



ASPIRE - INSPIRE



École Stanley Knowles School

Student Handbook

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WINNIPEG SCHOOL DIVISION



ASPIRE - INSPIRE



Welcome to École Stanley Knowles School

Dear Parents / Guardians:

Welcome to a new and exciting school experience for you and your child. École Stanley Knowles School is committed to providing a safe and stimulating learning environment that fosters the academic, social, emotional and physical development of all individuals, helping each to maximize his or her potential.

The purpose of the École Stanley Knowles School handbook is to provide you with vital information concerning our school contained within the pages of one booklet.

Development of a strong partnership between home and school is important to our staff. Please take advantage of the many opportunities that we provide to celebrate your child(ren)'s learning.

We encourage you to join in the activities, clubs and sports teams available at ÉSKS. There's something for everyone. It's going to be fun! Get involved! Be the best you can be!

We hope that you will find this information useful, and that you will keep this booklet as a reference to use throughout the school year.

École Stanley Knowles School Staff





Mission Statement

École Stanley Knowles School is committed to providing a safe and stimulating learning environment which fosters the academic, social, emotional and physical development of all individuals, helping each to maximize his or her potential.

École Stanley Knowles School students will:

- ✓ **Be respectful**
- ✓ **Be responsible**
- ✓ **Be a learner**
- ✓ **Be safe**

La mission de l'École Stanley Knowles est d'assurer un environnement éducatif, sécuritaire et stimulant qui encourage le développement académique, social, émotionnel et physique de toutes les personnes de l'école, en aidant chacun et chacune à maximiser son propre potentiel.

Les élèves de l'École Stanley Knowles:

- ✓ **Seront respectueux**
- ✓ **Seront responsables**
- ✓ **Seront des apprenants**
- ✓ **Seront sécuritaires**





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Working together for our children!

One of the special features of École Stanley Knowles School is its community of people who come from a wide variety of ethnic and cultural backgrounds.

We are pleased and proud to serve a community that offers so many opportunities to celebrate our differences and similarities.

We welcome parents and family members to share this important part of the lives of their children and hope that the time your children spend at ÉSKS is valuable and useful.

Please feel free to contact the school in order to have your questions and concerns addressed.

ÉSKS Goes PBIS!

École Stanley Knowles School is a PBIS school. This means that ALL students are expected to:



Students are taught the school's expectations in all of the common areas of the school. There are reminders posted through the building and we take time throughout the year to practice these positive behaviours.





School Events

During the school year, many events take place on a regular basis. Notes are sent home to parents/guardians, information is posted on our website and on our digital sign.

Meet The Staff Night

The École Stanley Knowles "Meet The Staff" event takes place each September.

Our main purpose for hosting this event is to have an opportunity to meet you, the families, and to begin the partnership that supports your child this learning year. This is also a great opportunity for families to walk through the school and find out about the programs for the year.

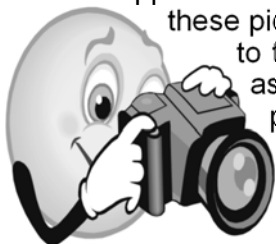
To address some of the anxieties that students have at the beginning of the year, we will be hosting our Meet the Staff Night the day before school starts, between 3:30 and 5:30 pm.

Parent Advisory Council

Get involved! Come out to monthly Parent Advisory Council (PAC) meetings that are usually no more than one hour long and take place the first Tuesday of the month.

School Pictures

School pictures are scheduled once in the Fall and again in the Spring. Individual and class pictures are taken in the fall session only. The pictures are sent home for your approval. There is no obligation to purchase these pictures. Please pay particular attention to the deadline listed on the order form, as the school will not accept any packages that are late, and parents/guardians will have to contact Lifetouch directly should they wish to order pictures.





School Schedule

Nursery & Kindergarten Sessions

Morning: 9:00 am - 11:30 am
or
Afternoon: 1:00 pm - 3:30 pm



School Hours

8:50 am	Students Enter the School
9:00 am	Opening Exercises & Attendance
10:15 am	Morning Recess 1 (Grades 1-6 Only)
10:45 am	Morning Recess 2 (Grades 1-6 Only)
11:30 am	Dismissal (Nursery/Kindergarten)
11:45 am	Lunch Dismissal
12:40 pm	Students Enter the School
12:45 pm	Classes begin (Grades 1-8)
1:00 pm	Classes begin (Nursery/Kindergarten)
2:00 pm	Afternoon Recess 1 (Grades 1-6 Only)
2:30 pm	Afternoon Recess 2 (Grades 1-6 Only)
3:30 pm	Dismissal of ALL students

All students have a homeroom and homeroom teacher. Homeroom periods are daily at 8:50 am and 12:40 pm. During this time, attendance is taken and any important information is shared. Please be on time.

Students MUST remain outside until the entry bell rings before school begins, during recess and at lunch (unless the wind chill reaches -28° Celsius). Please be sure your child is dressed for the weather.

