



# **Royal School**

**January - March  
2025**

Student Handbook



# Royal School Staff

Principal	Ms. T. Thiessen
Kindergarten AM	Ms. S. Leslie
Kindergarten PM	Ms. S. Leslie
Gr. 1 (1C)	Ms. G. Carlson
Gr. 1/2 (1/2C)	Ms. L. Couture
Gr. 2/3 (2/3P)	Mrs. K. Pinchin
Gr. 3 (3DF)	Ms. J. Derksen (am) /Mrs. D. Forbes (pm) (job share)
Gr. 3/4 (3/4L)	Ms. J. Lemon
Gr. 4 (4D)	Ms. L. Dzik
Gr. 5 (5G)	Mr. C. Gustafson
Gr. 5 (5BC)	Mrs. H. Coupland
Physical Education	Mr. B. Bridge
Music Education	Mrs. R. Bowers
French Language and Culture	Ms. S. Baranowski/Ms. A. Potter
Teacher Librarian	Ms. L. Catellier
Student Support Team	Mrs. D. Perche
	Mrs. C. Jones
Educational Assistants	Ms. H. Alcock
	Ms. I. Balogun
	Ms. J. Georgeson
	Mrs. K. Hall
	Mrs. H. Muys
	Mrs. K. Nikonchuk
	Ms. J. Seitz
	Mrs. Y. Spicer
	Mrs. J. Wilder
Rehab. Assistant	Ms. L. Burnett
Admin. Secretary	Mrs. S. Comberbach
Assistant Admin. Secretary	Mrs. W. Holm
Library Technician	Ms. M. Cheetham
Head Caretaker	Mr. T. Comberbach
Assistant Caretakers	Mr. W. Borja

## **Welcome to Royal School for the 2024-2025 School Year**

This handbook is an important document for school. You will find a wealth of information to help you understand the day-to-day operations of Royal School.

Royal School is a very special place. We are a Kindergarten to grade 5 school. We strive to be a warm, caring, and inclusive community; where everyone feels like they belong. We offer students many exciting educational opportunities and are dedicated to promoting one's personal best. We are fortunate to have an active parent community and invite you to be involved in our school.

School information can be found on our website at: <https://www.pembinatrails.ca/schools/royal>

We look forward to partnering with you to provide a warm and caring learning environment for our students.

Sent with Joy for the Journey,

Ms. Tanis Thiessen, Principal

### **Communication**

Two-way communication between home and school is essential for student success and is strongly encouraged. Parents/guardians are encouraged to communicate regularly with their child's teacher and principal through phone calls, emails and visits to the classroom or school office.

#### **Administrative Secretary**

Parents need to report student absences for all grades on or before the date of the absence by leaving a message on the Attendance Line, via email or on Edsby. The message must include the student's first and last name, grade, and reason for absence.

Main School Line: 204.889.6650. [Email: royal@pembinatrails.ca](mailto:royal@pembinatrails.ca)

All student sign in/out privileges are managed through the Office as well.

#### **Home Room Teacher or Subject Area Teacher**

To speak with your child's teacher please email your child's teacher or call 204.889.6650 and leave a message. We welcome communication by phone or email to enquire about student achievement, behaviour, curriculum issues or other classroom related topics. Please remember that teachers spend most of their day in class with their students, and teachers will return your call, email, or Seesaw message as soon as possible (our goal is within 24-48 hours, Monday-Friday). Please refer all questions to the classroom teacher, not the Educational Assistant, as the classroom teacher is the one who is responsible for students and will best answer your questions.

Teachers distribute classroom newsletters or communicate information electronically. Many teachers have classroom Seesaw sites or class pages/blogs which parents and students are encouraged to check regularly.

## Student Support Team

When appropriate, questions may be directed to a member of our Student Support Team. It is important that you do not prematurely bypass the homeroom or subject area teacher.

## Principal

After you have talked with the appropriate teacher or Student Support Team member and you still have concerns, or if you have a question of a more general nature, you may wish to call our Principal, Ms. Tanis Thiessen, at 204.889.6650 or send her an email at [tthiessen@pembinatrails.ca](mailto:tthiessen@pembinatrails.ca)

We invite you to visit our website frequently at <http://www.pembinatrails.ca/schools/royal>. On our website you will find year and month calendars and information regarding school activities.

## Citizenship at Royal School

As citizens, we expect all members of our learning community to contribute by:

- Attending school and participating in the activities of the classroom and school to the best of our ability
- Demonstrating respect for the dignity, the feelings, and well-being of others
- Supporting and encouraging each other so that we can improve individually and as a team.

