



# School Handbook

# Welcome to Beaumont School!

## Beaumont School

Welcome to Beaumont School! As a staff it is important to us that we continue to build strong, supportive relationships with families to best support our students' growth and learning. Beaumont school is a community of learners: students, teachers, parents/guardians, and support staff who grow and discover together.

## Mission Statement

Igniting the spark for a lifetime of learning!

## School Information and Hours

**School Phone:** 204-895-2820

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

|                       |                 |
|-----------------------|-----------------|
| <b>Student Entry:</b> | 8:50 am         |
| <b>AM Recess:</b>     | 10:30 -10:45 am |
| <b>Lunch:</b>         | 11:45 -12:45 pm |
| <b>PM Recess:</b>     | 2:20 - 2:35 pm  |
| <b>Dismissal:</b>     | 3:35 pm         |

## Student Entry Doors

We ask that in the morning, you say goodbye to your child outside of the school. Students will be welcomed in at their respective doors when the bell rings. This will be the procedure at the end of the day as well. Entrance and exit will be as follows:

- **Parking Lot Doors:**
  - 1/2OC Josey Orchard and Miranda Chin
  - 1/2G Meaghan Gale
  - 2/3B Cynthia Black
- **South Doors:**
  - AM/PM Kindergarten Jannine Buors
  - 3HC Mikayla Harrison and Miranda Chin
- **West Doors:**
  - Civic Side: 4W Ange Waters
  - Playground Side: 4/5KR Vanessa Knight and Leanne Rylie
  - Playground Side: 4/5ST Kendra Sabourin-Toro

## **Office Hours**

Office hours are 8:00 am – 4:00pm. A message may be left beyond these times. Please note that all doors of the school are locked at all times.

## **Visitors**

We ask that all parents, visitors and parent volunteers report to the office upon entering the school. All parents and visitors must enter through the parking lot doors. Visitors are required to sign in at the office. If parents need to see their child in their classroom we ask that you report to the office and we will help you. We need to carefully monitor who is in the building to ensure safety for all.

## **Attendance**

We use Edsby! Please download the app and use server address: peminatrails

Please note that it is important that students arrive as close to the bell as possible as there is no supervision outside the school in the morning.

Students are asked to report to the office when arriving late and parents should report to the school office when picking up their child during regular school hours. When someone other than a parent/guardian is picking up a child, we ask to be informed prior to the pick-up.

We appreciate the support in ensuring that students attend school regularly and arrive on time.

## **Communication with Parents**

The primary mode of communication with our parent community is through electronic means. Communication to families is through School Messenger, Email and Edsby. All Field Trip permission forms are shared with parents through Permission Click, a service which allows parents to provide the school with electronic permission for their child to participate in field trips and special activities. Beaumont School also uses this service for the collection of School Fees, and Lunch Fees.

The Beaumont School webpage provides families and our community with detailed information regarding our school. We encourage families to visit it frequently.

## **Reporting Student Progress**

In September, the students of Beaumont School, participate in Strong Beginnings. Students have a one hour appointment with their classroom teacher who continues to get to know students as learners through formal and informal assessments in the areas of Literacy, Numeracy and Learning Behaviours.

Teachers communicate five times per year with families regarding their child's learning. October and February are Tri-Conferences, where the parent/guardian, child and teacher meet to review the child's learning profile: identifying areas of strength, interests, learning needs and learning goals. These conversations are critical to ensure that the child's team is working together to support growth.

Formal report cards are distributed in December, March and June. Families are encouraged to communicate directly with their child's teacher regarding any questions, concerns and/or suggestions to support their child's academic, social/emotional and behavioural growth. Together we do make wonderful things happen!

### **Email Address Changes**

The majority of school information is communicated through email, Edsby and/or our school webpage. Please be sure to notify the office of any changes to your email address to ensure that important school information is communicated to you in a timely fashion.

### **Student Drop Off/Pick Up and Parking Safety**

The parking lot is reserved for staff use. All spots are reserved. Parking for student drop off and pick up is available on Betsworth Ave., Civic St., Community Row and Hunterspoint Rd. Please do not use the parking lot. We ask that this be communicated to family members who may pick up and drop off children. In exceptional circumstances, families are permitted to use the lot. This is considered and discussed with the office.

