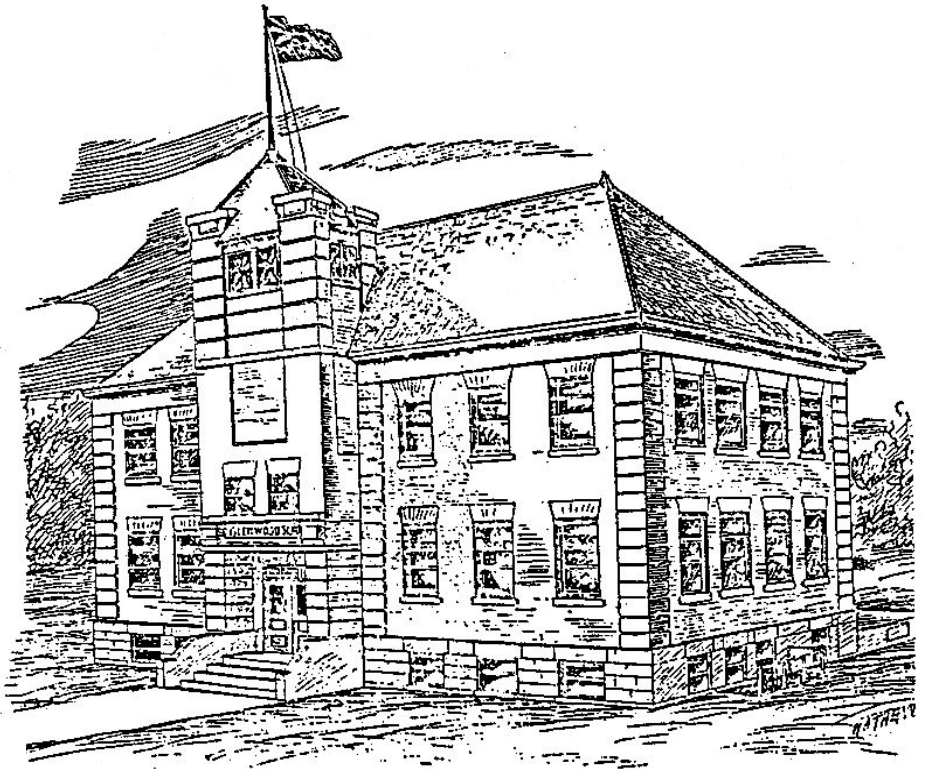


Glenwood School

Welcome Information

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- [Glenwood Homepage](#)
- [Link to School Fees, Portal Instructions, and Conference manager](#)
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Principal's Message

First off, welcome back, or if you are new, welcome to Glenwood School.

This document hopes to communicate many of the details we need to share about the running of the school so that everyone has a good understanding of the way that we work to care for your children. It isn't complete, but it's a good place to start.

Recently our [School Webpage](#) has been updated to improve its usability. We are currently working to see that this site contains the most up to date info about Glenwood School. It includes in part: Newsletters, Links to forms, Supply Lists, the School Calendar, How-to Information (Parent Portal, Conference Manager, etc), Family Centre Calanders, and much more!

On behalf of the staff, welcome to your school where your children will be encouraged to develop into the best versions of themselves.

As always, don't hesitate to [reach out to the school](#) if you have any questions.



Allie Hassin
Glenwood School
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
10:15 to 10:30	Recess (1/2, 3/4)
10:30 to 10:45	Recess (4/5, 5/6)
11:45 to 12:45	Recess/Lunch (5/6, 6/7, 7/8)
	Lunch/Recess (1/2, 3/4, 4/5)
2:00 to 2:15	Afternoon Recess (4/5, 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.

EXIT #1: Visitors

EXIT #3: Kindergarten

EXIT #4: Grade 1/2, 3/4,
4/5

EXIT #5: Grade 5/6, 6/7
7/8

EXIT #6: Grade 3/4



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.



Lost and Found and Personal Items

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.

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. Students are discouraged from bringing money to school as well. The school cannot accept responsibility for their loss.



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 \$50 per school year, this can now be paid via the [parent portal on-line](#). A how-to document can be found here: [PARENT Portal Instructions to Pay Fees](#). 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° 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.

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.



Louis Riel School Division Protocol for the Resolution of Concerns

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding.
- providing opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning and improved relationships.

In all cases, clear, timely and direct communication assists effective resolution of misunderstandings:

- **When you have a concern regarding a matter involving your young person(s) and another student**, beginning with your young person's classroom teacher may help. They may direct the inquiry further to another classroom teacher or the administration. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, leave phone numbers and times when the teacher/administrator can return your call.
- **If you have a concern involving a staff member, please contact that person as your first step.** Again, if that person is not immediately available, leave information that will assist them to contact you. Once in contact with the staff member, state your concern as clearly and calmly as is possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not satisfactorily resolved your next step is to speak with the principal at the school **after informing the staff member that you intend to do so**. This action supports honest working relationships between parents/guardians and staff members.

The majority of concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the principal, again **after informing him/her of your wish to do so**, contacting the Superintendent's Department is appropriate.

If the concern cannot be resolved by contacting the Superintendent's Department, you may then direct your concern, in writing, to the Louis Riel School Board. The Board will respond, usually following inquiries with the involved parties.

The Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community.

Your cooperation with this Protocol is helpful and appreciated. Communication is the key!

