

# École Dieppe Parent Handbook

530 Dieppe Road  
Winnipeg, MB R3R 1C4  
Phone: 204-889-1034 Fax: 204-889-2430  
<http://www.pembinatrails.ca/dieppe>



Directrice/Principal  
Bronwen Davies

Directrice adjointe/Vice-Principal  
Stephanie Isaac

At École Dieppe, we cultivate an environment where students and staff are engaged in their learning as they develop their identity as plurilingual learners in a community that values inclusion and personal growth.

**Engage. Include. Grow.**

## ÉCOLE DIEPPE CLASS TIMES

<b>8:35</b>	Buses arrive & supervision available
<b>8:50</b>	Bell rings & students enter school
<b>10:30-10:45</b>	Recess
<b>11:45</b>	AM Kindergarten dismissal
<b>11:45-12:45</b>	Lunch and recess
<b>12:45</b>	Bell rings & students enter school
<b>12:50</b>	PM classes begin
<b>2:20-2:35</b>	Recess
<b>3:35</b>	Dismissal

School entry is at 8:50 AM and 12:45 PM. Students are to remain outdoors unless they are involved in school activities, or the weather is inclement. In the case of inclement weather, staff will indicate if students may enter prior to these times.

Students are not to arrive at school prior to 8:35 AM. There is no adult supervision until that time.

At the end of the day, supervision for students being picked up is from 3:35-3:45 outside. Please be on time to pick up your child(ren). The child must let the supervising teacher know that they see their adult before leaving.

## LUNCH PROGRAM

The lunch program is considered childcare, and parents must pay for their child to stay for lunch. Tax receipts are provided. The fees cover lunch supervisors' and coordinators' salaries and materials.

The lunch program package is distributed each fall. This package outlines different payment options.

Children that go home for lunch are to be signed out and children will come to the office to meet their parent. Students eating at school need to bring their own cutlery.

## PARENT ADVISORY COUNCIL

Please consider attending Parent Advisory Council meetings. Being involved with the council is a wonderful way to get to know the school, teachers, and other parents. It is your opportunity to participate in the important work of the school.

## LEGAL DOCUMENTATION

For the school to be able to respect custody orders and agreements, a copy of the legal documentation (kept in your child's file) is required. All information must be given to the principal.

## STUDENT ATTENDANCE

Class attendance and participation are crucial to academic achievement and student success. Families are expected to communicate with the school for any absences through Edsby, our online platform. Alternatively, please call the school and leave a message. If you require additional assistance with Edsby, please contact the school office.

Your cooperation in contacting the school prior to the school contacting you is appreciated. Parents should notify their child's teacher well in advance if there is a change to their schedule (example: someone different will be picking up). If it is last minute or an emergency, please call the office directly.

If your child rides the school bus, parents need to also call the bus dispatcher after 7:30 a.m. and before "bus time" at 204-489-2597 to give the dispatcher your child's name, your address, and bus number.

## LATES

Punctuality is essential in developing sound academic habits. Students are expected to be ready for class and at their desks by 9:00 AM and by 12:50 P.M. Parents are encouraged to ensure their children arrive on time for school to minimize disruptions to the class. If students are late, parents are required to sign them in at the office.

## VISITOR ACCESS

At École Dieppe, we follow these routines and practices to help ensure a safe environment:

- All parents and visitors enter the school through the front doors and report to the office.
- Volunteers sign in at the office upon arrival.
- All doors of the school remain locked throughout the day.

## OUT-OF-SCHOOL APPOINTMENTS

Parent or guardians should come to the front door when picking up their child during the school day. The teacher will be notified by the office staff and the student will be asked to report to the office. The parent is then asked to sign the student out.

## HEAD LICE

Contracting head lice is a common occurrence among children who are in close contact with one another. At school, we discourage children from using each other's hairbrushes and from exchanging hats. To help stop the spread of head lice, please advise us immediately if you discover head lice in your family by contacting the office at 204-889-1034.

## LEAVING SCHOOL GROUNDS

Students are expected to always stay on school property. Parents who wish to make arrangements for their child to leave school premises (ex. Walking home at the end of the day) should indicate their intention in a note to the homeroom teacher.

## BICYCLES

Students are asked to walk their bicycles when on school grounds or on the sidewalk in front of the school. Students are encouraged to lock their bicycles to the bike racks. École Dieppe does not assume responsibility for damaged or stolen bicycles.

## LOST AND FOUND

Each year, schools accumulate a wide variety of lost items. In order to keep our collection to a minimum, we ask that parents **label their children's belongings**. If items are labeled, it makes it easier for school staff to return them. The school cannot be held responsible for any lost or stolen items. Parents are encouraged to pass by the lost and found box in the front office to check for missing items.

## CLASS EMERGENCY PRACTICES

Each class discusses and practices fire, tornado and lockdown drills several times throughout the year.

## DRESS FOR THE WEATHER

Families will ensure that students come to school with clothing appropriate to the weather. As weather can change during the day, students need different options (layers) to ensure their comfort. This may include sending extra mittens, socks or hats with your child. Please label all your child's clothing.