There is NO supervision at the school:

- ⇒ Before 8:45 am in the morning
- ⇒ Before 12:40 pm during the lunch hour
- ⇒ After 3:35 in the afternoon





Class Schedules

Elementary Class Times

Period 1	9:00 am to 9:30 am
Period 2	9:30 am to 10:00 am
Period 3	10:00 am to 10:30/10:45 am
RECESS	10:15 am or 10:45 am
Period 4	10:30/10:45 am to 11:15 am
Period 5	11:15 am to 11:45 am
LUNCH	11:45 am to 12:45 pm
Period 6	12:45 pm to 1:15 pm
Period 7	1:15 pm to 1:45 pm
Period 8	1:45 pm to 2:15/2:30 pm
RECESS	2:00 pm or 2:30 pm
Period 9	2:15/2:30 pm to 3:00 pm
Period 10	3:00 pm to 3:30 pm

Junior High Class Times

Period 1	9:00 am to 9:55 am
Period 2	9:55 am to 10:50 am
Period 3	10:50 am to 11:45 am
LUNCH	11:45 am to 12:45 pm
Period 4	12:45 pm to 1:40 pm
Period 5	1:40 pm to 2:35 pm
Period 6	2:35 pm to 3:30 pm

Reminders:

All students are expected to exit the school and leave the school grounds promptly at 11:45 am for the lunch hour, and at 3:30 pm upon dismissal from class.

Students who live a great distance from school, or are unable to go home at lunch time, may enroll in the ÉSKS Lunch Program and pay for the supervision provided while they stay at school for lunch.





Student Arrival

Elementary students are to arrive at school **No Earlier** than 8:50 am and 12:40 pm.

This becomes particularly important in the winter months when the cold weather has arrived and it is not safe for students to remain outside. Students will not be allowed indoors until adult supervision is available at 8:45 am.

There is NO supervision at the school until 8:45 am and 12:40 pm.

Recess

All elementary children except Nursery & Kindergarten go outside for recess whenever the weather allows.

Please **DO NOT** send notes to school asking for your child to stay indoors for recess. It is our school's belief that if a student is still too ill to go outdoors for recess, then they are not well enough to be at school.



We would ask parents to send children to school only when they are well enough to participate in all activities including recess.

Divisional policy states that students are to be kept indoors on inclement days when the wind-chill reaches -28 degrees Celsius. The wind chill is monitored before both recesses and lunchtime and students will be kept indoors according to division policy.



Student Dismissal

Nursery and Kindergarten

- Nursery and Kindergarten students who attend in the morning are dismissed at 11:30 am. Children **MUST** be picked up by an adult.





- Nursery and Kindergarten children are NOT allowed to wait in the office until older brothers or sisters are dismissed.
- Please let the Nursery/Kindergarten teachers know who is picking your child(ren) up from school. Teachers will not let students leave with adults not known to them. If for some reason a new adult is picking up a student, arrangements must be made through the office.
- Arrangements for pick up must be made by families. If no one arrives to pick up their child, we will be contacting parents or other responsible adults.

All Students

- Students are not permitted to leave the school building or school grounds during school hours without permission.
- After school, at noon and at 3:30 pm ALL CHILDREN are to go straight home and check in with a parent/caregiver and share play plans with them. Children must not be told to wait outside or between doorways for pick ups until a caregiver finishes work. Parents need to make arrangements for childcare if they cannot pick up their children at 3:30 pm.
- All children are dismissed by their teachers and it is the student's responsibility to wait in a family designated spot to meet with family members for their walk home. Children should be instructed that if the designated person does not arrive, to come to the office for help.
- Children are never to be picked up from the school or playground without first checking at the office and signing students out.

Students must exit the school and grounds promptly at 3:30 pm for their own safety, as there is NO supervision after school hours.





Attendance

Regular attendance at school is very important to the success of your child and their attitude toward school.

If your child is feeling ill, DO NOT send them to school. Please make arrangements to keep them at home until they are well enough to attend.

If students are going to miss school for a number of days due to illness, travel or other reasons, please notify the school.

The school attempts to assist in providing some extra work for students where feasible. However, we rely on parents to assist in ensuring that children catch up in their work when they return to school.

Absence Reporting Using SafeArrival

École Stanley Knowles School uses an automated interactive telephone system called SafeArrival which allows parents to report their child's absence quickly and conveniently in one of three ways:

- By calling an automated interactive telephone system via a toll free number 1-855-278-4513
- Via website go.schoolmessenger.ca
- Or by using the SafeArrival app on your iOS or Android device

The SafeArrival system is available 24 hours/day, 7 days a week. Future absences can be reported at any time. Same day absences must be reported prior to 8:45 am.



**THANK YOU
FOR THE CALL!**





Call Back Program Using SafeArrival

École Stanley Knowles School uses an automated notification system. If a student is marked absent, the SafeArrival system contacts parents/guardians at multiple contact numbers until one of the designated contacts is reached. If the system is unable to reach a designated contact after 20 minutes, school office staff follows up with the parents/guardians.

Elementary teachers take attendance at 9:00 am and again at 12:45 pm. Junior High teachers take attendance at the beginning of every period of the day.

At 9:30 am and 1:15 pm, once teachers have entered their attendance electronically, the office runs a report identifying which students are absent. If your child has been marked absent, you will receive a call from SafeArrival.

It is imperative that if your child comes to school late, they report to the office so their names can be taken off the Call Back list.

If your child is going to be absent from school, has to leave early for an appointment or will be late coming to



SafeArrival

school, please record it in SafeArrival.

Your child's safety is very important to us. With such a large number of students enrolled, we depend on your help in order to minimize our phone calls.





Student Contact Information

It is very important that the school knows how to contact an adult in the child's family in case of emergency. For that reason we must insist that every student registered at ESKS have a current **Home Information Sheet**. If for any reason during the school year the information changes, please advise the school office so we can update our files.

