

# **Minnewasta School Handbook**

## **2024-2025**



### **Learning & Growing Together**

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## **Introduction**

The purpose of this handbook is to provide families with information about the school so that the home and the school are able to work together for the benefit of the students. Please read through this booklet and ensure that your child understands what is expected of him/her.

On behalf of the entire staff I want to welcome you and your child/ren to the Minnewasta school community.

We appreciate your support and cooperation. We look forward to a successful and rewarding year as we work towards helping your child/ren learn and grow.

Sincerely,

Geoff Sutton  
Principal

## **Minnewasta School Mission Statement**

The mission of Minnewasta School is to provide a friendly, safe and respectful place where students, staff, parents/guardians and community work together to encourage lifelong learning. Minnewasta's staff will use the best available resources to challenge all students in a caring and competent way knowing that each child is an individual.

## **Minnewasta Code of Conduct (short version)**

1. We will work and play safely at all times.
2. We will keep our hands and feet to ourselves. There will be no roughing, play fighting, bullying or fighting.
3. We will be on time, be prepared to learn, and do our best each day.
4. We will speak, act and write respectfully to all students and adults.
5. We will solve our problems by talking.
6. We will respect all personal and school property.

## **School Philosophy**

Minnewasta School is a centre of learning in which the staff is committed to the development of the total individual. It is our goal to provide a framework in which children, together with parents/guardians, educators, and the community at large, strive for and achieve their highest potential.

Each child's academic and artistic development as well as physical, social and emotional well-being are our concern. We strive to provide a quality education for all students through accommodating individual student needs and differences in a safe and enjoyable environment. At Minnewasta we aim to foster a life-long love of learning through a variety of educational programs and experiences.

A feeling of pride, achievement, and positive self-esteem is essential for success. We promote cooperation and a development of universal morals including respect and appreciation of others. We endeavour to prepare students to become responsible, considerate, caring, and contributing citizens of the community.

We, at Minnewasta School, maintain a commitment and dedication to these goals. We believe that a child's success depends on the involvement and support of all members of the child's team – parents/guardians, teacher, school personnel, and community.

## Daily Time Schedule 2024-2025

8:45 a.m.	Students participating in religious exercises enter
8:50 a.m.	Bell for all students to enter the school
10:35 - 10:50 a.m.	Recess
12:00 - 12:30 p.m.	Lunch
12:30 - 12:55 p.m.	Recess
2:10 - 2:25 p.m.	Recess
3:40 p.m.	Dismissal for all students

\*\* Please DO NOT send your children to school before 8:30 a.m. Adult supervision begins at 8:30 a.m. It is recommended that children's arrival time in the morning and after lunch correspond as closely as possible to the designated times for entrance to the school.

\*\* Kindergarten operates in the morning and afternoon. In the morning, students go directly to the playground when they arrive at school. Please DO NOT drop off afternoon Kindergarten students before 12:55 p.m. as they are not permitted to be on the playground or go to their classroom before that time.

