

Ralph Maybank School

School Information Handbook

2021 – 2022



Together Brave & Strong

This handbook is intended to be a reference for students and parents/guardians. It provides important information concerning specific rules, expectations, policies and procedures related to the safety and operation of our school.

www.pembinatrails.ca/schools/ralphmaybank

SCHOOL OFFICE HOURS

Our school office hours are 8:15 a.m. to 4:00 p.m.

SCREENING

Families will be expected to follow public health guidelines and screen their children before coming to school every morning. Shared Health Manitoba's COVID-19 Screening Tool is available online (<https://sharedhealthmb.ca/covid19/screening-tool>). If your child is experiencing flu-like/COVID-19 symptoms, please keep your child at home and follow public health guidelines.

MASKS

In following the public health guidelines, the use of masks will be mandatory for all students, staff and visitors. Masks will not be required while outside (according to current guidelines).

All students are also required to wear masks on the school bus.

Please ensure you send your child to school with their mask each day. Clean masks daily.

COHORTS

Students will be divided into cohorts of no more than 75 students. This is necessary to contact trace should a case of COVID-19 occur at Ralph Maybank School. Classrooms will be set up to allow for physical distancing. The cohorts will be as follows:

- Cohort 1 – Kindergarten Hannah, 1-2 Wood, 1-2 Steinke
- Cohort 2 – 2-3 Racaru, 3-4 Zimak, 3-4 Humphries
- Cohort 3 – 5-6 Thompson, 5-6 Strome/Boroski

MORNING SUPERVISION ZONES

Grades K-6 students will remain in their cohorts for arrival, recess and lunch. Recess and lunch play times will be staggered to help with physical distancing. Each day of the cycle, each cohort will be assigned an area of the playground to play during recess and lunch. Signage will be posted at the entrance of the playground.

BEFORE AND AFTER SCHOOL COHORT ENTRANCE AND EXITS

Please do not drop off your child prior to 8:40 a.m. All students must be picked up by 3:35 p.m. **Students will wait for the bell at the door assigned to their cohort** and will only use this door to enter and exit the school during the school day. Please have students dress appropriately for the weather.

We will have staff on supervision during these times to ensure that students remain in their cohort areas at the beginning and end of the school day. There will be no supervision outside of these times, therefore we ask for your cooperation to not have your child on the school grounds outside of these hours for the safety of our school community.

If your child arrives at school after 8:50 a.m., you will need to go to the parking lot doors and buzz the office to have your child enter the building safely. The child will go directly to the office to sign in.

Teachers will meet students at their area of the pavement area at 8:50 and 12:45 and at the end of each recess. Teachers will confirm that students are healthy prior to entering school.

Kindergarten

- Kindergarten students will enter the school each day by the south school doors (by the early years' entrance). Ms. Hannah will meet non-bus Kindergarten students each day at 8:45.

Grades 1/2 Wood, 1/2 Steinke & 2/3 Racaru

- Students will wait by and then enter the school by the south doors.

Grade 3/4 Zimak, 3/4 Humphries

- Students will wait by and enter the school by the main entrance.

Grade 5/6 Thompson & 5/6 Strome/Boroski

- Students will line enter at the back doors
- Children who are on the bus will be met by an educational assistant and walked to their respective doors to enter the school.

VEHICLE TRAFFIC – DROP OFF ZONES

The safety of students, staff and families is important. We will continue to practice a “Stop, Drop and Go” procedure for drop off and pick up at the main school entrance. Parents are to remain in their vehicle. Students are to exit and enter their vehicle by the passenger door only. Please show patience and ensure safety when in the school area.

Once dropped off, students are to go to their designated zone for school entry.

LUNCH PROGRAM

Ralph Maybank offers a lunch program for those students who stay at school. The fee for full time attendance is \$17.00 per month. Casual users are also welcome at a cost of \$1.25 per day per child. All students must be registered for the lunch program in order to participate. This can be done via Permission Click or through forms available in the office. Lunch fees can be paid electronically with Permission Click, with post-dated cheques at the beginning of the school year or monthly in office with cash or check. For those paying monthly, lunch fees are due the first Friday of the month.

To complete the online registration and/or pay online for lunch fees, please go to <https://permission.click/MNAEp/ca>

The lunch hour is from 11:45 am to 12:45 pm. Students NOT enrolled in the lunch program must remain off school property until 12:45 pm at the earliest, when they must line up at their designated entrances.

For students remaining at school for lunch they will stay in their classroom cohort. There will be supervised, staggered outdoor times to allow for separation of cohorts.

For safety purposes during lunch:

- There will be no sharing of food or drink.
- There will be no microwave use.
- Students are encouraged to have a “litterless lunch”. This means that they take home all their garbage. Please ensure they bring containers that they can open themselves.
- Students will wash/sanitize their hands before and after eating. Their assigned classroom eating spaces will be washed after eating.
- Ralph Maybank School is an **allergy aware school**. Since we have students and/or adults attending our school who have food allergies, we ask that families do not send foods from home that contain peanuts and/or nuts. Please check the ingredient list on products since there are many hidden sources of peanuts/nuts in foods.

