



# École Charleswood School

2023 - 2024

## HANDBOOK

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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

<p><b>Administration</b> Peggy Hobson – Principal Adrian Deakin – Vice Principal</p>	<p><b>Office Staff</b> Julie Devigne/Chantale Dallaire – Admin Secretary Kara Hewitt – Assistant Admin Secretary Debbie Force – Attendance Secretary</p>	<p><b>Grade 5</b> 51 Eric Paas – FI 52 Carmen Schroeder – FI 53 Terry French – FI</p>
<p><b>Grade 6</b> 61 Danielle Péloquin – FI 62 Anna McCarthy – FI 63 Kristen MacDonell – FI 64 Kim Proutt 65 Kevin Lyle 66 Shay Strong</p>	<p><b>Grade 7 &amp; 7/8 Multiage</b> 71 Michael Szkwarek – FI 72 Mary Ferguson – FI 73 TBA – FI 74 Josh Hollins 75 Jill Connell 7/8 E Hilary Fergusson</p>	<p><b>Grade 8</b> 81 Phillip Janzen – FI 82 Mélanie Deniset – FI 83 Mathieu Tétrault – FI 84 Jeff Hunter 85 Calvin Yong</p>
<p><b>Student Support</b> Amanda Davis – FI Resource Rachel Vigier – FI Resource Cheryl Skura – Resource Laurie Sylvester – Resource Jennifer Stuart – Counsellor</p>	<p><b>Creative Arts</b> Julie Phillips – Music FI Jared Button – Drama/ELA Jeff Boch – Band Mary Ferguson – Art</p>	<p><b>Industrial Arts &amp; Language</b> Paige Zentner – Human Ecology Matt Doherty – Woods Archie San Juan – Graphics Kelly EisBrenner – French (FCC)</p>
<p><b>Physical Education</b> Noah Hoffman – FI Ted Bélanger – FI Eric Hamilton</p>	<p><b>Library Staff</b> Erin Daniels – Teacher Librarian Sheryl Ward – Library Technician</p>	<p><b>Educational Assistants</b> Ginette Dyck      Sharon Nicholson Jennifer Eberling      Joanne Page Charlene Kubin      Patti Sutton-Shaw Bree Marks      Jeni Taylor</p>
<p><b>Teacher Candidates</b> Manisha Bungsy      Amanda Jantz Ally Colobong      Taylor Kay Angela Fulgencio      Nicholas Maier Aimée Hanson</p>	<p><b>Custodial Staff</b> Shane Schultz Kevin McDermid Tamara Traitelovich</p>	<p><b>Clinical Support</b> Ang Bartley – Psychology Kristen Bilenky – Social Work Mélanie Beaudin – SLP Jenny Vernon – Occupational Therapy Michael Miller – Physiotherapy Lindsay Steininger – Student Services Consultant</p>

## ARRIVAL, DEPARTURE, ATTENDANCE

### ENTRY IN THE MORNING

Please note that office staff do not arrive until 8:00 a.m. and therefore, students who buzz into the office before this time cannot access the school via the main doors on Oakdale Dr. If a teacher is holding a meeting with students prior to school for a specific reason, the teacher will meet the students at a designated door at the predetermined time.

#### *Grade 5 & 6 Students*

Students may be dropped off outside as early as 8:20 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.

#### *Grade 7 & 8 Students*

Grade 7 & 8 students have the option of staying outside or entering the school through their designated doors beginning at 8:20 a.m. Students entering the building are expected to stay in the main hallway chatting quietly until the 8:35 a.m. bell, after which they can go to their lockers. Students are not to block guest entry to the building.

On days when team practices are scheduled in the gym, grade 7 entry doors (Oakdale Dr. closest to Eric Coy Arena) are opened at 7:00 a.m. for athletes to enter. There is no building access before 7:00 a.m. Students are allowed to change for their practice and then wait near the gym entrance, if the coach is not yet present.

Please consult the VISITORS section for entry protocols for visitors.

