

ÉCOLE ST. ADOLPHE SCHOOL
PARENT / STUDENT HANDBOOK
2023-2024



444 La Seine Street
St Adolphe, Manitoba
R5C 1C2

Telephone : 204-883-2182
Fax : 204-883-2612

Email : sas@srsd.ca

Website : <https://esas.srsd.ca>

Dear Parents/Legal Guardians and Students,

Bienvenue and Welcome to École St. Adolphe School.

Contained in this handbook is information to help you through the upcoming year.

As you read through this information, we hope that you will get a sense that École St. Adolphe School has a dedicated community of parents and staff who strive to provide our children with a safe, caring, and challenging environment. It is our belief that children are the priority in the school. We are here to provide them with an atmosphere that fosters strong academic achievement and positive self-esteem. All children can be successful, and we must continue our partnership to help them reach their potential.

As parents and caregivers, you are the best advocate for your child. We encourage you to get involved in our school life. Concerns, suggestions, and your support are important to us. Ongoing, open, and honest conversations are essential for a positive experience at École St. Adolphe School.

The year 2023-2024 promises to be an exciting year. Our dedicated staff will continue the hard work and we are certain that we will all enjoy a safe and academically rich school year.

Sincerely,

Shannon Philippe

Principal, Directrice

Paul Grosskopf

Vice-Principal, Directeur Adjoint

Seine River School Division Mission Statement

Seine River School Division engages students in learning experiences that develop literate, innovative and socially responsible citizens.

WE VALUE Honesty, Empathy & Respect.

WE BELIEVE THAT Children must feel valued, Children will learn,
Children's learning needs must be met.

OUR VISION Learning Today - Shaping Tomorrow!

École St. Adolphe School Mission Statement

At ÉSAS, we provide students with opportunities to achieve their personal best and develop a love of learning in a respectful, nurturing and inclusive environment to enhance life success in an ever-changing world.

ESAS Code

At École St. Adolphe School we are committed to a safe and happy learning environment. The following four core values are the basis of our behavioural expectations:

- **BE RESPONSIBLE**
- **BE RESPECTFUL**
- **BE ENCOURAGING**
- **BE SAFE**

Seine River School Division Land Acknowledgement

Rivière Seine River School Division is located on Treaty 1 Territory, the traditional lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, Dene Peoples and the homeland of the Métis Nation. SRSD respects the Treaties that were made on this territory and are dedicated to working together in the spirit of reconciliation for as long as the sun shines, the grass grows, and the river flows.

École St. Adolphe School will continue to address the need for Incorporating Indigenous Perspectives and the Mamàhtawisiwin Indigenous Education Policy Framework (The Wonder We are Born with) in our school. We will continue to learn about and expand on our understanding of;

- authentic involvement
- putting students at the centre
- understand world views, values, identities, traditions, and ceremonies and,
- creating an Inclusive and Culturally Safe Learning Environment.

Each month we will highlight one sacred teaching, starting in October. For each assembly we will celebrate students that best exemplified the sacred teachings covered in the months) leading up to the assembly. The 7 sacred teachings are:

- Love. Love is the gift from the Eagle. ...
- Respect. Respect is the gift from the Buffalo. ...
- Courage. The Bear carries courage. ...
- Honesty. Honesty is carried by the Sabe (Sasquatch). ...
- Wisdom. The Beaver carries wisdom. ...
- Humility. The Wolf carries humility. ...
- Truth. The Turtle carries truth.



2023-2024 ESAS Staff

Principal:

Mme Shannon Philippe

Vice Principal | Instructional Coach:

Mr. Paul Grosskopf

Resource Teacher:

Mrs. Janette Howard (Mrs. Miranda Ngo on leave)

English Program:

Kindergarten (AM): Mme Tiffany Rudderham

1: Mrs. Laurie Orbanski

2/3: Mrs. Kerry McDonald (AM) & Mrs. Oleski (PM)

3/4: Mrs. Jennifer Bergmann

4/5: Mrs. Kerry Fredborg

6/7: Mr. Kyle Lipischak

7/8: Mrs. Jennifer Negrich

Immersion Program:

