



Welcome!

Parent Information Handbook

2019 – 2020

Louis Riel School Division

831 Beaverhill Blvd.
Winnipeg, Manitoba
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Ph: 204-257-0637

Principal
Mr. Curt Krahn

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Secretaries
**Kristan Bishopp
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INTRODUCTION

Welcome to Shamrock School! We have prepared this handbook to provide you with information regarding our school procedures. With a common understanding of school practices, it is our goal to provide a safe, inviting and challenging environment for all students and members of our community.

Our school population is approximately 460 students enrolled in Kindergarten to Grade 8 and has a staff, including custodians, clerical personnel, educational assistants, teachers and administrators of approximately 60-65.

After reading through this handbook, please do not hesitate to ask us for more information about any aspect of life at Shamrock by calling us at 204-257-0637. Our students deserve an academically challenging, supportive and positive environment in which parents, community members, staff and students work together.

SCHOOL HOURS

Shamrock School doors open
at 8:35 a.m. and attendance is at 8:45 a.m.

Dismissal for lunch is 11:30 a.m.
Doors open at 12:25 p.m. and attendance is
at 12:30 p.m. Dismissal for the day is at
3:18 p.m.

RECESS AND BREAKS

All children in grades one to six go
outside for a fifteen-minute recess both
morning and afternoon.
(Recess is indoors if it is raining or if
the temperature is -30°C or
lower.)

Recess: 10:15 - 10:30 a.m.
2:00 - 2:15 p.m.

There is no recess for Kindergarten or
Grade 7 & 8 students.

SCHOOL HOURS/RECESS/BREAKS

Our Mission Statement

The Mission of the Louis Riel School Division is to foster safe, inviting and inclusive learning environments and to develop responsible global citizens through respectful partnerships between home, school and community.

VISITORS

All visitors coming into the school during regular school hours **must** report to the office and receive a visitor's pass.

EARLY PICK UP OF STUDENTS

Occasionally, parents pick up their children prior to regular dismissal times. We ask that you send a note to your child's teacher so they are aware of the pick-up time. We ask that parents follow the visitor protocol and report to the school office, to sign out your child.

ABSENTEES/CALL BACK SYSTEM

Parents are asked to phone the school at **204-257-0637** to let us know that your child will not be in attendance. If we do not receive a call from you, we will contact you at home or at work. Not only is this a check on a child's absence but it is also a safety check for parents who may have sent their child, but whose child may not have arrived at school.

Lates – Habitual lateness disrupts classes and interferes with the learning of other students. When a student is late they must report to the office to indicate arrival and to receive a late slip.

Extended Student Absence – Please inform the teacher and complete a Student Leave form for an extended student absence due to illness, holidays, personal business, etc. This will help the office track students on long term absences and when a student will be returning to school. Forms can be picked up at the office and need to be returned to the office at least one week prior to departure.

RECESS BREAKS

Students in Grade 1 – 6 are required to go outside for a fifteen-minute recess break both morning and afternoon. Recess is indoors based on Louis Riel School Division guidelines. Please ensure that your child is dressed appropriately for the weather.

CANCELLATION OF SCHOOL

When severe storm conditions necessitate a school closure, the radio stations are informed as early in the morning as possible. The LRSD website will also give information on school closures: www.lrsd.net

EMERGENCY PREPAREDNESS PLAN

Emergency Preparedness Plan guides all of the Division's Schools. That plan includes emergency control procedures drills twice per year. Various situations compel response plans to clear school hallways, and we want students, staff and visitors to be prepared. Not all situations are high risk; some merely demand added caution. You can assist us in three ways:

- Tell your child(ren) about the importance of respecting adult authority during emergency control procedures drills and situations.
- If you are visiting the school, please model respect for the emergency control procedures by following the directions of staff members without question.
- Assist your child(ren) to understand that not all situations are high risk. We do not want them to be unnecessarily anxious; we do want them to feel confident that they can assist us to manage unexpected situations.
- Please ensure your emergency contact numbers are registered with the office.

Evacuation – Where a school is not closed but is rendered temporarily unusable and where students require shelter, students and staff shall be evacuated to other locations in the immediate area. In the case of Shamrock School, the closest building that can hold our entire staff and student body is J.H. Bruns Collegiate 250 Lakewood Blvd. We would then attempt to phone parents to arrange the safe return of students to their homes.

PARKING

All parking in the staff parking lot is assigned to staff members at Shamrock School. To increase the safety for our students and reduce traffic congestion, please do not enter the staff parking lot but rather use the drop off loop and pickup loop located in front of the staff parking lot. When using this loop, please drive to the end of the loop, have your child exit the vehicle and walk using the sidewalk. Please note the diagram below and follow the **red arrows** (for cars) and **blue arrows** (for students walking). Your children should be dropped off and/or picked up near the **star**.



