

Please Keep for Reference

Carman Elementary School

Prairie Rose School Division



School Information Handbook

School & Division Directories

Our School Day

Supervision

Teaching Staff

School Calendar

General Information

Revised: June 2016

Website: <http://carmanelem.pbworks.com>

Carman Elementary School Directory

School Telephone

745-2623

School Fax

745-3295

School E-mail

ces@prsdmb.ca or caffleck@prsdmb.ca

PRSD Office

745-2003

Superintendent - Terry Osiowy

Assistant Superintendent- Ron Sugden

Director of Student Services - Louise Duncan

Secretary-Treasurer - TBA

Human Resources - Joanne Johnston

Operations Supervisor - Chris Hegele

Bus Garage

745-2174

School Clinicians

Speech-Language Pathologist - Rachel Johnson

745-3126

School Psychologist - Mike Hogan

745-3116

Social Worker- Julie MacNeil

745-6384

Our School Day

8:45 a.m. Students enter

8:55 a.m. Morning announcements

9:00 a.m. Classes begin

10:40-11:20 Nutrition/Activity break

11:20 Classes continue

1:00-2:00 Nutrition/Activity break

2:00 Class resumes

3:40 p.m. Dismissal

Supervision

Playground/Bus supervision of all students is provided at:

8:30 - 8:45 a.m. (bus unloading)

10:40 - 11:20 a.m. (nutrition/activity break)

1:00-2:00 p.m. (nutrition/activity break)

3:45 - 3:55 p.m. (dismissal)

Carman Elementary School Teaching Staff, 2016/17

Kindergarten	Days 1,3,5 Days 2,4,6	Sandy Gregory (KS) Lisa Goertzen & Sandy Gregory (KG & KSG)
Grade 1		Hayley Minty
Grade 1		Lisa Pinkerton
Grade 1		Lindsay Smith
Grade 2		Christan Froese
Grade 2		Bev Lötscher
Grade 2		Steve Suomu
Grade 3		Melanie Dupasquier/Pat Hamm
Grade 3		Linda Sylvester
Grade 3		Shari Zacharias
Grade 4		Rózsa Boda
Grade 4		Coreen Johnston
Grade 5		Shelley Beaulieu
Grade 5		Mandy Kalyniuk
Grade 6		Brenda Mutchter
Grade 6		Amanda Rheault
Music		Melissa Cole
Phys-ed		Gord Stobbe
Resource		Meagan West, Melanie Dupasquier
Administration		Cecile Affleck, Pat Hamm

Carman Elementary School Support Staff, 2016/17

Technology System Administrator	Kevin Graham
Secretary	Marcy Platt
Head Custodian	Bob Lambert
Evening custodial staff	Anthony Suller, Zane Desseare
Librarian	Cheryl Phillips
Educational Assistants	Caroline Coates Janet Currie Karen Elias Arlene Kalyniuk Simone Major Sheila Martin Cindy McDonald Sonia Picton Sherry Ryrrie Kim Woods

School Calendar, 2016/17

September

6 & 7- Prof. development day (no classes)
8 - First Day of Classes for Students
23 & 26- Strong Beginnings

October

10 - Thanksgiving
21- Inservice (no classes)

November

7-Admin. Day (no classes)
11- Remembrance day (no classes)
25 - Student/Parent/Teacher Conferences

December

22 - Last day of classes in 1st term

January

9 - First day of classes in 2nd term

February

3- Prof. development day (no classes)
20- Louis Riel Day (provincial holiday)

March

3 - Administration Day K-8 (no classes)
24 - Last day of classes in 2nd term
Spring break March 27-April 2

April

3- Return from Spring Break
7- Student conferences
17- Inservice (no classes)

May

22- Victoria Day

June

16 - Administration Day (no classes)
30 - Last day of school

General Information

Messages for Students: To ensure that your child receives a message on time, please phone the school prior to 3:00 p.m. The end of the day is a very busy time.

School Attendance: Please contact the school before 8:45 a.m. if your child is going to be absent. Classroom teachers will then be informed.

Dispensing of Medication: No medications are given to students unless a Doctor completes an "Administration of Prescribed Medication" form supplied by PRSD.

