

# ÉCOLE GEORGE V SCHOOL HANDBOOK



## Welcome! Bienvenue!

Welcome to École George V School, we provide an inclusive environment that promotes rigorous student learning and allows children to develop a sense of community. This is intended to be a handy reference to you and your family. Up to date information will also be posted on our website [www.winnipegssd.ca/georgev](http://www.winnipegssd.ca/georgev). École George V School is a dual track school with English Instruction in Nursery to Grade 6, and French Immersion Instruction in Kindergarten to Grade 8.

## Winnipeg School Division Mission Statement

Providing all students with opportunities to achieve academic excellence, a healthy self-esteem, and social responsibility in a safe, supportive, and challenging environment.

We believe in setting priorities for the direction of the school. Each year we review our direction, we set our goals and focus on school improvement. We work to build academic excellence to help each student be the best that they can be.

## Parent Advisory Council (PAC)

We are proud to have an active parent council at École George V School. Parents/Guardians play a vital role in our school by supporting their children's education by working collaboratively with our staff and volunteering in the school. The parent advisory council provides the school with feedback on things such as school safety, special events, policy, budget, priorities, and fundraising for a variety of projects. Please attend our monthly meetings to learn more about your child's school and to support in any way you can.

The Parent Council can:

- Contribute to a sense of community in the local school neighbourhood.
- Communicate educational information and special events to the parents and area residents.
- Assist in creating a safe neighbourhood environment for the physical well-being of the children.
- Assist in fundraising to help support school initiatives.
- Assist in collaborating with the school in achieving its goals.

## PBIS

As a school we are proud to be PBIS, which stands for “Positive Behavior Interventions and Support. PBIS is a system for defining, teaching and supporting positive student expectations to create a safe and positive school environment. The purpose of school-wide PBIS is to establish a climate in which safe, responsible and respectful behavior is the norm.

PBIS helps students by defining very clearly the expected behaviors in each part of the school, by working with students to understand positive behaviors, following the group plan, by rewarding positive behavior and by gathering data on challenging areas to work on targeted solutions.

**Our school pillars are:** *Be Safe, Be Respectful and Be Responsible*

## School Hours

Student Entry	8:50 a.m.
Lunch	12:00 p.m.
Afternoon Entry	12:55 p.m.
Dismissal	3:30 p.m.

## School Hours for Nursery/Kindergarten

Student Entry	8:50 a.m.
Dismissal	11:30 a.m.
Afternoon Entry	12:55 p.m.
Dismissal	3:30 p.m.

## Supervision of Children

Adult supervision is provided on the playground during the following times:

**8:45 - 8:55 a.m.** (daycare and school staff)

**10:10 – 10: 30 a.m.** (school staff)

**12:00 – 12:55 p.m.** (lunch program staff)

**12:55 – 01:00 p.m.** (school staff)

**2:10 - 2:30 p.m.** (school staff)

## School Patrols

08:40 - 8:55 a.m.

11:55 - 12:05 p.m.

12:45 - 12:55 p.m.

03:25 - 3:40 p.m.

## Safe Arrival

We operate a call-back system to ensure the safety of our students. Please call the school **SAFE ARRIVAL 1-855-278-4513** or visit <https://go.schoolmessenger.ca> before the bell time of the current day if your child will be absent or late for class. Please note that it is important that students arrive as close to the bell as possible to coincide with our outdoor supervision.

To inform us of an upcoming absence, parents should contact the safe arrival by phone **1-855-278-4513** or visit <https://go.schoolmessenger.ca>.

## Extracurricular Activities

We host a variety of extracurricular activities that keep students connected to the school above and beyond the classroom experience. During the school year, there are many opportunities for students to become involved in the activities of our school, including extracurricular activities. As an Early Years school, our extracurricular activities are geared to keeping our young students as active and engaged as possible. École George V School is proud to offer a full complement of extracurricular activities such as: art club, leadership club, running club, volleyball, basketball, cross country running, badminton, band club, and Green Team. We encourage all students to participate with us in activities outside the classroom where new experiences can be found, new friendships made, and new talents discovered.

## Phone Calls

During the school we encourage students to only call home in case of an emergency. Only in the event of an emergency do we deliver messages to students. Minimizing interruptions helps to optimize learning times.

## Email

Many people find it very convenient to communicate by email. Please note that while teachers are teaching, they may not be checking email until later in the day when they have a prep. The teachers' first responsibility is to work with students and depending on their day, they may not get to the messages before dismissal.

## Attendance

We know that parents have an important role in setting their child(ren) up for success. When student(s) are on time and in attendance regularly, except for illness, they are given the best opportunities to learn. Absences have a significant effect on academic performance.

## Parking Lot Safety

The parking lot is for staff use. For the safety of our students, please refrain from using the parking lot for drop off and pick up your child. Only families with an Accessible Parking pass may use the parking lot to pick up and drop off their child.

## Access to the Building

In accordance with Provincial regulations and for the safety of our population, our rear Linkway doors are opened during entrance & recess times. During any other time of the school day, entry to the school may only be gained by using the parking lot doors and buzzing the office to gain entry to the school. Visitors are asked to report to the office to sign in. A staff member will assist you in calling your child to the office if needed. Our Main Office is located on the 2<sup>nd</sup> floor.