## **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.

## **AFTER SCHOOL BUILDING ACCESS FOR ATHLETICS**

On game days, Door #2 (Grade 7 doors on Oakdale Dr. closest to Eric Coy Arena) will be unlocked at 3:30 p.m. until the end of the game. Coaches and supervisors will ensure all participants are out of the building and have arrangements to go home prior to their departure. On practice days, Door #2 will be unlocked 15 minutes before the start of practice and will be locked 10 minutes after practice has begun. Practices are typically scheduled at 3:30 p.m., 5:00 p.m., and 6:30 p.m.

Students are responsible for arranging to be on time for their practice and are not permitted to wait in the school until practice begins without adult supervision. Should a student arrive late for practice after doors are locked, they will need to communicate with a teammate or coach to have someone come to the door to let them into the gym.

The safety of students is our priority. As such, areas of the school not being used during practices and games will be locked. Furthermore, spectators are not invited to practices.

## **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 obey the traffic laws and consider the safety of all our children.

## **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 ask your child 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. Any student arriving after these times must come to the office to receive a late slip. This will allow the school to provide accurate attendance so parents can be notified of the whereabouts of their child in case of an emergency. 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 prior to the event. An automated call from the SafeArrival system is activated for students who are absent after morning and afternoon attendance has been completed informing parents and guardians that their child is not at school. A plan will be developed for students who are chronically absent with an absence rate of 10% or higher in an academic term.

## **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. Showing up late to school is disruptive to the learning environment. 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 passed. Thank you for prioritizing your child's learning and supporting the school in its mandate to keep accurate attendance records.

## **2023 – 2024 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>					
8:50 – 9:40 1						
9:40– 10:10	<b>Go Time On y va</b>					
10:10 – 11:00 2						
11:00 – 11:50 3						
11:50 – 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>					
12:55 – 1:45 4						
1:45 – 2:35 5						
2:35 – 2:40	<b>BREAK</b>					
2:40 – 3:30 6						
3:30	<b>DISMISSAL</b>					

## EXTENDED STUDENT ABSENCE

Vacations can be an excellent learning experience for children as travel is an education. 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 your understanding that teachers do not 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 daily at school 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 scheduled 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 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 designed to meet 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. Furthermore, teachers will verify that students requiring an epi pen, asthma inhaler, rescue medication, or other emergency medical intervention have their required medication on their person before leaving on the field trip. If emergency medication is not present, parents will be called, and the student may be sent home.

## **SCHOOL COMMUNITY AND EXPECTATIONS**

### **SCHOOL PILLARS**

École Charleswood School embeds our strategic plan around our school motto which is to develop students who connect, inspire, and persevere. Increasing students' engagement with the community and their participation in meaningful initiatives fosters a positive sense of belonging. ÉCS strives to continue offering students opportunities to connect to our values through our three pillars.

### **ACADEMIC INTEGRITY**

Students are expected to demonstrate their learning in a variety of ways. At each grade level, students are taught the importance of academic honesty and how to develop appropriate research skills. When collecting and sharing information in written or presentation forms, students are taught to use their own words. Any portion of writing that is referenced from a source without a citation is considered plagiarism. A second form of academic misconduct is cheating. Cheating usually pertains to forms of summative assessment, such as tests and quizzes.

Possible consequences of academic misconduct may include:

- redoing the assessment or demonstrating the learning outcome in an alternative way
- calling parents/guardians
- referring the offending student to administration
- assessing a mark of zero on the assignment
- documenting the infraction in the student's file

### **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, writing, and ways of representing. As such, assignments are designed to challenge students at an appropriate level and provide diverse opportunities to demonstrate student 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, however, it is important to maintain a set of guidelines for appropriate school attire. ÉCS is an institution for public education and students are expected to dress appropriately for school and demonstrate respect for themselves and for one another. Parents are important team members and the school appreciates 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.

### **STUDENT CELL PHONES**

In the last few years, research has shown adolescent use of social media—currently the focus of student phone use—can be harmful to social and emotional development, as reported in a recent CBC news article. To access the article, click [here](#). During the 2022-2023 school year, the learning environment was interrupted consistently by student phone use, and numerous students were targeted. The social media threads and the SnapChat (or other platforms) habit became prevalent with the commentary so marginalizing (racist, sexual, targeting, mean), students were either involved, targeted or witnessing the texts daily. The information was not filtered. Although some students blocked these threads or the people sending them, a large majority of our students continued to follow and watch the threads. Regularly the teaching and learning was interrupted by student focus on what they had recently read or watched. “Who said what to who?” and gossip to keep up in the social milieu became the consistent focus of our ÉCS students. To restore a safe and productive

learning environment, phone use was restricted at the end of the school year. These restrictions will continue in 2023-2024.

