

# PARENT HANDBOOK



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## **WELCOME! BIENVENUE**

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

This parent handbook is provided as a reference for families whose children attend École Crane. Current news and important school dates will be shared on our school website. We recommend that you visit the École Crane web site regularly at [www.pembinatrails.ca/crane](http://www.pembinatrails.ca/crane) as it has current information and stories about our school.

## **Background Information**

École Crane is an Early Years (Kindergarten through to grade 4) French Immersion school. Our enrolment is usually around 250 students, however our anticipated enrolment for September 2024 is 270 students. École Crane is part of the Pembina Trails School Division, and is located in Winnipeg, Manitoba, Canada.

## **Important Telephone Numbers:**

École Crane.....(204) 453-0539  
Pembina Trails School Division Office.....(204) 488-1757  
Transportation Department .....(204) 489-2597

## **ÉCOLE CRANE MISSION**

***École Crane, in partnership with the community, is dedicated to promoting personal best in an Early Years French Immersion setting.***

## **BELIEFS**

- ◆ We believe all children can benefit from learning a second language.
- ◆ We believe in fostering a safe, nurturing early years immersion environment.
- ◆ We believe in preparing our students for the challenges and opportunities of a changing world

<b>Classroom Teachers</b>	
Kindergarten (am and pm) - Room 1	Mme Lorraine Châtel
Kindergarten a.m. – P1	Mme Tannys Strand
Grade 1 – Room 4	Mme Rebecca Reis
Grade 1 – Room 6	Mme Raylin Kirsch
Grade 1/2 – Room 5	Mme Tonia Briscese & Mme Naouel Birouk
Grade 2 – Room 15	Mme Carolynne Barnabé
Grade 3 – Room 14	Mme April Sutherland-Brown
Grade 3/4 – Room 18	M. Liam Tod
Grade 2/3 – Room 15	Mlle Michelle McLeod
Grade 3/4 – Room 16	Mme Josée Greatrex
Grade 4 – Room 17	Mme Jennifer Iberach-Breton
Student Support Teachers	Mme Nancy Dufort Mme Chantal Lavoie Mme Tonia Briscese Mme Tannys Strand
Teacher Librarian/Student Support	Mme Cathy Page
Music	Mme Janine Patenaude
Physical Education	M. Jérémie Labossière

<b>Support Staff</b>	
Secretaries	Mme Chantale Dallaire Mme Sara Lopez Mme Claire Pankiw
Educational Assistants	Mme Codi Page Mme Oneisha Brenya
Library Technician	Mme Ainsley Swartz
Custodians	Mr. Wayne Thiessen Mr. Eric Carbajal
Lunch Coordinator	Mrs. Lorraine Crawford
Crossing Guard	Don Horton

<b>Divisional Clinical Staff</b>	
Psychology	Ms. Katharine Zinger
Speech and Language	Mrs. Shannon Anderson
Occupational Therapy	Mrs. Karen Slippert
Physical Therapy	TBD
Social Work	Mrs. Susan Scarth

## IMPORTANT DATES 2024-2025

Please refer to our website calendar:  
[École Crane School \(pembinatrails.ca\)](https://www.pembinatrails.ca)

### Our Standard of Behaviour

The Pembina Trails School Division has a Standard of Behaviour policy. The goal of this policy is to foster the social and emotional growth of students. This policy is based on the belief that students must be taught the behaviours that promote a safe and productive school environment. Pamphlets describing the divisional Standard of Behaviour policy are available in our school office or on our website at:  
<https://www.pembinatrails.ca/crane/page/1227/standard-of-behaviour>

Over the month of September at École Crane, teachers and students work on building community and reviewing our **School Respect Agreement**. Our respect agreement was developed in 2013-2014 in consultation with the entire Crane community. Our hope is that all members of the community abide by this agreement.

At École Crane, we believe that:

1. On inclut les autres/We include others.
2. On s'entraide/We help others.
3. On est gentil/We are kind.
4. On parle et on écoute avec respect/We speak and listen respectfully.
5. On parle en français/We speak in French.

