

# Chancellor Elementary School

This agenda serves to enhance communication between home and school. Students are expected to use the agenda each day to record information to be communicated and shared at home. Parents are encouraged to refer to the agenda on a daily basis for updates and school communication.

The agenda also provides an organizational structure for students to practice independence and time management. It is a valued school tool and should be used and cared for responsibly.



## Our Respect Agreements



We speak respectfully

We listen to others

We include others

We play safely

## Belief Statements

- We believe that we must strive for excellence with a commitment to maximize individual potential academically, physically, socially and emotionally.
- We believe that students, staff, parents and community are partners in learning.
- We believe in the importance of parental involvement in their child's education.
- We believe that every person has the right to be treated with respect.
- We believe that we should create an environment that is physically and emotionally safe.
- We believe in the importance of promoting lifelong learning.



For more information about Chancellor School, please visit our website  
or call the school office between 8:30 - 4:15 p.m.

Principal: Robin Stacey  
rstacey@pembinatrails.ca

Vice Principal: Rachel Otto  
rotto@pembinatrails.ca



# Chancellor School Information

**School Hours**

9:20 – 12:05 – entry at 9:10

1:10 – 3:55 – entry at 1:05

Recesses—15 min am & 15 min pm

**Phone** (204) 261-9535

**Fax:** (204) 275-6571

**Address:** 1520 Chancellor Dr. R3T 4P8

**Student Entry**

Students are strongly discouraged from arriving at school before 9:00 am. After arriving at school, students are to remain by the classroom doors. All doors will remain locked all day. Students arriving late will need to enter the school through the front door and check in at the school office. Parents arriving to pick up a child during the instructional day will need to enter the school through the front door and sign them out in the school office. Parents are discouraged from picking students up between 3:30-3:55 pm.

**Student Absences**

If your child is going to be absent or late, please enter all absences in Edsby. Alternatively, please call the school to leave an attendance message which is available 24 hours a day.

**Safe Arrival Program - Call Backs**

The Safe Arrival/Call Back program is to help ensure that students who have left for school have arrived safely. If a student is absent and the parent or guardian has not notified the school, the Safe Arrival system will call to determine that the child's absence is known and that they are safe.

**Students Arriving Late or Departing Early**

A student arriving at school after 9:20 am or 1:10 pm must report to the office upon arrival and obtain a late slip. Students being picked up prior to regular dismissal times (e.g. medical appointments) will need to be signed out by the parent/guardian on the record sheet in the office. Please call the school prior to your arrival so we can have your child ready in the office.

**Student Illness or Accident**

In the event of an accident or illness, office staff will try to contact parents as quickly as possible. It is vital that the school record of parent telephone numbers is up to date. Please keep the office staff informed of work contact numbers or emergency alternatives. The emergency contact noted on your child's registration should be a responsible adult, living in close proximity to the school, who is available during the school hours. Lastly, change of address information must also be updated. Students who are ill must be picked up as soon as possible.

**School Patrol Times on Duty** (8:55 - 9:10) (12:05 - 12:15) (12:50 - 1:05) (3:55 - 4:05)

School Patrols are on duty at Chancellor and Markham, Chancellor and Augusta and at the parking lot. Students are to cross the streets only at points where Patrols are located and should wait to be directed to cross by the Patrols. During the course of the school year, all grade 5 and 6 students will be trained and serve as School Safety Patrols. When patrolling, students are to arrive at school at 8:50. At -27°C, the Safety Patrols do not go out on duty. There are two adult crossing guards at the corner of Chancellor and Markham to support the Safety Patrols and student crossing.

**Bus and Bus Safety**

Whenever students ride the bus to and from school and on field trips, the buses are considered extensions of the classroom. All students are expected to follow the respect agreements when riding the bus. Students are under the supervision of the bus driver and/or the accompanying teacher. Bus ridership and emergency evacuation procedures are rehearsed twice yearly.

## **Recesses**

One of our respect agreements is "We Play Safely". Posters that outline recess expectations are posted in classrooms and at the exit doors. Supervising adults give frequent reminders about our recess expectations. Students must remain in their assigned cohorts at all times. Students must play safely within the designated boundaries so that they are visible to the supervising teachers.

## **Lunch Program**

Students are dismissed at 12:05 and may either go home for lunch or take part in the paid lunch program. The Chancellor School Lunch Program is for students in grades 1 to 6. The fees collected are used to pay the adult supervisors who support and supervise students during the lunch break and to purchase supplies and equipment for the lunch program. Students will remain in the classroom for 30 minutes and outside for 30 minutes. All students will be requested to clear their lunch items and area prior to dismissal from the lunch room. Students staying for lunch must remain on the school grounds during the lunch hour. A note to the lunch supervisor is requested if alternate plans are made for lunch. School expectations for respectful behaviour apply throughout the noon hour.

