

»»» HANDBOOK «««

GLENELM SCHOOL

www.winnipegssd.ca/glenelm

**96 Carmen Avenue
Winnipeg, R2L 0E6**

204-667-8534

glenelm@wsd1.org



FEBRUARY 2025

Entrance and Dismissal Times

8:45 A.M. - Student Morning Supervision

8:55 A.M. - School Entry

9:00 A.M. - School Starts

10:30 - 10:45 A.M. - Morning Recess

11:30 A.M. - Kindergarten Dismissal

12:00 P.M. - Lunch Dismissal

12:45 P.M. - Student Afternoon Supervision

12:55 P.M. - School Entry

1:00 P.M. - Afternoon Starts

2:30 - 2:45 P.M. - Afternoon Recess

3:30 P.M. - End of Day Dismissal

Students should not arrive at school before 8:45 a.m. or 12:45 p.m. as there is no outdoor supervision before these times. Students are to wait outdoors until the bell rings, unless they are allowed in due to extreme weather conditions.

Attendance and Call Backs

Please note that all grade 1-6 students who are not in attendance at school during any given day, are part of the school-wide call back system. Teachers report the names of children who are absent, and if the parent of the absent child has not called the school that morning and afternoon to report their absence, they will be notified by phone at their home or workplace regarding the student's absence.

In order to ensure the safety of our students, *it is imperative that parents/guardians notify the school of any absences or late arrivals.* Students who arrive at school late are instructed to report to the office first and get a late slip before going to their classrooms.

Code of Conduct

At Glenelm School, students are expected to:

- Come to school prepared to learn.
- Be courteous and helpful to each other, and to staff and visitors in the building.
- Take good care of their school and respect the property and the property of others.
- Behave in a way that does not endanger the safety of themselves or others.
- Move around the building in a quiet and orderly way.

Glenelm uses Positive Behavioural Interventions & Supports. The full PBIS Matrix is available on the Glenelm School website under Administration.

Glenelm School follows the Code of Conduct as is set out by the Winnipeg School Division.

Consequences for misbehaviour are varied. The seriousness of the action, age of the child and the frequency of the misbehaviour are some of the points that are considered. Teachers handle the situations, involving the principal when necessary. Parents are phoned or asked to come to the school as necessary.

Valuables

Students are asked not to bring valuables to school. Toys or games and all electronic devices, INCLUDING CELL PHONES, should be kept at home. Skateboards, scooters, bikes, and roller blades are not allowed on school property during school hours. A locked bike cage is available to use when the weather allows.

Lunch Program

Students are supervised during the lunch hour by school staff. There is no longer a cost to families.

Snack Food

The school has a “no junk food” policy including gum, seeds, soft drinks and candy. There may be times during the year when a class has a party, and an exception is made to this policy. We ask for your support in sending only nutritious snacks with the students. We also need everyone’s help to keep the playground litter-free by using the garbage bins provided on the playground.

Due to allergies, please refrain from sending food with nuts or fish.

Child Care

Can You Imagine School Age Care & Education Centre Inc. is a licensed before and after school program that operates in the gymnasium of Glenelm School. For more information, email cyi@mst.net or call 204-668-4822.

If you are interested in providing child-care in your home, please call the school office so this information can be made available to parents who inquire.

Report Cards

Report Cards go home in November, March, and June. In addition, parent-teacher conferences are scheduled in November, and student-led conferences in March. If you would like information on your child's progress at other times during the year, please contact the classroom teacher.

Student Medication

Parents who wish the school to administer medication must first have their doctor complete forms to support the request. These forms are available in the school office. All medication must be properly labelled and given to the office for safe-keeping.

Transportation for Nursery and Kindergarten Students

In the interest of safety, only a parent or designated responsible adult is always to accompany Nursery and Kindergarten students to and from school each day.

Recess

Recess is indoors if it's raining or if the wind chill is -28°C or colder. When the wind chill is between -25 to -27 , we may have a shorter recess or allow students to come inside to warm up. There are times when the wind chill recorded at The Forks is reported to be high but local conditions are milder because of the shelter provided by buildings and trees. Please help to see that the students are dressed appropriately for the weather.

Safe Schools

Schools are required to have the following practices:

- 10 fire drills - once per month
- 1 Evacuation practice - to be held in September
- 3 Lockdown/Hold & Secure practices

Lockdown: A Lockdown is a critical incident response that secures students and staff, usually in classrooms, to prevent access or harm to the occupants of the lockdown locations. This may also involve quickly moving students and staff from unsecured locations to secure locations.

Hold & Secure: A Hold & Secure is used when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from the outside to enter, but the doors should otherwise remain locked. Classes continue to function normally. Types of events that trigger a Hold & Secure are serious criminal offences in close proximity to a school or where a suspect has been pursued by police near a school.