Under no circumstances should students be dropped off or picked up on Beaverhill Blvd. in front of the school. Please note that our children's safety is more important than convenience.

PATROLS

Our school patrols provide a safe passage for students on their route to and from school. To help support our patrols, we respectfully insist that all drivers adhere to the signage on and around school property. Drivers have significantly more 'road experience' than our patrols and so need to demonstrate greater patience. To reinforce this, please review the following steps our patrols take before each student crossing:

- Make sure the driver comes to a full stop;
- Hold the students back while trying to establish eye contact with the driver;
- Look for a gesture from the driver that he/she will remain stopped while students cross;
- If you cannot establish eye contact with the driver or are unsure whether the driver will remain stopped or continue on – hold the students back, and;
- Do not forget, drivers sometimes fail to stop or come to a complete stop even at intersections that have a stop sign.

That is a lot of responsibility for 9 – 12 year-old students. Therefore, please take extra caution when driving around our school and especially during the start or the end of the school day. Everyone has a destination to get to, let's make sure our children reach theirs.

STUDENT INJURIES

You will be notified of any injury to your child which might require medical attention. If necessary, you may need to transport your child to a doctor or to a hospital. Hospitals require parental consent when treating a child. Please ensure that your Manitoba Medical Number is on the Student Information Form, as well as an up-to-date list of phone numbers where we can reach you, or the name and phone number of a trusted contact that we might call in case of an emergency.

ACCIDENT INSURANCE

All students in the Louis Riel School Division are covered under Universal Accident Insurance. If an injury at school requires medical follow up, please see office staff regarding insurance coverage and necessary forms.

ADMINISTRATING MEDICATION AT SCHOOL

If students require medication, parents must notify the school. You will be provided with consent forms which must be completed and signed by a parent and returned to the school. Only under these conditions can the school administer medication.

STUDENT FEES

Shamrock assesses all students a basic \$40.00 fee which is applied to student learning materials and educational programs. Please contact the school administration to discuss any concerns you have regarding student fees and other charges. Field trip fees are assigned on a class-based schedule.

BEFORE AND AFTER SCHOOL PROGRAM

The YMCA/ YWCA of Winnipeg offers before and after school childcare options for families whose child(ren) attend Shamrock School.

If you have any questions or would like further information, please call the Center Supervisor at 204-257-1872.

EXTRA-CURRICULAR PROGRAMS

The following guidelines apply to student participation in the extra-curricular program:

1. Any student of Shamrock may participate in school sports, and other extra-curricular activities, if he/she is willing to make a commitment to the program, and to meet the expectations of the activity
2. A Player shall:
 - Exhibit good sportsmanship by accepting victory and defeat in a gracious manner and follow the rules of fair play.
 - Give recognition to the importance of team goals and providing support to team members and coaches.
 - Represent Shamrock as positive ambassadors of the school.
 - Behave in a self-respecting manner, respecting others and others' property.
 - Attend all practices and games.
 - Develop their skills through good work habits, attending to the instruction, guidance and expectations of the coach.
 - Take responsibility for a clean uniform and maintaining a presentable appearance at games.

LUNCH PROGRAM

The Lunch Program has been set up to offer a safe school space for children to eat their lunch. Adult supervision indoors and on the school playground is provided over the lunch hour. Grade 1-8 students eat their lunch in assigned classrooms from 11:25 – 11:55 and then have an outside recess from 11:55 to 12:25.

Parents who choose to have their child(ren) stay at school for lunch, whether full time or casual, are required to register their child(ren) in the Lunch Program. Registration forms are in the office.

Fees paid to the lunch program cover the costs associated with adult supervision.

Every student brings their own lunch.

****Please ensure your child brings a nut free lunch.**

Fees:

Full time users: The cost of staying at school for lunch on a regular basis will be \$10.00 per month per child (\$12 x 10 months = \$100 per year per child). The maximum family fee is \$30.00/month with a yearly fee of \$300.00.

Casual Users: The cost of staying at school for lunch on a casual basis is \$1.00 per day. Students staying for lunch on an occasional basis are required to pay \$1.00 to their teacher when attendance is taken.

Payment:

Payment of lunch fees may be made in cash or cheque payable to Shamrock School and are to be submitted with the registration form. Please record the student's name on each cheque.

Other payment options are available by contacting Administration to arrange an alternate payment plan. All requests are treated confidentially.

Income Tax Receipts:

Lunch fees are tax deductible for eligible parents / guardians. Receipts for full time Lunch Program registrations will be issued in January and June. Receipts will be posted to the parent portal.

Behavioural Expectations in the Lunch Program:

Lunch students are required to meet all school expectations. Our goal at Shamrock School is to provide a safe and orderly environment for children to enjoy their lunch.

