



***Welcome!***

**Parent Information Handbook**

**2023 – 2024**

***Louis Riel School Division***

831 Beaverhill Blvd.  
Winnipeg, Manitoba  
R2J 3K1

**Ph: 204-257-0637**

Principal  
**Karen Duffield**

Vice-Principal  
**Cathy-Ann Winters**

Secretaries  
**Kristan Bishopp**  
**Laura Elliott**

## ***Our Mission Statement***

*The Mission of the Louis Riel School Division is to foster safe, inviting and inclusive learning environments and to develop responsible global citizens through respectful partnerships between home, school and community.*

### **INTRODUCTION**

Welcome to Shamrock School! We have prepared this handbook to provide you with information regarding our school procedures. With a common understanding of school practices, it is our goal to provide a safe, inviting, and challenging environment for all students and members of our community.

Our school population is approximately 625 students enrolled in kindergarten to grade 8 with a staff of approximately 80.

At Shamrock School adults and children work and learn together in a safe and inclusive environment that fosters mutual respect and caring and where we model lifelong learning. We also have an active Parent Council committed to supporting the school. Please feel free to contact the school if you have any questions or concerns.

### **SCHOOL HOURS**

Office Hours:	8:00 am to 4:00 pm
Student Entry:	8:35 am
Attendance:	8:45 am
Lunch Hour:	11:30 am to 12:25 pm
Grade 1 – 6 Recess:	10:15 – 10:30 am & 2:00 – 2:15 pm
Dismissal:	3:18 pm

There is no recess for Grade 7 & 8 students.

## **VISITORS**

All visitors coming into the school during regular school hours **must** report to the office and receive a visitor's pass.

## **EARLY PICK UP OF STUDENTS**

Occasionally, parents pick up their children prior to regular dismissal times. We ask that you send a note to your child's teacher, so they are aware of the pick-up time.

## **ABSENTEES/CALL BACK SYSTEM**

Parents are asked to notify the school at **204-257-0637** or **email: [shamrock.office@lrzd.net](mailto:shamrock.office@lrzd.net)** of a child's absence. If we do not receive a call from you, we will contact you at home or at work to confirm your child's whereabouts.

### **Lates:**

If your child arrives late for school, we ask that they report to the office first before going to class. This will prevent unnecessary calls home.

### **Extended Student Absence:**

Please notify your child's teacher and the office if your child will experience an extended absence due to illness, holidays, personal business, etc. It is important to note that teachers are unable to create work packages which adequately represent the learning lost due to such absences.

## **CANCELLATION OF SCHOOL**

When severe storm conditions necessitate a school closure, the LRSD website and twitter feeds will announce such school closures.

## **EMERGENCY PLAN**

An Emergency Plan includes emergency control procedures and fire drills. Various situations compel response plans from school lockdowns to school evacuations but not all situations are high risk; some merely demand added caution.

## LOCKDOWN AND HOLD AND SECURE PROCEDURES

When an imminent threat to the safety of the school is perceived, a lockdown procedure will be activated. All doors will be locked, and students are moved to a safe location in the classroom. If the threat is identified as outside the building, authorities may advise that the school move to hold and secure. All outside doors will be locked, signs will be posted, but school will operate as usual except for outdoor activities. These procedures are taught and practiced during the school year.

