

ÉCOLE ST. AVILA HANDBOOK

633 Patricia Avenue
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<http://www.pembinatrails.ca/stavila>

Directrice/Principal: Mme Jennifer Rothwell
Directrice Adjointe/Vice-Principal: Mme Janique
Beaubrun



Mission Statement:

A French Immersion Centre
Preparing our students for the world of the 21st century
Un centre d'immersion française
Préparant nos élèves pour le monde du 21^{ième} siècle

Motto:

At École St. Avila, we take care of ourselves, each other,
and our school community.
*À école St. Avila, nous prenons soins de nous-mêmes, des autres,
et de notre communauté.*



School Day

9:00	Outdoor supervision
9:10	Students enter
9:20	Classes begin
10:40	Recess begins
10:55	Recess ends
12:05	Grade 1-2 Recess
12:05	Grade 3-6 Lunch
12:35	Grade 3-6 Recess
12:35	Grade 1-2 Lunch
2:25	Recess begins
2:40	Recess ends
3:55	Students dismissed

Senior Administration

CEO and Superintendent of Education:
Ms. S. Amos

Assistant Superintendents:
Ms. C. Roberts
Mr. T. Scott
Ms. L. Farmer
Ms. T. Patzer

Secretary Treasurer:
Mr. S. Carleton

Trustees

<i>Ward Three</i>	Alicia Becker Jasmine Brar Cindy Nachtigall
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Office Hours

Office hours are: 8:30 a.m. to 4:15 p.m. An answering machine is available for messages beyond these times.

Welcome! Bienvenue

Welcome to the École St. Avila community. We hope that you enjoy your partnership with us as we work together, home and school, to provide an enriching school experiences for your child.

This parent handbook is provided as a reference for families whose children attend École St. Avila. Current news and important school dates will be shared on our school website and Edsby. We recommend that you visit Edsby as it has current information and stories about our school.

Attendance

Manitoba Education regulations require all students to attend school regularly except in cases where illness or other similar causes makes absence unavoidable. It is a parental responsibility to ensure their children are on time for school each day. Valuable learning is lost with repetitive tardiness. Your cooperation is greatly appreciated.

Parents are asked to notify the office prior to 9:00 a.m. every morning if their child will be absent. The school has a call out system called Edsby. We ask you to please use Edsby to let the school know your child will be away. As soon as attendance is taken by the classroom teacher and your child is marked absent without a reason, you will be notified first through Edsby then by the school secretary.

Students are asked to report to the school office when arriving late.

Parents are required to report to the school office when picking up their child during regular school hours and sign them out. Your cooperation is appreciated in order to ensure the security of the children at all times. Students are not permitted to leave the school grounds during the day without written permission.

Safety and Behaviour on School Buses

Upon arrival, students will disembark and walk into the school yard. At dismissal time, students are to walk to the buses in an orderly fashion. The supervising school staff will assist bus drivers with orderly loading and arrivals.

Any student who misses the bus is to report immediately to the office. Parents/guardians will be contacted, and alternate arrangements will be made. Transportation changes are not allowed without permission from the Transportation Department.

- School buses are an extension of the school and students are expected to behave in a respectful manner. For safety reasons, students' conduct must be orderly at all times.
- Students must follow instructions of the bus drivers. Misbehaviour on school buses may be reported to

the school office and such misbehaviour could result in suspension or loss of riding privileges.

Twice a school year, students from Kindergarten to Grade 12 in the Pembina Trails School Division are required to participate in the "Bus Ridership Safety Program." Students are taught about appropriate bus behaviour and bus safety. Failure to comply with these rules and regulations may result in consequences, parental contact and/or removal or suspension from the bus.

Arriving Late In the Morning

Since buses and various staff arrive and depart during the school day, **for the safety of all students we request that all vehicles DO NOT enter the parking lots off Leach Street or off Patricia Avenue between the hours of 7:30 a.m. and 4:15 p.m.**

When dropping off or picking up your child, we kindly request that parents/guardians park farther down on Patricia Avenue and/or on Avila Avenue. Parents/guardians are requested to escort young children across the street using the appropriate crosswalks. Your cooperation in this matter is greatly appreciated.