Legal Custody

In most cases when parents are separated or divorced, both parents have equal rights where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office and share the documents with the principal. Unless your court order is on file with us, we must provide equal rights to **both** parents.



Medical Information

Student Illness

It is requested that children who are ill remain at home until they have fully recovered. This will ensure a speedy recovery and prevent the spread of germs.





Students with Medical Conditions or Allergies

Please be sure to advise the school office if your child has any allergies or medical conditions we should be aware of.

Information you provide will be shared with the appropriate school personnel and will be kept in your child's cumulative folder.

Administering Medication in the School

School personnel CANNOT administer any medication, including an Epi-pen, in the school without proper authorization.

Any request MUST be accompanied by a special form that is completed by both the parents/guardians and a medical doctor. Forms are available upon request from the school office. Students should not bring medication to school to take on their own.

Medical Emergencies

In case of medical emergency, we will do our best to contact the family as soon as possible. If we are not able to make immediate contact with your family, we will take whatever steps necessary to attend to your child's needs. In some cases, that means taking the child to Hospital Emergency by car or in cases of severe injury, we will call an ambulance.



Please be aware that the school and the Winnipeg School Division are not responsible for paying ambulance costs.





Student Transportation

School bus transportation may be provided for students from Kindergarten to Grade 6 students subject to the distance requirement of 1.6 kilometers.

Parents/Guardians' responsibilities:

Training children in acceptable behaviour and safety.

- Ensuring that children are suitably clothed to withstand weather extremes, taking special care during very cold weather to ensure that students are properly cared for until the bus arrives.
- Seeing that their children get to the pick-up point on time, and behave in a responsible manner at the bus stop.
- Ensuring that an adult is available to meet the bus for all special education, special needs, nursery and kindergarten students.
- Providing for alternate arrangements for their children in the event a bus does not arrive or is late due to unforeseen circumstances.
- Co-operating with the school in correcting their child's behavior following reports of misbehaviour on the bus.
- Understanding and accepting the fact that neither the bus driver nor the principal has the authority to change the bus route or schedule.

Students' responsibilities:

- Getting to the bus stop on time.
- Behaving in a responsible manner at the bus stop, on the bus, and during loading and unloading.
- Following the instructions of the driver.

Safe behaviour on the bus requires that students remain seated and quiet. Disruptive behaviour causes the driver distraction and creates a safety hazard.





Loading Safely

Students should remain at least 2 metres from the curb until the bus is stopped and the loading door opened. Loading and unloading should be conducted in an orderly and safe manner.

Bus cancellation

During the school year there may be times when school bus transportation is cancelled due to inclement weather or poor driving conditions, **but schools will remain open.**

School bus transportation for all school divisions in the City of Winnipeg is cancelled when the wind chill reaches -45° Celsius by 6:15 am based on the Environment Canada readings at the Winnipeg Airport. The temperature readings can be found at the Environment Canada website (<http://www.weatheroffice.gc.ca>).

When bus transportation is cancelled in the morning, it will not resume later in the day even if weather conditions improve.

The following media outlets are requested to carry the messages:

89.3 CBC FM; 990 CBC AM; CKSB 89.9 FM (French); CJOB-680 AM; Power 97-FM; 1290 CFRW; 99.9 BOB-FM; Q94 FM; 92 CITI FM; 102.3 CLEAR FM; CKHM Hot 103; QX 104 FM; CTV News; City TV; Winnipeg Free Press website, Winnipeg School Division Website.

Please note: Some media outlets will broadcast and post the information to their websites.

Severe weather conditions and poor roads may extend the running time of some buses, resulting in late arrival and departure.

Parents/Guardians should make sure that children are dressed appropriately until picked up and that they have a place to go in the event the bus does not arrive or is late. Parents/Guardians must also ensure that children have a place to go after the return trip.





Student Safety

Patrols and Adult Crossing Guard

Adult crossing guards and/or student patrols are on duty at the following times:

Morning:

8:45 am - 9:00 am

11:45 am - 12:00 pm

Afternoon:

12:30 pm - 12:45 pm

3:30 pm - 3:45 pm



It is extremely important that children who cross busy streets to get to school do so at specified corners where patrols are on duty.

In order to protect the safety and welfare of the children, we emphasize the following:

- ✓ Please arrange for your children to arrive at school during the times that there are Patrols/Crossing Guards and Teachers/EAs on duty.
- ✓ We ask that parents/guardians who walk and pick up their children from school, use the crosswalks at the intersections, and not cross where there are no crosswalks. Modelling safe crossing will teach the children pedestrian safety.

Especially during the winter months, we have a more challenging time crossing the children, so we ask your co-operation in being respectful to our Patrols and Crossing Guard.

Patrols and Crossing Guards have been instructed to take the license plate number of any vehicle who is not showing respect or courtesy to them. If this happens, you can expect a visit by the Winnipeg Police Service.





Loading Zones and Dropping Off Children

- ✓ DO NOT park in the Bus Loop when picking up or dropping off students. Vehicles found parked in the Bus Loop or in the staff parking lot are subject to being ticketed and towed at the owner's expense.
- ✓ Children are dismissed onto the playground. Parents/guardians are asked to wait for their children on the playground and then walk to their parked vehicle or walk home together.
- ✓ **THINK SAFETY BEFORE CONVENIENCE**





Parking

Traffic around École Stanley Knowles School is extremely heavy especially before and after school. Please slow down and be extra cautious and encourage your children to walk to and from school whenever possible.

