



# Arthur A. Leach

## HANDBOOK

2024 - 2025

1827 Chancellor Drive

School Hours: 9:20 a.m. to 3:55 p.m.

E-mail : [arthuraleach@pembinatrails.ca](mailto:arthuraleach@pembinatrails.ca)

Website: <https://www.pembinatrails.ca/arthuraleach>

Penny Riffel, Principal

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

Shawna Nagler, Vice Principal

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

# 2024-2025 Registration Information



**To register** your child, please complete a Registration Form (found on our school website: [How To Register \(pembinatrails.ca\)](http://pembinatrails.ca)).

**The following documentation** must be attached to complete the registration process:

- ◆ Your child's birth certificate
- ◆ Proof of residency (ex. lease agreement, mortgage documents or utility bills)
- ◆ Your child's 9 digit personal Manitoba Health information (9 digit personal identification number)
- ◆ Name and phone number of an emergency contact
- ◆ Parent/guardian home and work phone numbers

If you would like to make a **classroom request**, please do so at the time of registration. We will work to honour requests made before May each year. If a class request is submitted after class placement announcements are made, it is likely that they will not be granted as it causes too much disruption across several classrooms.



School fees are collected annually to cover in-year costs such as the following:

- ◆ Some school supplies
- ◆ Field trip and transportation costs
- ◆ Locker maintenance
- ◆ House colour shirt (initial year of enrollment)
- ◆ Special school events

There may be additional cost requests throughout the year which might include special field trips, sports/team registrations, Option Course Fees, etc. We make every effort to keep these costs as low as possible and appreciate your support. If you are having difficulties making these payments, please contact the office and we can work to support a plan that is right for you and your family.

# Lunch Program



The Arthur A. Leach Lunch Program offers students the opportunity to remain at school for lunch in a safe, supervised environment. Registration and cost information for this service is available through the office. AAL expects participating students to behave in a manner that promotes everyone's safety and well-being. Therefore, respectful student behaviour towards fellow students and supervisors is mandatory. Students enrolled in the Lunch Program will eat in designated areas.

**Students must provide their own lunch, and their own cutlery.**

**No microwaves are available for student use.**

**Students are expected to be kind and respectful to peers, adults, and property.**

**There is zero tolerance for fighting and swearing.**

**Failure to comply with the lunch hour rules may result in loss of school lunch program privileges.**

**AAL is an ALLERGY AWARE SCHOOL! Please do not send items with peanuts.**

## **LUNCH PROGRAM REGISTERED GRADE 5 AND 6 STUDENTS**

**12:05 - 12:35:** students in their classrooms eating lunch

**12:35 - 1:05:** students to be in assigned areas on the school playground. Students will be expected to go outside (unless in a club) in all-weather situations, except where temperatures are below -27°C. Students should be dressed appropriately.

## **LUNCH PROGRAM REGISTERED GRADE 7 AND 8 STUDENTS**

**12:05 - 12:35:** students in their classrooms eating lunch.

**12:35 - 1:05:** there is minimal supervision. Students are allowed to leave school property. We remind all families that we have a great relationship with businesses along Pembina Highway and expect our students to be ambassadors. If a business has a concern, we will partner with them, families, and police (if necessary) to continue our strong ties to the community.

# 2024-2025 Teacher and Room Assignments

Office Staff	
Principal	Penny Riffel
Vice Principal	Shawna Nagler
Office Staff	Andrea Toews, Allison Jones, Mengxi Yang

Subject	Teacher	Room
Band	Alena Arnason	Band Room
Physical Education	Maggie Klassen/Krystal Morgan/Brendan Thomasson	Gym
Art	David L'Heureux	Art Room
Human Ecology	Natalie Isford	Foods Lab
Woods	Ryan Funk	Manufacturing Lab
French	Brittany Nelson/Elizabeth Ginther	U3
French	Elena Joffrin	U2
Drama	Josh Selley	Drama Room
Library	Jen McDermott	Library

Grade	Teacher	Room
5	Taylor Martin	U1
5	Jenna Neuendorff	U4

Grade	Teacher	Room
6	Madison Mislawchuk	L2
6	William Racano	L3
6	Nicole Reimer	L4
6	Joey Motts	L5
6	Deb Forrester	L6
6	Margarida Campbell	L7

Grade	Teacher	Room
7	Andy Bailey/Josh Selley	N4
7	Jill Sutherland	N2
7	Jenna Maksymyk	202
7	Janet Pelletier	204
7	Garrett Glenwright	206
7	Richard Plexman	102

# 2024-2025 Teacher and Room Assignments

Grade	Teacher	Room
8	Lisa Cusack	N1
8	Ashley Fazel Darbandi	N3
8	Dionne Williams	201
8	Michael Sarkany	103
8	Garnet Ball	105
8	Brenan Thomason	U6

## Student Services Team

Brenley Bacon/Terina Epp/Andy Bailey/Emily Schulz/Robin Wilson/Brenna Payjack

## Home School Communication



Home-school communication is important for student success. We have several ways that we communicate:

EDSBY: both by direct messaging and passive information displays.

