

# Chancellor Elementary Student Handbook



## Our Respect Agreements



We speak respectfully

We listen to others

We include others

We play safely

## Belief Statements

- We believe that we must strive for excellence with a commitment to maximize individual potential academically, physically, socially and emotionally.
- We believe that students, staff, parents and community are partners in learning.
- We believe in the importance of parental involvement in their child's education.
- We believe that every person has the right to be treated with respect.
- We believe that we should create an environment that is physically and emotionally safe.
- We believe in the importance of promoting lifelong learning.



For more information about Chancellor School, please visit our website  
or call the school office between 8:30 - 4:15 p.m.

Principal: Robin Stacey

[rstacey@pembinatrails.ca](mailto:rstacey@pembinatrails.ca)

Vice Principal: Rachel Otto

[rotto@pembinatrails.ca](mailto:rotto@pembinatrails.ca)



# Chancellor School Information

**School Hours**

9:20 – 12:05 – entry at 9:10

1:10 – 3:55 – entry at 1:05

Recesses—15 min am & 15 min pm

**Phone** (204) 261-9535

**Fax:** (204) 275-6571

**Address:** 1520 Chancellor Dr. R3T 4P8

**Email:** [chancellor@pembinatrails.ca](mailto:chancellor@pembinatrails.ca)

## Student Entry

Students may arrive on school grounds beginning at 9:00 am. Arrival prior to 9:00 am is strongly discouraged. After arriving at school, students are to remain by the classroom doors. The bell rings at 9:10 am for entry to the school. Classes begin at 9:20 am. Doors remain locked all day. Students arriving after 9:20 will need to enter the school through the front door and check in at the school office. Parents arriving to pick up a child during the instructional day will need to enter the school through the front door and sign them out in the school office. Parents are discouraged from picking students up between 3:30-3:55 pm.

## Student Absences

If your child is going to be absent or late please enter the absence in Edsby. Alternatively, please call the school attendance line or email the office. (See above for contact information.)

## Safe Arrival Program - Call Backs

The Safe Arrival/Call Back program is to help ensure that students have arrived safely at school. If a student is absent and the parent or guardian has not notified the school, the Safe Arrival system will call to determine that the child's absence is known and that they are safe.

## Students Arriving Late or Departing Early

A student arriving at school after 9:20 am or 1:10 pm must report to the office upon arrival and obtain a late slip. Students being picked up prior to regular dismissal times (e.g. medical appointments) will need to be signed out by the parent/guardian in the office. Please call the school prior to your arrival so we can have your child ready in the office. Parents are discouraged from picking students up between 3:30 pm and 3:55 pm.

## Student Illness or Accident

In the event of an accident or illness, office staff will try to contact parents as quickly as possible. It is vital that the school record of parent telephone numbers is up to date. Please keep the office staff informed of work contact numbers or emergency alternatives. The emergency contact noted on your child's registration should be a responsible adult, living in close proximity to the school, who is available during the school hours. Lastly, change of address information must also be updated. Students who are ill must be picked up as soon as possible.

## Crossing Guard Times on Duty (8:55 - 9:10) (3:55 - 4:05)

Crossing guards are on duty at the corner of Chancellor and Markham, Bison and Markham and Chancellor and Augusta before and after school. Students are to cross the streets only at points where crossing guards are located and should wait to be directed to cross safely.

## Bus and Bus Safety

Whenever students ride the bus to and from school and on field trips, the buses are considered extensions of the classroom. All students are expected to follow the respect agreements when riding the bus. Students are under the supervision of the bus driver and/or the accompanying teacher. Bus ridership and emergency evacuation procedures are rehearsed twice yearly.

## **Drop Off and Pick Up**

Parents and visitors are asked to not park in the assigned staff parking lot during the school day and to avoid stopping in the bus loop between 9:00 - 9:20 am and 3:45 - 4:05 pm. Buses need to be able to safely access this area during these key times.

## **Pembina Trails Standard of Behaviour**

Chancellor School references and adheres to the Pembina Trails [Standard of Behaviour](#) when working with students and families to address student conduct concerns. We encourage families to review the Standard of Behaviour prior to the start of the school year and to review [Policy JIC](#).

The Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning and including rather than excluding. Developed by a broad cross-section of the community, the objective of our Standard of Behaviour is to ensure to the fullest extent possible, the provision of a "safe and caring community" for all involved with the Pembina Trails School Division.

Emotional, mental and physical safety are fundamental for the provision of safe, caring and inclusive school communities, and refer to a classroom or school environment in which students can experience a sense of value, belonging, acceptance, respect and dignity for diversity of all members of learning communities, including students and staff, along with their families.