School patrols, as well as our "Stop, Drop & Go" area help keep our students safe. "Stop, Drop & Go" runs on Patricia Avenue every morning from 9:00 – 9:10 a.m. Patrols assist students in exiting safely from the car. This program significantly improves the safety of children and the morning traffic flow around the school.

Early Pick-Up

At the end of the day

Any changes to end of day pick up must be communicated with the office and teacher PRIOR to 3:00p.m. After 3:00p.m., students will be dismissed based on their regular dismissal routine.

Student Entry

Weather permitting, students wait outside until admitted by adult supervisors. **Please ensure your child is appropriately dressed according to the daily forecasts.**

Inclement Weather

When the temperature or wind chill factor is below -27°C, recesses may be held indoors, or the recess or lunch period may be shortened so that the students still receive some fresh air. The *Environment Canada* website is monitored on a regular daily basis.

Storm Days

Indoor Recess

Indoor recess will be held when the temperature or wind chill reaches or exceeds -27°C. Readings may be obtained directly from our school website, or at the weather stations located at various schools throughout Pembina Trails School Division. The principal will decide which weather information source will be used for the school.

School Bus Transportation

School bus transportation may be cancelled even though classes may still be in session. It has been determined by the Board of Trustees that buses will NOT operate when the temperature or wind chill reaches or exceeds -45° Celsius. Transportation decisions are made at the school division level. For information on transportation,

please listen to local media for our School Division name – Pembina Trails.

School Closures

The closing of schools is a coordinated decision involving all metro area school divisions. The superintendents of the various school systems have developed a process for making a uniform decision on closure and the notification of all radio stations. In making the decision on closure, the superintendents consider two questions:

(1) Is Winnipeg Transit operating, and will it likely be able to continue operating for the duration of the day?

(2) Are emergency vehicles (police, fire, ambulance) able to get to the schools and will they be able to do so for the duration of the day?

If the answer to both these questions is YES, then schools will remain open. All staff are expected to get to school. Keep in mind that if you are having difficulty in getting to work on time, so will some school staff. This could mean limited staff available to receive children when they arrive.

Having stated these guidelines, the safety of your children is the sole criteria in deciding whether to send them to school in storm situations. If you have any doubts about your children getting safely to and from school, please keep them at home.

Kindergarten Entry

Students beginning Kindergarten shall be 5 years of age on or before December 31st of the year of enrollment. Proof of age and residency must be submitted to the office at the time of registration.

Change of Information, Serious Health Concerns

For the safety of your child, please submit any changes to your address, phone number, custody arrangements, or health concerns, such as a new allergy or asthma to the school office immediately.

In matters of custody orders and/or restraining orders etc., it is the responsibility of the parent(s) to ensure that the school receives the appropriate and most recent information on custody (i.e., sole, joint, etc.). Legal documents are kept strictly confidential. Please note that the school will not release children to other family members (i.e., aunts, uncles, grandparents, friends and/or non-custodial parents) unless written permission from the parent has been received.

Birthdays/Celebrations

Birthdays are celebrated at school with student announcements in the morning. Classroom teachers acknowledge birthdays in the classroom.

We kindly request that birthday food and/or treat bags are **not** sent to school.

Classwide celebrations, such as a class party prior to winter break, will be an opportunity to send treats and snacks. This information will be communicated by the classroom teachers.

We kindly ask that invitations for birthday parties be distributed outside of school hours. Thank you for your understanding.

Assemblies

Parents are always welcome to attend special school assemblies! Our assemblies provide additional opportunities for teaching and learning to take place and foster school spirit. **Assembly dates are noted on the calendar portion on the school website.**

Lunch Program

All students in grade 1 - 6 are eligible to remain at school during the lunch hour.

Lunch supervisors that are hired to supervise students. Reminding your children of behavioural expectations during the lunch period is of great importance. Students are requested to remain seated and to keep noise at an acceptable level to ensure a safe and orderly environment. If students are disruptive or there are concerns over the lunch hour, this may result in the loss of lunch privileges at the school.

Lunch is from 12:05 p.m. – 1:05 p.m. at which time teachers are not supervising.

