in scheduled clubs and activities

### **Registered Grade 7 and 8 Students**

Between 11:50 and 12:20 students will be in outside in designated areas on the school grounds (weather permitting) or participating inside in scheduled clubs and activities

Between 12:20 and 12:50 students eat in the cafeteria

*Please see below for information on the grade 7 and 8 open campus.*

- Students must provide their own lunch, and their own cutlery (*We do not provide cutlery*).
- No microwaves are available for student use.
- Students are expected to be kind and respectful to their peers, adults and property.
- There is zero tolerance for fighting and swearing.
- Failure to comply with the lunch hour rules may result in loss of lunch privileges.
- ÉCS is an ALLERGY AWARE SCHOOL! Please do not send items with peanuts.

## **OPEN CAMPUS**

Grade 7 and 8 parents have the option at lunch hour to have their children leave the school grounds at lunch to go home, responsibly visit a local food establishment or participate in a supervised lunch program at the school (at a cost to parents). When a child leaves the school grounds at lunch, they are off school grounds for the entire lunch period and parents assume responsibility for their child. Local restaurants and stores benefit from the business of our students and therefore, welcome their patronage. *Polite and respectful behaviour from all students is expected. Students are asked to purchase items from the establishments they visit. They are not to bring a packed lunch from home, or from another vendor, into stores.* The businesses also expect that when a group attends, each person is purchasing something so there is not a large group with only a couple of students purchasing. Individuals in a large group who are not purchasing are asked to wait outside. In this way, staff can also meet the needs of the other customers in their business.

In offering the open campus as an option for our adolescents we expect they will uphold the standards of respect as community citizens. Given that open campus is a privilege, disrespectful students will be required to stay at school for lunch or parents may have to make alternate arrangements for their child during the lunch hour.

## **CANTEEN**

ÉCS has a canteen that is only open during the lunch hour. We are continuously updating the canteen menu following the division's nutrition policy and ensuring that all items are nut free. Canteen items may be purchased with cash only.

## **TEACHER CANDIDATES**

ÉCS works closely with the Universities to assist in the education and mentorship of Teacher Candidates. Teacher Candidates are placed at ÉCS to participate in their practicum responsibilities and are supervised by a Faculty Advisor. Candidates may be in their first year or may be in their final certification year. The candidates will be at ÉCS for days of observation and for some teaching blocks throughout this year. This opportunity benefits everyone in our Learning Community.

## **HOME AND SCHOOL COMMUNICATION**

Communication between home and school is important for the success of students. Our portal, the school website, and Edsby messages delivered via email are some of the many ways we will communicate with you throughout the year. To this end, the school website and the Edsby platform provides important and timely information on school activities, important dates, programs, uploaded videos, and community news. The SIGN IN menu located at the top right of the website provides student access to the division portal where they can access Edsby, OneDrive, Teams and Webmail. In addition, the school website maintains up to date school and athletics calendars. Daily student announcements may also be accessed directly through the ÉCS Portal using a student account login at:

<https://smailpembinatrails.sharepoint.com/sites/Charleswood/SitePages/Home.aspx>

## **THE SIX DAY SCHOOL CYCLE**

Pembina Trails School Division operates on a six-day cycle which largely impacts early years and middle years levels. Class schedules at ÉCS are also based on this cycle and the daily schedule varies, depending on the day of the cycle. The cycle day is visible at the top right of the school and division web pages. The current school calendar, complete with holidays, breaks, divisional and metro professional development days is available on the divisional website under the banner entitled 22-23 School Calendar. Please consult the school's website for information on specific dates relating to activities at ÉCS.



