



COMMUNITY SCHOOL 2026-2027 STUDENT INFORMATION HANDBOOK

www.lrsd.net/schools/island

445 Island Shore Boulevard

Winnipeg, MB R3X 2B4

Telephone: (204) 254-6247

Together we are committed to:

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<u>OFFICE HOURS:</u>	8:00 a.m. to 4:00 p.m.
<u>STUDENT ENTRY:</u>	8:35 a.m. - Students enter the building at the bell
	8:42 a.m. - "O Canada" and announcements
	8:45 a.m. - Classes begin
<u>LUNCH HOUR:</u>	11:30 to 12:25 p.m. - Supervised Lunch hour
	12:30 p.m. - Classes begin
<u>GRADE K to 4 RECESS:</u>	10:15 to 10:30 a.m. and 2:00 to 2:15 p.m.
<u>GRADE 5 to 8 RECESS:</u>	9:45 to 10:00 a.m. and 1:30 to 1:45 p.m.
<u>INTRAMURALS:</u>	11:30 a.m. to 12:20 p.m. (optional)
<u>INTERSCHOLASTICS:</u>	7:30 - 8:30 a.m. and 3:18 - 6:00 p.m. (optional)

CREATING A POSITIVE LEARNING ENVIRONMENT

We believe that...

Everyone at ILCS, child or adult, has the right to feel safe and confident to work and learn together. Teaching and learning occur best in a positive climate where learning from mistakes, respecting differences and making amends is nurtured.

More information can be found in [Divisional Policy JK - Support Student Behavior](#) and the LRSD Protocol for the Resolution of concerns.

CLASSROOM AGREEMENTS:

Each classroom will establish a shared agreement along with actions to create the conditions for a positive classroom community. Classroom agreements will be shared with parents so that they may help in achieving common goals.

GENERAL COMMUNICATION:

Information is shared with the community in a variety of ways:

- School Administration reports monthly at Island Lakes Community School Parent Advisory Council (PAC) meetings.
- Individual classroom newsletter or classroom link on the school website.
- Written memos detailing specific events or issues of concern may be sent home with students or communicated to parents by email or through School Announcements.
- An updated calendar of events and further information is posted on the school website via parent portal: www.lrsd.net/schools/island

COMMUNICATION PROCESS:

In daily school life, misunderstandings are bound to arise which require communication between home and school, providing an important opportunity to build understandings that are mutually beneficial in supporting student growth. Your feedback is valued and serves to further the positive climate and culture evident at ILCS. To ensure fairness and consistency, the Louis Riel School Division requests schools and communities to adhere to the following protocol:

1. Contact the teacher when you have a concern regarding a matter involving your child providing phone numbers and times when the teacher can return your call if immediate contact cannot be made. Once in contact with the teacher, share your concern clearly and calmly. It is important that best efforts are made to clarify perspectives, share understandings and seek solutions to issues and concerns. Experience tells us that concerns are best resolved when the matter is discussed directly with the person involved, i.e. the parent, teacher and student. If the matter remains unresolved inform the teacher that you will forward the concern to the school administrator.
2. If further discussion is needed, request a conversation with the Principal or Vice-Principal. Re-state your concerns along with shared conversations with the teacher. Further perspectives can be shared and most, if not all, misunderstandings can be resolved at this level. If the matter remains unresolved, inform the school administrator of your intent to contact the Superintendent's Department.
3. If further discussion is required, first contact the Assistant Superintendent assigned to the school, followed by the Superintendent at the Louis Riel School Division. In the event that a resolution cannot be achieved by any of the above contacts, you may direct your concern, in writing, to the Louis Riel School Board.

REPORTING ON STUDENT PROGRESS:

Teachers engage a variety of strategies to allow students to demonstrate their learning. Some examples of assessment practices include observations of and/or interviews with students, checklists for identifying specific achievement criteria, student self-assessments, written tests, and other classroom-based tools that help reveal what students know and understand.

Students play an important role in the ongoing assessment process by setting learning goals, developing action plans and self-assessing their progress and achievement.

Parents can support their children by asking students to explain their learning and by providing positive support and encouragement for their child's efforts and actions in meeting learning goals. Parents are encouraged to contact their child's teacher to ask questions or share information.

SUPERVISION AT LUNCH:

Supervision at lunchtime falls outside mandated instructional programming funded by Manitoba Education. In the best interests of individual learning, parents are encouraged to arrange for their children to have a break away from school between morning and afternoon

classes to renew and refocus for afternoon learning. If students remain at school during the lunch hour, they are expected to observe their responsibility to follow expectations.

LUNCH HOUR RULES:

1. Due to concerns for allergies and hygiene, students must not share food. Leftover food is returned home so that parents can be aware of their child's eating patterns.
2. To ensure the safety and security of a large population who stays for lunch, students are required to remain seated at their own desk in their classroom to eat lunch and **must** attend to instructions provided by Lunch Supervisors.
3. Students must remain on school grounds and play in designated areas so that supervision can be accommodated. Lunch forms must be completed if your child needs to stay for lunch. Fees are \$90 for the year. All fees can be paid online through School Cash on the Parent Portal
4. Students in Grades 7 and 8, who are regular lunch program students, may leave the school for lunch hour. At this grade level, this is a developmentally appropriate opportunity for students to go home and practice independence for short periods.
5. Casual lunch fee is \$1.00. Students staying for intramurals will not be required to pay.