Maternelle (PM): Mme Tiffany Rudderham

1/2^e année : Mme Lynn Gobeil

1/2^e année : Mme Léanne Goulet-Gower

3/4^e année : Mme Anita Lessard-Krizak

3/4^e année : Mme Jessica Wasiuta

5/6^e année : Mme Mackenzie Bard

6/7^e année : M Calvin Jubinville

7/8^e année : M Norm Mackin

Physical Education: Mme Chantal Dubois

Music/Band: Mr. Ryan Wehrle

Counsellor: Mr. Trevor Zetarak

Reading Recovery (PM): Mrs. Kerry McDonald

K.A.P. Instructor: Mrs. Marinda Gerber

K.A.P. Support (AM/PM): Mrs. Shauna Wahl (AM)

Educational Assistants:

Mrs. Carla Dayholos

Mme Cecile Limpright

Mrs. Penny Beaudry

Mme Hannah Gaucher

Mrs. Kaila Conway

Mrs. Kori Plesiak

Mrs. Jackie Mays

Mme Katie Frederickson

Mrs. Desiree Girardin

Mrs. Erin Palmer

[Home - École St. Adolphe School](#)

Administrative

Assistant:

Mme Mélanie LeComte

Library Technician:

Mme Shelley Lavergne

Custodians:

Mr. Alan Cardinal

Mr. Dan Pelletier

Bus Drivers :

Mrs. Carol Schulz

Mrs. Jolene Weir

If you wish to correspond with
a staff member via email the
standard format is:
firstname.lastname@srsd.ca



General School Information

ESAS is a K-8 dual track school offering an English and French Immersion Program. Our school follows a 6-day cycle. Please refer to the divisional website to view the divisional school calendar at www.srsd.ca (*click on community, 2023-2024 calendar*).

School Hours

(Note: supervision only begins once first round of bus students are dropped off)

| | |
|---------------|--|
| ↻ 8:20 | First round bus students begin to arrive |
| | Walking/dropped-off students begin to arrive |
| ↻ 8:30 | Bell rings to enter school |
| ↻ 8:40 | Morning Announcements |
| ↻ 8:45 | Classes Begin |
| ↻ 10:15-10:30 | Morning Recess |
| ↻ 11:30-12:25 | Outdoor Recess / Lunch Break |
| ↻ 2:00-2:15 | Afternoon Recess |
| ↻ 3:12 | Dismissal – First round of buses |
| ↻ 3:15 | Dismissal – Walking/Daycare/Students being picked up |
| | Second round of buses |



Reporting student achievement to parents/guardians

Reporting student's progress and achievement must be consistent with the goals and outcomes of the curriculum. The school will report to parents 3 times during the school year.

Monday, November 20, 2023 Written reports on PowerSchool

Friday, November 24, 2023 – Admin Day / November Oral Conferences

Monday, March 18, 2024 Written reports on PowerSchool

Friday, March 22, 2024 – Admin Day / March Oral Conferences

Thursday, June 27, 2024 written report cards go home.

Parents will also be informed by phone, through the student's agenda, informal parent meetings, or simply by signing a test or a project to confirm that you have seen the product and the evaluation. Communication between parent and teacher is very important at all times.

From time to time, it is necessary to adapt or enrich a student program to ensure success. These changes will be indicated on the student report card and will be done with the support and participation of the parent.