Public Health Policies: Information is gathered from parents on a yearly basis regarding medical conditions that their children may have i.e. asthma, diabetes, anaphylaxis. A comprehensive list of students having these conditions along with response procedures is compiled and distributed to staff members and office. Training is also provided for staff by medical professionals in dealing with these conditions and use of Epi-pens, puffers, etc.

Newsletters: A school newsletter will be sent home once a month with the youngest member of your family in school. Classroom newsletters will also be sent home regularly. Carman Elementary School would like to e-mail the newsletter to as many families as possible. To receive the newsletter via e-mail please contact Mrs. Platt in the office.

Visitors: Visitors to the school are asked to report to the office (east entrance) when entering the building. Other entrance/exit doors are locked after 9:00 a.m. If you need to speak with, pick up or deliver items to your children, please have the secretary or someone at the office call them to the office for you. Volunteers or guests are asked to sign in at the office and you will receive a "Visitors Pass" that you are asked to display when in the building.

Library Services: Our school has a full time librarian to assist students and staff and maintain the library. Currently, our library has over 11,000 books as well as many audio-visual reference materials on VCR, DVD and CD-ROM. Internet is available for reference/research.

Clinicians: A Speech-Language Pathologist, School Psychologist and Social Worker/Counselor are available in our school division to provide support for students in these areas.

Basic French Instruction: Basic French instruction begins in Grade 4.

Information Communication Technology: Students are introduced to the computer as a learning tool beginning in Kindergarten. All classes have access to networked, on-line computer work stations in their classrooms and 1 lab. The integration of technology to support and enhance teaching and learning based on the guidelines set forth by Manitoba Education and PRSD is our primary goal.

Early Intervention Programs: Students in Kindergarten are screened for speech and language needs. Support is provided as needed under the direction of our Speech Language Pathologist. Early Intervention in Reading and Numeracy Programs and strategies are implemented in our early years classrooms to support learning.

Evaluation & Reporting: Evaluation of student progress is continuous. In November, March and June, teachers formally report student progress to parents (Report Cards). Tri-conferences are scheduled in November and April. It is our desire to maintain consistent communication between home and school. Parents are encouraged to contact the teacher or school administration if they have questions or concerns. Your support and input are of great benefit in our joint efforts to provide your child/ren with the best education possible.

Volunteers: Staff at CES appreciate and encourage parents and community members to offer their services as school volunteers. Without the support of these groups, many special activities and events may not be possible. Please let the teacher or school know if you are interested.

School Use Permits: We welcome the use of our school after normal school hours for community activities. Our school is a very busy place in the evenings, particularly the gym. Booking the area that you would like to use for a meeting or other activity is required, the earlier the better. School Use permits are available at the office.

Extra/Intra Curricular: At CES we have numerous extra-curricular activities planned to motivate and activate students both in mind and body. Daily intra-mural activities through our phys-ed program and choir, concert and hand-bell programs through music highlight a very busy schedule. We also have several clubs active at different times of year, including our Cool Cat Running Club.

Playground Policies: Students in K-2 are allowed to play only on the playground north of 4th Ave. surrounding the school. Students in 3-6 may cross 4th Ave. to the south playground. All crossing must be done at the cross-walk.

School Patrols: School safety patrols cross students at nearby intersections on their way to school in the morning, going home for lunch and after school. Our school patrol is made up of grades 5 & 6 students who have volunteered to serve and have written permission from a parent. They are trained by the school, MPIC and the RCMP.

Lunch Privileges: Students are allowed to stay for lunch provided they behave safely and respectfully while eating lunch, playing outside and participating in extra-curricular activities. Lunch hour privileges will be suspended and students sent out of the school over the lunch break if behaviour problems arise. Parents will be contacted.

Lunch students must submit a signed note from parents giving permission to leave school grounds over the lunch hour.

Lunch Programs: Watch for information regarding school lunch programs in the fall.

Footwear: Students must have indoor and outdoor shoes. All outside footwear must be removed at the entrance doors and placed on the appropriate rack.

Entrances/Exits: To allow for the smooth flow of students in and out of the building students are required to use the entrances/exits as assigned:

Library Wing (west doors): 4J, 5B, 5K, 6M, 6R

Kindergarten (south doors): KS, KG, KSG, 2L, 1LP, 1M, 3Z

Office (east doors): 4B, 3DH, 1S, 3S, 2S, 2F

All bus students exit the south and west doors.