Island Lakes Community School provides a NUT-SAFE environment as several students live with LIFE-THREATENING allergies to a variety of foods and other substances. Exposure to even limited amounts can be potentially serious and life threatening. We ask your help to:

- Avoid sending **peanut butter**, items containing peanuts, tree nuts, including food or snacks cooked in peanut oil.
- Carefully check labels to ensure safe products are sent to school.
- Reinforce that students must not share lunch or snack items with other students at school.
- When the teacher coordinates snack items for classroom sharing, please report the ingredients to the teacher.

GENERAL SCHOOL INFORMATION

REPORTING STUDENT ABSENCE:

Parents are asked to notify the school of a child's absence on or before the day of the absence. If the teacher is unaware of a child's absence and the school has not been informed, parents will be contacted to confirm the child's whereabouts. Your attention to this procedure is very important as it saves the genuine concern and valuable time committed to tracking the whereabouts and safety of your children.

Parents may leave a message on the school's voice mail before or after school hours at 204-254-6247.

SafeArrival is a function of School Messenger to notify parents of student absences and support parent reporting of absences using a mobile app and website. You can find the details for logging here: [Safe Arrival](#)

EARLY PICK-UPS OF STUDENT:

Parents are asked to notify the school in advance if a student will be leaving the school prior to end of day dismissal. All students in Grades KG-6 must be signed out in the office by an adult. Students will only be released to adults on the authorized pick-up list. Changes/additions to the list can be made by contacting the school office.

INDOOR FOOTWEAR REQUIRED:

All students need a pair of non-marking runners for indoor wear at school in addition to the footwear worn to and from home. Indoor runners are worn in class and for Physical Education and are kept clean. Parents are asked not to purchase blue or black-soled runners as they mark tiled floors. Students are required to remove outdoor footwear and place it on the boot trays upon entering the building. Heelies are not permitted.

SAFE and APPROPRIATE ATTIRE FOR LEARNING:

Students are expected to dress to meet the safety needs of school activities and to encourage a positive culture and climate among peers and adults.

- Footwear which is safe, clean and appropriate for school activities must be worn at all times at school.
- Dress bearing offensive messages or promoting unacceptable behaviour, whether stated or implied is not permitted and students will be asked to change clothes.
- Outdoor wear such as coats, jackets and boots are to be stored in respective areas while in school.

While styles are important to students, parents are asked to ensure that their children are dressed to meet weather requirements of cold, wind and conditions of rain before school in the morning, during recess breaks, including the 30 minute lunch recess and for any learning experiences that may occur outdoors during the school day.

LABEL ALL BELONGINGS:

Runners, winter shoes and gym clothing should be permanently labeled with the student's name and room number. We have three lost and found boxes where misplaced items may be located.

COLD WEATHER AND OUTDOORS:

When the temperature or wind chill is -30 or more, students will remain in the school during recess, at lunch time and for patrol duty. When the temperature or wind chill is between -27 and -29, students will go outdoors for a maximum of 15 minutes during recesses and at lunch time. The guidelines have been set based on Environment Canada at The Forks.

SCHOOL CANCELLATION OR EARLY DISMISSAL:

For school closures due to inclement weather, it will be announced on CBC Radio on 990 AM and CJOB 680 AM. Families are encouraged to develop plans to assist their children in the event of a school closure.

BICYCLES, SKATEBOARDS, ROLLERBLADES, E BIKES SCOOTERS:

Students riding bicycles to school have to lock them in the bicycle racks. Infrequent theft does occur; therefore, record the bicycle name, model and serial number in case they are needed by police. The school assumes no responsibility for lost or damaged bicycles, or personal items. Other wheeled devices are to be kept in lockers or agreed upon storage areas in the classroom. **E Bikes are prohibited on school property.**

For reasons of pedestrian safety, bicycles and other wheeled devices are NOT to be ridden on school grounds between 8:00 a.m. and 4:00 p.m. on any school day.

CELL PHONES and ELECTRONIC DEVICES:

Following the [Ministerial Directive](#) issued on August 15, 2024, students in Kindergarten through Grade 8 are not permitted to use cell phones during school hours, including during breaks and lunch periods. This directive is intended to support student well-being, reduce distractions, and promote meaningful engagement. [ILCS Cell Phone Guidelines 2025](#)

BUS EVACUATION DRILL:

All students are trained for the procedure used in emergency evacuation of a school bus during drills conducted on the school ground. It is very important that students attend to directions provided by the bus driver and teaching staff regarding safe bus ridership.

EMERGENCY SCHOOL EVACUATION:

The Division requires each school to have an Emergency Preparedness Plan for emergencies that may arise during the school day. Annual drills must be held to familiarize and reinforce students with safe evacuation procedures. The purpose of drills is to practice disciplined, prompt and safe evacuation. Emails will be sent home ahead of time.

ACCIDENTS AT SCHOOL

In the case of an accident, the staff member on duty notifies the office and if possible, the student is brought to the office. First aid is administered, and parents are notified. If the situation is serious, parents are asked to pick up the child and seek medical attention.

ADMINISTERING MEDICATION AT SCHOOL

If students require medication during the school day, parents are asked to notify the school and complete paperwork required for school staff to administer the medication. School staff cannot administer medication without authorized documents completed.

Patrols are on duty from 8:20 to 8:35 a.m. and 3:18 to 3:33 p.m. along Island Shore Boulevard at Pamela Road, Evelynne Reese and Ebb Tide Drive. Students in Grades 6 serve on school patrol teams which are scheduled for weeklong shifts.

TRAFFIC CIRCULATION AROUND THE SCHOOL PROPERTY:

- It is imperative that parking signs and traffic laws are observed to ensure the safe passage of school patrols, pedestrians, and motorists to and from our school. Please consider active transportation. Staff will support with pick-up and drop-off but please be mindful there is no parking in the loop. September 1 it is 30 km in school zones. Let's work together at keeping students safe.

