



Beaverlodge
Elementary School
Our Place to Grow.

School Handbook

2025 - 2026

6691 Rannock Avenue, Winnipeg, MB R3R 1Z3 204.895.8213

www.pembinatrails.ca/beaverlodge

HOURS OF OPERATION

Six Day Cycle

Schools in Pembina Trails School Division operate on a city-wide six-day cycle to facilitate scheduling of activities. Days are also reported on the radio each morning and on the school's calendar on our website.

School Hours

School Entry Times: 8:50 a.m. and 12:45 p.m.

Classes Begin: 9:00 a.m. and 12:50 p.m.

AM Recess: 10:30-10:45

Lunch Dismissal: 11:45 a.m.

PM Recess: 2:20-2:35

Dismissal: 3:35 p.m.

Beaverlodge has a half-day, morning and afternoon kindergarten program.

AM Kindergarten Hours

School Entry Times: 8:50 a.m.

Classes Begin: 9:00 a.m.

Dismissal: 11:45 a.m.

PM Kindergarten Hours

School Entry Times: 12:45 p.m.

Classes Begin: 12:50 p.m.

Dismissal: 3:35 p.m.

Students are encouraged to arrive at school as close to the entry bells as possible. We do not have outside supervision before school. For safety reasons, the parking lot is out of bounds.

STUDENT PICK UP AND DROP OFF

Please be aware of the parking signs in front of the school. There are designated no stopping/no parking times.

The parking lot is reserved for staff vehicles only. Please do not use the parking lot to drop off and pick up students for safety reasons.

ENTRY DOORS

Please have your child meet their teacher at their grades designated entry door:

Kindergarten – Front Door

Grade 1/2s – Northwest Door

Grade 3/4s – Northeast Door

Grade 5s – Southwest Door

PARKING

At the far end of the lot, there are designated Visitor Parking spaces for people with appointments or business at the school; otherwise, please park on the street.

ATTENDANCE: EDSBY and SAFE ARRIVAL

Attached is the information about Edsby and SafeArrival:

[Edsby at Pembina Trails School Division.pdf](#)

[Edsby Attendance Instructions for Families.pdf](#)

[SafeArrival Family FAQ.pdf](#)

When using the Edsby app, you may be asked for an Edsby server address unique to our school or district in the format "xyz.edsby.com." For Pembina Trails the code is: **pembinatrails** (be sure to not include any spaces). Using Edsby is the preferred method, but you can also email BLAttendance@pembinatrails.ca or Beaverlodge@pembinatrails.ca, or phone our attendance line 204-895-8213, press 1 for attendance message.

LATE ARRIVAL

If students arrive late (after 9:00 a.m. or 12:50 p.m.) they must enter through the front door and report to the office to inform the secretary of their safe arrival before going to the classroom. Please ring the bell at the front door to get entry. All doors will be locked.

If the student is going to be unavoidably delayed, please make a call to the school (204-895-8213).

SCHOOL PATROLS

School Patrol times are:

8:40 - 8:55 a.m.

11:45 - 11:55 a.m.

3:35 - 3:45 p.m.

School patrols are located at the intersections of Cullen and Rannock, Dale and Rannock, and at the crossing in front of the school in the morning and after school. At lunch, we have patrols in front of the school, only.

Traffic congestion and speed in the vicinity of the school can be a significant concern for student safety. Please remind children of the need to cross the roadway at intersections, and to cooperate with the patrols on duty. Please bring any concerns to the attention of the office.

Patrols will not be on duty if the wind chill temperature is -27°C or colder. Patrols are not on duty during grade 5 field trip days.

USE OF BICYCLES, UNICYCLES, SCOOTERS, SKATEBOARDS AND ROLLER BLADES

A bicycle rack is available for students who ride their bicycles or scooters to school. Students are reminded to wear helmets and follow the rules of the road. They are expected to walk their bicycles on the school grounds and use a sturdy lock to secure them to the bike rack.

Please be aware that the school does not assume any responsibility for bicycles that are damaged or stolen. Skateboards are prohibited by city by-laws for use on sidewalks and roadways. The wearing of roller blades or “Heelys” is not allowed inside the school.

SCHOOL CLOSURES AND EMERGENCY INFORMATION

When extreme weather or unsafe school conditions arise, the Superintendent of Education has the authority to close schools. **Listen to the local radio stations starting at 7:30 a.m. or check the divisional website or social media** for news of the Pembina Trails School Division. If schools are open but buses are not running, staff may have difficulty getting to school and roads and sidewalks may be treacherous. Caregivers are urged to consider the school's specific circumstances and make the children's safety the sole criterion in deciding whether to send them to school.

When it is raining, stormy, or the wind-chill becomes greater than -27°C , children will be kept inside during recess and lunch break. If a lightning storm occurs during recess or dismissal times, students will be kept in the building until the storm has passed.

In the event of an emergency such as a fire or a danger that makes it necessary to evacuate the building for an extended period, students will be taken to Westdale School on Betsworth Avenue. Caregivers will be informed if an extended evacuation is required.

