



Beaverlodge
Elementary School
Our Place to Grow.

School Handbook

2026 - 2027

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.

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. There is limited supervision before school.

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 only. Please do not use the parking lot to drop off and pick up students at any time during the school day.

ENTRY DOORS

Please have your child(ren) meet their teacher at the following entry doors (signs will be posted on the doors):

Kindergarten – Front Doors

1CH, 1O, 1/2R, 2/3K, – Northwest Door

3/4C, 3/4S, 4/5D, 4/5G – Northeast Door

PARKING

At the far end of the lot, there are designated Visitor Parking spaces for individuals with appointments or business at the school; otherwise, please find parking 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](#)

Using Edsby is the preferred method to communicate student absences, 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/EARLY PICKUP

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 arrival before going to the classroom.

Please ring the bell at the front door to get entry.

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.

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.

SCHOOL SUPPLIES AND SCHOOL FEES

Please refer to the school website for current information.

[School Supplies](#)

LABELLING OF STUDENT BELONGINGS/LOST AND FOUND

Lost personal items such as keys, watches and jewelry are kept by the secretary in the main office. Other items will be placed in the lost and found at the front office. 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:

Lunch Program

NUTRITION PROGRAM

Through the support of the Universal Nutrition Program, we are able to provide a healthy snack to students each day. Fresh fruit and a variety of snack options will be available in the office and classrooms each day.

ALLERGY AWARENESS

Beaverlodge School is an Allergy Aware building. Please refrain from sending any products that contain nuts and/or peanuts. There may be times when staff will communicate additional details pertaining to allergy awareness.

Please do not send treats for special occasions (ie: birthdays). Your child's teacher will communicate with you for special events and activities where students are invited to bring a special snack to school. For the health and comfort of the staff and students in our building, we appreciate your cooperation!

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 on their person and have a current prescription

VISITORS

All visitors to the school are required to check in at the office each time they come to the school to work and get a volunteer name tag. If you are dropping off items for your child, please use the front doors and check in at the office.

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.

Students are required to leave all personal mobile devices at home. This includes cellphones, iPads, tablets, and smart watches. Accommodations for medical or diverse learning needs can be made by calling the Principal to discuss a plan. If students are wearing watches that have the capacity to take pictures, videos, or deliver and receive messages, they are not permitted to use these functions during school hours. The school is not responsible for lost or damaged property.

COMMUNICATION

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>.
- 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 (Grade 1-5)
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In addition to these formal progress reports, families are invited to reach out to schedule a meeting with their child's teacher to discuss concerns at any point in the year.

TECHNOLOGY

Technology is integrated into our teaching as a tool to support learning in alignment with the Pembina Trails School Division's "A Commitment to 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. We have a Teacher Librarian on staff who supports learning in the classroom through a Library Learning Commons approach.

Once a cycle, students have a scheduled period to select books to borrow and bring home to enjoy. 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.

A significant percentage of the damage to our books occurs inside backpacks from food and liquids. We encourage students to place books in a plastic bag before putting them into their backpacks.

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, to explore and implement effective instructional practices to support individual students' learning needs as well as interests, skills, and talents.

When needed, a student specific plan (SSP) is initiated by a teacher and supported by caregivers and the school support team. 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, physiotherapist, occupational therapist, and a school social worker are available to assist the Beaverlodge team.

USE OF BICYCLES, 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 and scooters 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.

When it is raining, stormy, or the wind-chill is 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/year

Tornado Safety Drill: 2/year

Intruder Safety Drill – 2/year

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.

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 3:35pm when students are dismissed. The school is unable to provide childcare. Nurturing Roots 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.