If you must drop off or pick your children up from school, please drop them off 2 blocks away from school to avoid the traffic congestion and to ensure their safe arrival to school.



Please remember that the **Bus Loop** in front of the school, as well as the **Staff Parking Lot, should NOT be used** to drop off or pick up students at any time.

Even if you are only going to stop for a minute, you may be preventing a school bus from safely entering or leaving the Bus Loop or you may be preventing a staff member from parking their vehicle and getting to work on time.

Any vehicles that are parked in the Bus Loop or the Staff parking lot (even for minute) are subject to be ticketed and towed at the owner's expense.

We also ask that you be respectful to the tenants who live at the Tyndall Green Apartments on the corner of Kinver and King Edward and do not use their parking lot to drop off or pick up your children, as this interferes with the Tenants ability to enter or exit their lot.





Safety Rules

The following outlines expectations that help contribute to a safe, healthy and happy school environment for your children.

Your support in helping us with these expectations is appreciated.

- The school patrols and Adult Crossing Guards are essential to the safe movement of children to and from school. Children are asked **NOT** to move to and from the school until those times when the school patrols are on duty.
- Children are not to leave the school grounds during school hours.
- Lunch Program children are not to leave the school grounds at lunchtime.
- If a parent or guardian picks up a child during school hours, he or she must sign the child out at the office.
- If a parent or guardian requests that a child be sent home before the usual dismissal time, a note is required for the classroom teacher.
- Toys and sports equipment should not be brought to school. Toys or objects, which could be dangerous to children, should not be brought to school. Valuables such as jewelry should not be brought to school.
- Clothing appropriate for a school is expected on regular school days. A pair of shoes or running shoes should be left at school to be worn during the winter months as boots are not to be worn in the classrooms.





School Safety

At École Stanley Knowles School, our first priority is to ensure the safety of your children while they are in school.

With safety in mind, The Winnipeg School Division and the Province of Manitoba require that each school have procedures in place to use in situations where students' safety could be compromised.

Fire Drills

All schools are required to hold 10 Fire Drills per year. The practice drills ensure that all students and staff are aware of the procedures to be followed if they hear the Fire Alarm bells.



Lock Down and Hold & Secure Drills

In addition to having regular Fire Drills, we will also be practicing Lock Down and Hold & Secure Procedures. These drills are not intended to alarm students, but rather ensure that they are aware of what to do should an emergency situation arise. It's imperative that all drills happen quickly and effectively.

In a **Lock Down** drill, an unwanted intruder has entered the school building. All classrooms in the school are secured, and the students are kept inside the classroom with the lights off and away from the windows until classroom teachers are advised by School Administrators that the threat is over.

In a **Hold & Secure** drill, unwanted individuals are outside the building trying to get in. All entrances to the school are secured and no one is allowed to enter or exit the building until the threat is over. During a Hold and Secure drill, signs will be posted at each outside entrance alerting anyone trying to enter the school, but classes inside the building will carry on as usual.





Emergency School Evacuation

It is very rare that schools must evacuate their students due to an emergency. If there was an emergency at École Stanley Knowles School, we would evacuate the building to an alternate location, Tyndall Park School at 2221 King Edward Street. All staff and students will be expected to walk to this location and follow the procedures below:

Teachers will stay with students in their care. Each teacher will carry classroom registers. Children's attendance will be checked when leaving ÉSKS and upon arrival at the new destination.

Parents will be informed by telephone if possible. Older children (Grade 5 - 8) may be requested to relay messages informing parents of children's whereabouts where possible.

If parents/guardians collect their children enroute to Tyndall Park School, they **MUST** ensure that École Stanley Knowles School staff is aware that the child will be accompanying his/her parent.

Emergency School Closure

In the event of an emergency school closing, our first concern is the safety of our students. The decision to close the school is made by the Chief Superintendent and media outlets will be contacted to ask that they broadcast and/or post school cancellation information:

- 89.3 CBC FM
- 990 CBC AM
- CJOB-680 AM
- CKSB 89.9 FM (French)
- Power 97-FM
- 1290 CFRW
- 99.9 BOB-FM
- FAB 94.3 FM
- 92 CITI FM;
- 102.3 CLEAR FM
- CKMM Hot 103
- QX 104 FM
- CTV News
- CityTV





- The Weather Network
- Winnipeg Free Press website
- Winnipeg School Division Website

Parents should instruct their children where they are to go in the case of an emergency closure. (Either home if a parent/guardian is available or to an alternate address the parents have arranged.) Children need to be reminded of this procedure regularly.

In case our school needs to be evacuated on short notice, an alternate shelter is required. Tyndall Park School will serve as our alternate shelter. The school is located at 2221 King Edward Street and their phone number is 204-633-0065.

It is our sincere hope that a threatening emergency will never occur. However, instructing your children as to your expectations will assist in ensuring their health and safety under emergency conditions.

Indoor Recess

During the winter months, the wind chill is checked before morning recess, lunch time and afternoon recess.

Students are expected to dress appropriately for the weather because they are only kept indoors when the wind chill reaches -28° Celsius.





Policies and Expectations

The Winnipeg School Division Board Policy

The Board is committed to ensuring a safe environment for its students, employees and other people within its facilities and those schools will be supported in enforcing this position. This policy clearly outlines behaviour expectations and consequences for inappropriate behaviour.

Discipline Policy

All staff members are responsible for the behaviour of all children in the school, and have similar expectations for behaviour. Rules for the school and individual classrooms are simple, clear and carefully explained to children.