As a learning community, we have developed the following expectations for all students and staff. We are a great school when:

- We include everyone (in the classroom and outside the classroom)
- We use kind words and include everyone (invite, give compliments and use respectful language)
- We keep ourselves and others safe (no verbal or physical hits)
- We follow adult direction (teachers, EAs, guest teachers and lunch supervisors)
- We show respect for property (our own, other people's, the schools, and our environment).

We celebrate personal, classroom, and school successes throughout the year during assemblies, on bulletin boards, and in student portfolios.

We believe strongly in opportunity, and the staff works very hard to provide our students with many chances to practice and excel in a diverse number of activities. Through extra-curricular activities in athletics and creative arts, we hope to tap into every child's interest and potential.

## School Hours

Morning entry bell	8:50 a.m.
Classes begin	9:00 a.m.
Morning recess	10:30-10:45 a.m.
Lunch	11:45 a.m.
Afternoon entry bell	12:45 p.m.
Classes begin	12:50 p.m.
Afternoon recess	2:20-2:35 p.m.
Dismissal	3:35 p.m.

## Arrival and Dismissal

For the safety of our children and in accordance with the Manitoba Safe Schools Charter that requires a school's emergency plan to control visitor access to the school, all doors are locked. Parents and other visitors must call the school office upon arrival or use the intercom access button at the main school doors at the corner of Grant and Laxdal. Staff have fobs for the proximity scanners located at the main school door, Early Years door (parking lot) and Middle Years door (near gym).

Visitor access is limited. We ask that visitors enter through the main front entrance and report to the office upon arrival, at which time we can greet you, have you sign in, and give you a visitor nametag. Please know that these are protective measures we take at Royal School to facilitate the safety of our students.

Daycare students are to be dropped off and picked up at the appropriate daycare door. The daycares have a video intercom system at the appropriate daycare doors (back of school).

Grade 1-5 students meet their teachers on the pavement area of the playground each morning. Kindergarten students line up at the main school doors. Students enter the building by their assigned door and follow entry procedures. Each morning, at the bell, students line up in designated areas before entering the school. We ask that you help your child get into the habit of lining up with their classmates each morning.

Please plan a family routine that facilitates your child's arrival at school as close as possible to student entry time (8:50 a.m.). There is minimal adult supervision outside the school in the morning. The earliest a student can arrive at school in the morning is **8:35 a.m.**

If your child arrives after teachers and students have gone inside (there are no students in the line-up area), your child needs to come to the main school doors. These doors are locked. Please call the school at 204.889.6650 to let us know your child is at the door and we will come out to meet your child **or** use the intercom access system located above the accessible button and we will use the access system to open the door to the building.

From 11:45 a.m. - 12:45 p.m., playground supervision is provided for the lunch program students. We ask that students who go home for lunch return at 12:45 p.m., as the supervision ratio does not accommodate non-lunch program students.

It is important that your child is picked up at the end of the school day as close as possible to dismissal time (3:35 p.m.). There is minimal adult supervision for only 10 minutes after student dismissal. At the end of the day teachers will walk their students to the pavement area of the playground to meet their parents. Kindergarten and grade 1-2 parents, please check in with your child's teacher when picking up your child.

Please use caution when dropping off and picking up your child. Please watch your child/children carefully when they are moving about the parking lot. When possible, use the sidewalk rather than walking through the parking lot. Please hold your child's hand.

If you are dropping off or picking up your child in the drive thru/parking lot, please do so at the big gate by the garbage bins. A staff member will be present to greet your child. Children get out of the vehicle on the passenger side of the car. Parents/guardians remain in the car.

If a child is going to Royal Kids or Chapman Daycare, the daycare workers will collect the children at the end of the day.

The front of the school on Laxdal and the parking lot are "stop, drop and go" areas. Cars cannot park along Laxdal (City of Winnipeg regulation).

## **Illness**

If your child will be absent from school due to illness or an appointment, please contact the school office at 204.889.6650, by email at [royal@pembinatrails.ca](mailto:royal@pembinatrails.ca), or on Edsby, before the start of classes. In this way, we help to ensure that every child is safe and accounted for. You may also leave messages on our answering machine.

## **Patrols/Crossing Guards**

### **Grant/Laxdal Intersection**

Morning	8:40-8:55 a.m.
Noon	11:45-11:55 a.m.
Noon	12:40-12:45 p.m.
Afternoon	3:35-3:45 p.m.

### **Bloomer/Laxdal Intersection**

Morning	8:40 - 8:55 a.m.
Afternoon	3:35 - 3:45 p.m.