The school team at ÉCS values the appropriate use of technology and its place in learning and understands the skills students learn will have value in school, research, and employment. That is why the use of student cell phones will be limited to teacher sanctioned learning activities only. Connecting to social media and personal entertainment during the school day is not allowed. The school does not require students to purchase their own personal electronic devices, including cell phones. The school has a variety of devices available for student use.

Homeroom teachers will each have bins or storage locations for student phones. As student enter, they will place their phones in the bin where they will remain until 3:30 p.m. If a teacher is conducting a class where student phone use is allowed, students will be granted access to their phone for the duration of the activity, after which they will return the phone to its designated storage location. If specialist teachers require students to use their phones, they will communicate with the homeroom teacher in advance to arrange for appropriate use.

### **ACCEPTABLE USE OF TECHNOLOGY**

Each year, upon registering 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 username, email, and a large amount of virtual storage space. Students can access the Internet from their personal electronic devices or school supplied devices, with teacher permission. Teachers will inform students if the lesson requires the use of a device. Should a student use their phone inappropriately, not hand it in to their teacher, or act against a Divisional Policy, their phone will be taken away and kept in the office for the day. If there is a further inappropriate action with their phone, a parent will be contacted and will need to pick up the phone from the school office. Remember, parents hold the phone's contract in most cases and are responsible for the use, data and the content on the phone. 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.

The school, in cooperation with PAC, has offered family information evenings to discuss strategies for safe phone use. Links to assist with parental controls were also shared and have been posted to our website. Let's work together to keep our children safe and to support the positive use of technology.

### **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. Should a parent need to contact their child during school hours, please call the office. Should a student wish to contact a parent, a student phone is available outside the office for outgoing calls.

### **LOCKERS AND LOCKS**

Each homeroom teacher will assign lockers to students. Lockers may be assigned to individual students or students may be required to share a locker with a partner, depending on the number of lockers available. Students are responsible for their own items and the school assumes no responsibility for the loss or damage of personal items. Therefore, students should not bring items of value to school. Should a student desire a lock to secure their locker, one will be issued to the student by their homeroom teacher upon request. Only school issued locks may be used on lockers. 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, locker use is limited to storing boots and other outside clothing. Students are not allowed to access their locker during class time and therefore should keep the necessary supplies with them as they move from class to class. Decorating of lockers is discouraged as it promotes congregating, and it may lead to unintentional locker damage. Inappropriate messages on lockers will result in disciplinary action.

### **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 student behaviour towards students and supervisors is mandatory. Students enrolled in the Lunch Program will eat in designated areas. Lunch program fees are assessed in September and January or February. All grade 5 & 6 students are registered in the lunch program and must eat in the school cafeteria. Grade 7 & 8 students have the option of participating in the lunch program. Students who are not part of the program must make alternate arrangements to eat lunch off campus. Grade 7 & 8 students who are part of the lunch program may opt to leave the school grounds for the lunch hour once they have



earned graduated open campus privileges. See the Graduated Open Campus section for more information. However, once students have left, they must return at 12:50 p.m. for afternoon attendance in their homerooms.

## **LUNCH HOUR**

The lunch break is one hour and occurs between 11:50 a.m. and 12:50 p.m. During the first half of lunch all students will eat in a supervised area. At 12:20 p.m. students participate in outdoor activities until 12:50 p.m. Some students may participate in scheduled lunch hour clubs. Some clubs are 1 hour in duration; in these clubs, students will eat and participate in club activities in a designated area. Other scheduled clubs begin at 12:20 and continue until 12:50 p.m. Listed below are lunch hour expectations:

- Students may not eat lunch unsupervised in classrooms, hallways or in the gymnasium
- Students must provide their own lunch, and their own cutlery (spoons are for sale in the canteen).
- Students are expected to be kind and respectful to their peers, adults and property.
- There is no 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. Teachers will communicate these foods to students in their classes.