## EDSBY

Edsby is a way to communicate and stay connected with your child's progress at school. We believe that better access to information about your own child will empower you to have more engaging conversations at home which will assist your child academically. Edsby keeps everything secure within the confines of our school division, meaning that no one from the outside world is "allowed in". If you would like to learn more about Edsby security, see <https://www.edsby.com/about-privacy-data/?highlight=privacy>. When the time comes, you will be sent information to set up your account. The auto generated password you will be sent may be customized when you sign up. Edsby is found on our website in the top right corner under Sign In>Parent>Edsby. Sign in by entering your Username and Password and clicking Log In. Staff and students just need to click the Microsoft button at the bottom. If you have more than one child attending a Pembina Trails school, you can use the same information to log in and see information for all of your children. Please visit <https://www.edsby.com/how-edsby-helps/parent/> and watch the introductory parent video to learn more about Edsby. Edsby also has a free app for all iOS and Android smart phones. Using your smart device means you'll have up-to-the minute access regarding school information anywhere, anytime. When prompted with a server address: "e.g. xyz" enter "pembinatrails". Enter your Username and Password and click the "Log In" button. Edsby is 'available' in different languages. Information regarding Edsby language support can be found here: <https://www.edsby.com/help/language-settings-and-translating-in-edsby/?highlight=translate>

## STRONG BEGINNINGS

Strong Beginnings is a Divisional Assessment Initiative we participate in at ÉCS. Parents schedule appointment times online for each of their children via the Pembina Trails Scheduler at <https://ptsdscheduler.pembinatrails.ca/>. Reservations are for ten minute individual face to face meetings at the school at the assigned appointment time on either **September 22 or 23, 2021** to meet individually with their teacher(s). This time is set for teachers to receive initial information on the child's learning styles and to assess each student's current academic levels. Learning objectives will be set at this time and be reviewed at the tri-conferences. The Strong Beginnings information will provide information for the teacher to program for each child and the class as a whole. Homeroom teachers and specific specialist teachers will schedule appointments. Data will be collected on each individual student to demonstrate growth from year to year.

## PROGRESS INFORMATION

Parents will receive information about their child's progress through tri-conferences and progress reporting throughout the year. Parents will use the online process to schedule the tri-conferences times. Reports will be released online. Should you require a printed copy of the report, please inform the school office. Parents who have concerns academically or socially about their child's progress are encouraged to contact the school to set up a meeting with your child's teacher at any time. Please don't wait until report times.

**November 3, 2022 (4:00 p.m. – 8:00 p.m.) or November 8, 2022 (4:00 p.m. – 8:00 p.m.)** – Tri-conferences will be held – focus will be on student's personal management skills

**December 21, 2022** – Grade 5 – 8 Provincial Reports will be available online

**March 24, 2023** – Grade 5 – 8 Provincial Reports will be available online

**April 11, 2023 (4:00 p.m. – 8:00 p.m.), April 14, 2022 (4:00 p.m. – 8:00 p.m.)** – Tri-conferences will be held – focus will be on academic progress

**June 30, 2023** – Grade 5 – 8 Provincial Reports will be available online

## ÉCS AWARDS

### HONOURS CERTIFICATES

Students in grade 7 and 8 (the grade levels receiving percentage marks) have the possibility of receiving Honours Certificates (Honour Roll 80 – 89% and Honours with Distinction 90 – 100%). Grade 7 students will receive their certificates at a celebration assembly or on the last day of classes. Grade 8 students will receive their certificates at their farewell in June.

### ÉCS PARENT ADVISORY COUNCIL (PAC)

The Parent Advisory Council is open to all parents, guardians and interested individuals within the ECS community. The Parent Advisory Council provides parents with the opportunity to be involved in school related issues and educational topics. The Parent Council welcomes you to join them at their regular monthly meetings (**usually** the 3<sup>rd</sup> Thursday of the month) at 6:30 p.m. The meetings will be in person with a virtual TEAMS option. The link will be sent home via School Messenger prior to each meeting. The meeting dates for the 2022 – 2023 school year will be September 15, October 20, November 17, January 19, February 16, March 16, April 20 and May 18.