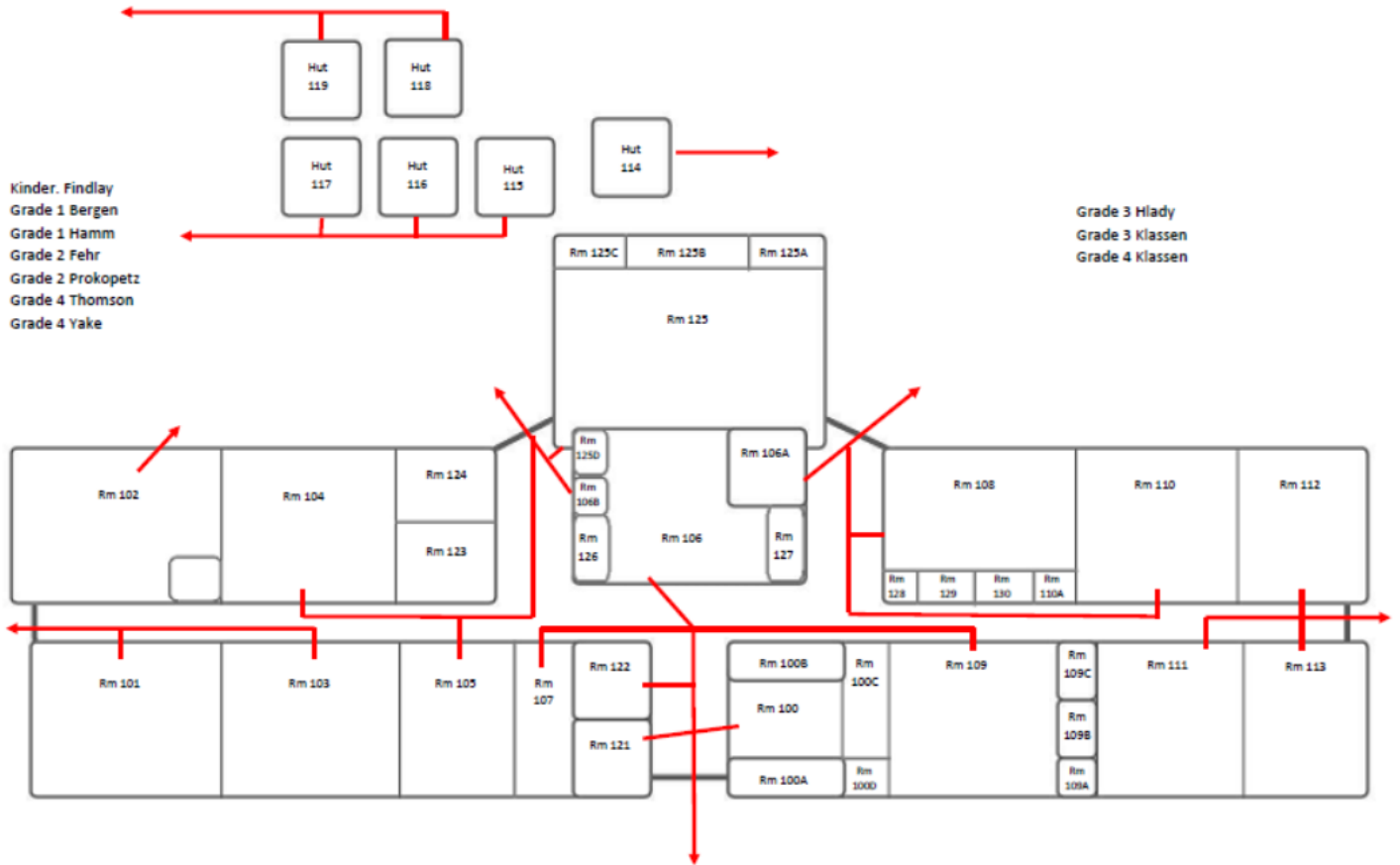
\*\* DOORS TO USE:

West door	Kindergarten, 1 Bergen & 1 Hamm
North-west door	2 Fehr, 2 Prokopetz, 4 Thomson & 4 Yake
North-east door	3 Klassen
East door	3 Hlady & 4 Klassen
South side main entrance	Main door use

## 2024-2025 Minnewasta School Staff

Kindergarten	Room 102	Mrs. Lorelee Findlay (a.m. & p.m.)
Grade 1	Room 101	Mrs. Janessa Bergen
Grade 1	Room 103	Mrs. Kathi Hamm
Grade 2	Room 104	Mrs. Karin Fehr
Grade 2	Room 105	Mr. Bryan Prokopetz
Grade 3	Room 113	Mrs. Marcie Hlady
Grade 3	Room 110	Mrs. Renée Klassen
Grade 4	Room 111	Mr. Carl Klassen
Grade 4	Hut 119	Mrs. Rhonda Thomson
Grade 4	Hut 116	Mrs. Chantelle Yake
Music	Room 106	Mrs. Macy Clayton
Phys. Ed.	Gymnasium 125	Mr. Kyle Turnbull
Guidance	Room 109A	Mrs. Laura Thwaites
Reading Recovery	Room 109B	Mrs. Heidi Driedger
EAL Teacher/Resource (Gr. 3-4)	Room 109C	Mrs. Mandi Zacharias
Resource (K-Gr. 2)	Room 108	Mrs. Cindy Murray
Educational Assistants		Ms. Teresa Ametohe
		Ms. Chelsey Bornn
		Ms. Erin Brown
		Mrs. Tonya Bueckert
		Mrs. Linda Dyck
		Mrs. Heather Falk
		Mrs. Karen Foster
		Mrs. Kathy Hunt
		Mr. Greg Loeppky
		Mrs. Nettie Reimer
		Mrs. Anna Shevchuk
		Mrs. Sara Wiebe
Home-School Liaison Worker		Mrs. Regina Braun
Home-School Liaison Worker		Mrs. Lauryl Chamberlain
Head Custodian	Room 122	Mr. Adam Worms
Custodian		Ms. Catherine Villalobos
Custodian		Mr. Riel Laus
Library Technician	Room 109	Mrs. Annie Friesen
Administrative Assistant	Room 100	Mrs. Jenelle Strome
		Ms. Chelsey Bornn
Principal	Room 100A	Mr. Geoff Sutton

