

# Glenwood School

Welcome Information

## THIS ISSUE

---

- [Glenwood Homepage](#)
- [Link to School Fees, Portal Instructions, and Conference manager](#)
- [Lunch Program Information](#)



### Principal's Message

---

We would like to welcome you to the 2024-2025 school year at Glenwood School! This school holds a special place in our hearts, and we're excited for a year filled with enriching learning experiences for your child. Our dedicated staff is committed to working with you to support your child's growth throughout the year. This document is designed to provide you with general information and will be updated, as needed, to keep you informed. We invite you to explore our website, follow us on Instagram and reach out by email/phone if you have any questions.

Your Admin Team,  
Heather McCorrister & Chris Heidebrecht



## Mission Statement

---

Glenwood School is a special place,  
where people come together  
to learn and to grow academically,  
socially, emotionally and physically,  
where individuals are valued for their  
strengths and for their differences,  
as well as for their similarities.



## Code of Conduct

---

1. Each person will act in a safe manner and contribute to creating a peaceful environment.
2. Each person will co-operate to make learning successful and fun.
3. Each person will accept and respect others.
4. Each person will respect personal and school property.



## Statement of Beliefs

---

1. Each person has the right to a SAFE and PEACEFUL environment.
2. Each person needs to CO-OPERATE to make learning successful and fun.
3. Each person has the right to be ACCEPTED and RESPECTED.



## School Hours and Entry Doors

---

8:50	First Bell
9:00	School Starts
10:15 to 10:30	Recess (3/4)
10:30 to 10:45	Recess (1/2, 5/6)
11:45 to 12:45	Recess/Lunch (K, 5/6, 7/8)
	Lunch/Recess (1/2, 3/4)
2:00 to 2:15	Afternoon Recess (5/6)
2:15 to 2:30	Afternoon Recess (1/2, 3/4)
3:30	Dismissal

Student entry is supervised by teachers. Except in the case of inclement weather or when students are attending early morning activities, students are required to enter the school at the first bell. There is no supervision before the start of the school day or at the end of the school day on school grounds.

Parents are requested to ensure that students arrive at school no earlier than 8:45 AM and 12:35 PM. We appreciate parental co-operation in ensuring that children do not arrive too early since there is no playground supervision before school. In the event of cold or wet weather, students will be allowed inside the doorway and will wait there until the bell rings.

Early dismissal days are listed on the [school calendar](#).



## Designated Entrance and Exit Doors

Students are asked to line up at the beginning of the day in the following locations.