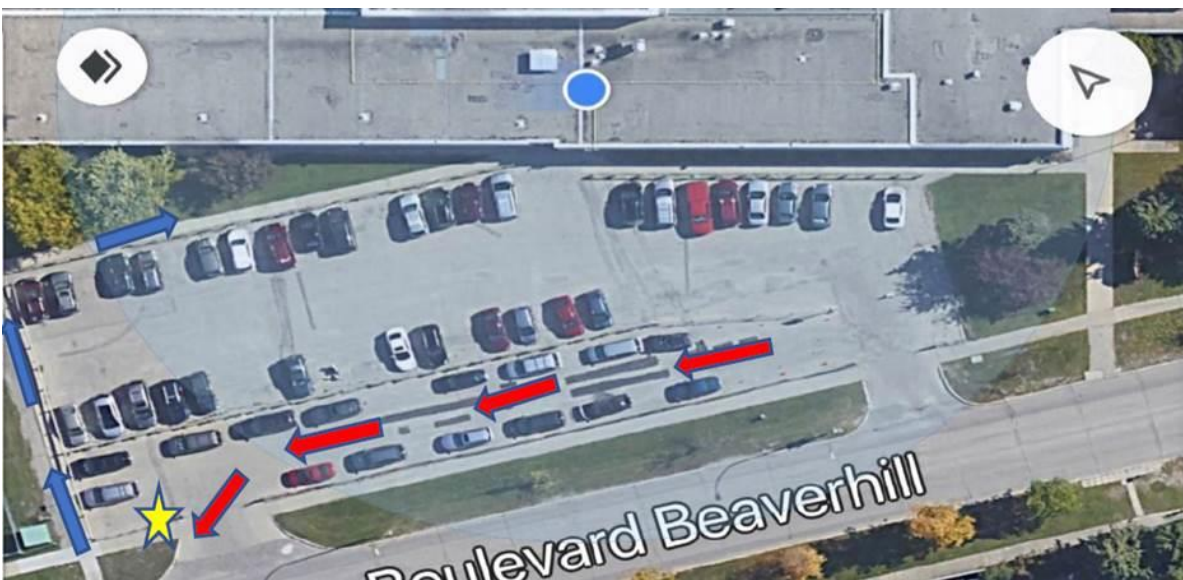
### Evacuation:

Where a school is not closed but is rendered temporarily unusable and where students require shelter, students and staff shall be evacuated. In the case of Shamrock School, the closest building that can hold our entire staff and student body is J.H. Bruns Collegiate at 250 Lakewood Blvd. Parents would then be contacted to arrange the safe return of students to their homes.

## PARKING

All parking in the staff parking lot is assigned. When dropping off or picking up your child(ren), please use our drop off loop and pickup loop located in front of the staff parking lot. When using this loop, drive to the end of the loop, have your child exit the vehicle and walk using the sidewalk.

Note the diagram below and follow the **red arrows** (for cars) and **blue arrows** (for students walking). Your children should be dropped off and/or picked up near the **star**.



Under no circumstances should students be dropped off or picked up on Beaverhill Blvd. in front of the school. Our children's safety is more important than convenience.

## PATROLS

Our school patrols provide a safe passage for students on their route to and from school. To help support our patrols, we respectfully insist that all drivers adhere to the signage on and around school property. Drivers have significantly more 'road experience' than our patrols and so need to demonstrate greater patience. To reinforce this, please review the following steps our patrols take before each student crossing:

- Make sure the driver comes to a full stop;
- Hold the students back while trying to establish eye contact with the driver;
- Look for a gesture from the driver that he/she will remain stopped while students cross;
- If you cannot establish eye contact with the driver or are unsure whether the driver will remain stopped or continue on – hold the students back, and;
- Do not forget, drivers sometimes fail to stop or come to a complete stop even at intersections that have a stop sign.

That is a lot of responsibility for 9 – 12 year-old students. Therefore, please take extra caution when driving around our school and especially during the start or the end of the school day. Everyone has a destination to get to, let's make sure our children reach theirs.

## STUDENT INJURIES

You will be notified of any injury to your child which might require medical attention. If necessary, you may need to transport your child to a doctor or to a hospital. Hospitals require parental consent when treating a child. Please ensure that your Manitoba Medical Number is on the Student Information Form, as well as an up-to-date list of phone numbers where we can reach you, or the name and phone number of a trusted contact that we might call in case of an emergency.

## ACCIDENT INSURANCE

All students in the Louis Riel School Division are covered under Universal Accident Insurance. If an injury at school requires medical follow up, please see office staff regarding insurance coverage and necessary forms.

## ADMINISTRATING MEDICATION AT SCHOOL

If students require medication during school hours, parents must notify the school. You will be provided with consent forms which must be completed and signed by a parent and returned to the school. Only under these conditions can the school administer medication.

## STUDENT FEES

Shamrock's basic student fee is \$40.00 which is applied to student learning materials and educational programs. Please contact the school administration to discuss any concerns you have regarding student fees or other charges. Field trip fees are \$20.

## BEFORE AND AFTER SCHOOL PROGRAM

The YMCA/ YWCA of Winnipeg offers before and after school childcare options for families whose child(ren) attend Shamrock School.

If you have any questions, please call the Center Supervisor at 204-257-1872.

## EXTRA-CURRICULAR PROGRAMS

Shamrock school offers a wide variety of opportunities for students, and these may vary from year to year depending on the resources available at the school. From music to athletics, we encourage all students to participate.