# Fire Drill Map 2024-2025



## Programming

Minnewasta School offers all of the regularly prescribed programs in Language Arts, Mathematics, Science, Social Studies, Music, Health, Physical Education, and Computer. All programs follow the curriculum developed by Manitoba Education.

In addition to the regular programs we offer a number of special programs.

1. Basic French - consists of approx.180 minutes of French language instruction per cycle in grade 4.
2. Early Start French – consists of introductory French language instruction in Kindergarten to grade 3.
3. Resource Program - a wide range of differences in abilities and interests exist in children. The resource teacher helps classroom teachers to develop appropriate learning opportunities so that all students are taught in a way that allows them to be successful and interested in learning. Student Specific Plans (IEP's, SSP's or AP's) and Behaviour Intervention Plans (BIPs) are developed for children as necessary.
4. Guidance – visiting each classroom, working with small groups of students and counseling individual students are all part of the ongoing work of our guidance counselor.
5. Learning Resources Centre - using the growing collection of books in our LRC students are taught how to locate, organize, and communicate according to a divisionally developed curriculum. Since our LRC is computerized, students will learn how to use its computer to search for the materials they need. The lending time for books is six school days. It is school policy that lost and damaged books be paid for.

## Student Reports

Student progress reports are sent home three times a year (November, March, and June).

## Student Involved Conferences

Research shows that when students are involved in assessing and evaluating their own work, and in setting goals for themselves, achievement improves. For this reason, we value three way conferencing with parent(s)/guardian(s), student and teacher(s). Regular conferences are scheduled for November and March. Additional conferences are available by request.

## Appeal Process for Student Evaluation

Where a student or parent/guardian believes an evaluation does not accurately reflect the student's achievement or growth, their first contact shall be with the classroom teacher within 15 school days of receiving the evaluation.

If no resolution is reached, the parent/guardian or student must submit a written request for a review of the situation by the school administrator/s, parent/guardian, teacher and student if deemed appropriate.

The decision of the principal may be appealed to the Superintendent.

## Internet Use

All use of the Internet must be in support of education and research and be consistent with the philosophy and values of Western School Division.

The following is a list of guidelines for student use:

- The Internet is only to be used under supervision and for an authorized purpose.
- Students shall not use the Internet to access or process inappropriate material, text files, or files dangerous to the integrity of the local area network.

We strongly encourage parents/guardians to reinforce the school goals of promoting responsible Internet use and providing supervision of their child's use of the Internet outside the school setting.

## Communication

Communication between home and school is extremely important to the success of any student. Through our newsletters and notices we will keep you informed about programs and activities within the school. Opportunities will be provided for you to meet staff and discuss educational matters as they relate to your child and school.

We encourage parents/guardians to keep in close contact with the school. Please do not hesitate to call should you become concerned about your child's program or achievement. Such on-going support is necessary in order to provide the best results for your child.

A newsletter and calendar will be sent home at the end of each month. Letters, notices, field trip permission slips, and other forms of communication with parents/guardians will be sent home as needed. Please also check our school website at [www.westernsd.mb.ca/minnewasta](http://www.westernsd.mb.ca/minnewasta)

Please notify the school several days in advance if your child/ren will be moving and transferring to a new school. This will give us time to prepare all the required records and forms and gather all of the child/ren's materials. Our office hours are 8:30 a.m.-4:30 p.m. each day. Our **phone number is 822-4580.**

## **Concerns**

When you have a concern please follow the proper protocol in trying to solve it. Discuss the issue with the person closest to the problem before going to the next person. This usually means:

1. Staff
2. Principal
3. Superintendent
4. School Board

## **Minnewasta Code of Conduct and Discipline Policy**

Our staff at Minnewasta School is concerned about the safety of your child. The staff, with input from our Parents and students, has developed a Code of Conduct and Discipline Policy. Please refer to the separate document for details. We have only included a student, shortened version earlier in this document. It is our hope that by being clear about our expectations for behavior, spending time teaching the students about our expectations, and inviting parent/guardian support, that we can create an atmosphere at school that is safe for students, allowing us to concentrate our efforts on teaching and learning.