LATE ARRIVALS, ILLNESS AND ABSENCES

Late Arrivals

Arriving at school on time and attending school regularly is a very important part of school life. It helps the students develop a sense of belonging and class community along with establishing a positive start to the school day.

If a student is late for school, the student is to come to the main school doors to access the building. Please buzz the office at the front door or call the school office prior to arrival at (204) 453-4631 so your student may access the building as all doors will be locked. Students must sign in at the office prior to going to their classroom.

Absences

Parents/Guardians are reminded they must call the school at (204) 453-4361 and leave a message on the attendance line if their child is sick or will be absent or late for that day. You may also email the school at rmattendance@peminatrails.ca. If the office has not received a message from the parent/guardian and a child has not arrived at school, the school secretary will call to confirm the absence.

Illness at School

If a student exhibits any symptoms of COVID – 19 while at school, he/she will be isolated in a dedicated area of the school. Family members will be called for immediate pick-up. If you are unable to pick up your child within 30 minutes, we ask that you have a back-up plan of someone who is on your emergency contact list.

EARLY PICK UP PROCEDURES

If a student needs to be picked up early from school the parent/guardian must come to the office and sign them out. Please ensure you call the school or provide a note with your child prior to their dismissal.

If the adult picking up the student is not a parent/guardian, the school must be provided with the alternate's information. The adult must present identification which is recorded in the attendance book before the student will be released to them.

SCHOOL SUPPLIES AND SCHOOL FEES

The school fees at Ralph Maybank are \$50 per student. This can be paid by cash or cheque (made out to Ralph Maybank School) to your child's teacher or online via Permission Click at <https://permission.click/XpLPP/ca>. We will not be collecting field trip fees this year. In the event regulations allow for field trips, we will be collecting for these as they happen. More information will be communicated by the teacher.

As part of school fees, we purchased school supplies for our students. Each student will have his/her own case with supplies which will remain at school.

Additional Supplies Required:

- Water Bottles – as our water fountains will be off, we ask that all students bring their own labeled, reusable water bottle for use during school. These can be filled at our water bottle filling stations throughout the school.
- Masks – for all students
- A box of Kleenex
- Indoor runners/shoes to leave at school
- Backpack

STUDENT BELONGINGS

Due to Covid-19 protocols there is limited space to store student items. Students will enter the building, sanitize their hands and proceed directly to their classroom. Students will take personal items home daily. Indoor shoes will be stored in the classroom.

Please label the inside of garments, footwear and other personal belongings with the student's name. Students are discouraged from bringing valuables, toys or money to school at all times. The school is not responsible for lost or stolen items.

COMMUNICATION WITH FAMILIES

Frequent ongoing communication helps develop and maintain relationships and fosters new learning. Parents/guardians are encouraged to begin with the classroom teacher when concerns arise. Should further discussion be required, parents/guardians should contact the school administration.

The main tool for communication between home and school is the school's website and update emails from the office. Emails are sent out using our School Messenger System. If you are not receiving emails, please check your junk folder. Teachers will be using SeeSaw to communicate class activities.

It is imperative that email addresses are correct. If you have a change in email address, please contact the office.

In addition, information can be found on our school Twitter @ralphmaybank.

Please ensure you check our website and calendar regularly at www.pembinatrails.ca/ralphmaybank

ADMINISTRATION OF MEDICATION

It is the policy of the Pembina Trails School Division that medication should be given to students before or after school by parents/guardians. Please DO NOT give your child fever reducing medication before school. If they have a fever they are to stay home.

If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication a trained staff member will be assigned to the task. All medication given to students must follow divisional safety and protection guidelines. For prescribed medication to be administered in school, parents/guardians must comply with the procedures outlined in the divisional policy.

Failure by parents/guardians to comply with the procedures outlined in the policy will result in the refusal by staff to administer medication or the student may be requested to remain at home.

Parents/guardians will provide the school with a signed authorization form allowing the school to administer medication.

Delivery and Storage of Medication:

Medications must be delivered to the school by the parent/guardian in the original pharmacy labeled container which identifies clearly:

- Name of student
- Name of prescribing physician
- Name of medication and dose

- Frequency and type of administration
- Name of the pharmacy & date prescription was filled

COLD/INCLEMENT WEATHER POLICY

During the cold weather months, parents are asked to ensure that their children do not come to school too early and are dressed for cold weather conditions. Students will spend recess, lunch time and some physical education classes outdoors. Indoor recess will be held when the temperature (°C) or wind chill reaches or exceeds -27. Readings may be obtained from Environment Canada (The Forks).

School bus transportation may be cancelled even though schools may still be in session. Buses will not operate when the actual temperature at the Environment Canada weather station at The Forks reaches or exceeds -35°C or when the wind chill reaches or exceeds -45 .

Transportation cancellations are coordinated with all metro area school divisions at 6 a.m. For information on school bus transportation, parents should listen to a local radio station or check the Pembina Trails website and or social media accounts.

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