Students have approximately 30 minutes to play outside. Outdoor supervision is provided by the hired lunch supervisors. Students have approximately 30 minutes to eat.

12:05-12:35:

Grade 1 – 2 students: Recess

Grade 3 - 6 students: Eat lunch

12:35-1:05

Grade 1 – 2 students: Eat lunch

Grade 3 – 6 students: Recess

- The lunch program is subsidized by the Pembina Trails School Division. **All students who are staying for lunch are required to pay a \$200.00 annual fee** which helps pay for the cost of lunch

hour supervision. **Fees are collected in the fall.**

- Payments may be made by e-transfer, cash in the school office, or cheque. Please make cheques payable to **École St. Avila Lunch Program.**

Nutrition Policy

The aim of our divisional nutrition policy is to make staff, students, and parents aware of healthy food choices. Research clearly shows the benefits of a healthy body on student learning.

At École St. Avila we:

- encourage the consumption of healthy foods for lunches, snacks, and special events
- offer an optional paid milk program for all students

Emergency Plans

The Pembina Trails School Division has established an Emergency Response Plan which aims to protect the health and safety of all students and staff. In accordance with the plan, the school safety plan includes a:

- Fire Safety plan
- Lockdown plan
- Hold and Secure plan
- Natural Disaster plan

In the case of a school emergency, students may be evacuated to the South Winnipeg Community Centre - Richmond and parents would be contacted by school personnel. Therefore, it is of utmost importance that families provide the school with current telephone numbers and an emergency contact person.

As part of the School Safety Plan, all school doors will remain locked. If late, students are asked to use the doors closest to the

office located on the west side of the school off the back lane, by the bike racks, and buzz at the doors to report to the office. Office staff will only permit entry to the building for picking up students (pre made appointments).

Health Care Plans and Allergies

Students who have been identified with specific medical concerns, such as life-threatening allergies, asthma, diabetes, or seizure disorder require a Medical Emergency and Health Care Plan which has been developed with Winnipeg Regional Health Authority. Some plans involve life-threatening allergies, therefore, we ask you to respect any limitations on foods that children bring to school.

Due to the number of allergies, École St. Avila is a nut free school. Please ensure that peanut butter and other forms of nuts are not sent to school. There are several other life-threatening food allergies in the school including kiwi, egg, and milk.

We ask that parents be vigilant about not sending these foods to school when there is a child in the class with an allergy. Information regarding class allergies is sent home in the fall.

Visitors

To ensure student safety, **we ask that all parents, visitors, and volunteers report to the office** upon entering the school. All visitors are required to sign in at the office.

Every visitor entering École St. Avila during school hours is required to sign-in at the office for the following reasons:

- To enhance the safety of all, while maintaining a welcoming environment where community

members are encouraged to participate in school life.

- To easily identify visitors, volunteers, and parents in the school.
- To provide administration with the names of people in the school in case of an emergency.

Standard of Behaviour

At École St. Avila, we take care of ourselves, each other, our school community, and our environment.

École St. Avila Respect Agreements:

1. *We are kind.*
2. *We listen & speak respectfully.*
3. *We keep safe.*

At École St. Avila we believe in supporting students in developing and demonstrating positive social behaviours such as:

- Appreciating the diversity of all school members regardless of culture, ethnicity, religion, gender, age, size, or ability. Any form of intimidation, racism or discrimination will not be tolerated.
- Choosing behaviours that contribute to a safe and productive school environment.
- Demonstrating respect, care and courtesy for themselves, other people, their space, and property.
- Expressing ourselves with socially acceptable language and behaviour.
- Dressing respectfully and in accordance with school dress standards.
- Resolving conflict and difficulties through appropriate problem-solving strategies.
- Working and playing cooperatively.
- Attending classes and activities.
- Being prepared and punctual.

- Following directions and completing assignments to the best of their ability.
- Using the French language.

We foster the social and emotional growth of students by:

- Providing clear, agreed upon guidelines for student behavior.
- Encouraging appropriate role modeling within the school community.
- Fostering a teaching/learning environment in which students are encouraged to reflect on their behaviour and to learn from their mistakes.
- Developing supportive intervention strategies for inappropriate behaviour.

