

Emerson Elementary School

**Border Land School Division
School Handbook
2021-2022**

Emerson Elementary School Mission Statement

The mission of Emerson School is to develop well adjusted: confident and critical thinking individuals possessing the skills necessary to succeed in life. Within a nurturing environment, a balance of technological and academic excellence as well as a life long love of learning will be cultivated.

At Emerson School we value:

- ❑ Safety
- ❑ Consideration
- ❑ Responsibility

1. Expectations: All students, staff and parents will follow updated and ongoing provincial health orders at the time.

a) Students:

- ◆ A School environment that is safe and conducive to learning.
- ◆ School personnel shall be available for assistance and advice.
- ◆ Staff presenting prepared lessons and evaluation for continuing progress.

b) Staff:

- ◆ Students on time for class
- ◆ Students attending classes with proper tools to take part in the learning process.
- ◆ Students having appropriate behavior while in class, in the school, on the playground, or traveling on a bus.
- ◆ Support and encouragement from the administration, Border Land Division, parents, and the community at large.

c) Parents:

- ◆ Teachers will be positive role models for the students.
- ◆ Staff will enforce rules and expectations of the school.
- ◆ Ensure there is proper and timely communication between the school and the home for any/all issues, ideas, concerns, changes, etc.

2. Duties

a) Students:

- ◆ Students shall attend school regularly and work conscientiously in all their classes.
- ◆ Students shall bring all their required materials and tools to their classes daily.
- ◆ Students must complete their homework and assignments.
- ◆ Students must make every effort to hand in missed assignments because of days absent.
- ◆ Students must respect the rights and property of others and show consideration, compassion and empathy to others.
- ◆ Students will play safe and consider the safety of others as a priority.
- ◆ Students will take responsibility for their actions both good and those needing improvement.
- ◆ Students shall take pride in their work and make every effort to do their best.

b) Staff:

- ◆ Teachers shall plan and teach assigned subjects.
- ◆ All personnel shall contribute to maintaining an environment conducive to learning and a positive experience.
- ◆ All personnel should be positive role models for the students attending the school.
- ◆ Teachers shall evaluate the students and be prepared to explain the criteria for such an evaluation to students, parents, and school administration.
- ◆ Teachers shall provide information about progress, attendance, and behavior of the students to the students, parents, administration, and school officials.
- ◆ Teachers shall be prepared to meet with parents to discuss the progress, attendance and behavior of their children.

c) Parents:

- ◆ Parents, as students' role models, will exemplify:
 - a) A positive attitude to learning and achievement.
 - b) Respect for students, school, personnel, and others' property.
 - c) Respect for the Division and School rules.
- ◆ Parents will ensure that their children attend school regularly and complete all assignments on time.
- ◆ Parents should contact the school when they feel there are problems issues, ideas, concerns, changes, etc.
- ◆ **Parents should direct their concerns in the following order:** First-Teacher, Second-Principal, Third-Superintendent
- ◆ Parents will attend all 3-Way Conferences and other informational meetings that are relevant.

3. Facilities

Facility use is on pause due to Covid. When restrictions are lifted the facilities may be used by the community with some restrictions:

- ◆ Community groups must complete **"Use of Facilities"** form. This form is available from the school principal.
- ◆ School functions have the first right of the use of the school.
- ◆ Community groups will be allowed to use the school from 4:00PM to 9:30PM during the week.

a) Gym:

- ◆ The gym is out-of bounds unless a supervising teacher is present. Running shoes (that the student can fasten independently) must be worn in the gym at all times.
- ◆ The community is allowed to use the gym with some restrictions at the schools' discretion. School functions have first right of the use of the gym. A set of rules for the use of the gym will be provided when a community group seeks permission to use the facilities. Community groups must contact the principal and make the proper request for use of school facilities.

b) Library:

- ◆ Teachers will be expected to supervise their students when a class is in the library for a library class and/or research project.
- ◆ Reference books must be used in the library or if they are taken to the classroom, they must be returned at the end of the day.
- ◆ Students not following the library regulations may lose the "sign out" privilege of library books (2 per student).

c) Visitors in the school:

- ◆ Visitors to the school, during regular class time, must check into the office and will be given a visitor badge to wear while they are present in the school.
- ◆ All visitors will be required to wear a mask.
- ◆ Casual non-approved visitors are not permitted on school property.

