

# EMERSON SCHOOL



## **Welcoming Emerson Students Back to School 2023-2024**

*This document is a living document that will be updated.*

*August 2023*



## Welcome Back Everyone,

We are looking forward to the return of our students on Wednesday, September 6, 2023 – School Day 2. We continue to acknowledge each other for our strengths and uniqueness as we learn and grow together. We strive to create an environment that is inclusive and will support all children with their academic growth and social-emotional needs.

The office will open on Monday, August 28 from 8:00 – 3:30 (closing over the noon hour). New registrations will be accepted during this time. Please call the office at 204-669-4430 to let us know that you will be stopping in.

The school is taking shape for the new school year. Our dedicated teaching and custodial staff have worked hard in preparation for the arrival of our students and the learning spaces are ready to inspire our learners.

Communication and a strong home-school partnership are important to us. In the first few weeks in September, teachers will be reaching out to families to share specific class information and answer any questions you may have. We work closely with Little Learners, River East Scholars Nursery School, and KinderCare to ensure that we have common procedures for a successful start to the year.

Please refer to our school website for the most current information including supply lists, lunch registrations, important dates, and school calendars. The most updated version of this document will be on our school website.

As always, your support and partnership are appreciated, and we look forward to an incredible school year.

**Mrs. Lissa Palamar**

## **General Information**

### **Summer Office Hours**

It is always a pleasure welcoming our parents and community members back into our schools following the summer break.

- Our office will open on Monday, August 28 from 8:00 – 3:30 (closed over the noon hour)
- Please use the main doors on the Emerson Ave. side.
- We ask that all parents, visitors, and caregivers report to the office upon entry.

## **EMERSON SCHOOL ROUTINES**

### **Arrival and Dismissal**

School starts at 9:25 and ends at 3:55 for all students.

### **Student Attendance**

If your child will be absent or late, please call the school (204-669-4430) or email the school office at [emer@retsd.mb.ca](mailto:emer@retsd.mb.ca). Even if you let your child's teacher know, it is important to inform the office.

### **When Your Child is Ill**

Students who are showing signs of being ill should stay home. If your child is unwell at school, we will contact you to arrange a pickup so that your child can rest and recover. Together we will work to ensure a healthy learning environment for all our students. Thank you for your cooperation.

### **Walking or Riding to School**

To assist in making student drop off and pick up as safe as possible, we ask all parents/guardians to follow the school specific directions and consider having their child walk to school or ride a bike. Emerson School has bike racks located in the field for students to use. Students are reminded to bring a bike lock to secure their bikes.

Street patrols will be on duty before and after school at the main intersections to safely cross the students who walk to school.

### **Dropping Off/Picking Up your Child**

Our students' safety is important to us, and we appreciate your continued support.

If you will be driving your child to school, please arrive as close to the school start time of 9:25 and dismissal times of 3:55 as possible. We encourage you to arrange a meeting spot at the end of the day as students will be exiting their designated doors.

For the safety of all students the Drop Zone located on Emerson Ave. will be clearly identified for a fluid stop, drop, and go to support the flow of traffic. Staff will be outside to support this transition.

## STUDENT SAFETY – IMPORTANT STREET SIGNAGE

### Stop, Drop and Go Zone

- An A- frame sign highlights the zone where children can be dropped off in the morning and picked up at the end of the day.
- A duty teacher will greet the students in the morning at 9:10 and after school at 3:55.
- Kindergarten patrols will be available to support the kindergarten students in the morning and after school.
- Parents/guardians are to remain in their vehicle.
- The “Stop Drop and Go” zone is also identified as a “No Parking” zone.
- The “No Parking” is in effect from 9:00 a.m. to 4:15 p.m.

### Handicap Loading Zone

- The “Handicap Loading” zone remains in place and is very important to Emerson families.
- This supports those individuals who have accessibility needs and have a handicap permit.

### No Parking Loading

- There are a few spots designated “No Parking Loading” east of the handicap loading zone.
- These spots allow parents/guardians to stop and leave their vehicle for a maximum of 15 minutes

### No Stopping Zones

- Please note that “No Stopping” areas are in place for our patrols to have a clear view to safely cross our students.
- Pylons are in place to identify this area.