## PERMISSION CLICK

Permission click will be used for collection of all fees. <https://permissionclick.com/> This site has been implemented by Pembina Trails School Division for parent convenience for information and to provide an online permission system for their child(ren) to participate in activities and events. There is also an option for online payment. Should families choose a different method of payment, permission can be given using this online system and payment can be sent to the child's teacher

(cheque or cash). *Fees for the 2022-2023 school year will be assessed in September*, as fees can only be collected during the school year they are to be used.

## **INFORMATION ABOUT YOUR CHILD**

Both parents have an equal right to information about a child unless there is a court order denying one parent access to this information. A copy of any judicial court order regarding the child must be given to the school if you wish us to comply with the court order. Otherwise, we will share information about a child's progress equally with both parents. Parents who wish to review a child's school file must make an appointment to do so.

## **HEALTH and SAFETY**

### **EMERGENCY DRILLS**

We are expected to hold ten fire drills, two lock down/A.L.I.C.E. drills, and two tornado drills during each school year. The purpose is to help students understand what would be expected of them in an emergency situation. Respectful behavior and adhering to the evacuation expectations is expected of students during these drills. Follow up conversations in classes after a drill assist students in processing questions, areas of concern and help align their actions with a given situation. Parents will receive notification prior to each lock down/A.L.I.C.E. drill.

### **COLD WEATHER POLICY**

When the temperature or temperature and wind chill combination is  $-27^{\circ}\text{C}$  or below, students will remain indoors during recess, lunch time and while waiting for the school bus. Regardless of the weather, children should always come dressed to go outdoors.

### **VISITORS**

Any person who does not work at ÉCS or attend as a student is considered a visitor. You are not a stranger to your child or your child's friends, but you are a stranger to many others. *All visitors, including parents, MUST enter and exit through the front doors and check in at the office.* There is a bell, at the front door, to alert the office and an office employee will let you in.

### **ADMINISTERING MEDICINE TO STUDENTS**

Students who require medication (URIS B identification) to be used in emergency situations (Epi-pens, Inhalers, Insulin, etc.) are required to have that medication on their person during the school day. URIS forms will have been filled out, signed and placed in a file at the school office. If a student's class is going on a field trip, and the student does not have their medication, the student will not be allowed to attend the outing. Parents will be contacted and asked to bring the medication to the school. If the parent is not able to bring the medication prior to the departure, the student will either be sent home or will stay at the school to complete independent work for the duration of the trip. If prescription/ non-prescription medication is received by a school it must have a pharmacy label indicating the name of the medication, the dose, the time of administration.

### **IMMUNIZATION CLINICS**

Regular immunization clinics are organized by public health and are held in the school gymnasium twice a year in fall and spring. The first clinic is the initial dose. A follow-up dose is administered during the spring immunization. Occasionally, other immunization clinics are held at the school, as was the case for COVID-19d by a school.. Parent permission is required immunization. Public Health sends out information prior. Public Health coordinates these clinics.

### **THE USE OF PERFUMES AND/OR SCENTED PRODUCTS**

Schools today are committed to a safe and healthy environment for staff, students, and visitors. At ÉCS we are actively working to:

- 1) Increase awareness within our schools about the potential impact of fragrance chemicals on the health, well-being, productivity and lifestyle of those affected.
- 2) Ask for cooperation towards a scent- reduced environment.
- 3) Provide the steps for responding to scent-related issues.

What is the Issue?

Exposure to perfumes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines and/or chemical sensitivities. All staff, students and visitors are strongly encouraged to avoid or reduce the use of fragrant products and to replace them with unscented alternatives.

### **BICYCLES, SKATEBOARDS, ROLLERBLADES, HELMETS**

Bicycle stands are provided for students who choose to ride their bicycle to school. Students should secure their bicycles with a sturdy lock and should have a record of their bicycle's serial number. While the school will assist in safeguarding personal belongings such as bicycles, the primary responsibility rests with the students. If brought to school, rollerblades and skateboards are to remain in the lockers. Skateboards, bicycles and rollerblades are not to be used in the school.