Respect is always a major theme in the classroom. Throughout the year, staff members will be referring to this agreement and asking students to reflect on how living these beliefs looks, sounds and feels in various settings (i.e. classroom, lunchroom, bus, gym, etc.).



As a community, we are committed to responding to behaviour which is inconsistent with our Respect Agreement (and therefore disruptive to the learning climate of the classroom or school). Behaviour is situational, and every response to behaviour must always be informed by the circumstances of the situation. Discipline is intended to restore safety, teach appropriate behaviour, maintain dignity and promote the development of self-control. The strategies used to develop understanding and respect for the rights of others may vary from student to student. Becoming responsible and respectful citizens is the ultimate goal of our learning together at École

Crane.

## **Threat Assessment**

In keeping with the divisional Threat Assessment Policy, there will be a response when individuals display behaviours that are threatening to self or others. Further information regarding this policy can be found by clicking the following link.

<https://www.pembinatrails.ca/page/536/divisional-guidelines>

## **STUDENT ATTENDANCE PROCEDURES**

### **Students Absent from School**

If your child will be absent from school or if you know that he/she will be late, please use Edsby to notify the school. We continue to invite phone calls, but Edsby is a quick way to let the office know your child will be away. If you do not have Edsby set-up, please contact the office for assistance. Safe Arrival will contact families to verify unreported absences. This call-back program is designed for the safety of your children.

### **Appointments/Student Pick-Up/Dismissal**

Please report to the office when picking up your child for an appointment. For security reasons, we ask that all visitors report to the office. For appointments during the school day, students are required to wait for parents/guardians inside the school office where they can be supervised. It is best to leave a note in your child's agenda for this. Alternately, you can email the teacher **with a c.c. to the office (crane@pembinatrails.ca)**. Depending on the situation, we may require identification.

Please contact **the office before 3:30 pm** if you are making a same day change to your child's end of day transportation arrangements.

Our dismissal process is as follows: At 3:55 p.m. teachers lead their classes to the busses. Parents who are picking up their children are invited to wait at the benches on the East side of the school near the first bus. Alternately, parents may wish to wait in the entry of the school near the office. Children who are not taking the bus will be brought to the front of the school by their teachers once the other students have boarded their busses.

If you are dropping off lunch, medication, etc. for your child, the office staff will contact your child and ask them to come to the office to meet you.

## **Leaving the School Yard during the Day**

Students are not allowed to leave the school yard during the school day unless they are going home for lunch. Please be sure that your child's teacher knows whether or not he/she will be going home for lunch.

## **School Drop Off and Pick Up**

The safest place to drop your child off for school is on Holly Avenue at the back of the school. Supervision is in place starting at 9:00 am. Parking is available on Crane Avenue East and West of the school, should you wish to walk your child into the school. We ask that you refrain from using the staff parking lot for drop-off and pick-up.

It is **extremely dangerous** to drop your child off on the North side of Crane Avenue - please refrain from doing so. Please be aware that, according to city bylaw, it is illegal to park in back lanes.

At the end of the day, teachers walk their students outside the east-side doors and walk along Crane Avenue to allow students to get on the buses. Parents are encouraged to wait near the east-side doors to gather their child as they exit the school.

## **Extended Student Absence**

Vacations are excellent learning experiences for children and we do not discourage parents from excusing their children from school for a family vacation. Travel is an education in itself. However, parents are often concerned about the schoolwork that their children will miss while on vacation.

There are many built-in learning opportunities on vacations, from reading tour brochures, maps, and guidebooks to budgeting and calculating distances and travel times, not to mention all that children soak up from new places and cultures. Children can gather brochures, maps, tickets, postcards, artifacts, etc. and make a poster or mini scrapbook of their trip. Keeping a journal of experiences and personal reflections supports children's writing skills while away from school and serves as a memory log of their adventure.