d) Students in the school:

- ◆ NO STUDENT(S) is(are) to be in the school after 4:00PM or during non-school days without a supervising teacher.
- ◆ Students are not to be on school property until after 4:00 PM
- ◆ Students are not to be on school property or in the school before 8:35AM on regular school days.
- ◆ Students will be allowed to be in the building during adverse weather conditions.
- ◆ There will be no supervision of the playground or school before 8:35AM

4. Behavior

a) **Dress Code:** Please see link on the Emerson School Website: (<https://ems.blsd.ca/>)

b) **Lockers: Will be in use in Yellow but will not be used if the school moves into level Orange or Red.**

c) Textbooks and Library books:

- ◆ Each student is responsible for the textbooks and the library books provided by the Division. If books are lost or damaged, the school will assess the loss and the parents will be charged that amount. If lost books are returned, the money will be refunded.
- ◆ Library books must be signed out and returned according to the library guidelines for borrowing books.

d) Property Damage:

- ◆ Students are expected to take pride in their workplace, the school, and the school grounds. Graffiti and litter should be avoided. Students are expected to report such activity to the office and those responsible will be expected to clean up their mess.
- ◆ Students responsible for damage to the Schools' or the Divisions' property will be expected to pay for the damages. The School or the Division will determine the cost of the damages.

e) Consequences:

- ◆ When minor incidents occur in the classroom, the teacher will follow the Restitution Model that will allow the student the opportunity to correct his/her inappropriate behavior.
- ◆ After a number of minor incidents, or if a student is in compliance with the teacher, the student may be sent to administration. A discussion between the principal and the student will take place attempting to determine the root of the behavior and the student will devise a plan to correct the inappropriate behavior.
- ◆ Any serious or ongoing misbehavior is non-negotiable (See Policy) and should be reported to the office immediately. The principal will talk to the student about their behavior. A phone call or letter will be sent home, explaining what has happened and the resulting consequences.
- ◆ Major concerns may result in a school suspension/expulsion and/or parent interview with the School Administration and/or the School Board.

5. Health and Safety

a) Accidents:

- ◆ Students are asked to report injuries to the supervising teacher or to the office immediately. In case of a serious injury, the injured person should not be moved until proper help arrives.
- ◆ If the injury is not of a serious nature, then regular first aid procedures may be used.
- ◆ If the injury appears to be more serious/emergency, the school will arrange to have the child taken to the hospital. Every effort will be made to contact a parent to allow them to arrange transportation, explain the circumstances, and/or allow the parent to make the decision as to which hospital depending on circumstances or emergency.
- ◆ Parents will be notified in the case of any accident that happens at the school and that requires the completion of an Accident Report.
- ◆ Accident Reports will be completed by the supervising teacher and sent to the Division Office.

b) Medication:

Border Land School Division does have a procedure on the administration of prescribed drugs. If it is necessary to have the school assist in the administration of prescribed medication, please do not simply send the medication to the school with the student. Instead, do the following:

- ◆ Please telephone the school admin. assistant so that we may arrange the necessary paper work that is needed for the school to be involved in the administration of medication.
- ◆ Unless otherwise advised, please send the medication to the school in the container supplied by the pharmacist, with the dosage instruction.
- ◆ Notify the school immediately if the medication is no longer required.
- ◆ Complete new “paper work” arrangements with the school each year and/or whenever there is a change in the prescription.
- ◆ The school reserves the right to refuse to administer the medication if all of the above has not been followed.

c) Illness:

At times during the school year, a student may become ill during the school day. School will follow the current public health recommendations at that time. . Staff will make the child as comfortable as possible.

- ◆ The staff will not administer any type of medication.
- ◆ Parents will be contacted so that they can take the child home for the duration of the illness.
- ◆ If the parent cannot be reached, there must be a reasonable contact person so the child can be looked after as soon as possible.

d) Nit/Lice Policy

- ◆ If nits or lice are suspected by any staff, parent, or student the following course of action will be taken:
 - student will be removed from the classroom in a discrete manner in order to be physically inspected by a staff member
 - if nits (larval form) or lice (adult form) are discovered, students will be sent back to class and parents will be notified.

e) Nutrition Policy

- ◆ Please see school website (<https://ems.blisd.ca/>)

f) Travelling to and from School

It is the shared responsibility of the school and parent that all students arrive to school and depart school safely

- ◆ All kindergarten students must be dropped off and picked up from the school by a parent or other designate (at the south doors- not in waiting vehicles).
- ◆ A written correspondence or verbal permission must be provided for all students for any changes to normal arrival/departing procedures.
- ◆ Helmets must be worn on school property when utilizing any wheeled form of transportation and secured in the designated area.