## LUNCH PROGRAM

The Lunch Program has been set up to offer a safe school space for children to eat their lunch. Adult supervision indoors and on the school playground is provided over the lunch hour which is divided between an outdoor recess segment and students eating their lunch in assigned classrooms.

Parents who choose to have their child(ren) stay at school for lunch, whether full time or casual, are required to register their child(ren) in the Lunch Program. Registration forms are in the office.

Fees paid to the lunch program cover the costs associated with adult supervision.

Every student brings their own lunch.

**\*\*Please ensure your child brings a nut free lunch.**

### **Fees:**

The cost of staying at school for lunch on a regular basis will be \$10.00 per month per child. The maximum family fee is \$30.00/month.

### **Payment:**

Payment of lunch fees may be made online using the parent portal, or by cash/cheque (payable to Shamrock School). Please record the student's name on each cheque.

Other payment options are available by contacting Administration to arrange an alternate payment plan. All requests are treated confidentially.

**Income Tax Receipts:**

Lunch fees are tax deductible for eligible parents/guardians. Receipts for Lunch Program registrations will be issued in January and June. Receipts will be posted to the parent portal.

**Behavioural Expectations in the Lunch Program:**

Lunch students are required to meet all school expectations. Our goal at Shamrock School is to provide a safe and orderly environment for children to enjoy their lunch.

Please review student conduct guidelines with your child:

- Eat in the designated lunchroom or classroom;
- Remain seated while eating lunch;
- Eat the lunch brought from home; trading/sharing food is not allowed with food allergies being a concern for many students;
- Assist with lunch clean up as requested by the adult lunch supervisor;
- Deposit all garbage in the trash can;
- Conduct themselves in a polite, responsible, and respectful manner;
- Follow direction of the lunch supervisors;
- While playing outside:
  - Play safely and remain on school grounds
  - All children enrolled in the Lunch Program must remain on school property for the entire lunch hour. Therefore, written permission or a phone call from a parent or guardian is required before your child can leave school grounds for any reason.

**LUNCH RECESS**

All students are expected to go outside for the recess portion of the lunch hour. Please make sure your child(ren) are dressed appropriately for the weather conditions. Recess will be outside unless the temperature is below -30°C with the wind chill. If this happens, the students will be kept in their classrooms for recess.

**BICYCLES**

If students choose to bring bicycles to school, they are to be left outside in the bicycle racks and locked. As it is impossible for school personnel to supervise the bicycles, the school cannot assume responsibility for stolen or damaged bicycles.



## **CELL PHONES**

Under no circumstances can pictures or video be taken during school hours. Students are expected to follow their teacher's instructions for cell phone use.

Do not call your child's cell phone during class time. If contact with your child is urgent, please call the office and we will facilitate communication.

## **COMPUTERS AND INTERNET**

All students and their parents/guardians are required to complete a Computer Acceptable Use Document before accessing a computer. Students failing to comply with computer use guidelines will have their computer privileges suspended.

## **PHYSICAL EDUCATION CLOTHING**

Students in grade 5-8 generally change for physical education classes. This requires that students change into running shoes, shorts or sweat pants and another t-shirt.

## **DIVISIONAL STUDENT SUPPORT SERVICES**

Divisional Student Support Services gives us valuable assistance through the services of a Speech and Language Pathologist, Social Worker, Psychologist, Occupational Therapist and Physiotherapist.

## **CHILD CUSTODY**

If a court order exists that limits the rights of one parent in matters of custody or access, etc. please provide this order to school administration. A copy will be made and remain on file for the purpose of supporting any ruling.

## **PRACTICAL ARTS (SHOPS)**

All grade 7 and 8 students in Louis Riel School Division participate in the Divisional Practical Arts program (Human Ecology and Industrial Arts). Students attend one half day per school cycle in the afternoon.

Classes in Home Economics and Industrial Arts are compulsory school programs and count for a credit in the academic program. Report cards go home at the end of each term. Grade 7 and Grade 8 classes are 4 terms each.



## **TEXT BOOKS / LIBRARY BOOKS**

Students are asked to take special care of the textbooks and library books loaned to them by the school. If books out on loan to a student are lost or damaged a replacement fee may be issued.

## **PARENT PORTAL**

The LRSD Parent Portal is a means of providing parents and guardians with on-line information about your child's learning environment. Features of the parent portal include the ability to view school announcements, access the school calendar, and class information.