## **Emergency Closing of School**

A decision to close the school due to severe snowstorms or other emergencies will be made by the Superintendent and posted to the school website. Radio stations (CBC and CJOB) will announce school closures. Once the school is in session, it will remain open until parents or guardians can pick up their child(ren).

## **Cold Weather Policy**

When the windchill reaches  $-27^{\circ}\text{C}$ , students will remain indoors during recess, lunchtime and while waiting for the school bus. At  $-27^{\circ}\text{C}$ , the Safety Patrols do not go out on duty. Regardless of the weather, children should always come dressed to go outdoors. Should an emergency occur and evacuation of the school become necessary, even a short walk to safety can result in severe frostbite. When the temperature reaches  $-45^{\circ}\text{C}$  the school buses are cancelled and will remain cancelled for the entire day. Please listen to the radio (CJOB or CBC), or visit the school division website for bus cancellations.

## **Fire Drills/Tornado & Safe School Drills/Emergency Exits & Procedures**

At numerous times throughout the year emergency response procedures will be practiced with social distancing in mind. A copy of the exit routes and procedures is located in each teaching area. Students must exit quickly and quietly. It is vital that everyone is clear of the building and accounted for at the designated gathering place. In addition, staff and students will practice both Tornado and Safe School drills throughout the year.

## **Student Progress**

Home and school communication is essential throughout the year. Questions about how your child is progressing in school should be directed to the teacher. If you have concerns about your child's progress, please do not wait until reporting or conference periods. Please call and set up a meeting time.

Report cards are distributed to parents three times per year. The first two report cards will be posted online. Information on how to access report cards is sent out at each reporting period. You will receive a hard copy of your child's report card in June.

Parents are encouraged to attend the Tri-Conferences which are held twice a year. These meetings are a vital part of the information sharing process about student learning and growth.

## **Strong Beginnings**

Strong Beginnings is an opportunity to enhance the beginning of the year assessment process. Each student from kindergarten through grade 6 will attend school by appointment for 60-90 minutes on either of two days in September to participate in assessment activities in the areas of English Language Arts and Mathematics. On those two days there will be no regularly scheduled classes. Students will attend school only at their appointment time.

### **Student Dress**

Students are to have a pair of indoor shoes at school and are to change after entering and before leaving the building. These shoes may be the runners required for gym classes.

Students will **not** have access to the change rooms so will **not be changing** their clothes for PE classes. Please ensure they are wearing clothing that allows for physical movement and comfort during the day. For example, a t-shirt under a warm sweater, shorts under skirts and dresses, comfortable pants that allow for easy movement and socks for inside of indoor running shoes will help to keep our students active.

Hats will not be worn in school. School dress reflects the learning culture of our school and mutual respect for self and others. Students with T-shirts or articles of clothing with inappropriate or offensive logos will be asked to change clothing or remove the offensive item. All students are required to wear a non-medical face mask when 2 metres of physical distancing cannot be maintained.

### **Electronic Devices**

As per Divisional policy, the use of cellular phones, smartphones, pagers and similar devices are prohibited at Chancellor School between the hours of 9:10 am and 3:55 pm. If brought to school, these items must be turned off and secured in backpacks throughout the school day. Communication during the school day must be directed by school personnel through the school office. Any communication device used during the school day will be confiscated. Listening devices and other personal electronics are also not permitted between the hours of 9:10 am and 3:55 pm. Chancellor School will take no responsibility for the safety of electronic items brought to school.

### **Lost and Found**

Please ensure all your child's clothing and supplies are labelled so they can be returned as needed. Students are discouraged from bringing valuables or money to school as these may be easily lost or mislaid. Items considered to be valuable include electronic games and other devices. Chancellor School will take no responsibility for personal items brought to school.

### **Bicycles**

Although bike racks are provided, students bring their bikes at their own risk. All bicycles should be locked to the bike rack. Skateboards and roller blades are not permitted in the school.

### **Visitors to the School**

In the interest of safety, volunteers and visitors to the school will be minimized. All parents are encouraged to email the school at [chancellor@pembinatrails.ca](mailto:chancellor@pembinatrails.ca) or call the school at 204.261.9535 with any questions or concerns they may have. All volunteers and visitors are to enter through the front entrance, sanitize and check in at the office to obtain a visitor tag. Limited parking may be available. Visitors who park on school property are asked to register their license plate number at the office.

### **Pets**

As per divisional policy, please do not bring pets to school unless special arrangements have been made with the teacher for a specific reason. There are children and staff in school who are allergic to animals and birds.

