

Glenwood School

Welcome Information

THIS ISSUE

 [Glenwood Homepage](#)

 [Link to School Fees, Portal Instructions, and Conference manager](#)

 [Lunch Program Information](#)



HOME OF THE
GRIZZLIES

Message from your Admin Team

Welcome to the 2026-2027 school year at Glenwood School!

We are excited to begin the year with a brand-new administrative team and look forward to partnering with students, families, and staff to make this a year filled with learning, growth, and connection. Our staff is here to support students and families every step of the way, and we are committed to creating a safe, welcoming, and engaging learning environment for all.

This document contains helpful information and will be updated regularly throughout the year. We look forward to connecting with you and your family. Be sure to visit our website, follow us on Instagram, and don't hesitate to reach out by phone or email, we're always happy to connect!

Your Admin Team,

Kimberley Adair-Gagnon (Principal)

Meaghen Shangreux (Vice Principal)



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
10:30 to 10:45	Recess
11:45 to 12:45	Lunch
	Recess
2:15 to 2:30	Afternoon Recess
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.

Caregivers are requested to ensure that students arrive at school no earlier than 8:50 AM and 12:35 PM. There is no supervision before the start of the school day or at the end of the school day on school grounds. We appreciate caregiver 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

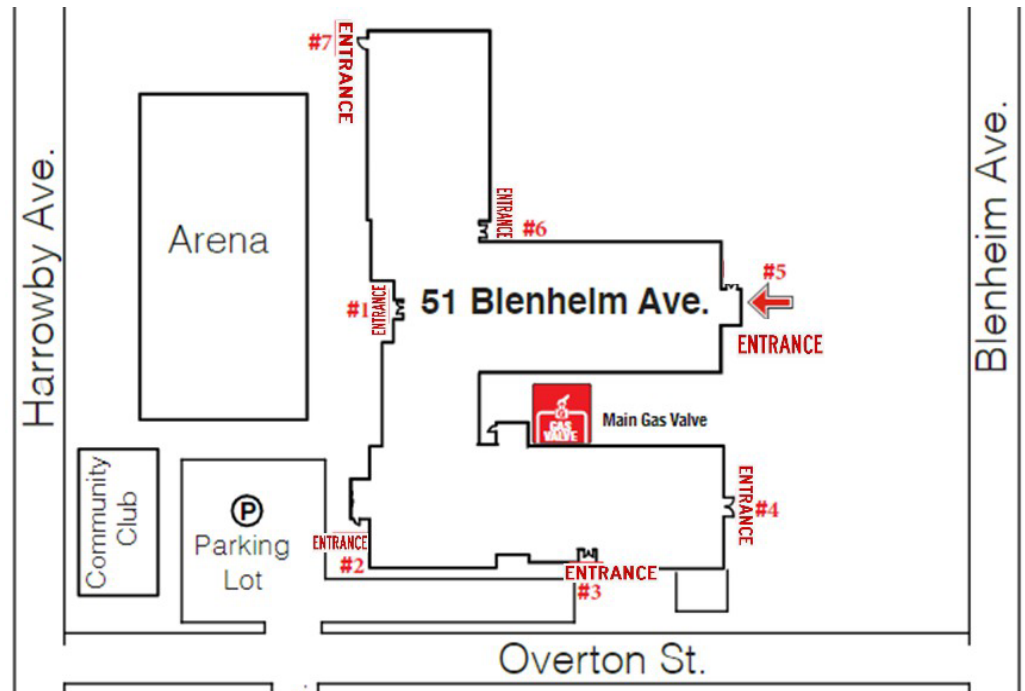
Students are asked to line up at the beginning of the day in the following locations.

ENTRANCE #1: Visitor

ENTRANCE #3: K, Bus

ENTRANCE #4: Grade 1/2/3/4

ENTRANCE #5: Grade 5/6/7/8



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 Practical Arts classes. Please call us if your child is going to be absent, as this saves both a great deal of time and worry. Thank-you for your ongoing cooperation to ensure children are safe and accounted for.

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 could be made to the caregiver.

Occasionally caregivers wish to pick up their children prior to our regular dismissal times. Caregivers 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. Watch your email weekly for the “Weekly News” email from administration.



Personal Items, Cellphones, Lost and Found

Students need 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.

The lost and found boxes are located near the student entrance doors. Students and caregivers 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.

Glenwood Cellphone Practice

In response to the Manitoba Government’s directive and to support learning, Glenwood students will only use cellphones outside of their school day. A reminder that consent is always required before audio/video recording of a person and that cellphones have always been prohibited during lockdowns and in washrooms/changerooms.