**For the safety of our children, please be sure to adhere to the parking/driving signage on Betsworth Ave. Please note: There is no stopping in front of the school to drop students off.**

**Students are required to cross with the patrols, even when parents are waiting in the car on the street. The safe way to cross is at an intersection when not accompanied by an adult. Please remind your child to cross at the cross walk and then walk to your car.**

**It is helpful to arrange a pre-determined drop off/pick up spot with your child/ren on one of the above streets to limit traffic congestion on Betsworth Ave.**

**Thank you in advance for your collaboration in keeping our students safe!**

### **Storm Days and Extreme Weather Conditions**

On extreme cold and rainy days, we ask families to ensure that their child is appropriately dressed according to daily forecasts.

When the wind chill drops below -27 degrees Celsius, recesses (am, lunch, and pm) will be held indoors. Patrols are not on duty during these cold temperature days.

Weather readings used by Beaumont School are obtained by Environment Canada.

## **School Bus Transportation**

Families who are interested or in need of transportation for their child/ren are able to contact the Pembina Trails School Division Transportation Department directly. The Transportation Department contact information is available at [www.pembinatrails.ca](http://www.pembinatrails.ca) under the Parent/Student tab.

School bus transportation may be cancelled due to inclement weather even though schools may still be in session. Bus cancellation decisions are made by the Superintendents of Metro School Divisions in the city. Parents are to tune in to CJOB Radio regarding potential bus cancellations during times of inclement weather.

## **School Dress**

Appropriate and respectful dress is required at school. Clothing items with inappropriate content or language will require changing. For safety reasons, students must have indoor runners on at all times. Please ensure that students are dressed for the weather. It is very helpful to have extra clothes or socks in the school bag in case of an emergency.

Students and families are asked to remove outdoor footwear upon entering the building. Together we can keep our school clean and beautiful!

## **Bicycle Safety**

- Please encourage your child to wear bicycle helmets at all times when riding.
- Students are to walk their bicycles when on school grounds.
- Students are encouraged to lock their bike with a sturdy lock. The school assumes no responsibility for lost or stolen bikes.
- Students are encouraged to stay alert for cars coming out of driveways, lanes, or parking spaces.

Students are encouraged to not bring skateboards, scooters, and/or rollerblades to school as our roads are very busy at arrival and dismissal times, making safety a significant concern.

## **Co-Curricular Activities**

Thanks to the dedication of our staff, Beaumont School offers a full complement of extra-curricular activities during the lunch recess and occasionally after school. Some of these include: musicals, crochet club, Smudging Turtles, jump rope, running club, volleyball, basketball, cross country running, track and field, and drawing club.

## **Student Support Services**

A continuum of supports is available to support student learning. The core educational team centers on the student including the teacher and the parents/guardians. The classroom teacher plays a critical role in determining the appropriate supports to support individual learning and when necessary will access the in-school support team.

This team includes the administrator and the resource teacher assigned to the classroom. Educational assistants also provide significant support. If additional support is required, the team may access, with parent/guardian permission, the divisional clinical supports.

## **Lunch Program**

We offer the service of a Lunch Program operated by school administration. Registration information and cost of this service is available in the office or on our school website.

The cost of the program covers the cost of the supervision in the classrooms. Students eat lunch in their classrooms under the supervision of the Lunch Program Supervisors from 11:45 am – 12:15 pm and from 12:15 pm – 12:45 pm students go outside to enjoy 30 minutes of supervised play.

Students are expected to follow all lunch program expectations.

## **Student Personal Electronic Device Use**

As per the directive from the Minister of Education, students in grades Kindergarten to Grade 8 are restricted from using Personal Electronic Devices on school property during school hours. PED's include cellular devices, tablets, smart watches, e-readers and electronic toys. We aim to cultivate an optimal learning environment that minimizes distractions and promotes focused engagement in all school activities. If your child needs a device before or after school, please reach out to the school and we will make a plan. Divisional devices are occasionally used in classrooms for rich learning experiences.