## **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. Please note that the canteen provides snacks and is not equipped to serve full lunches. Students are encouraged to bring a lunch.

## **MICROWAVES**

microwaves are available over the lunch hour for student use: the microwave in the small cafeteria is for grade 7 and 8 use only and microwaves in the large cafeteria are only for use by grade 5 and 6 students. Microwaves will be monitored by lunch supervisors. The following guidelines are to be followed:

- place food on a paper towel
- loosen lids before heating
- clean spills promptly
- limit cook time to a maximum of 4 minutes
- only place food items into microwaves—no metal or foreign objects
- microwaves are for use over lunch only—do not use during breaks, class or Go Time

## **GRADUATED OPEN CAMPUS**

ÉCS will be instituting a graduated open campus lunch for students in grade 7 and 8. This means that students will first be coached on expectations for appropriate behaviour in the community before being allowed to leave the school campus for lunch. Expectations are grounded in positive citizenship and employability skills (see the [Conference Board of Canada website](#)) This process will take place within the first month of school for grade 8 students. Students in grade 7 will have access to open campus in the spring of their grade 7 year. Once open campus is allowed, parents have the option to permit their children to leave the school grounds at lunch to go home, 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 other customers in their business.

In offering the open campus as an option for our adolescents we expect they will be respectful. 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.

## **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 fulfil 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 the 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, Edsby and email are all methods by which the school will communicate with you throughout the year. 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 division 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://smallpembinatrails.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 will vary with each school day. 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 Calendar tab located in the blue banner at the top of the screen. Please access the school calendar on our 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 changed 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 each 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. 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. 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 time on either **September 21 or 22, 2023** 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 reviewed at 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. An online scheduling system is used to reserve tri-conferences times. Reports are released online three times a year. Parents are encouraged to print or save a copy of the report within two weeks of its release as the school no longer provides printed copies. After this time, the system is closed and there is no longer access to reports. Parents who have concerns 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.

Tri-Conferences will be held on **November 9, 2023 or November 14, 2023 between 4:00 p.m. and 8:00 p.m.** and will focus on students' personal management skills.

Term 1 grade 5 – 8 provincial reports will be available online on **December 19, 2023**.

Term 2 grade 5 – 8 provincial reports will be available on line on **March 22, 2024**

Tri-Conferences will be held on **April 18, 2024 between 4:00 p.m. and 8:00 p.m. or April 19, 2024 between 9:00 a.m. and 11:50 a.m.** and will focus on academic progress

Term 3 grade 5 – 8 provincial reports will be available online on **June 28, 2024**

## 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 on the last day of classes. Grade 8 students will receive their certificates at the Grade 8 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 link option. The link will be sent home via School Messenger prior to each meeting. The meeting dates for the 2023 – 2024 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 and may be accessed via the link <https://permissionclick.com/>. This site has been implemented by Pembina Trails School Division to provide a convenient online system for parents to grant permission 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, this may be indicated online on the Permission Click app and payment can be sent to the child's teacher (cheque or cash).

### INFORMATION ABOUT YOUR CHILD

Both parents have the right to information about their 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.

### LOST AND FOUND ITEMS

There are two wooden boxes where lost and found items are placed: in front of the office and in the foyer at the Oakdale Drive entrance to the gym (Door #2). **On occasions when parents have access to the building**, items will be folded and displayed on tables for students to claim their belongings. Examples are during tri-conferences and weekend athletics tournaments. There will be an announcement via School Messenger to communicate when and where these items may be claimed. **After being displayed for a reasonable amount of time, items will be packaged for donation to a local charity.**

## 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. Respectful behavior and adhering to the evacuation protocols is expected of students during these drills. Follow up conversations in classes after a drill assist students in answering questions, addressing areas of concern and helping align their actions to a given situation. Parents will receive notification prior to each lock down/A.L.I.C.E. drill.

### COLD WEATHER POLICY

When either 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. Dressing for the weather is a personal responsibility.

### VISITORS

Any person who does not work at ÉCS or attend as a student is considered a visitor. Although you are not a stranger to your child and your child's friends, 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. All guests are asked to enter through the main front doors (entry #1) after 8:00 a.m. by buzzing in and reporting directly to the office for sign in. The school must have a record of all guests in the building through the sign in, sign out method, in case of emergency.