When a child does not meet behaviour expectations, the following procedures are undertaken:

- The staff member deals with the child
- The staff member and administrator deal with the child
- The staff member and/or the administrator meet with the child's parents to discuss the child's behaviour and formulate strategies for a change.

School discipline is viewed as a learning process, with the aim of developing responsibility, accountability and self-discipline.

Phone Calls and Messages for Students

Calling students out of class to take phone calls **IS VERY** disruptive to the entire classroom. Unless it is an emergency, it would be appreciated if you could make arrangements with your child before they come to school.

If your child needs to use the phone during class time, they should notify their teacher as to the reason and request a "phone pass". The office can assist students with their phone numbers if needed.





Money and Personal Valuables

Students should not bring any money or any valuable items such as toys, trading cards, jewelry, cell phones or MP3 players. Money and valuables should not be kept in desks, lockers or left in the Phys. Ed. change rooms.

Bicycles & Skateboards

At ÉSKS we encourage students to take active transportation to school. This includes walking, biking and transit. We do ask that students refrain from riding bicycles and skateboards on school property for the safety of all students. A bike stand is provided to safely lock your bike. The responsibility of the bike is that of the owner.

Clothing Expectations

We remind parents that we have appropriate dress expectations for staff and students at École Stanley Knowles School. How students wear their clothing at school is a statement of mutual respect for one another and for our school as a whole.

It is expected that individuals on school property be dressed appropriately. The following dress is NOT permitted:

- Hats, bandanas or scarves (unless religiously based)
- Garments that display logos, phrases, words or drawings that are offensive to individuals or groups, or which advocate criminal activity.
- Any low cut tops or low-hanging pants, or apparel that expose the midriff or other body parts.
- Unnecessary exposure of visible undergarments

Please note that all students must wear appropriate indoor footwear at all times.





Visitors

All visitors coming into the school **MUST** report to the office where they must advise the office staff. Persons who fail to do so are considered to be trespassing.

Students are asked **NOT** to invite people who are not ÉSKS students into the building. Students should make arrangements to meet their friends elsewhere.

Any former students who would like to visit former teachers, must have prior permission from the teacher they are visiting before entering the school. Visits **WILL NOT** be permitted during regular class time.

Student Birthdays and Special Occasions

Any parents wishing to provide food for their children's birthday or any other special occasions are requested to speak with the classroom teacher **BEFORE** sending anything to school.

The classroom teacher will let you know if there are any food allergies you need to be aware of and will let you know what time would work best so classroom routines and lessons are not disrupted.





General Information

Field Trips

Field trips are an important part of a child's educational experience. However, due to the need to provide a trip which will be safe for all children, responsible behaviour is expected of all participants.



Parents/guardians must also give written permission before a student can participate in a field trip.

If a child's parents or guardians have consented to receive electronic communication from the school, an email will be sent out for each field trip containing a link to an online version of the permission slip on *Permission Click*. Parents and guardians can access *Permission Click* using any web-capable device and may give their consent electronically, as well as pay any field trip fees (if applicable). Please be aware that there is a small convenience fee included on any fees paid online to help cover the cost of using the *Permission Click* app.

If parents or guardians have NOT consented to receive electronic communication from the school, a hard copy of the field trip form is provided to the student to take home. Parents/guardians are asked to sign the permission form and return it to the teacher before the cut off date.

Permission forms should contain all pertinent information about the field trip such as cost (if any), departure and return times and if a lunch is required.

Some field trips will take place rain or shine, so please send your children dressed appropriately for the weather.

Extra Curricular Activities and Clubs

The advantages of a large school are the vast number of extra curricular activities that can be offered to enrich student life.

A wide variety of clubs, athletics and performance





opportunities are available for your child during noon hour and after school. Students interested in joining any club, should listen to the morning announcements, check the bulletin board in the Centrum and the monthly newsletter for details.

Please encourage your child to get involved in school life.

Lost and Found

We have two Lost and Found bins located in the school. One is outside the Big & Small Gyms and another one outside Room 137.

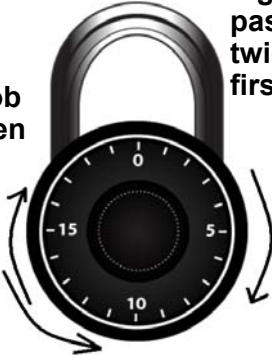
These bins should be used for clothing items, binders, etc. but any keys, jewellery or valuables etc. should be turned in at the office.

Students are encouraged to check all Lost and Found bins for any clothing items they have misplaced or check with the office for any valuables.

All items left in the Lost & Found bins will be put out during Parent/Teacher Conferences for families to claim. Any unclaimed items will be donated to a local charity.

Lockers and Padlocks

Every Junior High student will get their own lock and locker. Students are asked to get their supplies for the full morning or afternoon before homeroom, and NOT to go to their lockers during or between classes.



2. Left turn knob past zero then go to your second number.

1. Right turn the knob past zero at least twice. Then go to the first number

3. Right turn the knob to your last number. Voilà the lock should open!





Sharing of Information

The staff and families of École Stanley Knowles School believe that good communication between the home and the school is essential if we are to help children develop and mature physically, socially, emotionally and intellectually. Changing a behaviour often requires a continuous and cooperative effort by both parents and teachers.

Announcements

All announcements of school interest will be read right after O'Canada every morning. Students are asked to listen carefully for information regarding school activities.