Please review student conduct guidelines with your child:

- Eat in the designated lunchroom or classroom;
- Remain seated while eating lunch;
- Eat the lunch brought from home; trading / sharing food is not allowed with food allergies being a concern for many students;
- Assist with lunch clean up as requested by the adult lunch supervisor;
- Deposit all garbage in trash cans located in the hallway;
- Conduct themselves in a polite, responsible and respectful manner;
- Follow direction of the lunch supervisors;
- While playing outside:
 - Play safely and remain on school grounds
 - All children enrolled in the Lunch Program must remain on school property for the entire lunch hour. Therefore, written permission or a phone call from a parent or guardian is required before your child can leave school grounds for any reason.

If a student's behaviour is inappropriate, parents will be contacted by phone.

Microwave:

Students have access to microwave ovens with a 1 minute heating time limit. Food must be in an appropriate microwave container. To help make a healthy food choice and reduce wait times, we strongly recommend sending food that does not require a microwave.

Milk:

Milk cards can be purchased in the office for \$20 – it includes 23 pre-paid, 250 ml milk servings.

White milk and chocolate milk will be for sale for \$1.00/daily. It can be ordered in the morning from the classroom teacher.

LUNCH RECESS

All students are expected to go outside for the recess portion of the lunch hour. Please make sure your child(ren) are dressed appropriately for the weather conditions. Recess will be outside unless the temperature is below -30°C with the wind chill. If this happens, the students will be kept in their classrooms for recess.

BICYCLES

If students choose to bring bicycles to school, they are to be left outside in the bicycle racks and locked. As it is impossible for school personnel to supervise the bicycles, the school cannot assume responsibility for stolen or damaged bicycles.

CELL PHONES

Under no circumstances can pictures or video be taken during school hours. Students are expected to follow their teacher's instructions for cell phone use.

COMPUTERS AND INTERNET

All students and their parents/guardians are required to complete a Computer Acceptable Use Document before accessing a computer. Students failing to comply with computer use guidelines will have their computer privileges suspended.

DRESS CODE

The dress code is based on the understanding:

- That dress, within limits, is a matter of personal taste;
- That clothes communicate messages about the individual and the school – it can both reflect and affect a school's culture and values;
- That dress should observe and respect the purpose of formal education;

- That it is important to maintain basic standards so that dress is not offensive to the sensitivities of others and so that dress practices do not develop which would reflect or affect our culture in negative ways in the view of the staff and community.

At Shamrock School, students and staff:

- Wear clothing free of lewd, crude, or suggestive graphics or sayings;
- Refrain from wearing hats, toques, hoods or other head coverings (religious garb is exempt) when inside the school, and;
- Dress appropriately for learning and teaching ensuring that the following are covered at all times: buttocks, chest, stomach, sides (torso) and undergarments.

Students arriving at school dressed inappropriately will be asked to change into appropriate clothing.

PHYSICAL EDUCATION CLOTHING

Students in grade 3-8 generally change for physical education classes. This requires that students change into running shoes, shorts or sweat pants and another t-shirt.

DIVISIONAL STUDENT SUPPORT SERVICES

Divisional Student Support Services gives us valuable assistance through the services of a Speech and Language Pathologist, Social Worker, Psychologist, Occupational Therapist and Physiotherapist.

CHILD CUSTODY

If a court order exists that limits the rights of one parent in matters of custody or access, etc. please provide this order to school administration. A copy will be made and remain on file for the purpose of supporting any ruling.

PRACTICAL ARTS (SHOPS)

All grade 7 and 8 students in Louis Riel School Division participate in the Divisional Practical Arts program (Human Ecology and Industrial Arts). Students attend one half day per school cycle in the afternoon.

Classes in Home Economics and Industrial Arts are compulsory school programs and count for a credit in the academic program. Report cards go home at the end of each term. Grade 7 and Grade 8 classes are 4 terms each.

Locations of classes vary with the course each term. The School Division policy states that students are responsible for their own transportation to and from Human Ecology and Industrial Arts and Technology.

TEXT BOOKS / LIBRARY BOOKS

Textbooks and library books are one of our greatest expenses. If books out on loan to a student are lost or abused, we must insist that the student to whom the book was issued be responsible for its replacement. We charge a replacement fee that is adjusted according to the age and condition of the book when it was last issued.

LOCKS AND LOCKERS

Grade 5-8 students have lockers. Each locker user assumes full responsibility for the condition of the locker and its contents. The school is not responsible for theft or lost articles from the lockers. Lockers are the property of Shamrock School and are subject to inspection or search at any time. Locks are provided by the school.

PARENT PORTAL

The LRSD Parent Portal is a means of providing parents and guardians with on-line information about your child's learning environment. Features of the parent portal include the ability to view school announcements, access the school calendar, and class information.