Students skateboarding, bicycling or rollerblading to and from school and on school property are always expected to wear a helmet.

### **TACKLING OR PHYSICAL GAMES**

Games that involve physical contact or tackling are *not allowed* to be played at the school, during lunch hour recess or active start. With the seasonal frozen ground, and the lack of safety equipment (helmets/pads) during lunch hour, students are susceptible to injury should they participate in tackle games. We expect all students to have opportunities to play games and sports that will ensure their safety. The lunch supervisors do their best to monitor and remind students of these safety expectations and we would also ask that you discuss this with your child at home. Our intention is to keep the playground a safe place.

### **SNOWBALLS**

Should a student participate in snowball throwing, the consequences will be as follows:

**1<sup>st</sup> offence:** Student will be required to write a letter sharing the safety concerns with snowball throwing and agreeing not to participate in this activity.

**2<sup>nd</sup> offence:** Student will phone parent, will spend two periods working in the office and will write a letter of apology after agreeing not to participate.

**3<sup>rd</sup> offence:** Parent will be contacted by administration. Student will be not be able to participate in outside activities for a designated length of time.

### **STUDENT INJURIES**

You will be promptly notified of any serious injury (such as cuts, possible sprains, breaks or concussions) that might require medical attention. If your child has bumped their head, the school personnel will follow the concussion protocol. If you are not able to transport your child to a doctor or to a hospital, we will call an ambulance on your behalf. You are reminded that hospitals require parental consent when treating a child. Please ensure that your 9-digit Manitoba Medical number is on the Student Registration form, as well as an up-to-date list of phone numbers where we can reach you. Any ambulance expenses are covered by the School Division universal insurance.

### **EMERGENCY SCHOOL CLOSURE**

The policy related to the closing of schools because of snow storms is as follows:

a) Parents have the prerogative to keep their children home if weather conditions are such that the children cannot negotiate safely to or from school.

b) Unless otherwise instructed, caretakers shall open and maintain school buildings as a regular day.

c) The decision to close schools is the responsibility of the Superintendent. If the schools are not to be opened in the morning, CBC and CJOB will be contacted to broadcast the announcements, and the information will be available on Twitter

d) Where a storm breaks during the school day, schools shall remain open and operational. Students who are already in school shall not be dismissed during the school day because of inclement weather. Parents must know that they have entrusted their children to teachers, who, acting as parents, will carry out their duties in a responsible way. Principals shall exercise discretion in sending students home at the end of the school day.

e) If the storm is prolonged, and students are unable to return home, children will remain at school until picked up by their parents.

### **CLUBS, INTRAMURALS, SPORTS TEAMS**

#### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities such as athletics, music, drama and clubs are a valuable component of a well-rounded Middle Years education. Students who participate in extra-curricular activities have a heightened and enriched learning experience that allows them to contribute to school culture and community on many different levels. ÉCS believes that athletic opportunities allow student athletes to develop and grow in areas such as teamwork, critical thinking, responsibility and leadership.

#### **CLUBS**

There will be a number of clubs offered to students outside of class time. Examples: art, photography, makerspace, LEGO, debate, knitting, MYRCA books, yearbook, etc. Students will be provided with information about these clubs to encourage the option of participating.

**SPORTS** - Please see the ÉCS Athletic Handbook for a complete overview.

Participation in athletics contributes to the overall physical, emotional and social well-being of students. **Go Celtics!**

## **SCHOOL CATCHMENT, REGISTRATION, CLASS LISTS**

### **CATCHMENT AREA**

As a dual track school, École Charleswood School has two catchment areas.

The French Immersion catchment area is the community from the Assiniboine River (north side) to Wilkes Avenue (south side) with a few “jogs”, and Kenaston Boulevard (east side) to the Perimeter Highway (west side).

The English catchment area is the community from the Assiniboine River (north side) to Wilkes Avenue (south side) with a few “jogs”, and Chalfont Road (east side) to Harstone Road (west side).