Newsletters

École Stanley Knowles School shares information electronically with parents via monthly newsletter and calendar of events.

Each school in the Winnipeg School Division has a website where information regarding school events, important dates, calendar and general school/community information is available. The website for our school is:

www.winnipegssd.ca/schools/stanleyknowles

In this technological age, most families have computers in their home or have internet access. One of the advantages of accessing information online is the ability to use the Google Translate service to translate anything that appears on ÉSKS website and the entire Winnipeg School Division website, into one of 64 different languages. This is extremely helpful for those families whose first language may not be English.

École Stanley Knowles will continue to make a paper copy of the monthly newsletter available to those families who may not have access to the internet at home and have specifically requested a paper copy. If you require a printed copy of the newsletter, please let us know.





Permission Click

ÉSKS is committed to continually improving processes and making it easier for you as a parent/guardian to stay connected and up to date.

We are using a tool called '*Permission Click*' to collect your approval for events digitally! You will be able to provide consent, fill out forms, and make payments via *Permission Click* on almost any device, anytime. There are no apps to download.

When your child has an upcoming event or a form for you to complete, our school will send you an email with a link/URL that can be opened on your computer, tablet, or mobile phone. Review the event details, answer any questions, pay associated fees (if applicable), and you're done! Following approval, you will receive a confirmation email, along with a copy/receipt for your records.

One of the advantages of accessing information online is the ability to use the Google Translate service to translate the information into one of 64 different languages. This is extremely helpful for those families whose first language may not be English.

École Stanley Knowles will continue to make a paper copy of Field Trip letters, School Supply lists etc. available to those families who may not have access to the internet at home or who choose not to use *Permission Click*. Families may give permission online but send the cash/cheque payment to the school with their child.

In order to use *Permission Click* effectively, please keep your child's teacher and the ÉSKS office apprised of any changes in your email address.

Permission **CLICK**





Report Cards & Parent Teacher Conferences

There are three reporting periods through the school year. In the first reporting period, report cards are sent home in November and Parent Teacher Conferences are scheduled.

In the second reporting period, report cards are sent home in the middle of March. Student Led Conferences are scheduled at the end of March.

The final reporting period ends with report cards being sent home at the end of June.

Watch the monthly Newsletter for all the important dates regarding Report Cards and Parent Teacher and Student Led Conferences.



In-Services and Administration Days

Schools in Manitoba have ten In-Service / Administration Days. These days are used for administration, Parent-Teacher Conferences and for teachers to attend professional development.

Four of these days are selected by the Province of Manitoba's Department of Education, another 4 are chosen by the Winnipeg School Division and two are determined at the school level.

These dates are noted on the last page of this handbook, as well as the annual school calendar which is sent home at the beginning of the year, and on our school website.

Many parents use In-service days to make dental or medical appointments.

** Please check the monthly Newsletter for any changes/updates.





ÉSKS Technology

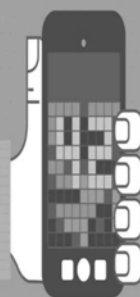
ÉSKS is committed to providing student with up to date technology for educational purposes. This includes access to chrome books, iPads, LCD projectors, student email and file storage and much more. Please ensure that you use this technology appropriately and report any misuse to your teacher or trusted adult in the building.

Back to school device advice

5 tips for staying smart online

A new school year is just around the corner. And with it comes new swag, new devices, new assignments, new friends and a whole bunch of new chances for cyber criminals to spoil your excitement.

New ways to procrastinate.



percent of teen gamers play most often on a mobile device.¹

Cyber Tip #5

Fun mobile games can come with some really unfunny spyware and viruses. Think before you app. Only use apps from trusted sources, and make sure the permissions they require don't grant unnecessary access to other features on your device.

1. National Retail Federation, "Back-To-School Spending Goes As Parents Restock, Reopen Children's Needs," 2012. Survey results from NRF/BitSight.

2. IFA, "Digital Music Report," 2012

3. Pew Internet, "Privacy management on social media sites," 2012

4. NPD Group, "Understanding the Canadian Gamer," 2012 custom research for Entertainment Software Association of Canada.

GETCYBERSAFE.CA
Protect while you connect.



New supplies for school.

Nearly 4 in 10



parents do their students' back to school shopping online.

Cyber Tip #1

Only shop on websites with <https://> in the url. The "s" is a sign that the site is secure.

New tunes to study to.

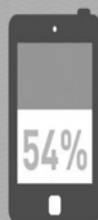


of cyber surfers use illegal downloading services every month.²

Cyber Tip #3

Cyber criminals use illegal downloading sites to spread viruses, malware and spyware. Don't visit them, and cyber criminals can't visit you.

New tech toys for homework.



of university students will buy a new device.³

Cyber Tip #2

Set strong passwords and download security updates to keep cyber criminals from playing with your tech toys.

New friends to share with.



of teens have fully or partially public profiles on their social networks.⁴

Cyber Tip #4

Strong privacy settings keep cyber criminals from using your personal info to steal your identity and commit other crimes.





Cell Phones

Cell phones are fast becoming an integral part of students' everyday lives. They are regarded as important companions and tools for personal expression. At École Stanley Knowles we recognize that many students and guardians feel that the cell phone is an essential form of communication.

During the school day we ask that students turn off their cell phone when they enter the building. Cell phones may not be used in class unless specifically instructed to do so by the teacher. If a cell phone becomes a distraction or is used inappropriately the student will be asked to turn in the phone to the teacher. Guardians will be contacted if the cell phone becomes a recurring problem.