As most extended absences are a matter of choice, we appreciate in advance your understanding that teachers cannot provide individual packages of homework for vacations. Teachers, as professionals,



continuously assess and adjust the pace and methods of teaching required for their classes to reach the curricular outcomes, making it difficult to gauge what work will be covered during extended absences. In addition, replication of the rich class discussions and group work that take place at school on a daily basis is impossible.

Upon returning from an extended absence, it will be at the discretion of the individual teacher regarding which key assignments may need to be completed. While teachers will assist with this, fully re-teaching a particular 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 teacher and the office of the dates and circumstances of any absence as far in advance as possible at (204) 453-0539.

## **Reporting to the office**

We welcome all families to our school and ask that all visitors and parents please sign in at the office upon entering.

## **Safe School Procedures/Visitor Access**

We are implementing the provincial mandate regarding *control of visitor access*. The following are the routines and practices which help ensure a safe environment at École Crane:

- ◇ We respectfully ask all parents and visitors to ring the doorbell at the front doors and to report to the office when buzzed in.
- ◇ Volunteers will receive an identification tag.
- ◇ All school doors remain locked throughout the day.
- ◇ Each class discusses and practises evacuation/fire drill/tornado/lockdown procedures several times throughout the year.
- ◇ A school lockdown would occur in the case of an unsafe individual entering the school building. Our division follows the A.L.I.C.E lockdown procedure.

**A - Alert L - Lockdown I - Inform C- Counter E - Evacuate.** *These steps do not necessarily go in order. The previous lockdown training involved going into the nearest room, locking the door, pulling the blinds, turning off the lights and hiding. While this may still be an appropriate response in a particular situation, we are now aware that other methods may need to be used including evacuating the building, barricading a door or countering by distracting an intruder by throwing objects while evacuating. This training is not*

*just about our safety in our classrooms or our schools. Situations are happening in many different locations. This training is meant to have students develop critical thinking skills in case they encounter a potentially dangerous situation anywhere.*

- ◇ For a lockdown drill, an intercom announcement stating that a lockdown is in progress. Upon hearing this announcement, all students remain in their classrooms. Teachers invite any students who may be in the hallways to enter their classrooms. Students and teachers move to a safe and secure position in the room, as directed by the teacher. Students may barricade the door if this instruction is provided by the adult in the room. Individuals in other areas of the school (i.e. bathrooms), enter the closest lockable room. Everyone remains in their safe location until an ‘all clear’ directive is given.
- ◇ It is our intent to provide a safe and caring environment for your children. Please call if you have any questions regarding these safety practices.

## **Transportation Guidelines**

Please refer to the transportation page at

<https://www.pembinatrails.ca/page/556/transportation>

for details regarding transportation department regulations.

*Please Note:* If a student who usually takes the bus has a change in plans and will not be taking the bus home, please send a note to the child’s teacher and/or contact the office before 3:30 p.m. Thank you.

## **School Closures, Bus Cancellation and Insurance**

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

- ◆ Parents have the prerogative to keep their children home if weather conditions are such that the child cannot negotiate safely to or from school.
- ◆ Unless otherwise instructed, caretakers shall open and maintain school buildings as on any regular school day.
- ◆ The decision to close schools is the responsibility of the superintendent. If the schools are not to be opened in the morning, the following radio stations will be contacted to broadcast the announcement: CBC at 990 AM, 89.3 FM and CJOB at 680 AM.
- ◆ Where a storm breaks during the school day, schools shall remain open and operational.
- ◆ If the storm is prolonged, and students are unable to go home, children will remain in the care of school personnel until retrieved by their parents.

## School Bus Cancellation Procedures in Pembina Trails School Division

School buses are cancelled at temperatures (including wind chill) of -45 degrees Celsius or colder (at the Forks Weather station). Please check radio stations for announcements regarding school bus cancellations. In the case of school bus cancellation but the school remaining open, parents are responsible for bringing their children to and from school. In such situations, children will always remain in the care of school personnel until parents/guardians arrive in the school for pick-up.