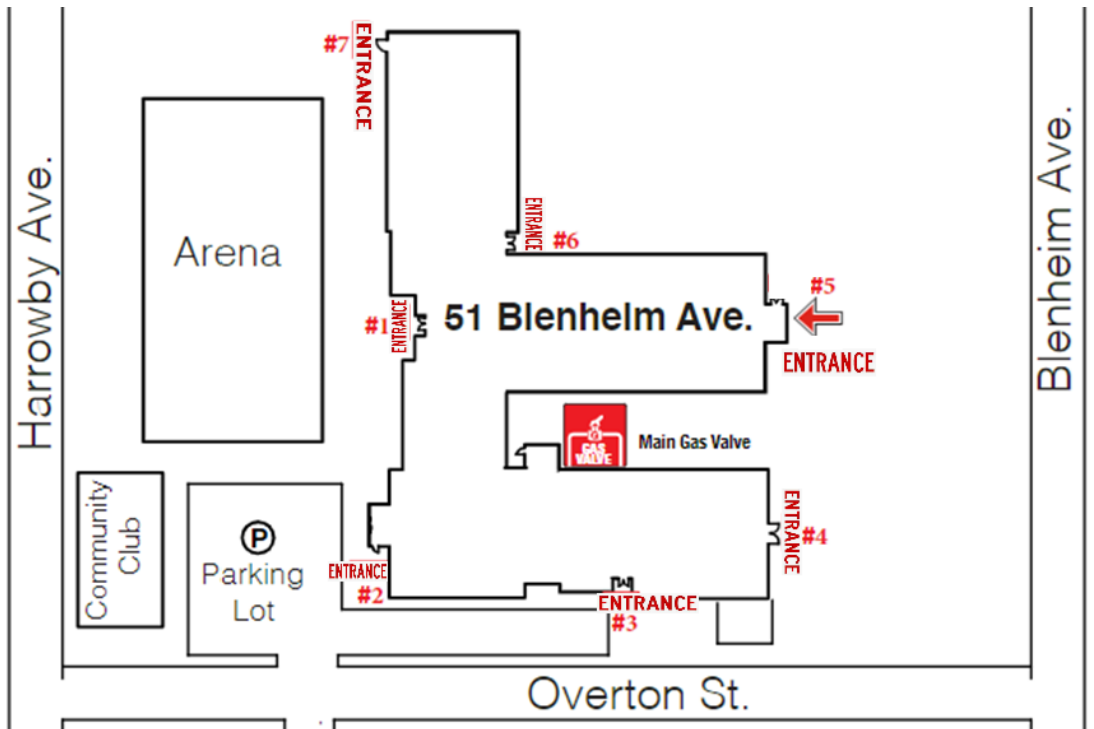
ENTRANCE #1: Visitors

ENTRANCE #3: K, 3/4, Bus

ENTRANCE #4: Grade 1/2

ENTRANCE #5: Grade 5/6

ENTRANCE #6: Grade 7/8



## Student Absences and Early Pick UP

Please call the school office if your child is going to be absent or late. Office hours are 8:00 am to 4:00 pm. An answering machine is available for you to leave a message if it is more convenient for you to call outside of office hours.

School Attendance: 204-233-3619

If a student is absent and the parent or guardian has not called the school, we will call home or work to determine that the child's absence is known and that he/she is safe. This pertains to all grades from K to Gr. 8 and includes those days when Junior High students are to be at Industrial Arts or Home Economics classes. Please call us if your child is going to be absent, as this saves both a great deal of time and worry! Thanks!

Any student arriving after 9:00 am and 12:45 pm must report to the office upon arrival, otherwise the student will be reported absent, and an unnecessary telephone call will be made to the parent.

Occasionally parents wish to pick up their children prior to our regular dismissal times. Parents are asked to make arrangements to come into the school and pick up their children at the office. Please do not ask your child to wait at the door, or on the playground, or go to the classroom.



## Communication

---

Please inform the office if there are any changes to your phone number, where you are living or email address and if any of this information has changed for your emergency contacts. Staff generally communicate through phone calls and emails.

School information will be sent home through the student, can be found online at our [website](#), or is emailed to families.



## Personal Items, Cellphones, Lost and Found

---

Students are encouraged to leave personal items (like toys) at home. Valuable items, if brought to school, have a greater chance of being lost or stolen. The school cannot accept responsibility for their loss.

In addition, the Province of Manitoba has recently implemented new regulations regarding the use of the cellphones in schools. These regulations are part of an effort to minimize distractions and improve students' focus in the classroom and thus, cellphone use will occur outside of school hours. We kindly ask families to help support this initiative by encouraging students to leave phones at home when possible.

The lost and found boxes are located near the student entrance doors. Students and parents are encouraged to check these at any time. Items that are not collected will be donated to goodwill before the winter, spring, and summer breaks.



## Parking and Traffic

---

For the safety of our students:

- Please do not double park on Blenheim or Overton.
- Do not make U-turns on the streets surrounding the school.
- Park the required distance away from the stop sign on Overton.
- Please do not use the school parking lot as a student drop off or pick up location.
- Please park in the Community Club parking lot or on the street when you need to enter the school.
- Do not leave your vehicle idling in front of the school doors.



## Student Illness or Accident

---

Students who are showing signs of illness will be sent home so that they can get better and to ensure that illness is not passed to other students.

In the case of illness or injury, we try to contact parents as quickly as possible. Therefore, it is extremely important that our records of telephone numbers and emergency contacts are current and up to date. Please keep the office informed of any changes in address, home and/or work phone numbers, as well as emergency contacts.

The emergency contact noted on your registration form should be a responsible adult who is available during school hours.



## Water Bottles

---

All students have been asked to bring a water bottle to school each day. Staff will see that students have access to fill their bottles if they run out of water and need more. Bottles will be sent home each day. (We will have a supply of water for students who occasionally forget their bottles as well.)