### 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 or off school grounds 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 and non-prescription medication is received by a school it must have a pharmacy label indicating the name of the medication, the dose, and the time of administration.

### **IMMUNIZATION CLINICS**

Regular immunization clinics are organized by Manitoba Health and are held in the school gymnasium typically 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-19 vaccinations. Parent permission is required for student immunizations. Public Health coordinates all clinics and sends out information prior to the date of the clinic. More information on Manitoba Health's School Immunization Program is available online at <https://www.gov.mb.ca/health/publichealth/cdc/div/sip.html>.

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

Schools today are committed to a safe and healthy environment for staff, students, and visitors. 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.

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, and productivity of those affected.
- 2) ask for cooperation towards a scent-reduced environment.
- 3) provide the steps for responding to scent-related issues.

### **WHEELS—BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES & HELMET USE**

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. The responsibility for the care and security of students' personal belongings, including bicycles, skateboards, scooters and rollerblades—collectively known as wheels—rests with the students. If brought to school, wheels are to remain in the student's locker and are not to be used inside the school. If a scooter is too large to fit in a student's locker, storage arrangements are to be made prior to the activity with the homeroom teacher. Students bicycling, scootering, skateboarding or rollerblading to and from school and on school property are always expected to wear a helmet.

### **SNOWBALLS, TACKLING OR PHYSICAL GAMES**

Students are not allowed to throw snowballs at school. In addition, games that involve physical contact or tackling are not allowed to be played at the school during lunch hour, recess or Go Time. With seasonally 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. 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.

### **STANDARD OF BEHAVIOUR AND PEMBINA TRAILS POLICIES AND PRACTICES**

The [Pembina Trails Standard of Behaviour](#) is the framework that guides student conduct in the Pembina Trails School Division. As stated in the document, the school "will always respond to situations that threaten or violate the physical and emotional safety of those in its care," (p. 8). Please refer to the document to review the nature of appropriate responses and examples of responses. Also note that section J of the Pembina Trails Registration document requires that parents/guardians declare that they have reviewed the Standard of Behaviour document with their child, as well as the following policies and practices:

- [Technology Acceptable Use Policy \(IJNDC\)](#)
- [Attendance Policy \(JE\)](#)
- [Media Relations and Media Release \(KDD\)](#)
- [Pembina Trails Fair Notice and Practice-Student Threat Assessment Brochure](#)

### **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 you can be reached. Any ambulance expenses are covered by the School Division universal insurance.

## **EMERGENCY SCHOOL CLOSURE**

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

- a) parents have the prerogative to keep their children home if weather conditions are such that the child cannot safely navigate 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**

A number of clubs are offered to students outside of class time. Some clubs run for the entire year, while others have a shorter season. For example, Dungeons and Dragons, Esports, Gender and Equity, etc. Students will be provided with information about clubs to encourage the option of participating. Please see information about the lunch hour for more information on lunch hour clubs.

**SPORTS** - Please see the ÉCS Athletic Handbook on the school webpage under athletics for a complete overview (<https://www.pembinatrails.ca/charleswood/page/1162/athletics>). 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). For more information on school catchment, please visit the School Locator webpage on the Pembina Trails website located at <https://www.pembinatrails.ca/page/785/school-locator>.

### **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 current reading and math levels will be assessed 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 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. Teacher teams at all schools take into consideration several 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 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 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 starts again 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 send 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 available online for two weeks following the end of each academic term in December, March, and at 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**

Fees for the 2023-2024 school year will be assessed in September and will be collected through Permission Click (see Permission Click section for more information). Fees are not collected at registration time. This will ensure the fees collected are spent on the students in the same school year they are received. 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](#). As many materials are consumable, students may need their supplies replenished during the year. Supplies in good condition should be reused in the following year.