Our school patrol/crossing guard team is comprised of many dedicated Grade 5 student patrols and adult crossing guards, who provide this very important community service. They keep those crossing the road safe in all kinds of weather. As such, they deserve our gratitude, cooperation, respect, and support. We encourage parents to have a discussion with their child(ren) regarding the importance of cooperating with the patrols, including following the guards' instructions, walking bikes through the crossings, and refraining from distracting patrols from their duty. In addition, a smile and a thank you to the patrols/crossing guards goes a long way.

## **Lunch Bunch Program**

We have expectations for our 'Lunch Bunch' program that promote everyone's safety and well-being and ask children to eat together respectfully as if they were in a 'restaurant-like' setting. As stated in the 'Lunch Bunch' program information package, we ask that students:

- Co-operate with lunch supervisors. Students are expected to be polite and helpful.
- Eat politely and with good manners.
- Talk quietly in the classroom so that lunch supervisors can easily be heard over the combined voices.
- Eat only the lunch sent from home. Sharing food is a dangerous practice due to food allergies, so, it is strongly discouraged.
- Remain seated at the student's own desk for the duration of the eating time.
- Clean up after lunch is eaten. This includes packing away uneaten portions and garbage.
- Refrain from taking food or drink outside.
- Follow safe recess guidelines.

Students are required to remain on the school property during the lunch hour unless they are going home for lunch or have parental permission (in writing) to be off school property. Students are not permitted to go across Grant Avenue for lunch unless they are accompanied by their parent. Parents are required to send a note to the classroom teacher if their child is not staying for lunch on any given day. This is to ensure the safety and accountability of all children during lunch.

The lunch hour is as follows:

11:45 a.m.	Lunch bell
12:10 p.m.	Outdoor recess or extra-curricular activities
12:45 p.m.	Re-entry
12:50 p.m.	Classes resume

Parents are required to register and pay lunch program fees for their child(ren) to remain in the program. A registration package will go home on the first day of school. Please note that being part of our 'Lunch Bunch' program is a privilege and not a right. Students who cannot demonstrate appropriate lunch conduct may lose their lunch program privileges. Lunch fees must remain current for students to participate in the lunch program.

- NO MICROWAVES will be available for student lunches. Please ensure your child has a lunch bag with containers that they can open themselves and their own utensils.
- Lunch and recess garbage will come home each day.
- There will be no sharing of food or drinks.



## **Royal is a Peanut, Nut, Shellfish, Egg, and Scent Aware School**

We have several students with severe allergies to different foods. For many of these children their reaction to nuts, shellfish, eggs, whether they ingest them, touch them, or simply come near them, can be life-threatening. Each year we monitor the needs of our Royal students as to the severity of their allergies. These students stay for lunch. Healthy and safe food choices will be provided/arranged by teachers at class parties and celebrations. For the safety of our staff and students, homemade goods will not be accepted at school.

What this means is that we ask students, parents, staff, and volunteers not to bring the following to school:

1. Peanuts, tree nuts, nut oils or nut oil products;
2. Shellfish (shrimp, clams, mussels, lobster, crab).
3. Eggs, mayonnaise, or mayonnaise-based dressings (e.g., ranch dressing).
4. Strong scents (strongly scented perfumes, colognes, lotions).

## **Telephone for Student Use**

The homeroom teacher or the office staff, when necessary, will contact parents. We permit student use of the telephone when a staff member gives permission, a practice which will be continued respectfully and thoughtfully. We ask that most arrangements, including play dates or permission for an after-school event, be made prior to the day from home. The office becomes very congested if many students ask to make such calls after school. Thank you for your understanding.

## **Recess**

Students have two 15-minute recess breaks per day in the morning and afternoon as follows:

*Morning recess*                      *10:30-10:45*

*Afternoon recess*                      *2:20-2:35*

All students deserve a safe, fun, and healthy recess experience. Basic expectations for safety and respect exist in every area throughout the day at Royal School. From time-to-time parents request to excuse their child from recess due to illness. We would ask that you make requests by contacting the school principal. Although there are valid reasons when participation is not possible (i.e., a broken limb) we strongly believe that recess activity and fresh air are a part of a healthy lifestyle and would ask that parents support this by ensuring their children wear adequate clothing to school. Generally speaking, if a child is not well enough to participate in recess, he/she is not well enough to attend school and is best to be resting at home.

Students are welcome to bring a healthy recess snack for morning recess. Recess snacks are eaten in the classroom before or after recess.

Please note that recess is indoors when the wind chill reaches or exceeds -27° C.

## Homework

Time management is important for all ages. Over the course of the year, students can expect some homework. This will vary from teacher to teacher and grade to grade and may fluctuate over the course of the year. If a student rarely has homework or, conversely, is frequently overwhelmed with the volume of homework, parents/guardians should contact the teacher.