Parents and guardians can access the parent portal with a username and password. The username is your first name followed by a hyphen, then an LRSD internal ID number assigned to you. If you are new to the division, you will need to create a password.

Please contact the school if you have not received your ID number.

REPORTING TO PARENTS / STUDENT LED CONFERENCES / REPORT CARDS

From time to time we will be initiating additional contacts with parents when we feel communication is desirable. We encourage parents to initiate additional contacts when they feel a need to do so. Please telephone the school and leave a message for the teacher to call you or make an appointment to see the teacher. Please do not interrupt the teacher's class to make personal inquiries, as the priority is the welfare of the students in the classroom.

Formal student led conferences are held twice a year. A notice will go home information families of an upcoming conference and to schedule a time to meet the teacher through the School Conference Manager.

Report cards detailing your child's progress are sent home three times a year.

COMMUNICATION WITH SCHOOL

Contacting your child at school:

Should the need arise, please contact the school office and a message will be relayed to your child. In the case of an emergency, the child will be called from class. To avoid disruptions during class time, please refrain from contacting your child directly by cell phone.

Visitors:

We recognize the need and acknowledge the benefits of parents visiting the school. The security of students and staff is important, therefore all people, other than school staff, are considered visitors and are required to report to the office upon entering the school. Shamrock School has a sign-in system, and each visitor will be issued a tag that must be worn while in the building. Visits by students who are friends or relatives of students are not permitted unless arranged through the office prior to their arrival.

Communicating a Concern:

The following process has been put into place to help ensure that concerns are dealt with in a straightforward and satisfying manner. In all cases, communication is of key importance.

- First contact should be with the teacher(s) involved. Respectful and calm discussion are often helpful factors in the process of clarifying misunderstandings.
- If the matter requires further discussion, school administration (the Principal or Vice-Principal) may be contacted.
- Should the matter remain unresolved, the next step may involve the Assistant Superintendent associated with the school.

In all instances, respectful and calm dialogue assist in developing improved understanding.

STAFF MEETINGS / EARLY DISMISSAL

All schools in Louis Riel School Division have regular staff meetings on the fourth Tuesday of each month, except December and June. The dates for these staff meetings are printed in our year at a glance calendar. **All students are dismissed at 2:18 p.m. on these days.**

IN-SERVICE AND ADMINISTRATION DAYS

In-service days are days during which teachers attend seminars, conferences and workshops in order to learn new techniques, approaches, and information which will improve their teaching skills.

Administration days are days during which the school schedules administrative activities for teachers such as completing report cards, special staff meetings, program planning and evaluation of existing curriculum.

Ten days per year are allowed for these purposes and on these days students do not attend school. Please check the school calendar for the dates.

FIELD TRIPS

Parents will be notified of all field trips involving their children and be asked to sign a permission form that will permit their child to participate. Due to rising costs, we ask that parents help pay transportation or other costs involved. Any parent who simply cannot afford the expense should call the principal for assistance. Field trips are an exciting and important aspect of the school instructional program and there is an expectation that students will attend. Students not attending the field trip are required to attend school and will complete assignments supporting the objectives of the field trip.

DEMOGRAPHIC INFORMATION

Please let the office know immediately of any changes during the year of parent, guardianship, addresses, home phone numbers and any emergency numbers.

Verification forms are sent home at the beginning of each school year. Parents are asked to carefully review these forms, mark any changes in RED pen and return it to the school as soon as possible. If there are no changes, please sign and return the form indicating there are no changes.

PERSONAL BELONGINGS

Lost clothing and other items are placed in our lost and found box. Despite our efforts to find the owners of these goods, many are never claimed and must be collected and sent to a charitable organization. PLEASE take the time to label all of your child's belongings and periodically check these items and re-label when necessary. This includes books, hats, scarves, sweaters, glasses, gym clothes, etc. It also often saves a major dispute if several students who own identical articles all claim the same item.

SCHOOL OF CHOICE

A School of Choice Application can be obtained from any school in the Louis Riel School Division. The application needs to be returned to the student's designated school for the Principal's acknowledgement. The application is then sent / delivered to the Principal of the "School of Choice."

Space (class, grade, and school population), resources, and other factors as determined by the Principal and the Superintendent's Department, are considered to determine whether an application is accommodated.

The deadline for submission is May 15. Applications after the May 15 deadline will be reviewed and considered on a case by case basis.

LOCKDOWN AND HOLD AND SECURE PROCEDURES

When an imminent threat to the safety of the school is perceived, a lockdown procedure will be activated. All doors will be locked, and students are moved to a safe location in the classroom. If the threat is identified as outside the building, authorities may advise that the school move to hold and secure. All outside doors will be locked, signs will be posted, but school will operate as usual with the exception of outdoor activities. These procedures are taught and practiced many times throughout the school year.



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