[Standard of Behaviour brochure](#)

## **Recesses**

One of our respect agreements is "We Play Safely". Posters that outline recess expectations are posted in classrooms and at the exit doors. Supervising adults give frequent reminders about our recess expectations. Students must remain in their assigned zones at all times. Students must play safely within the designated boundaries so that they are visible to the supervising teachers.

## **Lunch Program**

Students are dismissed at 12:05 and may either go home for lunch or take part in the paid lunch program. The Chancellor School Lunch Program is for students in grades 1 to 5. The fees collected are used to pay the adult supervisors who support and supervise students during the lunch break and to purchase supplies and equipment for the lunch program. Students will remain in the classroom for 30 minutes and be outside for 30 minutes. All students will be requested to clear their lunch items and area prior to dismissal from the lunch room. Students staying for lunch must remain on the school grounds during the lunch hour. Notification to the classroom teacher or school office is requested if alternate plans are made for lunch. School expectations for respectful behaviour apply throughout the noon hour.

## **Emergency Closing of School**

A decision to close the school due to severe snowstorms or other emergencies will be made by the Superintendent and posted to the divisional website. Radio stations (CBC and CJOB) will also announce school closures. Once the school is in session, it will remain open until parents or guardians can pick up their child(ren).

## **Cold Weather Policy**

When the windchill reaches  $-27^{\circ}\text{C}$ , students will remain indoors during recess, lunchtime and while waiting for the school bus. At  $-27^{\circ}\text{C}$ , the Safety Patrols do not go out on duty. Regardless of the weather, children should always come dressed to go outdoors. Should an emergency occur and evacuation of the school become necessary, even a short walk to safety can result in severe frostbite. When the temperature reaches  $-45^{\circ}\text{C}$  the school buses are cancelled and will remain cancelled for the entire day. Please listen to the radio (CJOB or CBC), or visit the school division website for bus cancellations.

## **Fire Drills/Tornado & Safe School Drills/Emergency Exits & Procedures**

At numerous times throughout the year emergency response procedures will be practiced. A copy of the exit routes and procedures is located in each teaching area. Students must exit quickly and quietly. It is vital that everyone is clear of the building and accounted for at the designated gathering place. Arthur A. Leach School is the designated muster site should staff and students need to exit or evacuate the school grounds.

### **Student Progress**

Home and school communication is essential throughout the year. Questions about how your child is progressing in school should be directed to the teacher. If you have concerns about your child's progress, please do not wait until reporting or conference periods. Please email your child's teacher and set up a meeting time.

### **Report Cards**

Report cards are distributed to parents three times per year. The first two report cards will be posted online. Information on how to access report cards is sent out at each reporting period. You will receive a paper copy of your child's report card in June.

### **Tri-Conferences**

Parents are encouraged to attend the Tri-Conferences which are held twice a year. These meetings are a vital part of the information sharing process about student learning and growth.

### **Strong Beginnings**

Strong Beginnings is an opportunity to enhance the beginning of the year assessment process. Each student from kindergarten through grade 5 will attend school by appointment for 60-90 minutes on either of two assigned days in September to participate in assessment activities in the areas of English Language Arts and Mathematics. On those two days there will be no regularly scheduled classes. Students will attend school only at their appointment time.

### **Student Dress**

Students are to have a pair of indoor shoes at school and are to change after entering and before leaving the building. These shoes may be the runners required for gym classes.

Students will not have access to the change rooms so will not be changing their clothes for PE classes. Please ensure they are wearing clothing that allows for physical movement and comfort during the day. For example, a t-shirt under a warm sweater, shorts under skirts and dresses, comfortable pants that allow for easy movement and socks for inside of indoor running shoes will help to keep our students active.

Classroom teachers will communicate dress codes for hats. Please note hats are not to be worn during Music, French, and Physical Education classes. School dress reflects the learning culture of our school and mutual respect for self and others. Students with T-shirts or articles of clothing with inappropriate or offensive logos will be asked to change clothing or remove the offensive item.

### **Electronic Devices**

As per Divisional policy, the use of cellular phones, smartphones, pagers and similar devices are prohibited at Chancellor School during the school day. If brought to school, these items must be turned off and secured in backpacks throughout the school day. Communication during the school day must be directed by school personnel through the school office. Any communication device used during the school day will be confiscated. Listening devices and other personal electronics are also not permitted. Chancellor School will take no responsibility for the safety of electronic items brought to school.