## INCLEMENT WEATHER

When the weather is inclement, students may enter when they arrive. Inclement weather is declared when it is pouring rain, lightning, thunderstorms, or when the temperature is below -27°C, including wind chill. The school office checks Environment Canada's (The Forks) website to determine whether students stay inside. Families will be notified via email whenever possible.

In the event of extreme inclement weather, the school may be closed. The decision to close the school is made by the Superintendent and not by individual schools. Please check the Pembina Trails School Division website or listen to a local radio station such as CJOB (680AM or

[www.cjob.com](http://www.cjob.com)) for an announcement regarding school closure or the cancellation of school buses in Pembina Trails School Division.

Buses are cancelled if the temperature or wind chill exceed -45 degrees between 5:30 and 6:30 a.m. In the event the buses are cancelled, they remain cancelled for the day regardless of the temperature.

## CHANGE OF ADDRESS, PHONE NUMBER AND/OR EMAIL ADDRESS

If your address or phone number changes at any time during the school year, please submit the new information to the school office immediately. This includes work phone numbers and your emergency contacts. It is imperative that we can contact you at all times in case of emergencies related to your child.

## WATER

Students are encouraged to bring a personal water bottle to school. We recommend that these bottles be brought home for daily washing and filling. We recommend bottles hold approximately 500 ml. and are spill proof.

## NUTRITIONAL POLICY

All Manitoba schools follow provincial nutrition policies. At all student celebrations healthy snacks are highly encouraged. Please ensure that your child has adequate snacks for the day in his/her lunch bag.

## NUT-AWARE ENVIRONMENT

There are several children attending École Dieppe who suffer **life-threatening** allergies. Please do not send any snacks or items containing peanuts and/or tree nuts. Students who forget and bring peanut butter/nuts to school will eat their lunch in a designated area. We will then ensure that the tables in this area are properly washed.

## ELECTRONIC DEVICES

Cellphones or other communication devices are **not** to be used in school. Students have access to the phone in the school. The school is not responsible for any lost, broken, or stolen electronic devices.

## TOYS / GAMES

Children are discouraged from bringing special items, stuffed animals, and toys to school. Items such as Pokémon cards cause conflicts between students. Please leave them at home. The school is not responsible for lost, broken or stolen items.

## SCHOOL PARKING

To avoid receiving a ticket and for student safety, please park correctly in the designated parking areas, and have students exit using the passenger side of your vehicle. The school parking lot is not accessible from 8:30-8:50 AM and from 3:30-4:00 PM due to buses. Please do not drive between the buses in school parking lot, for safety reasons.

## STUDENT MEDICATION

The school requires an Authorization for Administration of Prescribed Medication form be completed by the parent/guardian for any medication given at school. This includes antibiotics, antihistamines, and analgesics. These forms are available in the school office. As much as possible, medication prescribed to students should be dispensed before or after school hours, under the supervision of the parents/guardians.

In circumstances in which a student has a chronic medical condition which requires medication on a regular basis or for emergency situations, medication for students must be brought to school in a pharmacy labeled container that clearly indicates the name of the student, the name of the medication, dosage, frequency and method of administration, name of the prescribing physician, name of the pharmacy and date the prescription was filled. If requested, pharmacies will provide two original pharmacy labeled containers. One container may be used exclusively in the school setting. This approach is recommended. Medication must be sent to the school in the proper dosage. If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school. Liquid medication should be brought to school accompanied by a measuring device which should provide the exact dosage.

When a child is required to have an Epi-pen due to life-threatening allergies, he/she should be always carrying it.

## DISCLOSURE OF PERSONAL INFORMATION

The school, in keeping with legislation concerning the disclosure of personal information (FIPPA) does not disclose names, addresses, phone numbers, email addresses, or other personal information.

## BUSING

Parents are responsible for ensuring supervision of their child to, from and at the bus stop. Please consult the divisional website to determine if your child is eligible for busing to École Dieppe and contact the transportation department (204-488-1757) if you have any questions. Non-eligible students may request a Seat Sale Application.

Twice each year, all students in the Pembina Trails School Division receive practical instruction regarding safety on the school bus. Bus ridership will take place in the fall and again in the spring.

The transportation department has a bus conduct policy. The intent of this policy is to ensure that our bus students travel safely to and from school.

Upon arrival, students are greeted by a supervising adult and will walk immediately to their designated area of the school yard. Kindergarten and Grade One students will be assisted by Grade 4 patrols. At dismissal time, students are to walk to the buses in an orderly fashion and line up according to the plan practiced at school. Adult supervision is provided at this time.

Any student missing his/her bus is to report immediately to the office. Parents/guardians will be contacted, and alternate arrangements will be made.

School buses are an extension of the school and students are expected to behave in a respectful manner. Student's conduct must be orderly at all times so as to provide a safe environment.

Students must follow the bus driver's instructions. Misbehaviour on school buses may be reported to the school office and such misbehavior could result in the suspension of riding privileges.