Home/School Communication

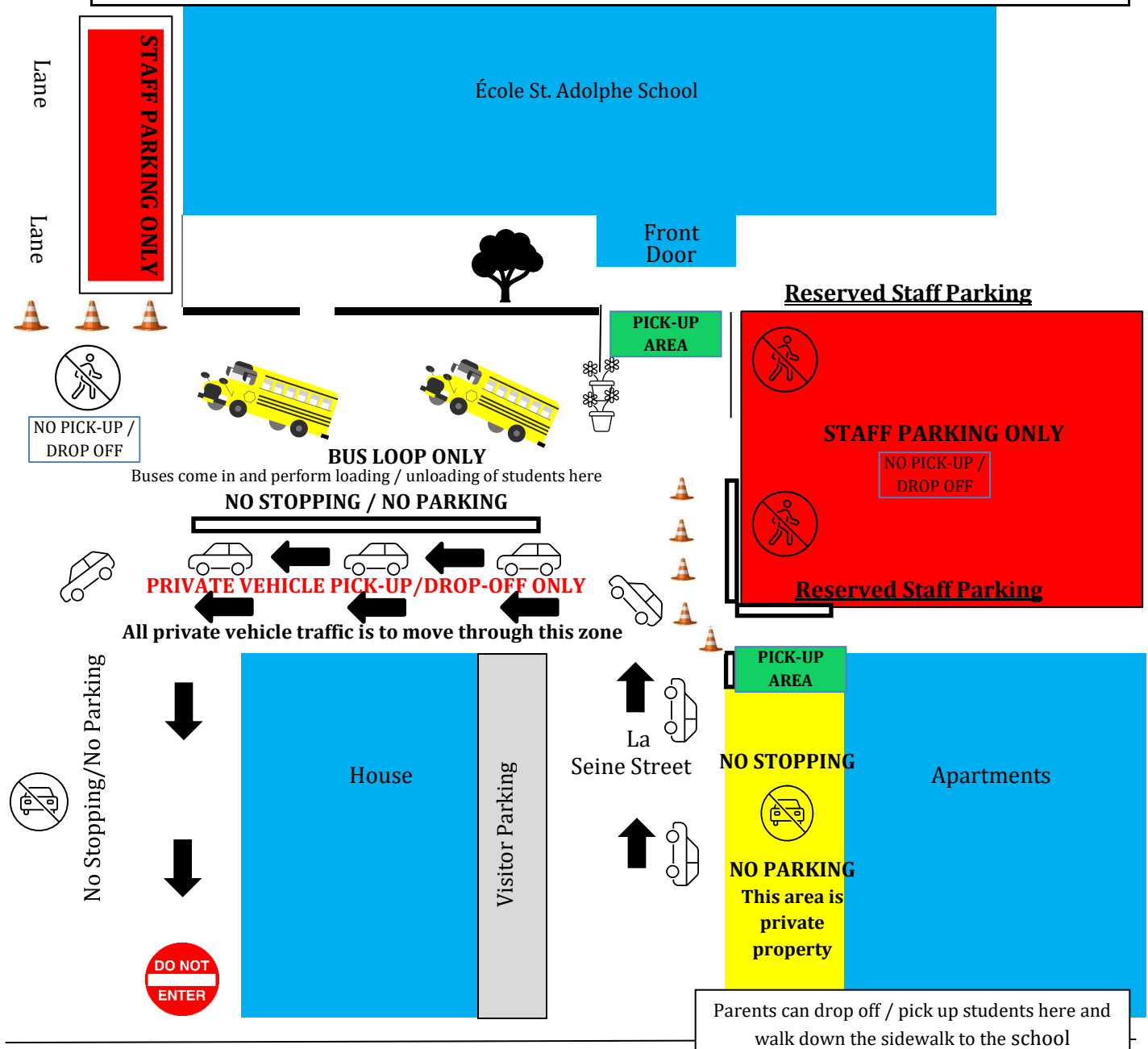
Monthly newsletters are emailed to each home at the beginning of each month. This newsletter includes a calendar of activities as well as classroom reports and highlights of our monthly activities. Should community members have items to include in our newsletter please inform the administrative assistant one week prior to the end of the month.

In addition to this, information letters are sent or emailed home periodically to address specific topics. All school information is posted on our school website. Please visit us at <https://esas.srsd.ca>

And finally, morning announcements happen right after O' Canada. Should you have a community event announcement or wish to celebrate the achievement of our students, please contact the school prior to 8:25am.

Bus Loop / Student Pick-Up / Drop-Off

2023-2024 BUS LOOP LOADING AND UNLOADING



MAIN STREET

Visitor Parking also available along Main Street

WARNING
MOTORISTS PASSING A STOPPED
SCHOOL BUS WITH RED LIGHTS
FLASHING & STOP SIGN ACTIVATED
ARE SUBJECT TO FINES & DEMERITS

IF YOU ARE CONVICTED OF PASSING A STOPPED SCHOOL BUS THAT HAS ITS ARM(S) EXTENDED AND RED LOADING LIGHTS FLASHING, YOU CAN FACE A FINE OF \$700.00+ AND DEMERITS!!

Parking Lot

Due to the limited number of parking spaces, and our increased number of staff, **the parking lot is reserved for staff only**. Please do not park in these stalls. Please do not stand in the parking lot during pick-up/drop-off as many vehicles are moving in and out at this time too. This applies during the day and for special events such as parent/teacher conferences, concerts, etc. There is limited visitor parking spots along La Seine Street and on Main Street.

Parent Advisory Council (PAC)

PAC is a school based parent group that works in collaboration with the principal, teachers, staff and the community to provide the best learning environment for students. As a parent, you are encouraged to join the council or attend meetings as a guest throughout the year. Our PAC is a very important part of the success at ESAS.

