

# GLENELM SCHOOL NEWS

Dear Parents and Guardians,

Welcome back! I hope that you had an enjoyable summer. It was really a wonderful Winnipeg summer. I would like to extend a warm welcome to all of our families and students as we start another exciting school year at Glenelm. I am very excited to be back and I am looking forward to seeing your children on a regular basis.

I would like to welcome the following new staff members to Glenelm School: Ms. Angie Ferguson Grade 5/6 teacher in Room 8. I would also like to extend a welcome back to Mrs. Arielle Garand who will be our Grade 4/5 teacher in Room 1.

Thank you to all the families who were able to make our "Meet the Staff" on Tuesday. It was very nice to meet and greet all of you! I hope you all enjoyed the evening and the hotdogs! For those parents who missed the event, no worries, you have the opportunity to reach out to your child's teacher at any time.

Also, please check out our school website for our upcoming school events and general information at <https://www.winnipegssd.ca/glenelm>.

Our Parent Advisory Council (P.A.C.) meeting was held last Tuesday as well and positions were filled. I'd like to congratulate to the following 2022-2023 Glenelm P.A.C. members:

Co-Chair – Jamie Skinner/Sandra Duffield

Treasurer – Karen Kemble

Secretary – Jess Ehlers/Melissa Hyytiainen

Our first Parent Advisory Council meeting will be on October 4th at 6:30 p.m.

In addition, I would like to inform all the families that we are starting a breakfast program effective immediately. It will start from 8:40am-8:55am. Students can enter the main doors (field side) and wait for a staff member to let them in and they will be taken to the library where breakfast will be served. We are looking to serve simple breakfast like cereals, boiled eggs, or toasts.

I would like to extend an invitation to all parents/guardians to call me if you have any suggestions, questions or concerns in general. I believe that education is a partnership and appreciate all feedback.

**Glenelm School is dedicated to empowering all learners to explore their full and unique potential in a healthy and safe community.**

SEPTEMBER 2022

GLENELM SCHOOL

96 CARMEN AVENUE

WINNIPEG, MANITOBA

R2L 0E6

PH: 204-667-8534

FAX: 204-654-2892



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## Important Dates

**Monday September 19-NO CLASSES**

**Friday September 30-NO SCHOOL in Recognition of National Truth & Reconciliation**



WINNIPEG SCHOOL DIVISION

## IMPORTANT DATES

**2021-2022**

PLEASE  
REMEMBER TO  
CHECK THE  
UPDATED  
MONTHLY  
CALENDAR  
FOR ANY  
CHANGES

CHECK  
YOUR  
CHILD'S  
AGENDA



September 5 Monday	Labor Day	No Classes
September 6 Tuesday	Administrative Day	No Classes
September 7 Wednesday	Classes begin	Grades 1 to 6
September 9 Friday	Kindergarten	Kindergarten start full mornings 9 to
September 8 & 9 Thursday & Friday	Nursery	1 Hour gradual entry-morning
September 12 Monday	Nursery	Nursery starts morning 9-11:30
September 19 Monday	Non Instructional	No Classes
October 11 Monday	Thanksgiving	No School
November 11 Friday	Remembrance Day	No School
November 17 Thursday	Evening Parent Teacher	4-7:30p.m.
November 18 Friday	Morning Parent Teacher	No Classes
December 22, 2021 to January 4, 2022	Winter Break	No School

January 16, 2021 Monday	Non Instructional	No Classes
February 3 Monday	Non Instructional	No Classes
February 20 Monday	Louis Riel Day	No School
March 16 Thursday	Student Led Evening Appointments	4 to 7:30 p.m.
March 17 Friday	Student Led Conferences Morning Appointments	No Classes
March 27 to 31	Spring Break	No School
April 3 Monday	Classes Resume	Classes Resume
April 7 Friday	Good Friday	No School
April 14 Friday	Non Instructional	No Classes
May 1 Monday	Non Instructional	No Classes
May 22 Monday	Victoria Day	No School
June 23 Friday	In Service	No classes
June 30 Thursday	Last Day of School	Early Dismissal 11:30 A.M.

## Paperless-saving the environment

At Glenelm School, we try to do our part for the environment and the future of our children!

The September Newsletter issue will be the only paper copy sent to families unless the family has not consented to email in the student registration.

Newsletters, notices and Report Cards will be sent out via your Email.

To ensure you get all correspondences, it is very important we have your correct email.



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## *WE ARE GOING DIGITAL!!*

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### NOTIFY THE OFFICE

Be sure to contact the school office if there are any changes in your phone number, or the emergency contact we have on file—this is how we contact you in case of emergency.

Contact the office if there is any change in your email. Remember, if you have consented to emails in the student application, this is how correspondence is sent to you.

Report Cards will also be issued by email to all those who have email consent.



FOR THE SAFETY OF OUR CHILDREN AND STAFF AT  
GLENELM SCHOOL.