## Appropriate Clothing

---

Students are required to dress appropriately for school. The school's expectations for apparel are discussed with all students at different times throughout the school year and include:

- Outdoor wear is not permitted in classrooms unless previously arranged with the school.
- Students must wear indoor footwear at all times.
- T-shirts and other clothing must not have offensive slogans or symbols depicting drug or alcohol use or advertising.
- During hot and cold weather appropriate school clothing is required. Students are expected to wear the clothing sent to school by their guardians.



## Active Transport

---

Students are encouraged to get daily physical activity. If students are biking, we recommend that they lock up their bikes with a good quality lock. We are not responsible or insured for lost or stolen bikes.

Students are not allowed to bike, rollerblade or skateboard on school property. Rollerblades and skateboards will be stored in student lockers or in the hall.



## Administration of Medication to Students

---

Children in need of medication during school hours must have special arrangements made for them through the school office.

School Division policy requires that a consent form be completed by a parent or guardian and returned to the school before school personnel may administer any medication to students. This includes all non-prescription drugs such as aspirins, inhalers etc. Consent forms are available from the school office.



## Glenwood Library

---

Classes visit the library for book exchange one period per six-day cycle. Books are due the following week.

If a student has an overdue book, it must be returned before he or she can borrow another book. If a book is lost or damaged, the student and his/her family will be responsible to pay for the item. If a payment has been made and the book is found and returned to the library, the family will be reimbursed. Volunteers are always welcome in the library.



## School Fees and Student Need

---

Glenwood staff is sensitive to the various financial situations that our families are faced with. Please do not hesitate to notify administration if you require financial assistance and are unable to meet the financial requests of the school.

School fees are \$40 per school year with an additional \$15 for a school activity fee, this can now be paid via School Cash (details to follow). A how-to document will be sent to parents in due course. If you prefer you can also still send a cheque or cash into the school. (The school fee will cover the cost of materials that will be used throughout the school year such as pens, pencils, ruler, folders, etc).



## Cold Weather

---

When the wind-chill or outside temperature is  $-27^{\circ}$  to  $-30^{\circ}$  students will spend a maximum of 15 minutes outside at recess and at lunch. Students are to remain outside prior to the bell. At a wind-chill of  $-30^{\circ}$ , students remain indoors for recess. Patrols will not be required to be on duty.

Parents are responsible for ensuring that their child is dressed appropriately for the weather.

At all other times, students will be outside of the school until the bell.



## Lunch Program

---

Lunch programs are a service that schools provide to their community. The Louis Riel School Division recognizes that providing supervision during the lunch hour accommodates parents who require supervision for their children during the lunch hour. Staying for lunch and accessing this service is a privilege and not a right.

To reduce the number of students in the building at lunch, we are asking that all students who have the means, go home for lunch as a way of building independence in our students, and to give students a healthy break. Our expectation is that all 12 year old Grade 7 and 8 students will go home for lunch.

Parents of students who cannot go home for the lunch hour may register their child as a “guest” in the lunch program for a fee of \$90.00 for the school year or for \$1.00 per day on an occasional basis. This fee helps cover the costs of hiring Lunch Supervisors.

**[Registration forms](#) for the school Lunch Program will be sent home early on in the school year, and extra forms can be found online.**

All students registered in the lunch program are expected to demonstrate respectful behaviour. Students accessing supervised lunch shall be subject to school and divisional disciplinary guidelines, which permits temporary removal and /or suspension from attendance, as determined by the school administrator.

Students who have persistent difficulties following the rules and procedures of the lunch program may have the privilege suspended. If this occurs, parents are expected to make alternative out-of-school lunch hour arrangements. We ask that you discuss this with your children to help the success of the Glenwood School lunch program.

Children who stay for lunch at Glenwood School will be supervised by paid adult employees of the School Division (Lunch Supervisors) and an “on call” teacher.

Students will eat their lunches within their classrooms or within designated lunch areas.



## Online Parent Conference Scheduling

---

Louis Riel School Division operates on the belief that relationships and communication between parents and teachers is integral to creating conditions for each student's success. We will be scheduling parent-teacher-student conferences through-out the school year by asking you to make appointments with your child's homeroom teacher using our on-line system, **Conference Manager**.

To make the booking process as easy as possible for parents, our school has implemented a web-based scheduling application called the **Glenwood Conference Manager**. This application will allow you, as a parent, to use the Internet to check your child's homeroom teacher's conference schedules and then book an appointment quickly and easily over the Internet.