**PAC Meetings are held the first
Tuesday of every month at 7:00pm**

Dress Code

Students are expected to dress appropriately for school.

- Students' dress should reflect consideration of self and others. It should be in good taste and suitable for any public place. Common sense and decency are the guidelines.
- Footwear must be worn at all times. Students will keep an extra pair of shoes to wear inside.

Visitors to the School

All visitors must report to the office and sign in. They must sign out on departure. We must log every visitor.

Attendance

Good school attendance is important to student's success. Consistent attendance regardless of your child's age or academic placement, results in academic growth, social growth, and emotional growth.

If your child must be absent from school on a given day or part of a day, it is important that you inform the school by phone at 883-2182 or email sas@srsd.ca. If we do not receive prior knowledge of a child's absence, we will call the home of the parents to inquire into the child's absence. This assures us that the child is safe and is absent with the parent's knowledge. If your child must leave school for a dental or doctor appointment, the same method may be used, or a written note prior to the appointment will suffice.

Students arriving late for school need to check-in with the office. If your child is arriving late with your knowledge and permission, please send a brief note with the child stating the reason.

Class placements

Many factors are taken into consideration when placing your child(ren) into their class groupings to ensure the best placements possible for students.

Some factors include but are not limited to:

- Learning and working styles

- Social dynamics and interactions among students

- Range of student abilities

- Special needs information

- Gender (ratios)

- Family demographics (siblings, twins, cousins, etc.)

As a staff, we try to ensure balanced classes which maximize learning for all students. This process begins in early spring.

Lunch Program

All students have the privilege to remain at school for lunch and are expected to follow our school behaviour expectations.

Students who leave the school and go home for lunch are expected to stay at home until lunch is over and return to school at the appropriate time to start their afternoon.

We will be having one Subway and one Boston Pizza Day each month. Also, we will be hosting Menchie Mondays, where students can pre-order frozen yogurt twice a month. Please note that these programs are all optional! Dates and order information, including pricing, can be found on School Cash Online:



[SchoolCashOnline.com: Welcome](https://schoolcashonline.com)

Classroom Supply List

Classroom supply lists are shared in the June report cards and are posted all year on our school website. Please visit our school website at <https://esas.srsd.ca> should you misplace your child's classroom supply list.

Safety Procedures

Fire Drills

Fire drills are held regularly in order to teach students how to evacuate the building in an orderly fashion should a crisis occur. There will be 10 during the year.

Bus Evacuation

Drills on emergency bus safety and evacuation are held twice a year in order to learn the most effective way of loading, dismounting, riding and emergencies.

Lock Down Practices

Two practices per year are performed. One in November and the other in April. A letter will be sent home following each practice.

Snowstorms

A decision to cancel classes is arrived at by the Superintendent in consultation with the Transportation Supervisor. The decision will normally be reached before 7:00 a.m. and announcements will be made on the following radio stations: CKSB (1050) and CKXL (91.1 FM) in French; CJOB (680) and CBC (990) in English, SRSD website: www.srsd.ca

Recess and wind chill

All the children will stay indoors when the wind chill reaches -27C.

Administration of medication

Parents must submit a written request accompanied by a letter from a medical doctor before the school may accept responsibility for administering medication to a student. The medication must be brought from home by the parent, guardian, or other reliable person in its original packaging. Students must not bring any medication to school.

Information regarding the administration of the medication, frequency of administration, and emergency contact persons must be provided with the medication. If prescription medication will be required at school, please contact the school for the letter or forms that require completion. The form is on the ESAS website.

School personnel will not be dispensing Tylenol, Aspirin, or any other over the counter medication to students at any time. If a student needs to leave school due to illness parents will be contacted and suitable arrangements will be made.

Concussion protocol

Concussion protocol training and awareness is available online at www.cattonline.com. Coaches, Physical Education Teachers, and Administration will be following this protocol and training.

It is the parent's responsibility to inform the school should their child have a concussion.

Field Trips

Field trips support the regular school curriculum. Teachers may plan field trips for individual classes based upon classroom interest and curriculum topics of study.

Parents and legal guardians will be notified prior to the field trip with the details of the excursion. Parents may help by providing extra supervision, transportation or simply accompanying the class.

Extra-Curricular Activities

Extra-curricular activities are organized for students throughout the school year. They may take place at lunch time and after school. They can be sports, choir, art or other clubs. The number of activities we have or sports teams we organize depends on the time and expertise of our staff, as well as the number of volunteers we get from the community. If anyone is interested in coaching an upper middle years sports team or becoming involved in an extra-curricular activity, please contact the school.