### **Lost and Found**

Please ensure all your child's clothing and supplies are labelled so they can be returned as needed. Students are discouraged from bringing valuables or money to school as these may be easily lost or mislaid. Items considered to be valuable include any electronics. Chancellor School will take no responsibility for personal items brought to school.

### **Bicycles/Scooters**

Although bike racks are provided, students bring their bikes/scooters at their own risk. All bicycles/scooters should be locked to the bike rack. Skateboards and roller blades are not permitted in the school.

### **Visitors to the School**

In the interest of safety, volunteers and visitors to the school will be minimized. All parents are encouraged to email the school at [chancellor@pembinatrails.ca](mailto:chancellor@pembinatrails.ca) or call the school at 204.261.9535 with any questions or concerns they may have. All volunteers and visitors are to enter through the front entrance and check in at the office to obtain a visitor tag. Limited parking may be available. Visitors who park on school property are asked to register their license plate number at the office.

### **Pets**

As per divisional policy, please do not bring pets to school unless special arrangements have been made with the teacher for a specific reason. There are children and staff in school who are allergic to animals and birds.

### **School Website**

Please visit the school website at [www.pembinatrails.ca/chancellor](http://www.pembinatrails.ca/chancellor) to feel connected to student learning and upcoming events. You will find the website ever changing as we highlight and celebrate the rich learning experiences at Chancellor School. Visit regularly to access links to student learning, the school calendar and to scroll through the portrait gallery.



## **Chancellor School Important Dates for 2024-2025**

|                    |  |
|--------------------|--|
| September 3        | Metro Common Day (no classes)                        |
| September 3        | Chancellor Open House/Meet the Teacher (4:15-5:30)   |
| September 4        | First day of school for students                     |
| September 19 & 20  | Strong Beginnings (assessment by appointment)        |
| September 27       | School Photo Day                                     |
| September 30       | National Day of Truth and Reconciliation (no school) |
| October 7          | School PD (no classes)                               |
| October 14         | Thanksgiving Day (no school)                         |
| October 22         | Tri-Conferences (evening appointments)               |
| October 24         | Tri-Conferences (evening appointments)               |
| October 25         | School PD (no classes)                               |
| October 25         | Metro Common Day (no classes)                        |
| November 11        | Remembrance Day (no school)                          |
| November 19        | Photo Retake Day                                     |
| November 29        | Divisional Common Day (no classes)                   |
| November 28        | Picture Retakes                                      |
| December 6         | Student Assessment Day (no classes)                  |
| Dec. 23 - Jan. 3   | Winter Break   |
| January 6          | Classes resume                                       |
| January 30         | Tri-Conferences (evening appointments)               |
| January 31         | Metro Common Day (no classes)                        |
| January 31         | Tri-Conferences (morning appointments)               |
| February 17        | Louis Riel Day (no school)                           |
| March 14           | Student Assessment Day (no school)                   |
| March 31 - April 4 | Spring Break   |
| April 7            | Classes resume                                       |
| April 11           | Divisional Common Day (no classes)                   |
| April 18           | Good Friday (no school)                              |
| May 19             | Victoria Day (no school)                             |
| June 13            | Student Assessment Day (no classes)                  |
| June 26            | Last day of school for students                      |
| June 27            | School PD (no classes)                               |



## Our Teaching Staff

**Principal** Robin Stacey

**Vice Principal** Rachel Otto

**Kindergarten** Krista Magee

**Kindergarten** Alison Marshall

**Grade 1** Rose Maddocks

**Grade 1** Kamaljit Kaur Sainbhi

**Grade 1/2** Laurel Reder

**Grade 2** Chloe Lyon

**Grade 2** Brittany Caputi

**Grade 3** Timothy Preston

**Grade 3** Samantha Robertson

**Grade 3** Cindy Wegner

**Grade 3/4** Alisa Borger

**Grade 4** Julie Barr

**Grade 4** Jennifer Roberts

**Grade 5** Chris Epp

**Grade 5** Karen Pauls

**Grade 5** Sara Scott

**Grade 5** Lori Zelinsky/Maria Stepnuk

**Music** Patti-Lynn Pauls

**French** Carmina Costales

**Phys. Ed.** Kathryn Fenny Humphreys

**Phys. Ed.** Scott Downs

**Teacher Librarian** Alison Marshall

**Teacher Librarian** Carmina Costales

**Student Services** Felicia Billaney

**Student Services** Shauna Oike

**Student Services** Susan Prescott

**Student Services** Christel Steingart

**Student Services** Heather McDevitt