School Messenger: important school wide or specific grade information, delivered directly to your email.

Phone calls: This is for specific, more sensitive information sharing.

Website/Portal: contains important calendar events and pertinent school information.

**Please make sure we have updated email and telephone contact information so we can stay in touch.**



We are an Edsby School. Edsby is a powerful tool/app that allows you to communicate, organize, and track your child’s progress. We encourage all parents/guardians to sign up. If you need support with Edsby, please contact the office.

Edsby is found on our website in the top right corner under **Sign In>Parent>Edsby**.

You will be sent information to set up your account including your username and an auto-generated password (the auto-generated password can be customized when you first sign up). **Sign in by entering your Username and Password and clicking Log In.**

Staff and students just need to click the Microsoft button at the bottom. If you have more than one child attending a Pembina Trails school, you can use the same information to log in and see information for all your children. *Please visit <https://www.edsby.com/how-edsby-helps/parent/> and watch the introductory parent video to learn more about Edsby.*

Edsby has a free app for all iOS and Android smart phones. Using your smart device allows you to have up-to-the minute access to school information anywhere, anytime. When prompted with a server address: "e.g., xyz" enter "pembinatrails". Enter your Username and Password and click the "Log In" button. Edsby can be accessed in different languages. Information regarding Edsby language support can be found here: <https://www.edsby.com/help/language-settings-and-translating-in-edsby/?highlight=translate>

**Once parents/guardians have the app and are signed up, they can:**

**Report absences 24/7 with a quick touch of a button. Communicate with school staff.**

**Check student progress, including attendance, homework, and important events. See report cards. If your child is in extra-curricular, easily track upcoming events and deadlines for submissions/permissions. Follow upcoming school events on the Edsby "River of News" found at the top of the homepage.**

<b>URGENT</b>	<b>Urgent: Time-sensitive, urgent information</b> <ul style="list-style-type: none"><li>• Send by email (Outlook, SchoolMessenger, Edsby Message)</li><li>• Multiple forms of communication is <b>REQUIRED</b></li></ul>	<i>"School is in lockdown"</i> <i>"Snow day – buses cancelled"</i>
<b>Need2Know</b>	<b>Need2Know: important information</b> <ul style="list-style-type: none"><li>• Send by email (Outlook, SchoolMessenger, Edsby Message)</li><li>• Multiple forms of communication is <b>RECOMMENDED</b></li></ul>	<i>"Exam schedule has been released"</i> <i>"Form and payments are due tomorrow"</i> <i>"Ball practice is cancelled for tonight"</i>
<b>Nice2Know</b>	<b>Nice2Know: optional information</b> <ul style="list-style-type: none"><li>• Any method of communication appropriate for the situation, including:<ul style="list-style-type: none"><li>• Sent by email (Outlook, SchoolMessenger, Edsby Message)</li><li>• Edsby Posts/Notes, Articles, Events, Polls or Journal</li><li>• Website stories</li><li>• Social media</li></ul></li></ul>	<i>"Project assigned – due next Tuesday"</i> <i>"Class reminder – test tomorrow"</i> <i>"Craft Sale Fundraiser"</i>

# Daily Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
9:10 - 9:20	Students to be making their way to class					
9:20 - 10:00 *	40					
10:00 - 10:40	40					
10:40 - 10:45	5	Break				
10:45 - 11:25	40					
11:25 - 12:05	40					
12:05 - 1:05	Lunch					
1:05 - 1:10	Students to be making their way to class					
1:10 - 1:50*	40					
1:50 - 2:30	40					
2:30 - 2:35	5	Break				
2:35 - 3:15	40					
3:05 - 3:55	40					

The cycle day is visible at the top right of the school and division web pages. The current school calendar, complete with holidays, breaks, school closures due to divisional and metro professional development days is available on the divisional website [2000/2001 SCHOOL CALENDAR \(pembinatrails.ca\)](http://2000/2001_SCHOOL_CALENDAR_(pembinatrails.ca)). Please consult the school's website for information on specific dates relating to activities at AAL

## Arrival/Departure/Attendance

School doors open at 9:10 am each day. Classes end at 3:55 pm.