### **FUNDRAISING**

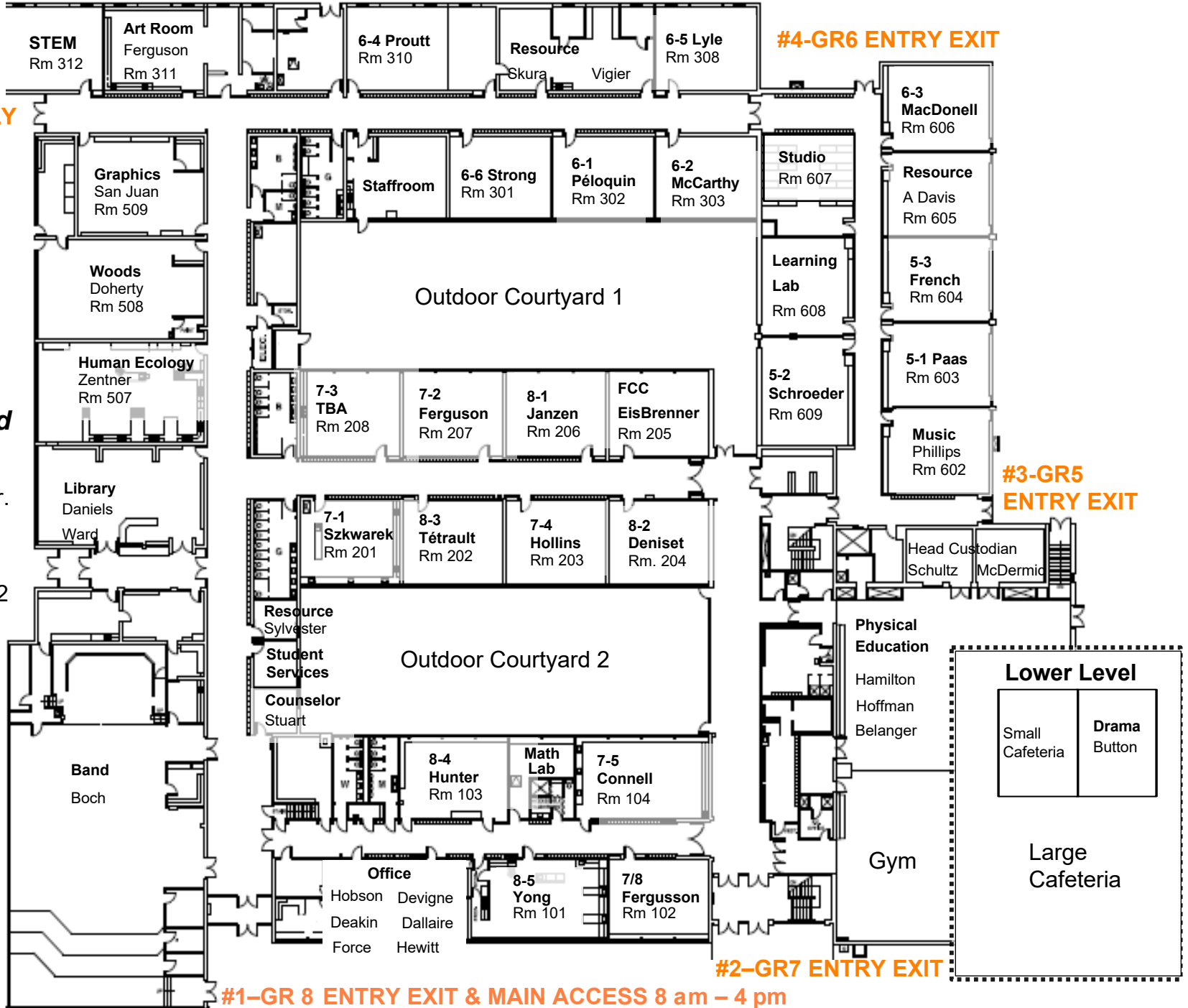
Fundraisers to be initiated during the school year will be communicated on the school calendar and will be posted to our website. PAC may initiate a fundraiser for a specific initiative. A Band Fundraising Campaign may be held during the school year specifically to support a Concert Band trip. Other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

### **VENDING SERVICES**

There is a vending machine located in the gym hallway containing cold drinks for sale. This machine is provided by a licensed vendor. The sale of goods and services for individual profit by students is prohibited.

# 2023-2024 SCHOOL MAP

**École  
Charleswood  
School**  
505 Oakdale Dr.  
Winnipeg, MB  
R3R 0Z9  
(204) 889-9332



#1-GR 8 ENTRY EXIT & MAIN ACCESS 8 am – 4 pm