### School Pick Up with Bus Cancellation

When all school buses are cancelled, parents or guardians will need to come to the school for pick up. If you are picking your child up early, to avoid congestion at the end of the day, you should come to the office to have us call to the classroom.

## Student Accident Insurance

Insurance enrolment forms will be distributed to all students from Kindergarten to Grade 4 in September. All completed enrolment forms are to be MAILED DIRECTLY to the insurance company. Please do not return insurance forms to the school.

## Lost and Found

During the course of the year, children often misplace articles of clothing or footwear. At some time or another, these may become part of our Lost and Found. Children sometimes have difficulty identifying their belongings. Please help us by labelling all pieces of clothing and footwear. If any labelled items are found, they can be readily returned to the rightful owner. Unclaimed items will be sent to a charitable organization after each set of tri conferences, in mid-December and at the end of June. The items are displayed in the foyer for several school days before they are donated.

## Field Trips

Field trips are a natural, meaningful and exciting extension of classroom work. Board regulations stipulate that written permission is necessary for participation in field trips. You will receive notification of a field trip prior to each outing with a permission form, which must be completed and returned to the school.

## Supervision Information

### ◆ Play Ground Supervision

At École Crane, supervision is provided in the morning in the playground beginning at 9:00 am. The mid-morning and mid-afternoon recesses are supervised by teachers. Supervision at lunch hour for students participating in the lunch program is provided by paid lunch monitors.



### ◆ Outdoor and Indoor Shoes

Please note that children are asked to have outdoor and indoor footwear. We respectfully request that wet/muddy footwear be removed at the doors. This is part of an effort to maintain general cleanliness in the school.

### ◆ Current Information

It is important that the school records contain current and accurate information. **Please inform us of any telephone, email, address, and/or other changes that may occur throughout the year.** This includes home, work and emergency contacts.

### ◆ Legal Documentation

In order to enable the school to respect custody orders, a copy of the legal documentation (to keep in your child's file) is required. All information must be forwarded to the principal.

### ◆ Inclement Weather

All students at École Crane are expected to spend recess periods outside. Please send children well dressed for the elements. On light rain days, we send students out for recess. Throughout the winter months, outdoor recess is cancelled if temperatures descend to -27 degrees Celsius or lower (with wind-chill factor) according to the Environment Canada Weather Station at the Forks.



**PLEASE NOTE** that our Kindergarten students do not experience recess periods outdoors until the Spring term (April - June).

### ◆ Bicycles

Students are asked to walk their bicycles on the school grounds or on the sidewalk in front of the school. Occasionally bicycles are stolen from school yards. Risk is minimized if the bicycles are securely locked to the bike racks. École Crane does not assume responsibility for damaged or stolen bicycles.

## Administering Medication

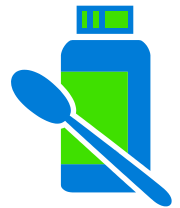
The Pembina Trails School Division has a medication policy. A complete description of the policy is available on the divisional website at: <https://www.pembinatrails.ca/page/549/divisional-policies-j>

Whenever possible, parents and guardians are encouraged to make arrangements with their physician to have all medications (Prescription or Over-the-Counter) administered outside of school hours.

When it is necessary for a student to take medication during school hours, the division requires the parent/guardian to:

- ◆ Complete the form Authorization of the Administration of Prescribed Medication which is available at the school office.
- ◆ Ensure that the first dose is administered and well tolerated prior to coming to school.
- ◆ Deliver the medication to the school office in a pharmacy labelled container.
- ◆ Share accurate information regarding medication and notify the school in writing of any changes in dosage or time of administration of medication.
- ◆ Ensure that an adequate supply of medication in the proper dosage is at the school or is brought to school each day and that it is replaced prior to expiry dates.
- ◆ Ensure their child has been made aware of their responsibility to report for their medication.
- ◆ Pick up unused medication at the end of the year.

Please feel free to contact the school if you have any questions concerning administering medication to your child.