### 30km/hour

- A friendly reminder that on both Emerson Ave. and Glenway Ave. the 30km/hour school zone is in effect.

### Private Driveways

- For the safety of our children, please refrain from using the private driveways in front of our school to turn around. We have had some close calls as our little ones are difficult to see. Please drop off or pick up your child and continue to the next crossing street. This will help keep our children safe and the traffic flowing.

## Bussing

- If your child qualifies for bussing, can log on to the Parent Portal to view transportation details (including transfer points) for your child. [https://tyler.retsd.mb.ca/TSI\\_Live\\_360/login](https://tyler.retsd.mb.ca/TSI_Live_360/login)
- Please note that you can expect some delays during the first week of school as we work through the routines and want to ensure safe travels for all children. You can find real-time updates at @RETSDTransportation on Twitter.
- A staff member will meet the bus and support the transition of our students to their designated area to meet their teacher.

- Once students arrive, they will go to their designated meeting area as there is no supervision on the play structures at this time.

### Timetable

- The timetable is based on a 6-Day cycle.
- This year we have one kindergarten class which will meet on Days 1,3,5.
- Please find the link to the calendars

[Kindergarten ladybug odd day calendar](#)

[Grade 1-5 school year calendar](#)

### School Times

**Start Time – 9:25**

**A.M. Recess – 10:50 – 11:05**

**Lunch Time – 12:15 – 1:10**

**P.M. Recess 2:25 – 2:40**

**Dismissal – 3:55**

### Supply Lists

Supply lists for your child's class can be found on the school website by clicking here: [Emerson School Documents and Forms.](#)

### The First Day of School (Entrance and Exit)

- On the first day of school, teachers will meet their students at the designated meeting areas which will be labeled by pylons.
- Additional adults will be outside to help support the students to find their meeting area.
- At the end of the day teachers will ensure that students connect with their parents at their designated meeting space or take the appropriate bus.

### Entry/Exit Procedures – Start and End of School Day

- Morning supervision starts at 9:10 a.m. Students are to arrive between 9:10 a.m. and 9:25 to start the day.
- When students arrive, they will wait with their peers and the duty teacher in their designated areas. **Play structures are not supervised in the morning.**
- At the end of the day the students will be dismissed out of their designated doors as noted in the chart below. While we understand that siblings may have different entry doors, we appreciate your support in adhering to the designated meeting areas.

### Patrols

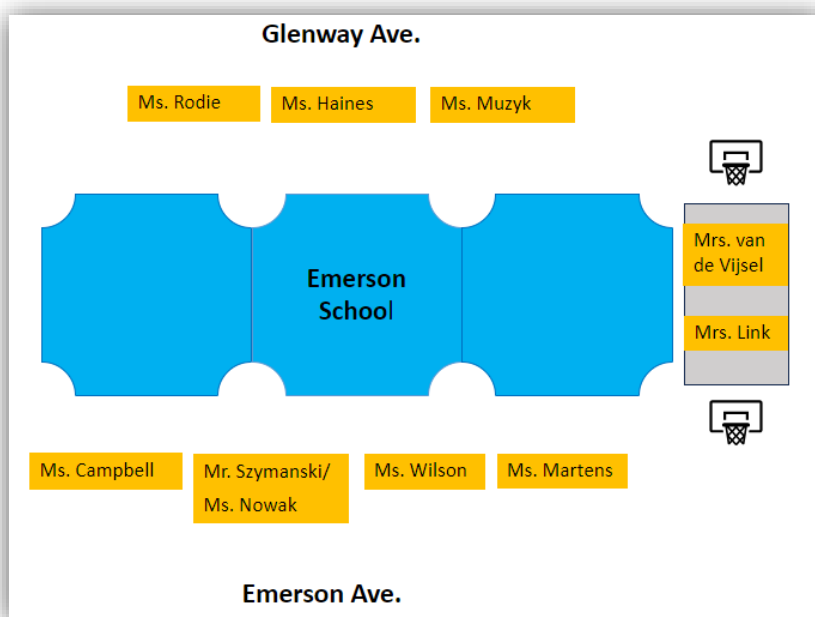
- Street patrols will be in place during transition times (morning arrival and dismissal).

- Kindergarten patrols will greet the students in kindergarten and support them outside during their arrival and dismissal.
- Bus patrols will support our students while they are on the bus.