This is a two-step process. The first step is to register for a parent account (instructions below). You will only have to do this once and we are asking you to register online when you can. The second step is to sign up for your child's conference, you will be told when you can do this by the school.

### First Step:

1. Go to our school's website homepage (<https://www.lrsd.net/schools/Glenwood/Pages/default.aspx>) and click the link titled *Conference Manager* (found toward the bottom of the page under *Quick Links*)
2. Register for a parent account by clicking the REGISTER NOW button.

*You will only need to do this once. Although parents can register at any time, the booking of conferences can only begin when the Conference Manager is open for scheduling.*

### Second Step:

3. When the Conference Manager is open for booking (Your school will communicate this with you before conferences are scheduled) click the BOOK NOW button and follow the prompts.

*If you have more than one child in the school, select the homeroom teacher for each child by placing a checkmark beside each teacher's name. This will make it easier for you to coordinate your schedule.*

4. When finished booking, click the log off button located at the top right of the browser window. You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey before completely exiting.



# Glenwood School Calendar 2024 /2025

Monday, August 19	School Office Opens
Monday, September 2	Labour Day – <b>No School</b>
*Tuesday, September 3	Opening Day Conferences <b>PM -- No School</b>
Wednesday, September 4	Opening Day Conferences <b>AM -- No School</b>
Thursday, September 5	<b>First Day of School</b>
Monday, September 23	<b>PD Day – No School</b>
Tuesday, September 24	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
Thursday, September 26	Grade 6 and Grade 8 Vaccinations
Monday, September 30	National Day for Truth and Reconciliation – <b>School Closed</b>
<b>OCTOBER</b>	
Monday, October 14	Thanksgiving Day - <b>No School</b>
Friday, October 11	Glenwood Terry Fox Activities
<b>Wednesday, October 16</b>	<b>PICTURE DAY</b>
*Friday, October 25	<b>PD Day – No School</b>
Tuesday, October 22	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
<b>NOVEMBER</b>	
Friday, November 1	<b>PD Day – No School</b>
Friday, November 8	Remembrance Day Service (To be Confirmed)
Monday, November 11	Remembrance Day - <b>No School</b>
Thursday, November 14	1 <sup>st</sup> Term Report Cards available online
Monday, November 18	Conference Manager Opens for Conference Requests
<b>Monday, November 18</b>	<b>PICTURE RE-TAKE DAY</b>
Tuesday, November 26	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
Thursday, November 21	Student-Led Conferences (4:00 - 8:30)
Friday, November 22	<b>PD Day – No School</b>
<b>DECEMBER</b>	
Friday, December 20	<b>Last Day of School – Staff Meeting Early Dismissal at 2:30 PM</b>
Sat. Dec. 21 to Sun. Jan. 5	Winter Break – <b>No School</b>
<b>JANUARY</b>	
Monday, January 6	Classes resume in all schools
Tuesday, January 28	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
*Friday, January 31	<b>PD Day – No School</b>
<b>FEBRUARY</b>	
Monday, February 10	Kindergarten Information Meeting 6:00 pm
Monday, February 17	Louis Riel Day – <b>No School</b>
Tuesday, February 25	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
<b>MARCH</b>	



Feb 18 - March 28	Kindergarten Registration
Thursday, March 20	2 <sup>nd</sup> Term Report Cards available online
*Friday, March 14	PD Day – <b>No School</b>
Monday, March 24	Conference Manager Opens for Conference Requests
Tuesday, March 25	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
Thursday, March 27	Student-Led Conferences (4:00 - 8:30)
March 29 - April 6	<b>Spring Break – No School</b>
<b>APRIL</b>	
Monday, April 7	Classes resume in all schools
*Friday, April 11	PD Day – <b>No classes</b>
Tuesday, April 22	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
<b>MAY</b>	
Thursday, May 1	Grade 6 Vaccinations and Grade 8 Catch-up for those who missed
Friday, May 2	PD Day – <b>No School</b>
Monday, May 19	Victoria Day – <b>No school</b>
Tuesday, May 27	<b>Staff Meeting Early Dismissal at 2:30 PM</b>
<b>JUNE</b>	
Friday, June 13	PD Day – <b>No School</b>
Friday, June 20	Report cards submitted to administration
Thursday, June 26	Report Cards available On-line
Friday, June 27	<b>Last day of classes – Staff Meeting Early Dismissal at 2:30 PM</b>