Students can:

- Talk with parents/guardians about school and assignments
- Use our agendas effectively
- Have all materials to complete homework
- Clarify all assignments with teacher
- Plan and choose with parents/guardians an appropriate time and place to complete schoolwork

Teachers will also communicate homework details and other school information by email or Seesaw.

## 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.

All parents receive a Standard of Behaviour pamphlet when their child starts school in Pembina Trails. This document outlines: (a) the responsibilities of students, staff, and parents; (b) disruptive behaviour; (c) severely disruptive behaviour; (d) and appropriate responses.

[https://www.pembinatrails.ca/schools/royal/About-Us/Standard-of Behaviour/Pages/default.aspx](https://www.pembinatrails.ca/schools/royal/About-Us/Standard-of-Behaviour/Pages/default.aspx).

Parents and students must also make themselves fully aware of Pembina Trails School Division policies, including but not limited to Policy JIC Student Conduct, Policy JICFB Bullying, Policy JIHA Search of Student Lockers/Desks/Personal Effects, and Policy JRD Student Photographs. All Pembina Trails School Division Policies can be found on the divisional website:

<http://www.pembinatrails.ca>

## Field Trips

Periodically throughout the school year students participate in field trips. These may be full school field trips or by class or grade. Permission must be granted by parents/guardians for students to go on a field trip. Permission forms are sent home through an on-line program called *Permission Click*. An email containing a link to a permission form will be sent to you a week or two prior to a scheduled field trip. It is important that parents respond to the *Permission Click* requests as soon as possible. Students who do not receive permission to attend a field trip will not be permitted to attend and will remain at school or home.

We do our best to follow-up with parents who do not respond to a *Permission Click* request in a timely fashion. To avoid disappointment for students please respond to *Permission Click* requests when they are received.

## **Rollerblades, Skateboards, Scooters and Toys**

Please note that, for the safety of all students, we do not permit the use of rollerblades, skateboards, or scooters on school property. We do not have the room to store such items at school.

Toys are to remain at home unless the teacher has requested that an item come from home. If toys are brought from home, they are to be kept in the student's backpack. The school is not responsible for the loss or damage of items brought from home.

## **Electronic Devices**

Children have access to many electronic devices, including cell phones, digital cameras, MP3 players, video games, laser pointers, etc. Most are great tools when used properly and for their intended purposes. However, when not used properly, these devices can create problems in schools and serve to distract children from learning. In addition, the potential to create very serious issues, such as cyber bullying, is real.

At Royal School, we encourage all personal electronic devices (including, phones, smartwatches, pods, etc.) remain safely at home. Pembina Trails School Division follows the Manitoba Education policy that all K-8 students should not be using **personal** devices during school hours. These grades are considered personal device-free learning environments. If a student requires the use of a device for administration of medication, a Student Specific Plan will be developed and approved by school administration, following the process outlined by Manitoba Education to Support All Learners. Any risk of damage or theft must be assumed by the student and their family.

## **Bicycles and Helmets**

We ask that students walk their bicycles when entering school property. Students store bicycles in the school bike racks and the bikes remain there during the school day. We recommend a strong lock to prevent theft and the use of a bike helmet for safety. Bikes are the responsibility of the students and parents. The school and school division do not carry insurance to cover loss or theft of personal items such as bicycles.

## **Attire at Royal**

School dress reflects the importance of the daily education environment and is a statement of mutual respect.

Clothing worn to school should be modest and clean. Unacceptable clothing for school includes garments that expose bare backs, midriffs, or undergarments; and clothing with offensive and/or controversial wording or logos. The school staff reserves the right to use discretion regarding dress they consider inappropriate for students in a school setting.

Students always wear indoor shoes with non-marking soles inside the school. We are proud of our well-maintained school and therefore, ask that students remove all outdoor footwear at the door. Upon arrival at their classroom or locker, students put on their indoor shoes. As part of our climate of respect, we remove hats upon entry, and they remain off until exiting the school.

## Vehicle Traffic

We will practice a "Stop, Drop and Go" procedure for drop off and pick up in the parking lot. Parents are to remain in their vehicle. Students are to exit and enter their vehicle by the passenger door only. Please show patience and ensure safety when in the school parking lot.