### Designated Entry and Exit Doors

Emerson Ave - Main doors	Emerson Ave. Little Learners Doors (east of main doors)	Glenway Ave – West Doors	Glenway Ave – East Doors
Ms. Campbell Mr. Szymanski/Ms. Nowak	Ms. Wilson Ms. Martens (Odd Days)	Ms. Rodie Ms. Muzyk Ms. Haines	Mrs. Link Mrs. van de Vijzel

### Designated Meeting Spaces



### Recess Breaks

- Recess is an important part of child development. Structured and unstructured play is central to student well-being.
- Students will use the play structures and recess equipment will be provided.
- K – 2 students will play on the Emerson play space
- 3 - 5 students will play on the Glenway play space.
- **We ask that all toys, trading cards and sporting equipment be kept at home.**



### Lunch Hour

- Emerson School has a user-paid lunch program that provides supervision to students who are registered over the noon hour.
- All students staying for lunch must be part of the paid lunch program.
- Please see the link to the registration in its entirety. A hardcopy registration will be sent home the first week of school to be completed and returned with payment.

#### [23-24-Emerson Lunch Program Registration](#)

- Students who normally go home for lunch are asked not to return to school until 1:10 p.m. for afternoon classes. Upon return students are to go to their meeting area to be welcomed by their teachers.
- ***We are always looking for lunch supervisors. If you are interested in being supervisor, please contact the school at 204-669-4430 for more information.***

### Assemblies

- Assemblies play an important role in creating a positive school culture and social connections for our students. We have assemblies scheduled once a cycle. We look forward to coming together to build community and learn together.

### Field Trips

- Field trips and community outings are excellent ways to extend our learning. Your child's classroom teacher will provide you with additional information on the details and upcoming events.

### Volunteers/Visitors

- Volunteers and guest speakers play an important role in our learning. We are always in need of volunteers to hand out hot lunches, support special events and field trips. Classroom teachers will reach out for support.

## **COMMUNICATION**

### **Microsoft Teams**

All RETSD schools use Microsoft Teams as our teaching, learning and communication platform. Your child's teacher will ensure that your child can access Teams as a way of sharing learning.

### **Stay Informed**

RETSD and Emerson School are committed to keeping the community informed and engaged. At a divisional level, several structures have been established to support this communication:

- Divisional Website—The RETSD divisional website has a section for COVID-19 updates that is clearly visible and regularly updated with any communication and documents. Parents are referred to the website through school communication. <https://www.retsd.mb.ca>
- Divisional Social Media Accounts—Current information is provided in a timely manner through Twitter and Facebook.

<https://twitter.com/RETSDschools>

<https://www.facebook.com/retsdsd>

- Divisional Letters—Regular information is provided to all families through letters that are branded with the divisional letterhead and signed by the Superintendent. These letters are distributed through the schools electronically or hard copies can be provided to families who request/require them.

At a school level, the following structures support communication:

- Progress reports are shared with parents each term. In addition to this provincial report card parents and teaching staff will participate in conferences after term 1 and term 2 to share student work and answer any questions you might have. If you have any questions about your child's progress, please do not hesitate to reach out to your child's teacher.
- You will receive weekly updates from administration every Friday to keep you informed of school-based information.
- Your child's classroom teacher will be keeping you informed of classroom updates on a regular basis.
- School websites [www.emer.retsd.mb.ca](http://www.emer.retsd.mb.ca)
- School emails/letters
- We also will be using a school Twitter account – you can access this at @emer\_RETSD



## Concern Protocol

We value your partnership and always try to make the learning experience a positive, safe, and happy one for our students. However, if you have a concern or an issue, please don't hesitate to let us know. Open communication between home and school is very important to us. In the event you have a concern, please follow the process below:

- Talk to the person most directly involved—your child's teacher. If you must leave a message, provide a day and evening phone number where the teacher can reach you.
- If talking to the teacher doesn't resolve the issue, talk to the principal.
- If you've talked to the principal, but the issue has not been resolved over a period of time, call the superintendent's department at 204.667.7130 or email [communications@retsd.mb.ca](mailto:communications@retsd.mb.ca).
- If you disagree with the decision of the superintendent's department, you can make an appeal in writing to the board of trustees.