### **School Website**

Please visit the school website at [www.pembinatrails.ca/chancellor](http://www.pembinatrails.ca/chancellor) to feel connected to student learning and upcoming events. You will find the website ever changing as we highlight and celebrate the rich learning experiences at Chancellor School. Visit regularly to access links to student learning, the school calendar and to scroll through the portrait gallery.

## Chancellor School Important Dates for 2023-2024

September 5	Metro Common Day ( no classes )
September 5	Chancellor Open House/Meet the Teacher
September 6	First day of school for students
September 21 & 22	Strong Beginnings (assessment by appointment )
September 29	Picture Day
October 3	School PD ( no classes )
October 9	Thanksgiving ( no school )
October 12	Tri-Conferences ( evening appointments )
October 13	School PD ( no classes )
October 13	Tri-Conferences ( morning appointments )
October 20	Metro Common Day ( no classes )
November 24	Student Assessment Day - Divisional Common Day ( no classes )
November 28	Picture Retakes
December 23 - January 5	Winter Break
January 8	Classes resume
February 1	Tri-Conferences ( evening appointments )
February 2	Metro Common Day ( no classes )
February 2	Tri-Conferences ( morning appointments )
February 19	Louis Riel Day ( no school )
March 15	Student Assessment Day - Metro Common Day ( no classes )
March 25 - March 29	Spring Break
April 1	Classes resume
April 19	Divisional Common Day ( no classes )
May 20	Victoria Day ( no school )
June 14	Student Assessment Day - Divisional Common Day ( no classes )
June 27	Last day of school
June 28	School PD ( no classes )



## Our Teaching Staff

**Principal** Robin Stacey

**Vice Principal** Rachel Otto

**Kindergarten** Krista Magee

**Grade 1** Rose Maddocks

**Grade 1** Kamaljit Kaur Sainbhi

**Grade 1/2** Brittany Turski

**Grade 2** Lindsay Couture

**Grade 2** Chloe Lyon

**Grade 2** Christine Young

**Grade 3** Shauna Oike/  
Timothy Preston

**Grade 3** Cindy Wegner

**Grade 3/4** Samantha Robertson

**Grade 4** Gillian Imhoff

**Grade 4** Jennifer Roberts

**Grade 4** Tracy Taylor

**Grade 5** Chris Epp

**Grade 5** Karen Pauls

**Grade 5** Sara Scott

**Grade 6** Julie Barr

**Grade 6** Alisa Borger

**Grade 6** Kevin Vautrin

**Music** Patti-Lynn Pauls

**Music** Regina Bowers

**French** Carmina Costales

**Phys. Ed.** Kathryn Fenny Humphreys

**Phys. Ed.** Scott Downs

**Teacher Librarian** Alison Marshall

**Student Services** Felicia Billaney

**Student Services** Shauna Oike

**Student Services** Susan Prescott

**Student Services** Christel Steingart

**SST Councilor** Heather McDevitt



## School-wide Recess Expectations

### Rules and expectations for the play structure including the Omni Spin and Fun Ensemble

#### **General Rules:**

- equipment is to be shared
- structure is used on designated days
- safety for self and others
- wood chips (snow) remain on the ground
- play stops at the first bell

#### **Play structure:**

- climb up ladders, slide down slides
- walking only when on the structure
- no equipment on the structure
- no climbing on top of the monkey bars
- no pushing or rough play
- one student on the fire pole at a time

#### **Omni Spin:**

- only 2 students inside and 2 students outside
- sitting with hands and feet inside
- enter and exit when it is not moving
- make space for others
- share and take turns



### Rules and expectations for soccer

- play safe; play fair – play by the agreed upon rules
- follow the respect agreements – include everyone, use kind words, listen to others, play safely
- establish boundaries/ play areas on the field so several games can be played at the same time
- teams should be configured with common grade – teams should be fair / number off; rotate and take turns
- have control of your body at all times
- stop playing at the first bell



### Rules and expectations for "hoops"

#### Everyone:

- 1 grade at a time will be allowed at basketball hoops

#### K – 3:

- take turns
- be aware of others nearby
- stop playing at the first bell

#### 4 – 6:

- play safe, play fair, play by the agreed upon rules
- follow the respect agreements
- give personal space and do not interfere with nearby games
- stop playing at the first bell



### Suggested recess games / activities

#### K – 2:

- tag – touch
- building snow people/ buildings / snow stays on the ground
- soccer
- skipping
- play structure
- low organized games - follow the leader, dodgeball, hop scotch, side walk chalk, shooting hoops
- imagination games
- touch football

#### 3 – 4:

- soccer
- tag – touch
- recess equipment – hoops, 4 square, skipping
- touch football
- low organized games
- play structure
- visiting

#### 5 – 6:

- basketball type games – hoops, skipping, bump
- touch football
- soccer
- low organized games - tag
- 4 square
- play structure
- visiting/socializing