Bicycles, Skateboards, Rollerblades

Students may ride bikes to school and are asked to ensure that they lock their bike up using the bike rack. **The school accepts no responsibility for damaged, lost, or stolen bicycles.**

Skateboards and rollerblades are not permitted during school hours.

Toys and Electronic Devices

Students are asked not to bring sport equipment and toys from home. This will reduce the possibility of damage, theft, loss and distractions from learning.

All electronic devices must be kept in the child's backpack during the school day except when used with the prior permission of the teacher. It is expected that communication during the school day will occur through the school office.

School staff, including classroom teachers, teacher assistants and lunch hour supervisors may confiscate electronic communication devices from the students if they are used for unauthorized purposes or at unauthorized times.

Cameras and Cell Phones

Students do not require a personal camera, telephone or other electronic device at school. When schoolwork requires the use of a camera, a school camera will be provided. Before a photograph is taken, permission must be given by the subject of the photograph. Any public distribution of images must have the written consent of all subjects in the photo.

Dress Code

Students are expected to dress appropriately in a manner that is respectful of the learning environment, similar to a work environment.

Clothing should be neat and clean and shoes must be worn at all times. All students must have a separate pair of indoor shoes appropriate for physical education.

Programs and Supports

Library Learning Commons

Our school library is a media centre offering a variety of resources for use by students and staff. Research materials (print and non-print), professional resources, as well as quality literature geared to elementary students in both languages, English and French, are housed in this centre. The school library program has two components:

- a) ensure students have the necessary skills to do independent research by teaching them these skills in a sequential, systematic way from Kindergarten to Grade 6;
- b) expose students to a wide range of quality literature in both languages.

Cooperative planning and programming occur when the classroom teacher and teacher-librarian plan units and share the teaching load so that student needs and curricular goals are met. Block scheduling allows for time to be set aside for joint work on cooperatively planned projects.

Library book exchanges are scheduled during one period a cycle. Our library technician will make up overdue lists and overdue notices for students who have not returned their books on time.

Classroom teachers will remind students when library exchange is the next day, so that library books are returned for exchange.

Music

The music program at École St-Avila is based on an Orff approach to convey the outcomes stated in the provincial curriculum. The children learn music concepts and skills through singing, listening, body percussion, various

movement activities, games, and playing a variety of percussion instruments. A school concert, assemblies, clubs, and other out-of-school music activities serve as an extension to the program. These activities allow the students to further develop their performance and public speaking skills. This gives our community opportunities to hear and see our children's creativity and growth through the music program.

A variety of music clubs are also offered to the grade five and six students. The goals are to learn a bit more about the instruments used, to work collaboratively outside of regular class time, to create an ensemble or band, to prepare for special performances like assemblies and concerts, to hone music skills, and most importantly – to have fun with music!

Physical Education

Physical Education at École St. Avila reinforces fair play, respect, skill development, and physical activity through participation in developmentally appropriate activities. We encourage our students to be physically active and to have a healthy lifestyle. We believe that active kids have healthy futures.

Through planned and balanced programming, all students from Kindergarten to grade six participate in activities to develop the knowledge, skills, and attitudes needed to develop active and healthy lifestyle habits.

Student Support Services

The School Support Team consists of the school principal and vice-principal, the resource teachers, the literacy support teacher, the school counselor, and educational assistants. Our collaborative approach allows us to provide direct intervention for individual students, small group targeted support, as well as support for teachers as they plan for all students, with cognitive, social, emotional, and physical needs. The goal is to ensure success for all learners by providing appropriate educational programming.

As well, the school team may elicit the expertise of the various members of our Clinical Support Services team. This divisional team is comprised of a Support Services Consultant, Psychologist, Speech and Language Pathologist, Physiotherapist, Occupational Therapist, and Social Worker. In addition to this support, we may work with extended support agencies outside of the school system, such as MATC, Anxiety Disorders Clinic, Children's Disability Services, ANCR, etc.

We hope you have found this information helpful. Please feel free to contact us if you have any questions about the information in this booklet.

We welcome you and your child to École St. Avila, and we look forward to getting to know you and working in collaboration with you, to provide a positive French Immersion educational experience for your child.