THE DOORS TO THE SCHOOL WILL BE LOCKED  
DURING THE DAY, OPENED PERIODICALLY FOR  
CERTAIN TIMES.

IF YOU ARRIVE AT THE SCHOOL AND THE DOORS ARE  
LOCKED PLEASE CALL FOR ACCESS-THE PHONE  
NUMBER IS ON THE DOOR.

IF YOUR CHILD IS ARRIVING LATE AND ON THEIR  
OWN, PLEASE CALL THE SCHOOL AND LET US KNOW  
SO WE MAY WATCH FOR THEM.



THANK YOU FOR HELPING GLENELM STAY SAFE!

**OFFICE STAFF**

Principal	Lenin Mangaron
School Secretary	Barb Fortney
Library Clerk	Bonnie Reimer

**TEACHING STAFF**

KINDERGARTEN/NURSERY	Angel Ronquillo
ROOM 7 gr.1/2	Andrea Saranchuk
ROOM 5 gr. 2/3	Mandy Whelan
ROOM 1 gr.4/5	Arielle Garand
ROOM 8 gr.5/6	Angie Ferguson

MUSIC	Stacey Jones
GYM	David Sharp
RESOURCE	Tara Hill
Literacy Support	Jolyn Barkman

**EDUCATIONAL ASSISTANTS**

Susy Ferreira
Beverlee Cooke
Ciara Muise
Evelin Anderson
Andrea Lalonde Muise

**CARETAKERS**

Mario Ferreira (Head Custodian)
Ferinand Ortega

Crossing Guard-Ray Tourond

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# GLENELM SCHOOL



2022-2023

## INFORMATION HANDBOOK

**Glenelm School    96 Carmen Avenue    Winnipeg MB R2L 0E6**

**Telephone: 204-667-8534    Fax: 204-654-2892    [https://](https://www.winnipegsd.ca/schools/Glenelm)  
[www.winnipegsd.ca/schools/Glenelm](https://www.winnipegsd.ca/schools/Glenelm)**

# GLENELM SCHOOL'S MISSION STATEMENT

*At Glenelm School we provide a safe, respectful, friendly and caring environment for learning.*

*We foster productive and responsible citizenship by practicing personal responsibility, understanding, acceptance of others, cooperation and teamwork.*

*We believe that a quality education is a life-long process involving physical, mental, emotional and social development.*

*We believe that we need to develop creative thinking, a love for learning, self-esteem and respect for others.*



## **School Hours**

GLENELM SCHOOL SEPTEMBER 2022

The outside bell rings at 8:55 and 12:55 for student entry. Morning classes begin at 9:00 AM, afternoon classes at 1:00 PM. Students are dismissed as follows:

Kindergarten/Nursery at 11:30 AM

Grades 1 to 6 at 12:00 noon

All afternoon students at 3:30 PM

## **Office Hours**

Regular school days:

8:00 AM to 4:00 PM

**Public holidays:** **office is closed**

## **Answering Machine**

Outside of regular office hours an answering machine is available for messages. Occasionally during the day the secretary may have to leave the office briefly. The answering machine will also be turned on at these times.

## **Call Back System**

Please call or send a note to let us know if your child will be absent. We will call you if your child is absent and we haven't heard from you but it saves time if you notify us. "Call Backs" begin at 9:15 AM and 1:15 PM. Students who arrive late are asked to check in at the office to pick up a late slip.

## **Students Leaving School Early**

Whenever students need to leave school early, such as for a medical appointment, we ask that the student be picked up by the parent (or another responsible adult). In an emergency, we can send students home accompanied by two school patrols. We would like to minimize this practice since it interrupts the school day for the patrols.

## **Change of Address and/or Telephone Numbers:**

Please notify the office immediately when changes occur.

## **Supervision of Students**

We have teachers and educational assistants on duty in the playground at the following times:

- 8:45 AM to 8:55 AM
- during recesses
- 12:45 PM to 12:55 PM
- School Safety Patrols are on duty at the following times:
  - 8:40 AM to 8:55 AM
  - 12:00 noon to 12:10 PM
  - 12:40 PM to 12:55 PM
  - 3:30 PM to 3:40 PM

Please help to ensure that your children travel to and from school only during times when patrols are on duty. Also, students must use the sidewalks and cross at the corners where patrols are on duty unless accompanied by their parent. Students should not use the back lanes.

### **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.

### **Reporting**

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

### **Recess**

All children in grades 1 to 6 are expected to go outside for a 15 minute recess both morning and afternoon. Students who are well enough to come to school are usually well enough to have an outdoor recess break.

Recess periods are as follows :

morning recesses: 10:35 to 10:50

afternoon recesses: 2:15 to 2:30

Recess is indoors if it's raining or if the windchill is -28 or colder. When the windchill 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 windchill 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.

### **Cell Phones, Cameras and Personal Electronics**

Cell phones, cameras and personal electronics are not allowed at school. However, if a parent/guardian finds it necessary for their child to bring a cell phone to school for safety reasons, not social reasons, then the parent/guardian needs to contact Mr. Fox to discuss the matter.

