



Arthur A. Leach

2023 - 2024

HANDBOOK

1827 Chancellor Drive

School Timetable Hours: 9:20 a.m. to 3:55 p.m.

E-mail : arthuraleach@pembinatrails.ca

Website: <https://www.pembinatrails.ca/arthuraleach>

Penny Riffel, Principal

priffel@pembinatrails.ca

Shawna Nagler, Vice -Principal

snagler@pembinatrails.ca

AAL STAFF

Office Staff

Penny Riffel, Shawna Nagler
Andrea Toews, Allison Jones, Mengxi Yang

Grade 5 Taylor Martin Jenna Neuendorff Deborah Forrester	Grade 6 Chelsea Allen Margarida Campbell	Grade 7 Andrew Bailey Jill Sutherland Richard Plexman Janet Pelletier Garrett Glenwright Jenna Maksymyk
Grade 8 Garnet Ball Lisa Cusack Ashley Fazal-Darbandi Dionne Williams Mike Sarkany Rachel Junghans	Grade 9 Chloe Tate Tracy McNish Danielle Savage Brendan Tomasson	Creative Arts David L'Heureux Chloe Tate Alena Arnason
Practical Arts David Van Bentham Natalie Isford Jason Sheane	French (C and C) Elena Joffrin Eleni Kreouzi	Physical Education Krystal Morgan Maggie Klassen Brendan Tomasson
Student Services Team Anita Choi Sabrina Longobardi Brenley Bacon Carolyn Kornelsen Terina Epp Emily Schulz	Library Staff Jen McDermott Andrea Boyd Josh Maillot	Custodial Staff Darlene Nowosad

HOME AND SCHOOL COMMUNICATION

Home-school communication is important for student success. We have several ways that we communicate:

- EDSBY: both by direct messaging and passive information displays.
- School Messenger: important school wide or specific grade information, delivered directly to your email.
- Website/Portal: contains important calendar events and pertinent school information.
- Phone calls: yes, we do this too! This is for specific, more sensitive information sharing.

Please make sure we have updated email and telephone contact information so we can stay in touch.

EDSBY

We are an Edsby School. Edsby is a powerful tool/app that allows you to communicate, organize, and track your child's progress. We encourage all parents/guardians to sign up. If you need support with Edsby, please contact the office.

Edsby is found on our website in the top right corner under **Sign In>Parent>Edsby**.

You will be sent information to set up your account including your username and an auto-generated password (the auto-generated password can be customized when you first sign up).

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 your children. *Please visit <https://www.edsby.com/how-edsby-helps-parent/> and watch the introductory parent video to learn more about Edsby.*

Edsby has a free app for all iOS and Android smart phones. Using your smart device allows you to have up-to-the minute access to 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 can be accessed 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>

Once parents/guardians have the app and are signed up, they can:

- **Report absences 24/7 with a quick touch of a button.**
- **Communicate with school staff.**
- **Check student progress, including attendance, homework, and important events.**
- **See report cards.**
- **If your child is in extra-curricular, easily track upcoming events and deadlines for submissions/permissions.**
- **Follow upcoming school events on the Edsby "River of News" found at the top of the homepage.**

If you would like to learn more about Edsby security, see <https://www.edsby.com/about-privacy-data/?highlight=privacy>.

ARRIVAL, DEPARTURE, ATTENDANCE

ENTRY IN THE MORNING

School start and end times have changed this year. We plan to schedule many of the athletics and clubs in the morning to allow for students to get up and active. For students who are not in sports or clubs, the school doors will open at 9:10. Any student arriving before 9:10 is welcome on school grounds, as we do not have any supervision inside the school prior this time.

DISMISSAL AT THE END OF THE DAY

Classes end at 3:55 each day. 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 4:00 pm. We encourage families to have a before and after school plan arranged in the community and appreciate your support in this matter.

DROPPING OFF AND PICKING UP STUDENTS

Please help ensure the safety of all members of the Leach community. Morning drop-off and afternoon pick up at Leach are very busy times of the day as many parents/guardians 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 and after school. **The staff parking lot and school bus loop are not to be used for picking up and dropping off students.** You may want to set a plan with your child to pick them up a little further from the school to avoid the congestion. Let's keep everyone safe!

EARLY PICK-UP OF STUDENTS

Occasionally, parents/guardians pick up their children prior to regular dismissal times. We ask that parents/guardians inform the office, preferably by Edsby. Parents/guardians can also call or email the office. **In the event of an early pick-up students will need to sign out in the office so we know they have left the building in case of emergency.**

ATTENDANCE

Grade 5 – 8 attendance is recorded each half day. Attendance is taken in the morning at 9:20 a.m. and after lunch at 1:05 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.** We use Safe Arrival to notify parents/guardians when their child has been marked absent. This can be alarming information to receive electronically, so we encourage you to let us know through Edsby or by calling/emailing the office beforehand.