In Grades 7 and 8, students are expected to leave their phone in their lockers at 8:50 am and at 12:45 pm. Phones may be accessed over the lunch hour.



École Stanley Knowles School and the Winnipeg School Division assumes no responsibility for lost, stolen or damaged electronic devices that are brought to school.





L'Immersion Française

École Stanley Knowles offers the Early French Immersion program for Grades K-8. According to the Curriculum Policy for the French Immersion Program, the entry point to the Early Immersion Program is in Kindergarten to December of Grade 1.

French Immersion is a second language program designed for children whose first language is NOT French and who have little or no knowledge of French prior to entering the program. The goal of French Immersion is to have students at a level of bilingualism sufficient to function in a French environment when they graduate from secondary school.

French is used as the language of instruction for a significant part of the day. **In Kindergarten, the language of instruction is totally in French**, except when the emotional well-being of the child warrants the use of English. **From Grade 1 to Grade 6, all subjects are taught in the French language** except for 60 minutes of English Language Arts per day, as well as Music and Physical Education. **Grade 7 and 8 students study all academic subject areas in French**, with 50 minutes of English Language Arts per day. Practical Arts, Music, Art and Band are also taught in English.

The students will have the opportunity to participate in special activities such as the French Oratorical competition, cultural field trips and French cuisine.

Les élèves auront l'opportunité de participer aux activités spéciales comme le concours d'art oratoire, les sorties culturelles et les leçons de cuisine.





School Programs

Nursery & Kindergarten

The Nursery program is available for children who will be four years old by December 31st of the year of enrollment.

Kindergarten children must be five years old by December 31st of the year of enrollment.

Children who have attended Nursery **MUST** register for Kindergarten as parents will have to indicate whether they want to enroll their child in French Immersion and if they want Morning or Afternoon classes.

Registration for next year's classes begins in mid February of each year.

In the interest of safety, Nursery children should be accompanied to and from school each day by a parent or responsible person.

If there is to be a change in the person designated to pick up Nursery or Kindergarten children, please inform the classroom teacher.





Physical Education

The Physical Education program includes classroom instructions, intramural activities and inter-school activities.

All students are required to participate to the best of their ability during classroom instruction. All students are expected to wear non-marking running shoes and students in the intermediate grades (4, 5, 6) are required to wear shorts or sweatpants and a t-shirt or sweatshirt.

Physical Education classes have elements of physical fitness awareness and improvement, skill development, cooperation, socialization and a feeling of well-being. Various levels of these elements can be accomplished through a variety of activities such as dance, games, small group gymnastics, circuits, etc. Specific rules of play are stressed to ensure safety.

Technology

Students learn technology skills to enhance the classroom curricula. Computer applications are chosen according to the curriculum being addressed. Most of the applications are covered by the time the students finish Grade 6. Many applications are introduced in Kindergarten and continue right through to Grade 8.

All students are eligible to use the INTERNET on school computers providing they agree to comply with the ÉSKS/ Winnipeg School Division's Acceptable Use Policy regarding the proper use of computers and the proper use of the INTERNET. Students who do not comply, will not be permitted to use the computers.

School Library

The École Stanley Knowles School Library is a large cheerful room that lends itself to group projects, literature circles and professional meetings. The library is automated and has computer workstations that may be used for research.





Literary and Cultural Appreciation

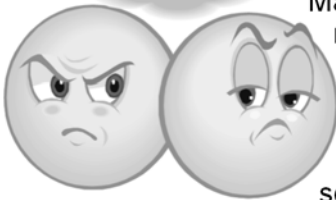
Through a wide variety of reading, viewing and listening materials, students develop a sense of story and its structure and learn to identify the author's or illustrator's strategies. They have the opportunity to engage with genres from different cultures and to continuously make connections between the stories they are reading and their own lives.

All children from Nursery age and upward, freely choose reading materials for recreational and study purposes. They may check them out for one school cycle with the possibility of renewal. The École Stanley Knowles School staff library program aims to develop a love of reading and lifelong learning.

Conflict Managers

The purpose of our Conflict Manager or student mediation program at École Stanley Knowles School is to assist students in constructively solving disputes.

At École Stanley Knowles School, Conflict Managers are on duty at recess. They are carefully chosen, trained students from Grades 4 to 6. Conflict



Managers help other students, in a non-physical dispute, to solve their problem. They do this by using a problem-solving process to clarify the nature of the dispute and to reach a solution that is satisfactory to both

disputants.

The program is designed to teach students the skills needed for resolving conflict in a positive way. The advantage of a Conflict Manager program is that students learn positive conflict resolution skills and learn to perfect these skills by helping their peers solve conflicts. This is a direct benefit to the school population at large that students observe or experience the mediation process.





Junior High Programs

Exams

Grade 8 exams are written in June for Math and ELA (English Language Arts). Students are encouraged to keep all of their work organized from the beginning of the year to assist with studying in June.

Awards and Honour Roll

One way that Stanley Knowles acknowledges successful students is through academic awards. Some of these awards include:

- Winnipeg School Division Book Award
- Honour Roll

École Stanley Knowles School is very proud of the academic accomplishments of our students. Each term, students are recognized for their hard work and learning in all subjects.

Students achieve the **Honour Roll** if they obtain an overall average of 80% in their course work.





Arts Program

Students will use drawing, painting, ceramics, printmaking and sculpting to create original art works that have been revised and refined.