Homework

Homework will not be assigned to students who are going on vacation or trips.



Students may be asked to do homework by their teachers. Homework is generally defined as school work, assignments, etc. which the child did not complete during the time allotted at school. Teachers expect that school work for which adequate time was given in class be done for the next class. Generally, homework will not be assigned on the weekend.

Every K-8 student is encouraged to complete home reading as part of their homework routine. Should you have concerns about your child's homework, please contact your child's teacher.

The use of Agendas is a classroom-based decision.

Library/Textbooks

We are very fortunate to have a library technician who assists both students and teachers.

Students are held financially responsible for the loss of library books /textbooks or for wilful damage to a library book or textbook. Lost library books must be paid for at the current replacement cost.

Our school library also doubles as the Bibliothèque Public Library Ritchot. For more information about the community library, please email them at ritchotlib@hotmail.com.

Student Telephone Use

There is a phone at the school office available for student use to help contact family when needed. Students must receive permission from their classroom teacher. We assume that students are using the school phone for important reasons. The phone should not be used to make last minute arrangements to visit or play with a friend.

Bicycles

Students are expected to place their bicycles in the bike racks located at the back and front of the school. The school is not responsible for damage, loss, or theft of bicycles. Students should make sure that their bikes are locked securely.

Electronics



It is expected that all electronic equipment, including cell phones, iPods, cameras, etc. **remain at home**. They are expensive devices and the school will not be responsible for lost, broken or stolen items. Unauthorized use of such devices may result in the item being confiscated until the end of the school day. Only our divisional iPad project classes should have electronics at school.

**Please do not
bring the
following items
to school**

- **Sunflower seeds**
- **Skateboards**
- **Roller blades**

Lost & Found

The lost and found box is located in the front foyer of the school. Periodically, lost articles will be displayed on tables in the front foyer. All items not claimed will be donated to a charity.



Recess Supervision

All K-6 students receive a morning and afternoon recess. 7/8 students receive an indoor morning and indoor afternoon break. At lunch recess, all K-8 students receive an outdoor lunch recess. All recesses and breaks are supervised.



Please remember to dress your children appropriately for the weather as all children are expected to go outside for recess.



School Programs

Physical and Health Education



All K-8 students participate in regularly scheduled Physical Education classes. Physical Education classes are an integral part of a child's regular school program. Should students not participate in Physical Education activities due to medical reasons, parents must provide the school with a "Doctor's Certificate" stating the reason for non-participation.

Physical Education clothing requirements:

- K-3/4: pair of indoor runners (clean & non-marking soles)
- Gr.4-8: pair of runners (clean & non-marking soles) & change of clothing & deodorant

Parents are requested to check that Physical Education clothes are taken home to be washed regularly. All gym clothes should be labeled and kept in a gym or cloth bag.

Good sportsmanship is always required and students are expected to participate to the best of their ability with a positive attitude.



Intramural Sports

Intramural sports are a privilege and an extension of our physical education program. They are scheduled during the lunch hour. Good sportsmanship is always required. Intramurals are optional and are offered to those students who wish to participate.

Extracurricular

It's important for schools to have extra curricular programs. All students in grades 7/8 are encouraged to join school teams that compete in divisional competitions. These include;

- Cross country running
- Basketball
- Volleyball
- Badminton
- Softball
- Track & field

There are no "cuts" made to teams so any student who is interested in playing and regularly comes to practices will be a team member. Additionally, students in 5-8 are encouraged to join intramural sports that take place at noon hour.

Music/Band

The purpose of the Music Program is to encourage a love for music, to promote movement and to foster musical skill development.



All grade 1-5 Immersion students and grade 1-5 English students receive a minimum of three classes per six-day cycle. Kindergarten and maternelle classes receive two classes in a six-day cycle.



The Band program is compulsory for grade 7/8 students. These students receive a minimum of three classes per six-day cycle. In June, the music teacher will make instrument recommendations to assist new band students and parents to select their band instrument for the following school year.

Dual Track School - English and French Immersion Programming

As a dual track school, École St. Adolphe School offers programming in both a French and English stream. The curriculums are the same, and expectations for our students' learning is the same, but programming needs and experiences are different. As a school community, it presents its challenges on how to provide the best possible learning expectations for all students and build a strong sense of community. That is what makes our school so unique and so special!!!