Grade 9 is period by period attendance. An electronic phone call will be made at the end of the day to the parent/guardian number we have on file for any absences recorded throughout the day. Again, we encourage the use of Edsby as a quick, effective way to communicate with the office team.

LATES

We expect students to be in class by 9:20 and 1:05 promptly for attendance. Being on time is an important independent life skill. Students arriving to school late will be expected to sign in at the office.

EXTENDED STUDENT ABSENCE

Although not encouraged during the school year, we recognize that travelling can be full of wonderful learning opportunities. In addition, occasionally there may be times that your child may need to miss school for an extended period due to unexpected family events such as illness and/or funerals. We also recognize that these events may occur in different parts of the world.

With the above in mind, if an extended absence should occur during the academic year and you must remove your child from school, please be aware that the richness of in-school learning experiences cannot be replaced by learning packages or Edsby. Classroom instruction will not be duplicated or repeated, nor will homework be provided for extended student absences.

As a parent/guardian, if your child is going to be absent for an extended period of time, please consider engaging your child in activities such as daily reading, journaling, design projects, or inquiry learning/passion projects inspired by their interests. For some absences, you may even consider enrolling your child in a school where you are going.

For absences over four weeks, students will be withdrawn from the school and re-entered upon return. We cannot guarantee that your child will return to the same homeroom, depending on enrolment.

In preparation for your child's absence, please ensure that you formally contact the office to share important information around the absence, so that we can plan and prepare.

2023 – 2024 AAL DAILY SCHEDULE

		Day 1	Day 2	Day3	Day 4	Day 5	Day 6
9:10 - 9:20	Students to be making their way to class						
9:20 - 10:00 *	40						
10:00 - 10:40	40						
10:40 - 10:45	5	Break					
10:45 - 11:25	40						
11:25 - 12:05	40						
12:05 - 1:05	Lunch						
1:05 - 1:10	Students to be making their way to class						
1:10 - 1:50*	40						
1:50 - 2:30	40						
2:30 - 2:35	5	Break					
2:35 - 3:15	40						
3:05 - 3:55	40						
Total Minutes	330						

*Attendance taken for grades 5-8 during the first 5 minutes of class

THE SIX DAY SCHOOL CYCLE

Pembina Trails School Division operates on a six-day cycle, which largely impacts early and middle years levels.

Class schedules at AAL are based on the six-day school cycle. Depending on the day of the cycle, the daily (Monday-Friday) schedule varies. **The cycle day is visible at the top right of the school and division web pages.**

The current school calendar, complete with holidays, breaks, school closures due to 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 AAL.

STRONG BEGINNINGS

Strong Beginnings is a Divisional Assessment Initiative we participate in at AAL. Homeroom teachers and specific specialist teachers will schedule appointments. This time is set for teachers to receive initial information on the child's learning styles and strengths, and to assess each student's current academic levels. Learning objectives will be set at this time and will be reviewed with parents/caregivers at the tri- conferences.

The student learning information and data gathered through Strong Beginnings assessments demonstrates student growth from year to year while supporting teachers to program for each child and for the class.

BE GOOD PEOPLE

'Be Good People' is a Social Emotional Learning Curriculum that we will be implementing this year. It aligns with the Global Competencies and the Safe and Caring Schools Framework developed by the Manitoba Department of Education and Early Childhood Learning. Students will work on a Class Team (made up of two homerooms and three teachers) for a 30-minute period each Wednesday exploring topics including:

- Self-Awareness
- Social Awareness
- Self-Management
- Responsible Decision Making
- Relationship Skills

CLUBS, INTRAMURALS, AND TEAMS

We are proud to be Lancers, and our students are given a variety of opportunities in extra-curricular activities in the areas of:

- Sports and athletics (teams and intramurals)
- Arts
- Areas of student interests

Students can find out more information around what is offered by checking the website, portal, and student announcements.

SCHOOL POLICIES AND PROCEDURES

PERSONAL ELECTRONIC DEVICES AND ACCEPTABLE USE

Students may bring a 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. Each year, with registration, students and parents/guardians sign an **Acceptable Use Policy regarding technology**. Students each have their own username, 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.

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

Students texting each other during class time is an interruption to the lesson. When a student uses their personal 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/guardian 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/divisional rules or policies. According to policy, students and their parents/guardians or guardians need to be aware of the diminished expectation of privacy when electronic devices are brought to school and used inappropriately.

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.

DURING CLASS TIMES

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

the office.

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. Completed and signed URIS forms will be securely filed in the school office.

If a student's class is going on a field trip, and the student does not have their medication, parents/guardians will be asked to bring the medication to the school. If the parent/guardian is unable to bring the medication prior to departure, the student will not be allowed to attend the outing. 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.