### **REGISTRATION PROCEDURE**

After the start of the year, ÉCS will expect more registrations as our catchment area continues to develop new homes. Families are asked to complete the online registration form. Proof of address will be requested to confirm catchment area. Birth certificate, Manitoba Health card and most recent report from the previous school are to be brought to the school office and will be copied. Families will keep originals. When families are new to the country, they are asked first to go to the International Student Office at 181 Henlow to have their papers approved, prior to coming to the school. Once the registration forms are complete, a tour of the school for the family will be arranged. A meeting will be scheduled for the student with a resource teacher. At this meeting, the new student will have the opportunity to share information about things they like to do and to assess current reading and math levels for best placement in a classroom.

If the student qualifies for Divisional school bus transportation the process will begin to schedule the times for daily school bus pick up and drop off. This process may take a few days. When a child has identified learning support requirements, a meeting will be scheduled with the school team (possibly sending the school team and clinical team) to ensure transition plans are in place prior to entry. Once all of the details are in place, in consultation with the grade level team and the student support team, the student will be placed in a classroom, meet their teacher and will start attending ÉCS. Students from the classroom will be chosen to assist their new classmate for the first few days.

### **CLASS LISTS**

At the end of each school year, class lists are created for the next school year. The teacher teams, at all schools, take into consideration a number of factors with strategic sensitivity – academic progress, option choices, support needs, peers, etc. Families who have a child enrolled in ÉCS are informed of their child’s class placement on the June progress report. Our focus is on academic progress. The last day of school has become an increasingly emotional one. Students are leaving a group they have worked with all year and are beginning a two-month break. They have grown accustomed to the predictability of their class and may be unsure of what the next year will bring. They are saying goodbye to friends and teachers as they start the summer holiday. Please assist your child in understanding the changes that do occur naturally in school as they move up the levels and increase their resiliency by providing strategies to assist them in knowing they have the skills to have a positive year when school again starts in September.

*Class changes will not be initiated when the class list information is shared at the end of June or at the beginning of September.* Should a child be exhibiting concern with a class placement or other details of their school program after the long weekend in October, please make an appointment with the school administration to share information and develop a collaborative plan.

### **APPLICATION TO PRIVATE SCHOOLS**

Private school applications may require reference letters from teachers and a copy of a student’s current academic standing. We will provide these to the private institution for which families are applying. Reference letters are confidential, and teachers will only be sending the reference to the private institution. These reference letters will share objective information similar to what has been shared with parents at the tri-conferences. Academic reports are online, available to parents, from ÉCS in March and the end of June. Copies of these reports can be sent as part of the application process to a private school. Teachers will not submit academic information as part of private school applications prior to these dates.

## **SCHOOL FEES and SUPPLIES**

### **SCHOOL FEES**

School Fees will be collected during the current year, on Permission Click, not at registration time. This will ensure the fees collected are spent on the students in the school that year. Student Fees are used to subsidize field trips and in class programming.