### **Playground**

Playground equipment is provided by the school. We request that students do not bring equipment from home. Students can bring a ball for recess use as long as they are willing to share. If a ball goes over the playground fence, the student must check with the teacher or educational assistant before going to retrieve it.

### **Behaviour of Students**

Glenelm students are expected to behave in a safe and respectful manner and to do their best to learn. If necessary, we will request your help on behaviour issues.

In the event of damage to property, the person responsible will be asked to make restitution.

The Winnipeg School Division has adopted a Code of Behaviour which is endorsed by Glenelm School staff and the Glenelm School Parent Advisory Council.

### **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 small 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.

## **Show and Tell**

Many of the primary classes have a designated day for students to bring a toy to school or other personal article (no pets please). The students know in advance when it is their turn for Show and Tell. Except for Show and Tell, we ask that students not bring toys or other personal articles to school.

## **Glenelm School Parent Advisory Council**

All parents who send their children to Glenelm are welcome to participate in the Parent Council. A meeting is usually held once a month and you can attend regularly or as often as your schedule allows.

The Parent Council supports the education of students at Glenelm. We often have informal discussions about various issues facing the school. Some of the significant accomplishments of the Parent Council include raising money to support the purchase of SMART Boards, enhancing the music program, the library and play structure.

If you are interested in joining the parent council, please contact the office and your contact information will be passed on to the current board members.

## **In-services**

All schools are allowed ten days when the whole school is closed for in-services or administration purposes. Occasionally individual classrooms may be closed to allow those teachers to attend a workshop. We'll give you advance notice as soon as possible to allow you to make child care arrangements.

## **Nurse**

The nurse assigned to the school is Karla Gardner (204-223-1737). Karla serves the Glenelm Neighbourhood and Glenelm School on an on-call basis. Children who are between 4 and 6 years old need a booster immunization for diphtheria, pertussis and tetanus as well as a second dose of measles, mumps, and rubella vaccine. These immunizations will be offered within the school year for those children have not had them done by their doctor. The grade 6 students will be offered the HPV Immunization and the Hepatitis B vaccine.

Some of the services provided by the nurse are: health education, routine vision and hearing screening, health appraisals, and immunizations.

## **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 from the school office. All medication must be properly labelled and given to the office for safekeeping.

## **Student Accident Insurance**

You will be receiving information regarding student accident insurance. The insurance is a good value and covers some potentially expensive situations for a very reasonable cost. It covers the student 24 hours per day/365 days per year and covers accidents whether at school or outside school hours. Please have a careful look at this information when it arrives at your home.

### Halloween Costumes

To help discourage violence and ensure the safest and best educational environment for your children we ask that you avoid sending your child to school in a Halloween costume which portrays the killing or hurting of someone else.

Weapons or items depicting weapons (swords, guns, knives, etc.) which may be part of a costume, should be left at home. Please support our attempt to discourage violence.

### Lost and Found

Each year many articles find their way to the lost and found bin. To help reduce losses we suggest that **all students' articles be labelled, especially all gym wear, outdoor clothing and boots.** Lost items can be found in the lost and found box located in the link entrance. Small items such as rings, keys, etc. are kept in the office. In December and June unclaimed Lost and Found articles are donated to charity.

### Lunch Program

The Lunch Program is operated by the Glenelm School Parent Advisory Council. The Lunch Program is located in Glenelm School. Please call the school and notify the office if your child will not be attending on a given day. Lunch Program also takes attendance.

### 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 on school days from 7:00 AM to school start and from 3:30 to 6:00 PM. For those interested in this program please call Tracy at 204-668-4822 or stop by the school office to pick up the registration information.

Also, if you are interested in providing child care in your home part-time, full-time, before school, at lunch, after school and/or inservice days please call the school office at 204-667-8534 so this information can be made available for parents who enquire.

### NSF Cheques

Due to the expense and staff time needed to process NSF cheques, we have instituted a charge, consistent with Parent Council practice. We will require a payment to cover our costs associated with NSF cheques.

## **Safe Schools Handbook**

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 and 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 and SECURE**

Hold and 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 and Secure are serious criminal offences in close proximity to a school or where a suspect has been pursued by police near a school.

# SEPTEMBER 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5  Labour Day	6 Day 1  School Opens Non-Instructional Meet the teacher	7 Day 2  Nursery/Kinder Interviews	8 Day 3  <u>Nursery for 1 hour/ am</u>	9 Day 4  <u>Nursery for 1 hour/ am</u>  Kinder. start
12 Day 5  Nursery full time start	13 Day 6	14 Day 1	15 Day 2	16 Day 3
19 Day 4  Non-Instructional No classes	20 Day 5	21 Day 6	22 Day 1	23 Day 2
26 Day 3	27 Day 4  Terry Fox Run	28 Day 5  Gr. 6 Immunizations	29 Day 6  Orange Shirt Day	30  National Day for Truth & Reconciliation  No school