K.A.P. (Kids At Play)

Seine River School Division is pleased to offer an afternoon English pre-school program for kindergarten children in both the Immersion and English programs at École St. Adolphe School. The half day program will be delivered by an Early Childhood Educator in the French Immersion and Kindergarten classroom.

Students will participate in play-based literacy, numeracy, and art activities.

Behaviour Expectations

All students and staff are expected to respect our four core values:

BE RESPONSIBLE, BE RESPECTFUL, BE ENCOURAGING, BE SAFE

Students receive consequences for inappropriate behaviour in several ways depending on the severity of the behaviour or what the infraction was. They may be talked to by the teacher, staff member or principal. Staff may call home; there may be an in school/out of school suspension or restitution may be assigned.

In the event of an out of school suspension, a re-entry meeting may take place with the parents/legal guardians, principal and/or a member of the school support team before the student returns to school.

Parents will be called when the behaviour involves threats, bullying, fighting or continued infractions. We believe in restitution, a process, whereby a student fixes his/her mistake by making things right. A discussion of right and wrong and appropriate versus inappropriate behaviour is discussed with the student and is always part of the restitution.

École St. Adolphe School has zero tolerance for discrimination and follows the Seine River School Division Respect for Human Diversity Policy. The policy reads:

The Seine River School Division is committed to promoting the acceptance of and respect for others in a safe, caring and inclusive school environment. The school division strives to accommodate student activities that promote the school environment as being inclusive of all students, based upon the following values and beliefs:

- Commitment to equity and respect for human diversity are fundamental values of the public education system
- Honoring and achieving the divisional Vision and Mission depends upon safe, inviting and inclusive learning environments and workplaces that respect human diversity
- Sexual orientation and gender identity form significant and integral aspects of the unique development and personality of every child and young person (gender identity refers to an individual's sense of self as "male," "female," or an identity between or outside those categories; sexual orientation is the term used to describe an individual's sexual, psychological and emotional feeling of attraction towards another person [Public Health Agency of Canada])
- All students and employees have the right to learn and work in environments free of negative conduct or actions

Allergy Awareness

We are an “allergy aware” school and ask all adults and students to wash their hands after eating snacks or lunch at school as even trace amounts of the foods can cause an allergic reaction. We have several students with life threatening allergies to peanuts, nuts, eggs and seafood.



We are striving to be a “**Peanut Free**” school. École St. Adolphe School is striving to prevent all peanuts/tree nuts and nut by-products from entering our school. We feel this is necessary to protect our students who have a life-threatening allergy to peanuts/tree nuts and nut by-products.

We also ask that you remind your child not to share food at school.

Animal Free Zone

For the safety of all students, we ask that pets are not brought onto school property from 8:00 am to 4:00 pm. Anyone who brings a pet will be asked to remove it until after hours.

School Support Team

Our school has the services of a Resource Teacher/School Counsellor. The school also has access to services from clinicians from our Divisional Student Services Department.

Teachers consult with the Resource Teacher/School Counsellor throughout the school year. Parents are also informed should their child be seen regularly by the Resource Teacher/School Counsellor. Before a clinician becomes involved with a student, written consent must be obtained by the parent.

Parent Volunteers

We always welcome volunteers in the school! All parents/community members who wish to volunteer in the school are required to complete a Child Abuse Registry Check Application. If you plan on doing any volunteer work in your child's class or plan on driving students to sporting events, attending field trips, etc. these checks must be completed. Please see the office for an application form or find it at https://esas.srsd.ca/parents_community/volunteers_to_the_school. There is no charge for this check, and they must be completed on an annual basis.

Parental Concerns

When parents have a concern about their child's progress or a school issue, the following steps are to be followed:

- 1) Contact the teacher (phone or email)
- 2) If the concern has not been solved at the classroom level or if it deals with a school-wide issue, contact the principal(s).
- 3) If a parent's concern has not been resolved at the school level, he or she may contact the Superintendent.



Divisional Transportation

Please remember to call our transportation department at 1-204-422-6222 should your child not be on the bus for the usual pick-up or drop-off. Also, students 12 and under will not be dropped off if the bus driver believes or is told that there is no adult at home. In such an event, the bus driver will return the child to the school.

It is imperative that the transportation of our students be safe, effective and efficient. Questions or concerns should be directed to the Transportation Supervisor at 1-204-422-6222.