6. Attendance

- ◆ Regular attendance at school is expected and conducive to achievement.
- ◆ Parents will be expected to call the school if their child is going to be absent that day or days.
- ◆ Students leaving school for any appointments or personal business must bring a signed note from the parent. Parents may also call and talk to Ms. Leslie, Mrs. Rintoul or the classroom teacher.
- ◆ Students are expected to catch up on all missed assignments as a result of absent days.
- ◆ Students leaving the school for any reason must sign out at the office.
- ◆ Students with less than 80% attendance will be referred to the attendance officer for investigation.

7. Communication

a) Phone Calls/Emails/Letters/Visits

- ◆ Contact between the school and the home is necessary to ensure a rewarding and healthy relationship exists.
- ◆ Teachers, parents and community members are encouraged to have open lines of communication.
- ◆ Students are more successful when the parents and the school are supportive of each other and aware of the plan of action that best supports the needs of their child.

- ◆ Attendance at school functions/assemblies are highly recommended and encouraged

b) Report Cards:

- ◆ Report Cards will be completed three times a year **November, April, and June. All parents can access their child(ren)'s report card on the parent portal.**
- ◆ Report cards may include marks and/or grades, attendance, general and/or specific comments about the student's record and progress for any specific term.
- ◆ Some early years reporting may be done verbally.

c) 3-Way Conferences: We will follow divisional guidelines at this time. If allowed:

- ◆ The school will host two 3-Way Conferences per year - **November and April.** All parents will be scheduled for the November and April Conference.
- ◆ The format of each conference will be:
Evening - 5:00PM to 8:00PM
Morning - 9:00AM to 12:00AM
- ◆ The school will make appointments for the parents having students in this school to see the teachers in either of the above sessions. If the time is not suitable, please contact the school for alternate times.
- ◆ The school will contact parents if a Teacher wishes to discuss the progress of the child(ren). Any Parent with a concern may contact the school to arrange for an appointment.

d) Bulletin:

- ◆ A one-page newsletter will be e-mailed or sent home to families who don't have an e-mail address every four to six weeks.
- ◆ This newsletter will include up-coming dates and any information about the school or the community that we feel is important to the students and parents of this school.
- ◆ The public and parents are welcome to include information in this bulletin.
- ◆ The school reserves the right to determine what goes into this bulletin.

e) Memos/Letters:

- ◆ Over the school year, a number of memos and letters will be sent via Messenger. (e-mail) Please be sure to check your junk mail on a regular basis to ensure you don't miss something important. On rare occasions, paper copies may be sent.

f) Procedure Changes and Amendments:

- ◆ It is the Principal's or their designate(s) responsibility to share any changes or amendments to procedure to staff in a timely matter- usually at the following staff meeting, and parents/guardians following, if deemed required.

g) Parent/School Contact:

There are times that the parents have concerns regarding a situation at the school. They should contact the school at their convenience and discuss their concerns.

- ◆ If their concern involves their child and the classroom, they should talk to the teacher.
- ◆ If the parent is not satisfied with the discussion or the situation concerns the teacher, they should talk to the school administration.
- ◆ If they are not satisfied with the discussion or the situation concerns the administration, they should talk to the Superintendent and the School Board.
- ◆ Any notes and/or messages sent to the school via the student should be given to the Teacher or the Office during the morning rather than at the end of the day.
- ◆ If emailing information that is time sensitive (Eg. change to end of day schedule), please check to see that a reply has been sent and if no one has replied please call the office to ensure the information has been received.