Parents and guardians can access the parent portal with a username and password. The username is your first name followed by a hyphen, then an LRSD internal ID number assigned to you. If you are new to the division, you will need to create a password.

Please contact the school if you have not received your ID number.

## **REPORTING TO PARENTS / STUDENT LED CONFERENCES / REPORT CARDS**

From time to time we will be initiating additional contacts with parents when we feel communication is desirable. We encourage parents to initiate additional contacts when they feel a need to do so. Please telephone the school and leave a message for the teacher to call you or make an appointment to see the teacher. Please do not interrupt the teacher's class to make personal inquiries, as the priority is the welfare of the students in the classroom.

Formal student led conferences are held twice a year. A notice will go home informing families of an upcoming conference and to schedule a time to meet the teacher through the School Conference Manager.

Report cards detailing your child's progress are posted three times a year.

## COMMUNICATION WITH SCHOOL

Contacting your child at school:

Should the need arise, please contact the school office and a message will be relayed to your child. In the case of an emergency, the child will be called from class. To avoid disruptions during class time, please refrain from contacting your child directly by cell phone.

### Visitors:

We recognize the need and acknowledge the benefits of parents visiting the school. The security of students and staff is important, therefore all people, other than school staff, are considered visitors and are required to report to the office upon entering the school. Shamrock School has a sign-in system, and each visitor will be issued a tag that must be worn while in the building. Visits by students who are friends or relatives of students are not permitted unless arranged through the office prior to their arrival.

### Communicating a Concern:

The following process has been put into place to help ensure that concerns are dealt with in a straightforward and satisfying manner. In all cases, communication is of key importance.

- First contact should be with the teacher(s) involved. Respectful and calm discussion are often helpful factors in the process of clarifying misunderstandings.
- If the matter requires further discussion, school administration (the Principal or Vice-Principal) may be contacted.
- Should the matter remain unresolved, the next step may involve the Assistant Superintendent associated with the school.

In all instances, respectful and calm dialogue assist in developing improved understanding.

## STAFF MEETINGS / EARLY DISMISSAL

All schools in Louis Riel School Division have regular staff meetings on the fourth Tuesday of each month, except December and June. The dates for these staff meetings are printed in our year at a glance calendar. **All students are dismissed at 2:18 p.m. on these days.**

## **IN-SERVICE AND ADMINISTRATION DAYS**

In-service days are days during which teachers attend seminars, conferences and workshops in order to learn new techniques, approaches, and information which will improve their teaching skills.

Administration days are days during which the school schedules administrative activities for teachers such as completing report cards, special staff meetings, program planning, and evaluation of existing curriculum.

Ten days per year are allowed for these purposes and on these days students do not attend school. Please check the school calendar for the dates.

## **FIELD TRIPS**

Parents will be notified of all field trips involving their children and be asked to sign a permission form that will permit their child to participate. Due to rising costs, we ask that parents help pay transportation or other costs involved. If these costs become prohibitive for a family, we ask the parent/guardian to contact the principal. Field trips are an exciting and important aspect of the school instructional program and there is an expectation that students will attend.

## **DEMOGRAPHIC INFORMATION**

Please let the office know immediately of any changes regarding parent/guardianship, addresses, home phone numbers, and any emergency numbers.

Verification forms are sent home at the beginning of each school year. Parents are asked to carefully review these forms, mark any changes in RED pen and return it to the school as soon as possible. If there are no changes, please sign and return the form indicating there are no changes.

## **PERSONAL BELONGINGS**

Lost clothing and other items are placed in our lost and found box. Despite our efforts to find the owners of these goods, many are never claimed and must be collected and sent to a charitable organization. Please take the time to label all your child's belongings and periodically check these items and re-label when necessary. This includes books, hats, scarves, sweaters, glasses, gym clothes, etc. It also often saves a major dispute if several students who own identical articles all claim the same item.

## SCHOOL OF CHOICE

A School of Choice Application can be obtained from any school in the Louis Riel School Division. The application needs to be returned to the student's designated school for the Principal's acknowledgement. The application is then sent/delivered to the Principal of the "School of Choice."

Space (class, grade, and school population), resources, and other factors as determined by the Principal and the Superintendent's Department, are considered to determine whether an application is accommodated.

The deadline for submission is May 15th. Applications after the May 15th deadline will be reviewed and considered on a case-by-case basis.



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**Ph: 204-257-0637**

**Fax: 204-256-0588**