Glenwood School Staff 2023-2024



As of August 25, 2023

Name	Position
Nikki Horton	Administrative Secretary
Mag Kingerski	Clerical Assistant
Jason Ritchot	Community Liaison Worker
TBA	Consultant: Industrial Arts
Stefan Pilotte	Custodian: Head Custodian
Taylor Brecht	Custodian: Evening Custodian
Rhonda Cook	Custodian: Evening Custodian
Christine Davidson	Educational Assistant
Brigitte Derksen	Educational Assistant
Summer Owen	Educational Assistant
Paramjit Gill	Educational Assistant
Fazeica Gillis	Educational Assistant
Brooke Lavich	Educational Assistant
Deb Marchuk	Educational Assistant
Gess Nyiri	Educational Assistant
Valerie Racine	Educational Assistant (Family Centre)
Sarah Saurette	Educational Assistant
David Wayi	Educational Assistant
Kirstie White	Educational Assistant
Kristy Oshoway	Educational Assistant
Kathleen Ledesma	Family Centre Coordinator
Karen Davidson	Library Assistant
Amanda Peebles	Lunch Supervisor
Deborah Solate	Lunch Supervisor
Deanna Scott	Student Services
TBA	Student Services
Krista Labossiere	Student Services/Teacher Designate
Trevor Riemer	Teacher: Physical Education
Allan Suban	Teacher: Music
TBA	Teacher: Music
Sarah Kelly	Teacher: Kindergarten
TBA	Teacher: Kindergarten
Kylie Wiebe-Pantel	Teacher: Grade One/Two
Tyler Mowat	Teacher: Grade One/Two
Brittany Barber	Teacher: Grade Three/Four
Charlene Donato	Teacher: Grade Three/Four
Matthew Landry (Stephanie Romanson)	Teacher: Grade Four/Five
Leah Dilworth	Teacher: Grade Five/Six
Brooke Leray (nee Anderson)	Teacher: Grade Six /Seven
Cortney Hartleb	Teacher: Grade Seven/Eight
Pamela Jordan	Teacher: Grade Seven/Eight
Warren Hart	Teacher Librarian
Chris Heidebrecht	Vice-Principal (SST)
Allie Hassin	Principal

Glenwood School Calendar:



Please note that often dates are added to the Calendar throughout the school year. For the most current calendar information please check online. [School Calendar](#). (Currently under construction.)

Monday, August 28	School Office Opens
Monday, September 4	Labour Day – No School
*Tuesday, September 5	Common Administration Day - No School
Tuesday, September 5	Opening Day Conferences PM - No School
Wednesday, September 6	Opening Day Conferences AM - No School
Thursday, September 7	First Day of School
Tuesday, September 26	Staff Meeting Early Dismissal at 2:30 PM
Thursday, September 28	Picture Day
Saturday, September 30	National Day for Truth and Reconciliation
OCTOBER	
*Tuesday, October 3	PD Day – No School/ELECTION DAY (MYSP-all staff)
Monday, October 9	Thanksgiving Day - No School
Tuesday, October 10	Grade 6 and Grade 8 Vaccinations
*Friday, October 20	MTS Professional Learning Day – No School
Tuesday, October 24	Staff Meeting Early Dismissal at 2:30 PM
Thursday, October 26	Picture retakes
NOVEMBER	
Friday, November 3	PD Day – No School
Thursday, November 10	Remembrance Day Service
Saturday, November 11	Remembrance Day
Thursday, November 16	1 st Term Report Cards available online
Monday, November 20	Conference Manager Opens for Conference Requests
Tuesday, November 28	Staff Meeting Early Dismissal at 2:30 PM
Thursday, November 23	Student-Led Conferences (4:00 - 8:30)
Friday, November 24	PD Day – No School
DECEMBER	
Friday, December 22	Last Day of School – Staff Meeting Early Dismissal at 2:30 PM
Sat. Dec. 23 to Sun. Jan. 7	Winter Break – No School

JANUARY	
Monday, January 8	Classes resume in all schools
Tuesday, January 23	Staff Meeting Early Dismissal at 2:30 PM
FEBRUARY	
*Friday, February 2	Common Professional Learning Day – No School
Thursday, February TBA	Kindergarten Information Meeting 7:00 pm
Monday, February 19	Louis Riel Day – No School
Tuesday, February 27	Staff Meeting Early Dismissal at 2:30 PM
MARCH	
March 1-22	Kindergarten Registration
Thursday, March 14	2 nd Term Report Cards available online
*Friday, March 15	Common Professional Learning Day – No School
Monday, March 18	Conference Manager Opens for Conference Requests
Tuesday, March 19	Staff Meeting Early Dismissal at 2:30 PM
Thursday, March 21	Student-Led Conferences (4:00 - 8:30)
March 23-March 31	Spring Break – No School
APRIL	
Monday, April 1	Classes resume in all schools
*Friday, April 12	Professional Learning Day – No classes
Tuesday, April 23	Staff Meeting Early Dismissal at 2:30 PM
MAY	
Friday, May 3	Professional Learning – No School
Tuesday, May 7	Grade 6 Vaccinations and Grade 8 Catch-up for those who missed
Monday, May 20	Victoria Day – No school
Tuesday, May 28	Staff Meeting Early Dismissal at 2:30 PM
JUNE	
Friday, June 14	PD Day – No School
Thursday, June 27	Report Cards avail. On-line
Friday, June 28	Last day of classes – Staff Meeting Early Dismissal at 2:30 PM