EMERGENCY DRILLS

We participate in 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 procedures 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/guardians 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°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.

EMERGENCY SCHOOL CLOSURE (weather)

The policy related to the closing of schools due to snowstorms is as follows:

- a. Parents/guardians have the prerogative to keep their children home if weather conditions are such that the children cannot negotiate safely to or from school. Please contact the school via Edsby or phone/call email to advise of the absence.
- 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/CEO. **In the event of a school closure, CBC and CJOB will 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/guardians must know that they have entrusted their children to teachers, who, acting as parents/guardians, will carry out their duties in a responsible way. Principals shall exercise discretion in sending students home at the end of the school day. If the storm is prolonged, and students are unable to return home, children will remain at school until picked up by their parents/guardians.

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/guardian 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.

VISITORS

Any person who does not work at AAL 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/guardians, MUST enter and exit through the front doors and check in upon arrival at the office.** There is a bell at the front door to alert the office, an office employee will let you in.

LOCKS AND LOCKER

The homeroom teacher will assign lockers to individual students or a pair (in the event a locker is shared). Provided school issued locks will be used to secure the lockers for students. Students should not keep items of high value in their locker, but rather, should always keep them with them. The school assumes no responsibility for lost, damaged, or stolen items. In the event of an emergency or concern, AAL reserves the right to enter a locker to retrieve items or search lockers for safety reasons. The locker is property of the school. Students are responsible for the upkeep and maintenance.

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 student 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.

REGISTRATION PROCEDURE

CLASSROOM REQUESTS

We develop our class list each year in May for the following school year. If you would like to make a classroom request, please do so before this time. We will work to honour requests made before May each year. If a class request is made after class placement announcements are made, it is likely that they will not be granted as it causes too much disruption across several classrooms.

SCHOOL FEES and SUPPLIES

School fees are collected annually to cover in-year costs such as the following:

- Some school supplies
- Field trip and transportation costs
- Yearbook
- Lock and locker maintenance
- House colour shirt (initial year of enrollment)
- Special school events

There may be additional cost requests throughout the year which might include special field trips, sports/team registrations, Option Course Fees, etc. We make every effort to keep these costs as low as possible and appreciate your support. If you are having difficulties making these payments, please contact the office and we can work to support a plan that is right for you and your family.

LUNCH PROGRAM

The Arthur A. Leach Lunch Program offers students the opportunity to remain at school for lunch in a safe, supervised environment. Registration and cost information for this service is available through the office. AAL expects participating students to behave in a manner that promotes everyone's safety and well-being. Therefore, respectful student behaviour towards fellow students and supervisors is mandatory. Students enrolled in the Lunch Program will eat in designated areas.

- **Students must provide their own lunch, and their own cutlery.**
- **No microwaves are available for student use.**
- **Students are expected to be kind and respectful to 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 school lunch program privileges.**
- **AAL is an ALLERGY AWARE SCHOOL! Please do not send items with peanuts.**

LUNCH PROGRAM REGISTERED GRADE 5 AND 6 STUDENTS

12:05 - 12:35: students in their classrooms eating lunch

12:35 - 1:05: students to be in assigned areas on the school playground. *Students will be expected to go outside (unless in a club) in all-weather situations, except where temperatures are below -27°C. Students should be dressed appropriately.*

LUNCH PROGRAM REGISTERED GRADE 7,8, AND 9 STUDENTS

12:05 - 12:35: students in their classrooms eating lunch.

12:35 - 1:05: there is minimal supervision. Students are allowed to leave school property. We remind all families that we have a great relationship with businesses along Pembina Highway and expect our students to be ambassadors. If a business has a concern, we will partner with them, families, and police (if necessary) to continue our strong ties to the community.

STUDENT PROGRESS INFORMATION

Parents/guardians will receive information about their child's progress through tri-conferences and progress reporting throughout the year.

Parents/guardians will use the online process to schedule the tri-conferences times. Reports will be released via email. Should you require a printed copy of the report, please inform the school office.

Parents/guardians who have concerns about their child's academic or social 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.

- **October 19, 2023 (4:00 p.m. – 6:30 p.m.) or October 24, 2023 (4:00 p.m. – 6:30 p.m.)** – Tri-conferences held.
- **December 20, 2023** – Grade 5 – 9 Provincial Reports available online.
- **February 1, 2024 (4:00p.m. -6:30p.m.) or February 6, 2024 (4:00p.m.-6:30 p.m.)** – Tri-conferences held.
- **March 21, 2024** – Grade 5 – 9 Provincial Reports available online.
- **June 28, 2024** – Grade 5 – 9 Provincial Reports available online.

SCHOOL FLOOR PLAN