When dropping off or picking up students please note the following:

1. School buses have priority in the school parking lot.
2. Most parking spots in our parking lot are used by staff members. Staff members are required to pay for their parking spots.
3. If you are parking in the parking lot, use the assigned visitor spots. Do not extend the parking spots. By doing so you limit the turning radius of the bus.
4. Drop off and pick up should take place in front of the school, in the school parking lot, on Bloomer, and in the parking lot across Grant Avenue by Tim Hortons.
5. Drop off and pick up areas in front of the school and in the parking lot are "stop, drop and go" areas. There is to be no parking and waiting.
6. The outer loop of the parking lot is to be used to "stop, drop and go." The inner loop is not to be used. Pylons will be used to block the inner loop.
7. Students are to exit their cars from the passenger side. Parents are to remain in their cars.
8. Caution must be used to ensure the safety of students moving through the parking lot.
9. The Manitoba Hydro lot across from the school is for Manitoba Hydro use only. Parents are not to park in this lot.
10. The speed limit in the parking lot is 10km/h.
11. When exiting the school parking lot, please be patient. Do not pass stopped cars or buses.
12. Daycare parents and students are to use the appropriate daycare door for drop off and pick up. Daycare doors are located at the back of the school.
13. When crossing Laxdal or Grant, be sure to respect the patrols/crossing guards and cross safely.
14. Do not park in spot #28, as this spot is reserved for the Chapman Daycare white bus.

## **Vision, Mission, Values**

### **VISION**

Curious, community-minded learners inspired by memorable school experiences.

### **MISSION**

Our school family provides a welcoming, student-centered environment where everyone thrives.

### **VALUES**

Learning first

Nurturing potential

Inclusion for all





## **Important Dates for 2024-2025**

January 6 – Classes Resume

January 15 – Parent Connection Meeting in library – 6:30 p.m.

January 30 – Assembly 11:00 a.m., I love to read month (Tri-Conferences 4:00-8:00 p.m)

January 31 – Metro Common Day – a.m. Tri Conferences, PD, p.m. – NO SCHOOL

February 12 – Kindergarten Parent Info Night (Parents Only) – 5:30-6:30 p.m.

February 13 – Parent Connection Community Fundraising Event – 6:00-8:30 p.m.

February 17 – Louis Riel Day – SCHOOL CLOSED

February 19 – Parent Connection Meeting in Library – 6:30 p.m.

March 7 – Assembly 11:00 a.m. – I love to Read Wrap Up

March 14 – Metro Common Day – Evaluation Day (Report Card Writing) – NO CLASSES

March 19 – Parent Connection Meeting via Teams – 6:30 p.m.

March 28 – Last Day of Classes before Spring Break

March 31 – April 4 – Spring Break – NO CLASSES

# January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6  Classes Resume  Day 5	7  Day 6	8  Day 1	9  Day 2	10  Day 3	11
12	13  Day 4	14  Day 5	15  Parent Connection Meeting Library 6:30 p.m.  Day 6	16  Day 1	17  Day 2	18
19	20  Day 3	21  Day 4	22  Day 5	23  Day 6	24  Day 1	25
26	27  Day 2	28  Day 3	29  Day 4	30  Assembly 11:00a.m.  I love to Read Month  Tri-Conferences 4-8p.m.  Day 5	31  Metro Common Day  Tri-Conferences a.m. PD – p.m.  NO CLASSES  Day 6	1



# February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Day 1	4 Day 2	5 Day 3	6 Day 4	7 Day 5	8
9	10 Day 6	11 Day 1	12 Kindergarten Parent Info Night (Parents/Caregivers Only)  5:30-6:30 p.m. Day 2	13 Parent Connection Community Fundraising Event  6:00-8:30 p.m. Day 3	14 Valentine's Day Day 4	15
16	17 Louis Riel Day  SCHOOL CLOSED	18 Day 5	19 Parent Connection Meeting Library 6:30 p.m. Day 6	20 Day 1	Day 2	22
23	24 Day 3	25 Day 4	26 Day 5	27 Day 6	28 Day 1	

# March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3  Day 2	4  Day 3	5  Day 4	6  Day 5	7  Assembly 11:00a.m. (I love to Read Wrap-Up)  Day 6	8
9	10  Day 1	11  Day 2	12  Day 3	13  Day 4	14  Metro Common Day (Evaluation Day Report Card Writing)  NO CLASSES  Day 5	15
16	17  Day 6	18  Day 1	19  Parent Connection Meeting Library 6:30 p.m.  Day 2	20  Day 3	21  Day 4	22
23	24  Day 5	25  Day 6	26  Day 1	27  Day 2	28  Last Day of Classes before Spring Break  Day 3	29





**Royal School**

Contact Information:

Email: [royal@pembinatrails.ca](mailto:royal@pembinatrails.ca) / Phone: 204.889.6650 / Fax: 204.889.6665

Website: <https://www.pembinatrails.ca/schools/royal>