If you wish to speak with a teacher, please email them and make an appointment with them in advance.

## Shoes

For reasons of safety, students must always have shoes on. Each student needs a pair of indoor runners for Phys Ed classes.

## No-Fee Lunch Program

Our lunch supervision will be provided by dedicated staff from the Winnipeg School Division and approved volunteers.

- This is a **completely free** and **optional** program—students are still welcome to go home for lunch if that works best for your family.
- All school and divisional guidelines remain in effect during the lunch hour.
- To ensure the safety of all students, we kindly ask that lunches be **nut-free and tree nut-free**, and that students **do not share food** with one another.
- Please note that **microwaves will not be available**, so we encourage students to bring food in **non-glass containers**, along with any necessary cutlery.
- For safety and supervision, students who join the lunch program will be required to **remain on school grounds** during lunch.

## Volunteering

We welcome volunteers! The Winnipeg School Division Volunteer Program enables interested parents, grandparents, and members of the community to assist administrators, teachers and other school personnel in helping young people more fully develop their skills, their potential as individuals, and their mastery of subject matter.

## Application Process

- [Volunteer Application Form](#) is available in the school office and must be completed, submitted to Volunteer Services.
- Once received our Volunteer Services Coordinator, will contact you to advise of next steps and schedule an interview.
- Prior to the interview, you will need to obtain a Child Abuse Registry Check and a Police Information/Vulnerable Sector Check (Formerly Criminal Record/Vulnerable Sector Search). Please bring the results and the original receipts of payment to the interview.
- During the interview you will have the opportunity to discuss various placements available in our schools and decide upon a program that best suits your time and interest.
- Orientation and training will be provided at the school where you have chosen to volunteer.

## Student Support Services

École George V School provides a variety of services to support student learning: Resource, Counseling, and a literacy support team. Access to divisional services include Reading Clinician, Speech & Language Clinician, Psychology, Social Work, Occupational Therapy, and Physical Therapy. The process of accessing these services is a team decision beginning with the classroom teacher and support personnel.

## Reporting Practices

Winnipeg School Division reports to parents using the provincial Report Card in the school year. This will consist of 3 written report cards and 2 Tri-conferences throughout the school year.

## Nutrition Policy

All schools in Manitoba have Nutrition Policies. At École George V School, staff and parents follow the nutrition policy set out by the Winnipeg School Division. At all student celebrations healthy snacks are highly encouraged. Teachers teach Health and Nutrition in their classrooms.

## Allergy Alert

École George V School has a well-developed plan around allergies. We have many children with severe food allergies, thus our school is declared 'Allergy Aware'. Students and staff are asked not to bring peanut or tree-nut products into the school. If there are additional allergies in your child's classroom, you will be notified by letter the first week of school, with all the necessary details.

## Medication

Students who require medication to be used in emergency situations (EpiPens, inhalers, etc.) are

required to have that medication on their person during the school day. URIS forms will be filled out, signed and placed in the students' file. If your child requires short term medications such as antibiotics, please contact the office to fill out the necessary paperwork. **NO MEDICATION can be administered without these procedures in place.**

## School Photos

**School Pictures** are taken each year in the fall, and orders filled in time for winter break. To complement the individual photos, student photos may be offered each spring.

## Valuables

Money and other valuables such as electronics should not be brought to school. The school does not assume responsibility for items which may be lost/stolen, and we strongly discourage students from bringing valuables. Monies requested by the school should be immediately handed to homeroom teachers.

## Emergency Preparedness

Together École George V School and the Winnipeg School Division, work to ensure that in the unfortunate event of an emergency we are well prepared. Students and staff regularly practice fire drills, hold and secure, and lock down drills. Our evacuation plan involves relocating our school population to Elmwood High School. In cases of extreme weather conditions, we would move to Grey Street United Church in extreme weather conditions Grey Street United Church and contacting parents through School Messenger and emergency contacts to pick up the children.

## Preparation for Winter

With the arrival of the cold weather, we ask that parents ensure that children are properly dressed to be outside for both our 20-minute daytime recesses and the 30-minute lunch recess. Unless temperatures with windchills are -27 degrees C or below, students are expected to remain outside until the entry bell rings.

Students go outside at recess and at noon between 12:00 and 12:55 p.m. Please time your child's morning and noon arrival at school as close as possible to the entrance bell to avoid extended time outside in cold or wet weather.

Students will remain inside for **INDOOR RECESS** when the weather is determined to be too inclement, -27 degrees C or colder as per division guidelines.

When a heavy snowfall occurs, or when "blizzard" status is granted, please listen to the radio to determine if Winnipeg School' schools will be open. Occasionally, the radio stations may announce that buses will not run, but schools will be open.

## Bicycle Safety

Please be aware that the school/school division does not assume any responsibility for bicycles, scooters, or other personal transportation items that are stolen or damaged.

Please note the following safety rules below:

- Riding bicycles to school is encouraged.
- Please wear helmets for your safety as per Provincial guidelines.
- Walk your bicycles/ active transportation devices when you are on the school grounds.
- Lock your bike/ active transportation device with a sturdy lock.
- Record the serial number of your bicycle.
- Only one person on a bike at a time.
- Stay alert for cars coming out of driveways, lanes or parking spaces.
- Drive defensively.
- Please follow all traffic signs and rules for safety while commuting to school and on the way home.