## **Lost and Found**

Students are discouraged from bringing valuables or money to school at all times. Lost items are placed in the Lost and Found near the office. Students and parents are encouraged to check frequently for missing items. Items will be bagged up monthly and donated to a charitable organization.

## Allergy Alert

Please note that Beaumont School is a Peanut/Tree Nut, Shellfish/Fish Aware School. Due to student and staff allergies, students and staff are encouraged to refrain from bringing foods to school that contain peanuts, tree nuts, fish and/or shellfish.

Thank you for your collaboration in ensuring the safety of all our staff and students at Beaumont School.

## Medication

If your child requires regular medication during the school day it will be administered through the office following the completion of a divisional form, complete with staff/parent signatures. All medication must remain in the original prescription container.

## Toys at School

We kindly ask that students leave toys, stuffies, squishies, cards (including Pokemon Cards) and games at home. We know that these items are special to students, and we do not want to risk them being lost or damaged while at school. If your child requires a calming tool, the school will work with you and your child to find an appropriate tool. We are also working very hard to be aware of the spread of lice and stuffies can create a problem in this regard. Teachers may at times allow these items to be brought to school. An email will be sent home if this is the case.

## Food Safety/Birthday Celebrations

Pembina Trails school sites are applying a preventative approach to food safety by adopting a food safety culture. A culture of food safety is attained when food-safe behaviours are second nature to the members of the school community – the nutrition team, school administrators, teachers, parents and students – and these behaviors are consistently practiced to help keep students healthy and safe.

It is important to note, that when providing baking or prepared food from home parents and guardians should be aware of the following safe food handling practices set out by Manitoba Health.

At Beaumont, we will continue to celebrate various occasions throughout the year with “class parties.” **On these occasions, your classroom teacher will send home a letter indicating what food items are required. All food items brought from home for class parties should be requested and approved by the classroom teacher.** Each classroom will organize these events in a way that suits their classroom routine. As such, we ask the following:

- Foods **can not** include any of the following potentially hazardous ingredients: **meat, poultry, fish, shellfish or nuts**. Foods containing **eggs, dairy or wheat** must be clearly labelled as such due to potential food allergies.
- Items must be identified as to which home they came from in the event there is a complaint or other issue.

*Safe Food Handling Requirements for foods brought from home include:*

- *Proper hand washing (before preparing food; after eating, drinking or smoking; after using the washroom; after touching your face/hair/ nose/etc.; after handling money or meats/poultry; after any activity that may contaminate your hands; etc.)*
- *Clean clothing should be worn (e.g. apron) and long hair must be secured/tied back).*
- *Taste testing – single use utensil only.*
- *Do not clean surfaces with re-usable dishcloths or sponges as these items can grow and spread harmful microorganisms (pathogens) if handled incorrectly.*
- *If you are sick or ill you should not handle or prepare food.*

We are asking families who wish to celebrate their child's birthday in the classroom (optional) to send **non-food related items**. Examples of things that would be appropriate are pencils, erasers, bookmarks or a book to be read and donated to the classroom library in your child's honour.

For complete information on the new school requirements please follow this link to our divisional webpage <https://www.pembina Trails.ca/WhatWeOffer/SafetyHealthandEnvironment/Health/FoodSafety/Pages/School-Requirements.aspx>

Thank you for your support in keeping our children healthy and safe.

## **Student School Patrols**

Students in Grade 5 have the opportunity to apply to become School Patrols. Responsible students volunteer their time to provide an essential service to our school community.

Students are trained on the procedures and expectations, using a program developed by the Winnipeg Police Service.

**Please be diligent and aware of our student school patrols when dropping off and picking up your child/ren. Please adhere to all parking/driving signage on Betsworth Ave.**

**Thank you for your collaboration in keeping our students safe!**

## **School Safety**

Beaumont School has established an Emergency Response Plan which aims to protect the health and safety of all students and staff. This includes the following safety plans: Fire, Lockdown, Tornado, Hold and Secure, Emergency Evacuation and Natural Disaster. In case of an emergency, all students will be evacuated to Oak Park High School. In the event of an emergency evacuation parents/guardians would be contacted directly.