**Attendance** is taken at 9:20 am and 1:10 pm. If your child is going to be absent from school, we ask that you contact the office through Edsby, email, or voicemail to notify us of the absence prior to the times indicated. We use Safe Arrival to notify parents/guardians when their child has been marked absent. This can be alarming information to receive electronically, so we encourage you to let us know through Edsby or by calling/emailing the office beforehand. **Students arriving to school late will be expected to sign in at the office.**

**Early Pick up:** Occasionally, parents/guardians pick up their children prior to regular dismissal times. We ask that parents/guardians inform the office, preferably by Edsby. Parents/guardians can also call or email the office. In the event of an early pick-up students will need to sign out in the office so we know they have left the building in case of emergency.

Please adhere to the City of Winnipeg signage regarding stopping and parking. Crossing guards will be on duty in the morning and after school. **The staff parking lot and school bus loop are not to be used for picking up and dropping off students.**

**All visitors**, including parents/guardians, MUST enter and exit through the front doors and check in upon arrival at the office. There is a bell at the front door to alert the office, an office employee will let you in.

# Extended Student Absences

Although not encouraged during the school year, we recognize that travelling can be full of wonderful learning opportunities. In addition, occasionally there may be times that your child may need to miss school for an extended period due to unexpected family events such as illness and/or funerals. We also recognize that these events may occur in different parts of the world.

With the above in mind, if an extended absence should occur during the academic year and you must remove your child from school, please be aware that the richness of in-school learning experiences cannot be replaced by learning packages or Edsby. Classroom instruction will not be duplicated or repeated, nor will homework be provided for extended student absences.

As a parent/guardian, if your child is going to be absent for an extended period of time, please consider engaging your child in activities such as daily reading, journaling, design projects, or inquiry learning/passion projects inspired by their interests. For some absences, you may even consider enrolling your child in a school where you are going.

For absences over four weeks, students will be withdrawn from the school and re-entered upon return. We cannot guarantee that your child will return to the same homeroom, depending on enrolment.

In preparation for your child's absence, please ensure that you formally contact the office to share important information around the absence, so that we can plan and prepare.



# School Policies and Procedures



## Student Cell Phone Use

The following messages, developed by students, describe our Student Cell Phone Usage

Message to students	Message to teachers	Message to families
Phones will be placed in the cell hotel behind the teacher's desk (a pocket chart). If a phone is seen during class time when it is supposed to be in the cell hotel, the teacher will take the phone to the office to be picked up at the next break or lunch or end of day.	When we walk into the classroom we have numbers assigned to us- we put our phones in the cell hotel pocket at the start of class. If our phones are out without teacher permission. They are taken away and brought to the office to be picked up at the next break or lunch or end of day.	<p>We are learning about cell phone use in class and how to use our phones respectfully and responsibly as learning tools. To help us, if you want to contact us, please call the school office and they will come get us. If you are texting us, we will be able to respond during break or lunch.</p> <p>If our phone is taken away and brought to the office 5 times, our Principal or Vice Principal will call you to make a plan.</p>

**Any searches of electronic devices** will be limited (where reasonable) to those parts of the device that contain information related to the violation of school/divisional rules or policies. According to policy, students and their parents or guardians need to be aware of the diminished expectation of privacy when electronic devices are brought to school and used inappropriately.

**Pembina Trails School Division will assume no responsibility** in any circumstance for the loss, destruction, damage, or theft of any electronic communication device or for any communication costs associated with the unauthorized use of such devices. Students and families are responsible for securing devices and/or locating their lost or stolen items.



MEDICINE

## Administering Student Medication

**Students who require medication** (URIS B identification) to be used in emergency situations (Epi-pens, Inhalers, Insulin, etc.) are required to have that medication on their person during the school day. Completed and signed URIS forms will be securely filed in the school office.

If a student's class is going on a field trip, and the student does not have their medication, parents/guardians will be asked to bring the medication to the school. If the parent/guardian is unable to bring the medication prior to departure, the parent/guardian will be asked to pick the student up. The student will either be sent home or will stay at the school to complete independent work for the duration of the trip.

**If prescription/ non-prescription medication is received by a school** it must have a pharmacy label indicating the name of the medication, the dose, the time of administration. Parents/guardians must also complete a medication administering form— please contact the office.

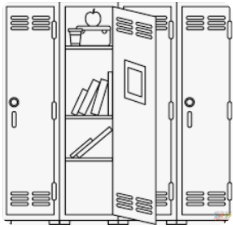
# School Policies and Procedures



## Student Injuries

You will be promptly notified of any serious injury (such as cuts, possible sprains, breaks, or concussions) that might require medical attention. If your child has bumped their head, the school personnel will follow the concussion protocol.