## **Attendance**

All students are expected to attend school regularly. Please contact the school by phone or note/e-mail to the classroom teacher if your child will be absent for any reason or will be leaving the school at an earlier time. If a parent/guardian wishes to pick up a student during school hours, please call the Office for assistance from our Administrative Assistant.

Minnewasta School operates a Call Back program. It is a way of making sure that students who have left for school have arrived safely. At 9:15 a.m. and 1:15 p.m. teachers submit a list of students who are absent from school without reason. The parents or guardians of these children will be contacted to verify the reason for the absence.

# **Minnewasta Parent Advisory Council**

## **Welcome**

Welcome to all the families in our school. The Minnewasta Parent Advisory Council is a parents' link to the school. It is a way to involve parents/guardians in school activities, to work alongside the staff on school issues, to promote community involvement and to voice parents' concerns regarding school issues.

Our council is an organization of fathers, mothers and teachers designed:

- To stand for progress in the school community.
- To create public opinion necessary for educational progress.
- To arouse a community sense of responsibility for its most precious asset -- our children

It provides parents/guardians with an opportunity to better understand the purpose and methods of the school and to keep abreast of the advances of modern education.

Last but not least its purpose is educational.

The council does not seek to direct the administrative activities in the schools, control their policies or provide a clearinghouse for personal grievances.

## **Council Activities**

Below are a few of our activities:

- Distribute and collate the fall volunteer survey
- Fundraising for a school improvements or activities.
- Operation of staff appreciation week with a luncheon and dainties throughout the month of February
- Discussions on school curriculum

So what are we? We are a support system for the parents/guardians to help the teachers give our children the best education they can get. So please, when asked, volunteer to help our school, and if possible come to Minnewasta Parent Advisory Council Meetings. We need parent/guardian views on where we should be heading with our school.

If you have any questions or suggestions feel free to contact us at our Minnewasta PAC e-mail - [pac.minnewasta@gmail.com](mailto:pac.minnewasta@gmail.com)

## **PAC Goals**

1. *To find ways to welcome parents/guardians into the Minnewasta School and PAC.*
2. *To promote Minnewasta School spirit.*
3. *To host educational presentations on topics for children and parents.*

## **Lunch Policy**

Students will be eating in classrooms. Eating lunch at school is a privilege that requires appropriate behavior.

We ask that parents send leak-proof, unbreakable, easy to open containers, and spoons, etc. when needed.

Lunch students are required to remain on the school grounds during the noon hour with their grades.

## **After School Arrangements**

Both your child's teacher and bus driver need to know if there is a change in your usual after school plan for bus students. Please send a note/e-mail to the classroom teacher/office. This prevents unnecessary concerns. Students are not to stay and play after school without supervision.

For this same reason children are not allowed to use the telephone to make play arrangements. It is much simpler for families to arrange after school guests from home the night before.

## **Telephone**

Students are to use the school telephone only in emergencies. In order to use the phone, the student must be accompanied by a teacher or must have a teacher-signed note of permission.

## **Cell Phone Use**

Cell phones are not to be brought to Minnewasta School by students.

## **Footwear**

Regulations require that an immediate evacuation of the school must occur in the event of fire or emergency. Because of this requirement, as well as for health reasons, it is important that students wear shoes inside the building at all times.

We ask students to have a non-marking pair of indoor running shoes to be worn in the classroom and gym (to remain at school). Students are expected to remove outdoor footwear when they enter the school and to place it neatly in the places provided.

## **Physical Education Classes**

Students have regular phys. ed. classes during our 6 day cycle.

Indoor running shoes (with non-marking soles) and socks are required by all K - 4 students for phys. ed. classes. All students are asked to tie back long hair to avoid injury.

Students who need to be excused from phys. ed. for health reasons must bring a note from a parent/guardian.

## Supervision of Students

Supervision of students occurs from 8:30 a.m. to 3:50 p.m. This includes outdoor supervision at the following times:

8:45 a.m.	Students participating in religious exercises enter
8:50 a.m.	Bell for all students to enter the school
10:35 - 10:50 a.m.	Recess
12:00 - 12:30 p.m.	Lunch
12:30 - 12:55 p.m.	Recess
2:10 - 2:25 p.m.	Recess
3:40 p.m.	Dismissal for all students

Students are expected to go outside for recess, weather permitting. Please ensure that your child is dressed appropriately for the weather. Our guideline for indoor recess in winter is a wind chill of -28 degrees celcius.