## Head Lice

Outbreaks of head lice are common throughout the year. Although head lice are a nuisance, head lice are not a health risk.

Head lice spread quickly by close, head-to-head contact. Lice cannot live on furniture or carpet, and they cannot jump or fly. There may be few or no symptoms, but itching may occur.

You can help by:

- ◆ Checking your child's head once a week throughout the school year.
- ◆ Encouraging you child to wear their hair tied back, and avoid heads with other students.
- ◆ Using the strategies given by the Winnipeg Regional Health Authority.
- ◆ Telling the classroom teacher if you child has head lice, so other parents can be notified.

For more information contact:

Health Links: 204-788-8200

At school, we discourage children from using each other's hairbrushes and from exchanging hats.

When a case of lice is discovered at school, parents are made aware. The student is welcome to return to school once the case has received one treatment. An email is sent to all members of the class requesting that parents check all family members' heads nightly for a period of 2 weeks. Instructions for treating lice are also provided.

If the affected child attends our daycare, the daycare is notified.

Parents who require support in treating cases of lice are invited to contact the office.

## **Nutrition Guidelines**

Based on the provincial and divisional nutrition policies, staff members and parents developed the following nutrition guidelines for our students. It is our belief that we collectively have the responsibility to teach, model and encourage healthy food choices for our students.



**Students are encouraged to bring healthy snacks and lunches to school.**

The Canada Food Guidelines will be promoted and can be accessed at [http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index\\_e.html](http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html).

## Water

Recognizing the importance of water to learning, students are encouraged to bring their own water bottles which can be kept on their desk or in a designated area in the classroom. We recommend that these bottles be brought home regularly for washing.



## Parties and Celebrations

Due to provincial, divisional and school nutrition policies, we kindly ask that no edible treats be sent to school for the children in your child's class. This will also allow us to protect our students who have severe food allergies and dietary restrictions.

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

## Allergy Awareness at École Crane

There are several children at École Crane who have been diagnosed with severe nut allergies. These students are at risk of having an anaphylactic reaction if in contact with any nut product or residue.

**We ask your cooperation by not sending any food with your child containing peanuts or nut products.**



If a student in your child's class has a serious allergy to a food product other than nuts, we will communicate this information to you by a classroom letter. In order to increase the safety of all children with allergies, we ask parents to please speak with their child about not sharing their food at school.

To reduce issues with cross contamination we request that children **wash their hands before coming to school** and after they eat at school.

If your child has health problems of any kind, please inform your child's teacher immediately so that the necessary health protection steps may be taken.

Due to allergies and sensitivities, please be aware that we are a scent-free school.



Your understanding and cooperation are appreciated so that we might provide for the health needs of all our students.

## **Animals at School**

All pets need to be kept outside since many children are allergic to animals and birds. Children/parents/families should not bring their pets into school. Service animals are welcomed – please contact the school in advance to make appropriate arrangements.

## **Home & School Communication**

Regular communication between parents and teachers is highly encouraged and valued. Formal communication involving conferences and reporting is described below. Do not hesitate to email or call your child’s teacher if questions arise at any point throughout the year.

## **Reporting and Conferencing (Grades 1 through 4)**

Report cards will be written three times per year. We continue to expect students to engage in goal setting, self-assessment and reporting their own learning. Tri-conferences provide an excellent opportunity for students to participate in this process. Two sets of tri-conferences are scheduled for each year. At École Crane, our aim is to ensure regular communication between school and home regarding student progress. Conferencing and reporting will take place on the following schedule this year:

### **Reporting and Conferencing**

October 22nd (evening) October 24th (evening)	Tri-conferences (1–4)
December 19th	Report cards open on-line (1-4)
January 30th (evening) January 31 <sup>st</sup> (am)	Tri-conferences (1–4)
April 9th, 2025	Report cards open on-line (1-4)
June 25th, 2025	Report cards open on-line (1-4) Report cards sent home (K)

Throughout our division, Kindergarten students receive one written report at the end of June.