SAFETY DRILLS

As per provincial regulations, Beaverlodge will have the following safety drills at various times during the school year:

Fire Drill – 10 per year

Tornado Safety Drill – 2 per year

Intruder Safety Drill – 2 per year

SCHOOL SUPPLIES AND SCHOOL FEES

Please refer to the school website for current information:

<https://www.pembinatrails.ca/beaverlodge/page/1056/school-supplies>

LABELLING OF STUDENT BELONGINGS/LOST AND FOUND

To maintain cleanliness, decrease germ sharing, etc. we no longer have a “Lost and Found Box”. Lost personal items such as keys, watches and jewelry are kept by the secretary in the main office. Other items are left where they are in hopes that the owner will return to get them. Please ensure runners, winter footwear and gym clothes are marked with your child’s name and grade. Children are encouraged to keep only necessary clothing at school.

LUNCH PROGRAM

Please refer to the school website for the most current information:

<https://www.pembinatrails.ca/beaverlodge/page/1062/lunch-program>

ALLERGY AWARENESS

Beaverlodge School is an Allergy Aware building. Please refrain from sending any products that contain nuts and/or peanuts. Nut and/or peanut products discovered at school will be wrapped and sent home with a reminder that they are not to be brought to school. There may be times when staff need to alert students and caregivers of other types of allergies depending on the students attending school. Home baked goods are not to be brought to school for sharing. For the health and comfort of the staff and students in our building, we appreciate your cooperation!

LEAVING SCHOOL GROUNDS

Caregivers of students staying for lunch are reminded that their children are not permitted to leave the school grounds without a note or phone call to the school providing permission.

MEDICAL INFORMATION

If your child has a medical condition that the school should be aware of, please ensure that you talk to your child's teacher each year and they are informed about the management of the condition. School forms need to be updated at the beginning of the school year or when there is a change in medical information.

MEDICATIONS AT SCHOOL

If medication must be administered at school it must be provided in a clearly labeled pharmacy container with the name of the child, name of the medication, dosage, frequency and method of administration, name of the prescribing physician, name of the pharmacy, and date the prescription was filled. The *Authorization for the Administration of Prescribed Medication* form must also be completed by the caregivers. This form is available at the school office. Refer to the Pembina Trails School Division website for more detailed information about policies regarding administering medicines to students.

Students who require an Epi-pen must always carry it and have a current prescription.

VOLUNTEERS AND VISITORS

All visitors and volunteers are required to check in at the office each time that they come to the school to work and get a volunteer name tag. This allows us to keep track of the support that we receive and gives us information about a volunteer's whereabouts in case there is a need to contact them.

Our staff welcomes assistance from volunteers. Teachers will request volunteers for different reasons, including:

1. *In-Class* These activities can be working directly with the children, going on field trips, helping in the preparation of classroom materials, or being a guest speaker. Individual teachers schedule their own classroom volunteers.

2. *School-Wide Activities* During the school year, many larger activities take place such as Fun Lunches, Tabloid Day, Terry Fox Run, among others. Usually, volunteers for these activities are recruited a week or two prior to the event either through a form sent home or by direct contact from teachers.

Caregivers may also indicate they are interested in volunteering by contacting their child's homeroom teacher.

BEAVERLODGE HOME AND SCHOOL ASSOCIATION

We have a very active Home and School Council of which **you** are a member. Besides the Co-chairs, Secretary, and Treasurer, other positions may include Fundraising and membership in various sub-committees. Evening meetings are held once a month. Dates of meetings are confirmed on the school website calendar. The Home and School Association minutes are posted on the school website after each meeting. The Home and School Association Council is elected at the annual AGM, held each September.

STUDENT USE OF TELEPHONES

Students may use the telephone in the office if they receive permission to make a call from their homeroom teacher or from the office staff.

We recommend that students leave their cell phones at home; if they need to bring them to school, during school hours the cell phone will be kept in their backpack. The school is not responsible for lost or damaged property.

COMMUNICATION TOOLS

The following are a few of the forms of communication we use at Beaverlodge:

- Edsby and email are the main communication tools used by the office
- Teachers use Edsby to share classroom information and updates
- Some teachers distribute classroom newsletters on a regular basis
- We can be reached by email at Beaverlodge@pembinatrails.ca or by telephone at (204) 895-8213.
- The Beaverlodge School website can be found online at <http://www.pembinatrails.ca/beaverlodge>.
 - On our website you will find:
 - School and Divisional Stories
 - Our School Calendar
 - School Information
- We have an Instagram account @thelodgerocks

STANDARD OF BEHAVIOUR

The Pembina Trails School Division Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning, and including rather than excluding. The objective is to ensure, to the fullest extent possible, the provision of a safe and caring community for all. Please take the time to read this document. <https://media.pembinatrails.ca/media/Default/medialib/standard-of-behaviour-brochure.4e21fe8841.pdf>

Behaviour is situational and every response to behaviour must align with the circumstances of the situation. **The intent of discipline is to restore safety, change the inappropriate behaviour, and promote the learning of self-control.**

COMMUNICATING STUDENT PROGRESS

Communication with caregivers about their children's progress over the school year will involve:

- Regular contact with the classroom teacher
- Two Tri-conferences
- Three formal report cards

The purpose of the tri-conferences, which involve the student, the teacher, and the parent, is to give students the opportunity to demonstrate, reflect on, and celebrate their own individual growth. It provides an opportunity for teachers and caregivers to build relationships and work together to support learning goals. This report process increases the opportunities for meaningful student self-assessment and goal setting throughout the school year.