Time in the Art Room provides opportunities for exploration, risk-taking, sharing and interpreting ideas in a respectful manner which create a positive learning experience for everybody.



Art projects are based on art styles from various time periods and culture. Students view various art works to gain an appreciation of the art form, techniques used for art creation before they proceed with their own creative learning.





Practical Arts

WOODWORKING



- CREATE YOUR VERY OWN WOODS PROJECTS.
- LEARN ABOUT WOODWORKING TECHNOLOGY ON A VARIETY OF EQUIPMENT.
- LEARN HOW TO USE WOODWORKING TOOLS PROPERLY AND SAFELY.



CLOTHING + TEXTILES

- LEARN TO OPERATE A SEWING MACHINE AND CREATE NEW TEXTILE PROJECTS.
- UPCYCLE EXISTING CLOTHING ITEMS INTO A NEW SEWING PROJECT OF YOUR OWN.

GRAPHIC DESIGN



- LEARN THE BASICS PRINCIPLES OF GRAPHIC DESIGN.
- BE EXPOSED TO A VARIETY OF PROGRAMS AND EQUIPMENT USED IN INDUSTRY.
- LEARN ABOUT: PHOTOSHOP, ILLUSTRATOR, 3D MODELLING, AND MUCH MORE!

FOODS + NUTRITION

- LEARN HOW TO COOK AND FOLLOW A RECIPE.
- LEARN HOW TO MEASURE INGREDIENTS PROPERLY.
- EAT DELICIOUS RECIPES YOU MAKE YOURSELF!





Junior High Clubs and Activities

École Stanley Knowles School offers a wide range of opportunities to get involved! Some examples include:

Running Club

Running club meets regularly to train and keep in shape. It's a great way to burn energy and to enjoy the sunshine on a beautiful day.



Art Club

Our Art teacher works with a group of students to enhance their art skills and knowledge.



Leadership

Students plan special initiatives, develop their leadership skills and support school activities. Get involved. It's fun!!



ESKS Graphics

Reinforce your techniques in the area of Graphic Design and catch up on your assignments.





Junior High Sports

Home of the Sonics

Our awesome sports program offers competitive and developmental teams.

Try out for the team to give yourself a challenge and keep in shape!

We offer the following competitive and developmental sports teams for both girls and boys:

- Cross Country
- Volleyball
- Basketball
- Indoor Track
- Outdoor Track
- Softball - Mixed Slo-Pitch
- Soccer - Co-ed
- Ultimate Frisbee

Come join the fun and good times!

Intramurals

Intramural Sports are offered throughout the year. They may include:

- Dodgeball
- Soccer
- Floor Hockey



PARTICIPANTS ARE WINNERS

Intramurals take place in the gym during the lunch hour:

Junior High - Days 1, 3 & 5

Elementary - Days 2, 4 & 6





Childcare

Stanley Knowles Children's Centre

The Stanley Knowles Children's Centre, provides before school, lunchtime, and after school child care for children ages 5 - 12 in a safe, caring environment.

If you have any questions, please contact the Stanley Knowles Children's Centre directly at:

204-694-0855

Room 113 - 2424 King Edward Street

Email: info@skcc.ca

Or visit the website: <http://www.skcc.ca>



Stanley Knowles Pre-School Centre

The Stanley Knowles Pre-School Centre, provides child care for children ages 3 months to 6 years in a safe, caring environment.

If you have any questions, please contact the Pre-school Centre directly at:

204-694-5121

112 - 2424 King Edward Street





Parent Council Lunch Program

Lunch Program

The ÉSKS Parent Council operates a user pay Lunch Program for students who are unable to go home for lunch. This Parent Run Lunch Program is a non-profit organization and the lunch fees collected are used to pay the wages of the trained adult lunch supervisors who provide supervision in the classroom over the lunch hour and on the playground.

All students attending the Lunch Program must be registered even if you plan to use it only on a casual basis. Registration forms are available in the school office.

All students attending Lunch Program should come with a lunch that does not require heating and any necessary utensils. There is NO microwave available.

Students whose families have chosen not to participate in the ÉSKS Lunch Program are expected to leave the building and the school grounds over the lunch hour. There is NO supervision for students who are not part of the paid Lunch Program.

If you have any questions, please contact either Christine Klajncar, the ÉSKS Lunch Program Coordinator by email at eskslunchprogram@gmail.com. If it is urgent, they can be reached by phone between 11:00 am & 1:00 pm, Monday to Friday, at 204-694-0483.





Litterless Lunch Initiative

Litterless Lunches at École Stanley Knowles School are part of our concern for the environment.

Students staying at school for lunch, are asked to bring a Litterless Lunch - a lunch where they throw nothing away after their meal or snacks. Simply, this means using reusable lunch containers rather than disposable bags or containers and single serving items. You will find that though it takes a little more work to pack the lunch, in the long run, these lunches are healthier and good for the environment.



Parent Volunteers

We have a large number of parent volunteers who help out at school each year. They make a valuable contribution to our school. Each September, parents who are interested, indicate the type of volunteer activity in which they wish to take part. Volunteers are involved in such programs as:

- Classroom Volunteer
- Resource Program Volunteers
- Library Volunteers
- Occasionally parents give assistance for special events such as field trips, class projects, and outdoor fun days.

If you are interested in volunteering, please contact the school office. You will be asked to complete a Child Abuse Registry Check and Police Information/Vulnerable Sector Check.





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ASPIRE - INSPIRE



ASPIRE - INSPIRE