## **Standard of Behaviour**

Beaumont School uses the Pembina Trails Standard of Behaviour to support creating a safe and caring learning environment. The document outlines roles and responsibilities for all parties involved in the school experience of a child. The document is provided in the following link.

[standard-of-behaviour-brochure.4e21fe8841.pdf](#)

## **Library Procedures**

Beaumont school invests a good chunk of the yearly budget to ensure that the library is stocked with current and popular books for students. Students will have a scheduled book exchange class every cycle. Students are permitted to take out 2 books at a time. Parents will be informed of the book exchange day and reminders will be sent home to remind to send library books to school. Teachers will be updated weekly regarding overdue library books. Students will only be permitted to take out more books when the current ones are returned. If a book is overdue for 3 weeks or more, a notice will be sent home to families. We ask that you look for the book, or reach out to the school if there has been an error and the book has already been returned. If families are unable to find the book, a notice will be sent home with the replacement cost of the book.

## **Head Lice**

Head lice is an issue that is prevalent in all schools and has recurred in varying levels of intensity at Beaumont School. We would like to be proactive in sharing information with families to ensure that we are doing everything possible to avoid the spread. Head lice management requires teamwork between public health staff, school staff, parents and the community. As with other diseases, head lice management is the responsibility of the parent. The following links provide more information:

[Head Lice fact sheet:Layout 1](#)

[Head Lice](#)

### **If a child has head lice:**

- Parents are asked to notify the school immediately.
- School will distribute a notification letter to the children in the classroom or the area affected. The letter should provide notification to parents of lice found in the classroom and provide additional education on what to look for, how to treat as well as myths and realities (see below).
- Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day, however head-to-head contact is discouraged.

- Parent is advised that the child may return to school/daycare after the first treatment with a recommended pediculicide has occurred.
- Parents are advised that they should remove all nits.

### **General recommendations:**

- During high occurrence times, it's a good idea to check your child's head once in a while.
- Encourage your child to avoid head to head contact.
- Avoid sharing hats and head gear.
- Avoid sending stuffed animals and plush items to school.

### **SIGNS OF HEAD LICE:**

Lice and nits are most commonly found behind the ears and near the neckline at the back of the head. Most head lice cases are diagnosed after careful inspection of the hair and scalp. Helpful tools for finding nits and lice include a good light, a magnifying glass, a fine-toothed, louse (nit) comb and a liquid, such as water or hair conditioner (which may help slow down crawling lice). Though very small, lice can be seen by the naked eye. What you or your doctor might see by thoroughly examining your child's head:

### **LICE EGGS (called nits)**



These look like tiny yellow, tan or brown dots before they hatch. Lice lay nits on hair shafts close to the scalp, where the temperature is perfect for keeping warm until they hatch. Nits look sort of like dandruff, only they can't be removed by brushing or shaking them off. Nits that are found an inch or more from the scalp have already hatched and the child has had lice for 2 to 3 weeks already.

Unless the infestation is heavy, it's more common to see nits in a child's hair than it is to see live lice crawling on the scalp. Lice eggs hatch within 1 to 2 weeks after they're laid. After hatching, the remaining shell looks white or clear and continues to be firmly attached to the hair shaft. This is the stage when it's easiest to spot them, as the hair is growing longer and the egg shell is moving further away from the scalp.

### **SCRATCHING:**

Many people with head lice have no symptoms. Others may feel a tickling feeling on the scalp or in the hair, itching (caused by the bites of the lice which is a reaction to the saliva of lice), irritability and difficulty sleeping (because lice are more active in the dark and they may feel things moving around on or tickling their heads) and sores on the head (caused by scratching, which can sometimes become infected).

Itching, the most common symptom, may not always start right away; that depends on how sensitive your child's skin is to the lice. It may take four to six weeks to develop the first time a person has head lice. In some first-time cases, symptoms may not develop at all.

### **HEAD LICE MYTHS:**

In 2015 the EPA released new information on head lice and established a list of myths based on current research. It is a myth that head lice:

- are a sign that a person or home is unclean;
- can jump, fly and survive long periods of time when off or not on their host;
- can infest buildings;
- are readily shared on comb, brushes and hats;
- burrow into skin or transmit infections;
- are resistant to all treatments;
- should prevent a child from attending school.