Students who must stay indoors for health reasons need to have a dated and signed note from their parent/guardian for each day that they are to remain inside.

During recess times, the play structures on the school grounds are for K - 4 use. Students are not to be on the south side (front) of the school during recess times unless the bus-drive through has been blocked off and a hard surface recess has been called.

Student injuries or problems on the playground during recess times are to be reported to the duty supervisor or classroom teacher.

## **Bicycles, Skateboards, Scooters**

Students who bring bicycles, skateboards or scooters to school are required to park them in the racks located at the southeast corner of the school grounds.

The Town Police force has given permission to the Minnewasta students to ride on the Mountain Street sidewalk. Students riding bicycles, skateboards or scooters to and from school are expected to follow appropriate safety rules at all times. This includes being courteous to pedestrians.

Bicycles, skateboards and scooters are not to be ridden on school grounds. Upon entering school grounds, each rider is to dismount and walk his/her bicycle, skateboard or scooter to the racks. This same procedure applies when leaving the school grounds.

The school is not responsible for loss or damage to bicycles, skateboards or scooters. The use of a lock is encouraged.

## **Emergencies and Health Care**

### **Emergency Contact**

The school may be closed and the children sent home early due to such emergencies as power failure, gas leak, or water-main break. In preparation for this, it is urgent that all parents/guardians leave the name and phone number of someone who lives in town to contact in case of emergency. It is important that this information be kept up-to-date, particularly when parents/guardians are away from town for a day or more. It is important that your child and teacher know the identity of the person(s) to be contacted and the phone number. This is also the person who will be contacted if a student is not picked up after school, and there is no answer at home.

### **Student Illness**

A child who receives a minor injury such as a scrape, bruise, cut, or bump will be attended to by our staff.

In the event of a more serious illness/injury, all attempts will be made to notify a parent/guardian at home or at work so that they can pick up their child/ren. If a parent/guardian cannot be reached, the emergency contact person as listed on the September registration sheet will be called.

Should professional medical attention be required, and should no one be available for us to contact or a lengthy travel time to the school is involved, we will transport the child to the hospital for medical aid. An adult representing the school will remain with the child until the parent/guardian/emergency contact person arrives at the hospital.

If necessary, the school will call an ambulance.

### **Medication**

If an adult is required to give your child medication of any kind, including Tylenol, we must have a signed authorization by the parent/guardian. A form is available for this purpose. Medication will not be given without signed permission. The ongoing administration of prescription medication requires a doctor's signature as well. Contact the school for the appropriate form. If your child requires an epi-pen, it is required that they carry it with them at all times. Children with an epi-pen are also required to wear a medic alert bracelet. Our school is also involved in the "No Child Without" program for students requiring MedicAlert bracelets. Please ask at Central Office for more information about this free program.

### **Public Health Concerns**

From time to time there may be situations where there is an incidence of diseases such as pink eye, impetigo, measles, scabies, or head lice. Students are to remain at home until treatment for the condition has been received or until a doctor's permission to attend school is obtained. Further information about these health concerns is available from the Public Health office at 331-8841.

## Storm Policy/School Closure

The School Division may, under extreme conditions cancel bus routes. When bus routes are cancelled all K – 12 classes for that day are also cancelled.

### *BUS ROUTE CANCELLATION PROCEDURE*

*Buses may be cancelled due to any one or a combination of the following factors, bearing in mind that student safety is of prime concern.*

*1...low temperatures or high wind chill values (at or below –45Wind Chill Index).*

*2... poor visibility*

*3... unsafe road conditions (Manitoba Highways or driver recommendations)*

*The Supervisor of Operations or his designate shall be responsible to initiate the route cancellation procedure.*

*It is expected that whenever possible cancellations will be announced by 7:00AM. However a cancellation may take place at any time if conditions deteriorate suddenly. In the case of late cancellation **drivers** should attempt to contact parents on their route.*

Bus cancellations will be announced on the local radio stations, Country 88.9 FM, CFAM (1250 AM), and The Eagle (93.5 FM).

If a storm develops during the day, classes will continue as usual, however buses may be cancelled. In this case, local radio stations will be contacted, rural students will be billeted in town, and every effort will be made to inform all parents/guardians by phone.