If you are not able to transport your child to a doctor or to a hospital, we will call an ambulance on your behalf. You are reminded that hospitals require parental/guardian consent when treating a child. Please ensure that your 9-digit Manitoba Medical number is on the Student Registration form, as well as an up-to-date list of phone numbers where we can reach you.



## Student Lockers

The homeroom teacher will assign lockers to individual students or a pair (in the event a locker is shared). The school will provide locks or a carabiner. Students should not keep items of high value in their locker. **The school assumes no responsibility for lost, damaged, or stolen items.** In the event of an emergency or concern, AAL reserves the right to enter a locker to retrieve items or search lockers for safety reasons. The locker is property of the school. Students are responsible for the upkeep and maintenance. Locks brought from home will be removed, the school will not be responsible for reimbursement.



## Bicycles, Scooters, and Helmets

Bicycle stands are provided for students who choose to ride their bicycle to school. **Due to increased theft, students should secure their bicycles with a sturdy lock and should have a record of their bicycle's serial number.** While the school will assist in safeguarding personal belongings such as bicycles, the primary responsibility rests with the students. If brought to school, rollerblades and skateboards are to remain in student lockers. Skateboards, bicycles, and rollerblades are not to be used in the school. Students skateboarding, bicycling or rollerblading to and from school and on school property are always expected to wear a helmet.

# School Policies and Procedures



## Emergency Drills

We participate in ten fire drills, four lock down/A.L.I.C.E. drills, and two tornado drills during each school year.

The purpose is to help students understand what would be expected of them in an emergency situation. Respectful behavior and adhering to the evacuation procedures is expected of students during these drills.

Follow up conversations in classes after a drill assist students in processing questions, areas of concern, and help align their actions with a given situation. Parents/guardians will receive notification prior to each lock down/A.L.I.C.E. drill.



## Cold Weather

When the temperature or temperature and wind chill combination is  $-27^{\circ}\text{C}$  or below, students will remain indoors during recess, lunch time, and while waiting for the school bus. Regardless of the weather, children should always come dressed to go outdoors.

## EMERGENCY SCHOOL CLOSURE (weather)

Parents/guardians can keep their children home if weather conditions are such that the children cannot negotiate safely to or from school. Please contact the school via Edsby or phone/call email to advise of the absence.

Unless otherwise instructed, caretakers shall open and maintain school buildings as a regular day.

**The decision to close schools is the responsibility of the Superintendent/CEO. In the event of a school closure, CBC and CJOB will broadcast the announcements, and the information will be available on Twitter. The division will also send out a communication through email .**

Where a storm breaks during the school day, schools shall remain open and operational. Students who are already in school shall not be dismissed during the school day because of inclement weather. Principals shall exercise discretion in sending students home at the end of the school day. If the storm is prolonged, and students are unable to return home, children will remain at school until picked up by their parents/guardians.

# Student Achievement, Success, and Reporting

## Strong Beginnings

### Strong Beginnings

Strong Beginnings is a Divisional Assessment Initiative we participate in at AAL. Homeroom teachers and specific specialist teachers will schedule appointments. This time is set for teachers to receive initial information on the child's learning styles and strengths, and to assess each student's current academic levels. Learning objectives will be set at this time and will be reviewed with parents/caregivers at the tri-conferences.

The student learning information and data gathered through Strong Beginnings assessments demonstrates student growth from year to year while supporting teachers to program for each child and for the class.



### Be Good People

'Be Good People' is a Social Emotional Learning Curriculum that we will be implementing this year. It aligns with the Global Competencies and the Safe and Caring Schools Framework developed by the Manitoba Department of Education and Early Childhood Learning. Students will work on a Class Team (made up of two homerooms and three teachers) exploring topics including:

- ◆ Self-Awareness
- ◆ Social Awareness
- ◆ Self-Management
- ◆ Responsible Decision Making
- ◆ Relationship Skills

### Student Progress Information

Parents/guardians will receive information about their child's progress through tri-conferences and progress reporting throughout the year. Parents/guardians will use the online process to schedule the tri-conferences times. Reports will be released via Edsby. Should you require a printed copy of the report, please inform the school office. Parents/guardians who have concerns about their child's academic or social progress are encouraged to contact the school to set up a meeting with your child's teacher at any time. Please don't wait until report times.

**October 17 or October 22, 2024 (4:30 p.m. – 7:00 p.m.) Tri-conferences.**

**December 18, 2024 – Provincial Reports available online.**

**January 30, or February 4, 2025 (4:30 p.m. –7:00 p.m.) – Tri-conferences.**

**April 9, 2025 – Provincial Reports available online.**

**June 26, 2025 – Provincial Reports available online.**

# School Floor Plan