## **Class Communication**

Most classrooms will use Seesaw as a communication platform to share student learning and classroom information with families. Teachers will also communicate to families by email or through Edsby. Please do not hesitate to contact your child’s teachers through email.



## Social Media

Instagram [ecole\\_crane](#)

## Parent Involvement

### École Crane Lunch Program 2024/2025

In consultation with school administration, and in keeping with PTSD lunch program policy, a committee of parents implements a lunch program at École Crane.

The cost of the lunch program is \$150.00 per student per year. All students who stay at school during the lunch hour are required to pay this fee. Lunch program fees cover the costs of employing classroom lunch supervisors and one lunch coordinator. These funds permit the committee to hire 1 lunch supervisor per classroom for the duration of the lunch hour. Please note that the ratio of 1 adult per classroom will depend on our ability to hire a sufficient number of lunch monitors. If you need additional information, please contact the lunch coordinator, Lorraine Crawford, at the school.

### Parent Advisory Council

Please consider attending the Parent Advisory Council meetings this school year. Being involved with the council is a wonderful way to get to know the school, teachers, and other parents. It is your opportunity to participate in the important work of the school. We meet on the fourth Monday of the month at 7 pm either virtually or in-person. We look forward to seeing you there.

### School Grounds Transformation Committee

Our mission is to provide an ecologically diverse schoolyard to enhance learning and recreational opportunities for the students, staff and community of École Crane. We meet before the PAC meeting from 6 p.m. - 7 p.m. either virtually or in-person. We would be happy to have you join us. *“The evidence is consistent, positive and convincing: families have a major impact on their children’s achievement. When schools, families and community groups work together to support learning children tend to do better in school, stay in school longer and like school more.”*





# Get in the zone

## DOs and DON'Ts of school zone safety

**School zones** can be dangerous places for kids walking, biking or even getting picked up or dropped off at school. In 2009, 42 traffic accidents involving kids under the age of 14 occurred on Manitoba streets. Together, we can make our roads safer by following these simple DO's and DON'Ts of school zone safety.

## DOs

- 1 Slow down.** Slow to a safe speed where you can. Carefully watch for kids crossing in between parked cars.
- 2 Stop for buses.** When a bus' lights are flashing, it means that children are getting in or out. Traffic must stop in both directions until the lights stop flashing – and no sooner.
- 3 Put your car in park.** When dropping off your children, don't just come to a stop, but put your vehicle in park while they exit.
- 4 Pick a spot.** Discuss with your child a designated pick-up and drop-off spot that is easily and safely accessible. That way, kids aren't wandering the streets to find their ride home.
- 5 Always signal.** Signal when changing lanes, turning onto another street or when moving from a parked position.

## DON'TS

- 1 Don't be distracted.** Put down the coffee or cell phone and put your hands on the wheel and your eyes on the road.
- 2 Don't park in no parking or no stopping zones.** Waiting drivers may become impatient and attempt unsafe manoeuvres to pass, putting you and your child directly in harm's way.
- 3 Don't idle.** If you stop for longer than 10 seconds, it is more fuel efficient to shut your car off and turn it back on when it's time to go.
- 4 Don't roll through stop signs.** Make a complete stop at every stop sign and check for traffic both on the road and the sidewalk.
- 5 Don't ignore School Safety Patrols.** Patrols are there for one purpose: to protect youngsters as they cross the street. When crossing guards extend their flags and enter the street you must come to a complete stop and wait for all pedestrians to cross, proceeding only when the patrol has returned to the curb.

# IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



**IF YOU HAVE A BIG PROBLEM,  
TELL AN ADULT YOU TRUST.**

©2007

# À l'École Crane

**1. On inclut les autres.**  
**We include others.**

**2. On s'entraide.**  
**We help others.**

**3. On est gentil.**  
**We are kind.**

**4. On parle et on écoute avec respect.**  
**We speak and listen respectfully.**

**5. On parle en français.**  
**We speak in French.**