Grades 7/8 students have permission to access their cellphone while traveling to Practical Arts and other off-site programming. Cellphones should remain at home or locked in a student’s locker as the school will not be responsible for lost or damaged cellphones. The school office is the first choice for timely communication to students. Medical exceptions will be supported by school administration.

If a student is struggling to put their cellphone away after three reminders, they will work collaboratively with their teacher, administration and/or caregiver to set goals and make a plan to successfully follow expected practice. Staff will use cellphones for work related communication.



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 well 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.



Food Sharing

Over the past few years there has been a significant increase of food restrictions for a variety of reasons both medical and personal. To maintain an inclusive and medically safe environment, please do not send food from home for sharing. For celebrations, please look at alternatives to food such as stickers.



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 prescription and 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's 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. With rising costs, this minimal amount covers basic school supplies and some activities.

Supplies to Bring from Home

** Please label all supplies.*

- Indoor Shoes (non-marking shoes that students can manage with independence)
- Backpack
- Water Bottle
- 1 box of Kleenex
- A personal set of headphones/headset
- Band-Aids



Cold Weather

When the wind-chill or outside temperature is -27° to -30° 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°, 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.

There is limited Lunch Supervisors and eating space the building at lunch, so we are ask that all students who have the means, go home for lunch. This can be a healthy break for students to reset for the afternoon. Our expectation is that all 12 year old Grade 7 and 8 students will go home for lunch.

Caregivers 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 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 caregiver and teachers is integral to creating conditions for each student's success. Student conferences will be scheduled throughout the school year and you can 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/caregiver 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 2026 /2027



August	
Monday, August 24	School Office Opens
September	
Monday, September 7	Labour Day – No School
*Tuesday, September 8	PD Day – No School
Wednesday, September 9	Opening Day Conferences 10am to 5pm - No School
Thursday, September 10	First Day of School
Friday, September 18	Picture Day
Tuesday, September 22 nd	Staff Meeting Early Dismissal at 2:30 PM
Tuesday, September 29	Grade 6 and Grade 8 Vaccinations
Wednesday, September 30	National Day for Truth and Reconciliation – No School
October	
Monday, October 12	Thanksgiving Day - No School
*Wednesday, October 23	PD Day – No School
Tuesday, October 27	Staff Meeting Early Dismissal at 2:30 PM
*Friday, October 28	PD Day – No School
NOVEMBER	
Thursday, November 5	Picture Retakes
Tuesday, November 10	Remembrance Day Service (To be Confirmed)
Tuesday, November 11	Remembrance Day - No School
Monday, November 16	Conference Manager Opens for Conference Requests
Friday, November 20 th	1 st Term Report Cards available online
Tuesday, November 24	Staff Meeting Early Dismissal at 2:30 PM
Thursday, November 26	Student-Led Conferences (Information to follow)
*Friday, November 27	PD Day – No School

DECEMBER	
Wednesday, December 9	Winter Concert (Information to follow)
Friday, December 18	Last Day of School – Staff Meeting Early Dismissal at 2:30 PM
Saturday December 19 to Sunday January 3	Winter Break – No School
JANUARY	
Monday, January 4	Classes resume in all schools
Tuesday, January 26	Staff Meeting Early Dismissal at 2:30 PM
FEBRUARY	
*Friday, February 5	PD Day – No School
Monday, February 8	Kindergarten Information Meeting 6:00 pm
Monday, February 15	Louis Riel Day – No School
Tuesday, February 16	Kindergarten Registration
Tuesday, February 23	Staff Meeting Early Dismissal at 2:30 PM
*Friday, February 26	PD Day – No School
MARCH	
Friday, March 12	2 nd Term Report Cards available online
Monday, March 8	Conference Manager Opens for Conference Requests
Thursday, March 18	Student-Led Conferences (Information to follow)
*Friday, March 19	PD Day – No School
Tuesday, March 23	Staff Meeting Early Dismissal at 2:30 PM
Friday, March 26	Good Friday – No school
March 27 - April 4	Spring Break – No School
APRIL	
Monday, April 5	Classes resume
*Friday, April 16	PD Day – No School
Tuesday, April 27	Staff Meeting Early Dismissal at 2:30 PM
MAY	
*Friday, May 7	PD Day – No School

Friday, May 14	Grade 6 and 8 Vaccinations
Monday, May 24	Victoria Day – No school
Tuesday, May 25	Staff Meeting Early Dismissal at 2:30 PM
Thursday, May 27	Spring Concert (Information to follow)
JUNE	
*Friday, June 11	PD Day – No classes
Thursday, June 25	Report Cards available On-line
Wednesday, June 30	Last day of classes – Staff Meeting Early Dismissal at 2:30 PM