### **SCHOOL SUPPLIES**

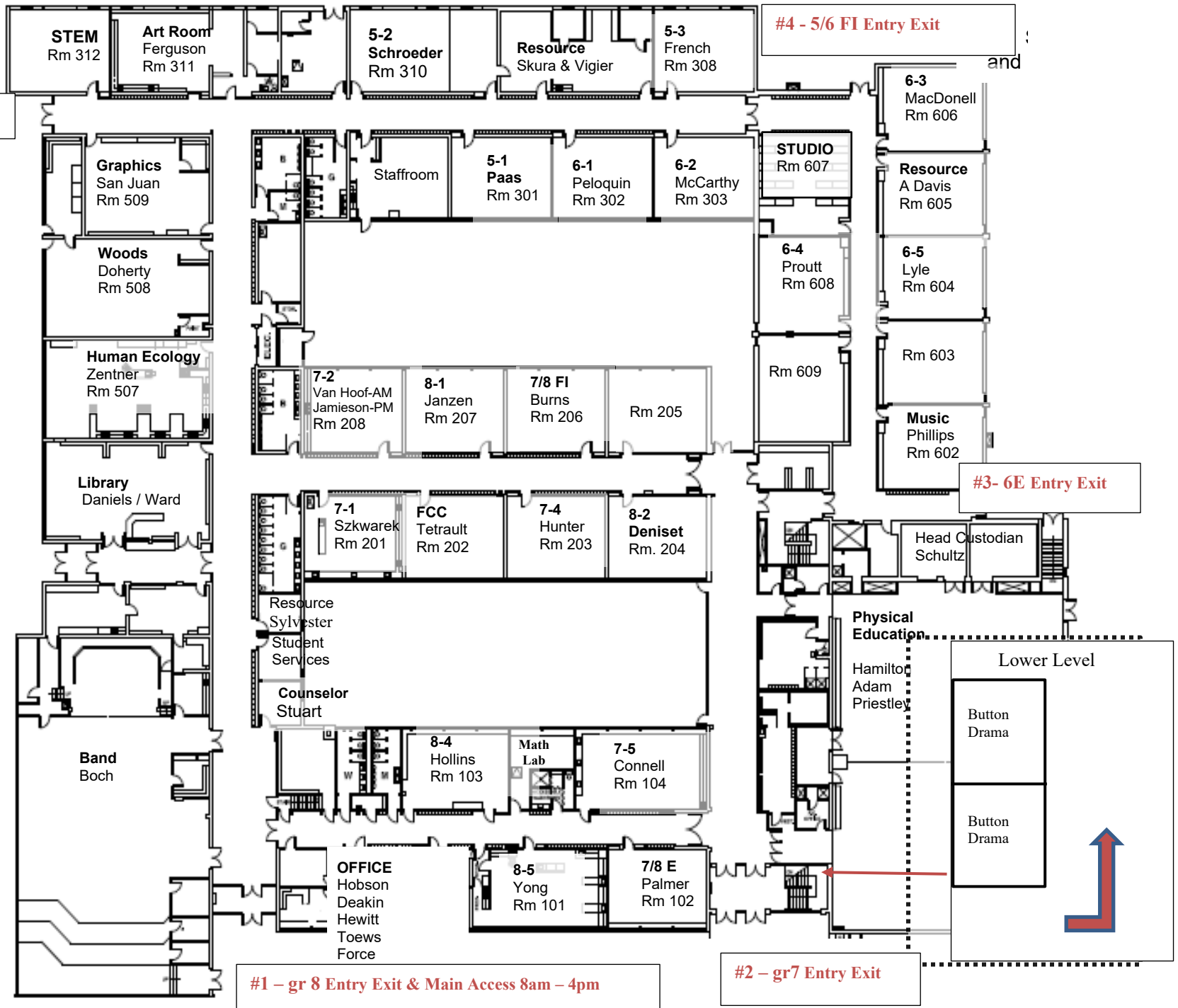
The supply lists for consumable materials for each grade level and for specific subject areas can be found on the ÉCS website. It is understood, as writing instruments and paper are used, students may need their supplies replenished during the year. Supplies in good condition should be used in the following year.

**FUNDRAISING**

Fundraisers to be initiated during the school year will be communicated on the school calendar and will be posted to our website. PAC may initiate a fundraiser for a specific initiative. A Band Fundraising Campaign may be held during the school year specifically to support a Concert Band trip. Other fundraisers can be planned and communicated for specific special events, depending on the year. The intention is to offset costs to parents. ,,

# SCHOOL FLOOR PLAN

*École Charleswood*  
 505 Oakdale Drive  
 Winnipeg  
 R3R 0Z9  
 204.889-9332  
 2022-2023



#5 - Exit Only

#1 - gr 8 Entry Exit & Main Access 8am - 4pm

#2 - gr7 Entry Exit