Bicycles at School: Bicycles must be parked in the stands provided. They should be locked and are off limits to all students, including owners, at recess breaks. The school assumes no responsibility for lost or damaged bikes.

Field Trips and Other Outings: Any Field Trip that involves travel out of Carman requires a Permission Slip to be signed by parents. These must be returned to school before the class outing. For local class outings such as trips to the rink or pool, which may involve some element of risk, the school will require Permission Slips for students to participate.

When K-4 classes go off the school grounds on walks to the park, visits to local businesses or concert practices at the collegiate, a note will be sent home for parent information. Students in grades 5 & 6 will be expected to relay this information to their parents verbally.

Bus Transportation: For students living outside of the Carman community or families whose residence is more than 1.6 km walking distance from the school in the northern part of the town of Carman, arrangements for bus transportation are made by contacting PRSD office at 745-2003. Students will not be transported to a friends for playdates or birthday parties on the school bus. Parents are requested to notify the bus driver if their child/ren will not be travelling to or from school on the bus.

School Closure Due to Adverse Weather: In the event of a storm or severe wind-chill, school may be closed to students and buses will not run. School closure announcements will be broadcast on the following AM stations; CKMW 1570, CFAM 950, CFRY 920, CBC 990, CJOB 680 as well as BOB FM 99.9. Decisions to cancel school for students gives consideration to *weather reports and warnings, wind chill factors in excess of -45 c., temperatures below -35 c., current weather, visibility and road conditions.*

If a storm occurs during the day and buses will not run at dismissal, announcements will be made on CKMW 1570 around 3:00 p.m. Billets (arranged at fall registration) or parents are contacted to pick up their children. The school remains open until 3:40 p.m. (regular dismissal).

Emergency Response Plan: CES has developed an Emergency Response Plan dealing with school evacuation, lockdown and tornado drills. Safe procedures to follow during crisis situations are practiced by all students and staff regularly.

CES Behaviour Management Plan

In developing our Classroom and School-wide Behaviour Management Plans, we endeavour to provide a safe environment in which students can learn, feel valued and develop responsibility for their own behaviour. These plans provide immediate and consistent consequences for irresponsible behaviour and recognize/reward appropriate, helpful behaviour. We promote a positive, proactive approach to student discipline.

Our plans outline specific, reasonable rules of expected conduct along with logical, realistic consequences for both positive and negative behaviours. There are 2 levels of plans within the school, both closely related in form and function;

- i) Classroom Discipline Plans
- ii) School-Wide Discipline Plan

These plans are briefly outlined below;

- i) Classroom plans are developed by the teachers in collaboration with their students. Rules and consequences are agreed upon and posted.
- ii) When moving and interacting throughout the school and on the playground, students are expected to be courteous and respectful to other students and adults. No matter where they are on school property, students have **rights and responsibilities**;

Student Rights

- to be treated fairly and consistently
- to be able to express him/herself without being made fun of or "put down"
- to work in a school climate which is safe, respectful and conducive to learning

Student Responsibilities

- to help each other and respect each other's feelings
- to take care of his/her own and others' property
- to recognize and accept differences in others
- to settle disagreements in a fair and non-violent way
- to follow the direction of staff
- to know and follow the rules and procedures of the school. These include;
 - keep hands and feet to yourself
 - use polite and respectful language
 - walk & move quietly in the school

Consequences

• If students choose not to accept these responsibilities the following consequences may happen;

1. Reminder by teacher
2. Quiet time/problem solving
3. Loss of privileges eg. recess, noon-hour privileges, group rewards, special activities
4. Administration notified of situation
5. Interview with administration
6. Discussion/decision on to how to fix their mistake or "make it right"
7. In-school or out-of-school suspension

In cases where students reach Level 4, parents may be contacted by the school. This may occur at an earlier Level, depending on circumstances. Serious offences may enter the discipline cycle at Level 7. These offences include;

- repeated misbehaviour
- disrespectful or oppositional behaviour toward staff
- dangerous or violent behaviour
- severe verbal abuse