Please follow us on social media at:

Instagram: **ecole_stavila**



Le personnel à École St. Avila

École St. Avila Staff List

2023-2024

Directrice/ <i>Principal</i>	Mme J. Rothwell
Directeur-adjoint/ <i>Vice Principal</i>	Mme J. Beaubrun
Secrétaire en chef/ <i>Head Secretary</i>	Mme L. Lafond
Secrétaire/ <i>Assistant Secretary</i>	Mme M. Warga
Secrétaire/ <i>Assistant Secretary</i>	Mme R. Mahjabin
Concièrge en chef/ <i>Head caretaker</i>	M. V. Pescador
Concièrges de soir/ <i>Evening caretakers</i>	Mme M. Aguilar
	M. R. Wizniowski

ENSEIGNANT(E)S/ *TEACHERS*

Mme F. Shore	Maternelle/ <i>Kindergarten</i> (a.m./p.m.)
Mme K. Gerhard	Maternelle/ <i>Kindergarten</i> (a.m.)
Mme C. Krestanowich	1 ^{ière} année/ <i>grade 1</i>
Mme M. Lesk	1 ^{ière} année/ <i>grade 1</i>
Mme J. Trakalo	1 ^{ière} année/ <i>grade 1</i>
Mme F. Chemamedji	1 ^{ière} /2 ^{ième} année/ <i>grade 1/2</i>
Mme J. Chin	2 ^{ième} année/ <i>grade 2</i>
Mme S. Jaques/S. Jeffrey	2 ^{ième} année/ <i>grade 2</i>
Mme B. Maida	2 ^{ième} année/ <i>grade 2</i>
Mme J. Wells	3 ^{ième} année/ <i>grade 3</i>
Mme R. Malik	3 ^{ième} année/ <i>grade 3</i>
Mme Z. Peltz	3 ^{ième} /4 ^{ième} année/ <i>grade 3/4</i>
Mme G. Desrosiers	4 ^{ième} année/ <i>grade 4</i>
Mme M. Shewchuk	4 ^{ième} année/ <i>grade 4</i>
Mme S. St.Pierre	5 ^{ième} année/ <i>grade 5</i>
Mme L.Bohémier/N.Lavallée	5 ^{ième} /6 ^{ième} année/ <i>grade 5/6</i>
Mme A. Herkert Allen	6 ^{ième} année/ <i>grade 6</i>
M. M. Somers	Musique/ <i>Music</i>
Mme D. Mulaire	Bibliothécaire-enseignante/ <i>Teacher Librarian</i>
Mme A. Clarke	Éducation physique/ <i>Physical Education</i>
M. D. Mitchell	Éducation physique/ <i>Physical Education</i>
Mme R. Guisse	Monitrice de Langue

SERVICES AU SOUTIEN DES ÉLÈVES/*STUDENT SUPPORT SERVICES*

Mme S. Jeffrey	<i>Literacy Intervention</i>
Mme C. Legault	Services aux soutiens des élèves/ <i>Student Support Services</i>
Mme N. Lewis	Services aux soutiens des élèves/ <i>Student Support Services</i>
Mme J. Marshall	Services aux soutiens des élèves/ <i>Student Support Services</i>

SERVICES DE SOUTIEN CLINIQUE/*CLINICAL SUPPORT SERVICES*

Ms. Mélanie Beaudin	Orthophoniste/ <i>Speech Pathologist</i>
Ms. Carla Burton	Travailleuse social/ <i>Social Worker</i>
Ms. Monique. Ducharme	Ergothérapeute/ <i>Occupational Therapist</i>
Ms. Ivanna Lukie	Psychologue/ <i>Psychologist</i>
Ms. Katelyn Blais	Student Services Coordinator

AUXILIAIRES/*EDUCATIONAL ASSISTANTS*

Mme M. Poirier
Mme M. Rampersad
Mme. M. Johnston
Mme. G. Attia

TECHNICIENNE DE BIBLIOTHÈQUE/*LIBRARY TECHNICIAN* - Mme S. Park

LUNCH PROGRAM COORDINATOR – Mme B. Akbar

BRIGADIER/*CROSSING GUARD* – Mme M. Rampersad