8) Bus Transportation

- ◆ During the winter months, weather conditions may not be conducive to safe bus transportation. Supervisors will determine as soon as possible if buses will run. Parents should listen to the radio stations (CFAM, CKRC, CBC, CJOB) between 7:00AM and 8:30AM for bus information.
- ◆ Individual drivers encountering some difficulties may delay or cancel the morning bus run. If so, they shall notify the parents on their route and the principal of the school.
- ◆ Buses will either leave at their regularly scheduled time, or not at all. In order to ensure safety of transported students, it is recommended that buses do not leave the school at other than regularly scheduled times.
- ◆ If the weather has deteriorated significantly over the day, the buses **will not** run. This decision will be made at 2:00PM so that schools have ample time to notify parents and/or arrange appropriate billets.
- ◆ Due to Covid only regular approved students may ride the bus.
- ◆ Students must dress appropriately for winter conditions.

- ◆ Students may not transport anything that is considered dangerous or the school has prohibited. The driver's word is final in this regard.
- ◆ Students may transport items such as musical instruments or sports equipment as long as they do not block the aisle and are in a container. This container may not be more than 60 cm long or 40 cm in diameter.
- ◆ Students must remain seated in assigned seats. No standing while the bus is moving.
- ◆ Food and beverages may not be consumed while traveling on the bus.
- ◆ No portion of the student's body may be outside of the bus windows.
- ◆ Students may be responsible for picking up litter that is on the bus.
- ◆ Students must abide by the rules of the bus while riding on the bus. This would include any co-curricular activities. Any misbehavior may lead to loss of bus riding privileges. The Principal may suspend bus-riding privileges.

9) Achievement: We will follow all provincial and divisional guidelines at the time. If allowed:

a) Grade Eight Graduation:

- ◆ The School will set aside time on the last day of school to recognize the Grade Eight students leaving the Emerson School.
- ◆ The School will establish a number of awards and recognition certificates to show its appreciation for the efforts and contributions of these students.
- ◆ The parents may wish to use the school facilities for a "get together" with family and friends to wish these students the best.

b) Achievement Day:

- ◆ Recognition of Achievement for Kindergarten to Grade 8 will take place on the last day of the school year.
- ◆ Parents and friends will be invited to attend this special exercise to end the year.

10. Special Events

Special events that require the entire school body to meet as a group are on pause due to Covid at this time. Please see school newsletters and the Emerson School Website for upcoming events. (<https://ems.blsd.ca/>)

11. Bells and Classes/Balanced School Day

- 8:50 Beginning of the Day
- 9:00 Opening Exercises
- 9:00-9:30 Period 1
- 9:30-10:00 Period 2
- 10:00-10:30 Period 3
- 10:30-11:00 Nutrition Break/Period 4
- 11:00-11:30 Activity Period
- 11:30-12:00 Period 5
- 12:00-12:30 Period 6
- 12:30-1:00 Period 7
- 1:00-1:30- Lunch
- 1:30-2:00- Activity Period
- 2:00-2:30- Period 8
- 2:30-3:00- Period 9
- 3:00-3:30 Period 10
- 3:30: Bus Students Dismissal
- 3:35 School Dismissal

12. Staff for 2019--2020

a) Teaching:

- ❖ **Mrs. Kathy Rintoul-** Principal, 7/8 LA, 5/6 Music
- ❖ **Mr. Glen Doyle-** Grade 7/8, 5-8 Phys. Ed, 5/6/7/8 Math
- ❖ **Ms. Nicole Hryciw-** Grade 5-6 LA/Resource
- ❖ **Mrs. Lisa Gagne-** Grade 3/4 & 3-8 French
- ❖ **Mrs. Tanya Wiebe-**Grade 1/2
- ❖ **Mrs. Chantelle Gauthier-**K/1, Reading Recovery
- ❖ **Mr. Reggie Giesbrecht-**K Math, Guidance, K-4 Phys. Ed, 5/6 Science, SS, Art

b) Non-teaching:

- ◆ **Ms. Hope Leslie** – Admin. Assistant/Librarian
- ◆ **Mr. Jose Loureiro** – Custodian
- ◆ **Ms. Mary Gensiorek**-Cleaner
- ◆ **Mrs. Heather Graham**- Education Assistant
- ◆ **Mrs. Autumn Knutt**- Education Assistant
- ◆ **Mrs. Lori Ihme**- Education Assistant
- ◆ **Ms. Chloe Driedger**-Education Assistant