Bus drivers have the authority to cancel all or part of the route if in their opinion the safety of the students may be compromised. In this instance drivers will attempt to contact parents on the route by telephone.

All buses are radio equipped and are constantly monitored.

## WESTERN SCHOOL DIVISION

### Bus Rules for Daily Rides and Field Trips

#### Pupils' Responsibilities

1. Be aware that pupils are responsible for their own action and behavior.
2. Know what the rules and procedures are and abide by them.
3. Display proper respect for the rights and comfort of others.
4. Realize that school bus transportation can be denied if they do not conduct themselves properly.
5. Be aware that distraction the driver is potentially hazardous to their safety.
6. Be familiar with emergency procedures.

#### Parent/Guardian Responsibilities

1. Know the rules and encourage children to abide by them.
2. Support safe riding practices.
3. Support drivers and/or schools in disciplinary actions.
4. Ensure that pupils are on time at bus pick up points.
5. Ensure that pupils are properly clothed according to weather conditions.

#### Loading

1. Be at the pick-up point before the bus arrives.
2. Wait away from traffic, at least six feet from the road or street.
3. Avoid pushing, shoving, or fighting.
4. Do not run to the bus. Wait until it has stopped and the door is open.
5. Board single file, using the hand rail.
6. Go directly to your assigned seat.
7. Carry-on items shall be limited to those items that can safely be stored under the seat or held on the pupils' knees. Skates shall be carried in equipment bags or provided with skate guards. Skateboards must be in equipment bags or securely fastened to backpacks. **Some** of the articles that cannot be transported include hockey sticks, live animals, large project boards or large musical instruments. In all cases the driver will determine if any item may be transported on a bus.

**Note:** In no case shall items be allowed in aisles.

#### Riding

1. Talk to the driver only when it is absolutely necessary.
2. Refrain from loud or boisterous talking and use radios, walkman or cassette players only with the approval of the driver.
3. Obtain driver's permission before opening windows.
4. Eating and drinking on the bus may be allowed on field trips only when the bus is not in motion and with the permission of the driver.
5. Absolutely no items shall be thrown in or from the bus at any time.
6. Assist the driver in keeping the bus clean and neat at all times.

### Unloading

1. Remain seated until the bus is stopped and the door is open.
2. A "Goodbye" or "Thanks" is a nice courtesy to the driver.
3. Exit slowly, using the handrail. Move away from the bus. Be aware of the "Danger Zones" around the bus and never re-approach the bus for any reason.
4. If crossing the roadway is necessary use the following procedure:
  - WALK away from the bus and about ten feet in front of the bus.
  - CHECK with the driver - watch for his signal to cross.
  - WALK across the roadway.
  - CHECK for traffic in both directions as you reach the edge of the bus.

### Misbehavior

Misbehavior on the bus will be dealt with as follows:

1. When the principal receives a form on a student from the bus driver, the principal will discuss the matter with the student and parent. The principal will inform the student of the action that will be taken if the misbehavior occurs again.
2. The second time the principal receives a form on the same student, the student will be spoken to by the principal. The parent will be contacted by phone followed by a letter informing the parent about the misbehavior and that if it happens a third time, a suspension from riding on the bus may occur.
3. The fourth time the principal receives a form from the driver on the same student, the principal will contact the parent by phone and send them a written notice and they may have to provide transportation to the end of the school year, as the student will not be allowed to ride on the bus.

### Notes

\*\* Students shall not board or exit a bus at any point on the route other than the designated approved locations except in the case of emergencies.

\*\* Only those students assigned to a bus will be allowed to ride.

\*\* Requests for special services due to medical or other reasons shall be made to the Supervisor of Transportation at the Division Office.

## MINNEWASTA SCHOOL SONG

A place to call our own,  
Oh, how much we have grown,  
Working together  
Playing together  
You're our home away from home.

Minnewasta, Minnewasta  
Our blue and gold  
We're strong and bold  
Minnewasta we love you.

Our lives have just begun,  
Our future's bright as the sun,  
Learning together  
Growing together  
Together we are one.

Minnewasta, Minnewasta  
Our blue and gold  
We're strong and bold  
Minnewasta we love you.

(Stand, repeat chorus) . . . HEY!!

Lyrics and music by Warren Tilley  
Premiere Performance -- Sept. 23, 1991