

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**

**Student Entry:** 8:50 am

**AM Recess:** 10:30 -10:45 am

**Lunch:** 11:45 -12:45 pm

**PM Recess:**  2:20 - 2:35 pm

**Dismissal:** 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:**
	+ 1/2 O/C Miranda Chin and Josy Orchard
	+ 1/2H Cora Hoeppner
* **South Doors:**
	+ AM Kindergarten Jannine Buors
	+ 2/3 H Mikayla Harrison
	+ 3/4 KCW Vanessa Knight and Danielle Camara Wallace
* **West Doors:**
	+ Civic Side: 4/5 W Ange Waters
	+ Playground Side 4/5 B/R Leanne Ryrie and Cynthia Black

**Office Hours**

Office hours are 8:00 am – 4:00pm. An answering machine is available to record calls beyond these times. Please note that all doors of the school are locked between the hours of 9:00 am and 3:35 pm.

**Visitors**

We ask that all visitors and parent volunteers report to the office upon entering the school. Visitors are required to sign in at the office.

**Attendance**

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

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. This year, our first meeting time will focus more specifically on goal setting, and our February meeting will be a celebration of learning.

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.

**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.**

**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.

Weather readings used by Beaumont School are obtained by Environment Canada (James A. Richardson International Airport).

**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. For safety reasons, students must have indoor runners on at all times.

Students 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 not to 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 before, after, and/or during the lunch recess. Some of these include: musicals, recorder club, choir, jump rope, running club, volleyball, basketball, cross country running track and field, and juggling 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, the resource teacher, and the school counsellor. 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.

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.

**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.

**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.pembinatrails.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, 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.

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