Student progress is assessed and reported in both academic and social domains. Social responsibility and self-discipline are integral parts of every student's education. It is that part of the school curriculum that helps students:

- Develop empathy
- Exercise self-control
- Practice social skills
- Gain respect for themselves and others

TECHNOLOGY

Technology is integrated into our teaching as a tool to support Literacy and Numeracy to comply with the Pembina Trails School Division's "A Commitment with our Learners" statement. Staff of Pembina Trails School Division are committed to ensuring that all students are intellectually and personally engaged in learning which supports them in developing, practicing, and refining the skills required to be successful in school and throughout their lives.

To support this commitment to our learners, all classrooms at Beaverlodge School are equipped with computers, iPads, and internet access. All classrooms have Lofts to further enhance the day-to-day use of technology in the classroom.

LIBRARY

Teachers and library staff work together to foster a love of reading, to provide a wide range of learning resources and to help students develop the skills and strategies for knowledge acquisition. The school library program is integrated with the classroom programs, and information skills are taught in conjunction with classroom curriculum units. The Library/Learning Resource Centre provides access to books, magazines, reference materials, computers and access to the Internet.

We have a Teacher Librarian on staff who supports learning in the classroom through a Library Learning Commons strategy.

Book exchange: Once a cycle, students have a scheduled period to select books for free reading, in addition to after school and other times approved by their classroom teachers. The loan period for books is one cycle with an option to renew for another cycle. Other arrangements can be made to allow for more books to be taken out when students are involved in project work. Students who lose or damage a book are responsible for replacement or repair costs. Payment is gladly refunded should a book be found.

PROGRAMMING AND SUPPORT

Students' Learning Needs

In every classroom, students' learning needs are identified as part of the school's ongoing observation and assessment process. Classroom teachers work with the Student Support Team, librarian, and other teachers, to explore and implement effective instructional practices to support individual students' learning needs as well as interests, skills, and talents.

A student education planning process is initiated by a teacher and supported by caregivers and support team members when a student's learning or behaviour indicates a need for additional support, challenge or redirection. Classroom teachers collaborate with other members of the school support team to enrich and extend learning opportunities for these students. If you have questions or concerns about your child's learning needs, do not hesitate to contact the classroom teacher for a meeting.

Divisional Support Personnel

The services of a speech and language clinician, school psychologist, a physiotherapist, an occupational therapist, and a school social worker are available to assist the Beaverlodge team.

Student Support Team

Our Student Support Services team has a background in language and literacy development, social-emotional development, and curriculum planning across the disciplines. They work in partnership with all staff to identify student needs and plan instruction and interventions to meet those needs. These teachers co-plan and co-teach with classroom teachers to support learning in the classroom. They also support the implementation of new curricula and the development of plans for students with exceptional needs. They work closely with volunteers, educational assistants and divisional school support personnel to assist students individually or in small groups. They assist staff and students with the social-emotional aspects of school life and learning. They are involved with staff in planning for health and personal safety programming, building school and classroom climate, and encouraging student leadership and effective group learning. They assist students and their families with problems that impact school success and are often members of our student education planning teams.

Educational Assistants work in classrooms to support the learning of all students. Sometimes an EA may work with a specific student who requires extra support; at other times an EA will support in the classroom as directed by the classroom teacher.

KINDERGARTEN REGISTRATION AND ORIENTATION

In the winter of each year, the Pembina Trails School Division holds information sessions for Caregivers of children preparing to enter Kindergarten. School information is provided about programming, the operation of support services, and formal registration procedures.

Kindergarten registrations are accepted on the day of the Beaverlodge Information Session of the current school year. If you or your neighbour has a child due to enter Kindergarten, please make sure they are registered before the end of April. This will ensure that the school will be staffed to accept these new students. Each child registered will receive a personalized invitation to participate in our Welcome to Kindergarten event in June. This opportunity provides students with a chance to really begin to connect to the school and begin to see themselves as students. A package of information is given to caregivers before school begins giving details about early years learning and Kindergarten at Beaverlodge School. This package includes:

- Kindergarten staggered entrance information
- School fees/supply list
- Classroom Routines/Daily Schedule

Staggered entrance allows the teacher to spend additional time with the students as they become accustomed to class routines and connect with members of their class.

CHILDCARE

Caregivers and guardians are expected to pick up their children within five minutes of the dismissal bells (or after extra-curricular activities). There is no formal supervision provided for children before school or after 3:45pm when the patrols return to the school. The school is unable to provide childcare. Beaverlodge Care for Kids rents space in our school from the school division but is an independent business. For more information, please contact them directly at 204-832-9635.