Policy KE—Concern Protocol: <https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE.pdf>

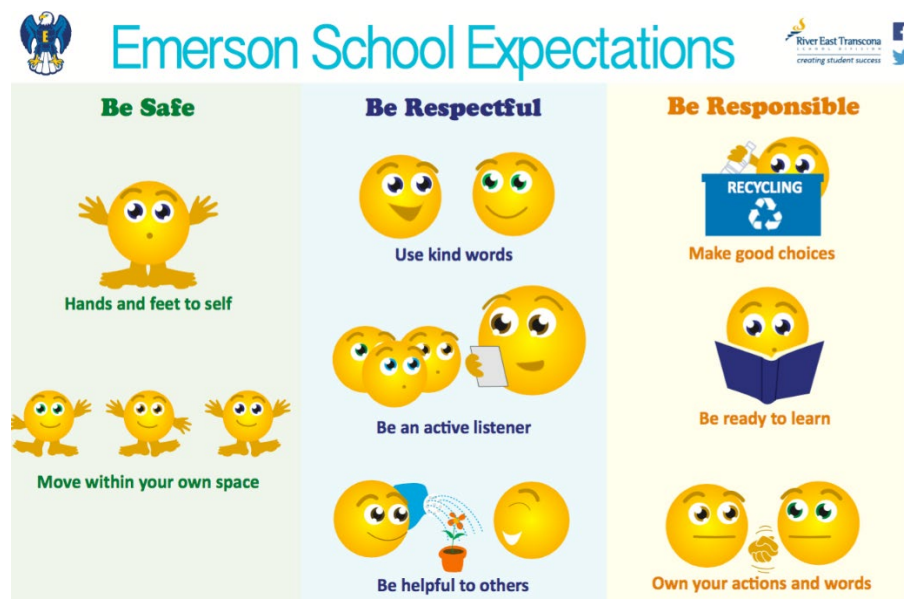
Policy KE-R—Concerns and Complaints Process:

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE-R.pdf>

## Student Success

At Emerson School we believe that students will thrive with authentic opportunities to feel a sense of belonging, the chance to build their independence, master skills and show generosity through academic and social learning. With shared goals and expectations this all our students will soar.

Please see our common expectations that we have at Emerson School.





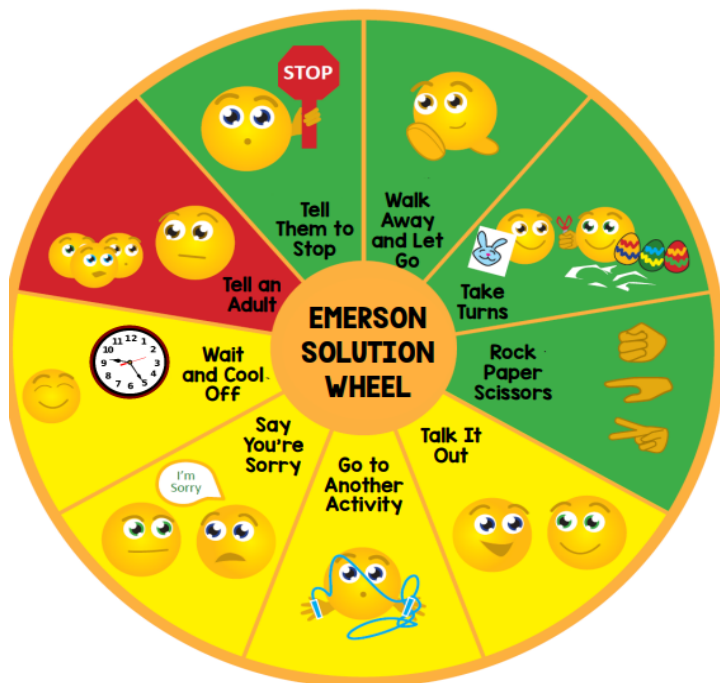
## Emerson Recess Expectations



Be Safe	Be Respectful	Be Responsible
 Hands and feet to self	 Use kind words	 Dress for the weather
 Leave sand, gravel, and snow on the ground	 Be an active listener	 Include others
 Ask permission to enter the school	 Treat playground equipment and the environment with kindness	 Take turns

Students are taught a variety of strategies they can try when faced with conflicts with friends. The Solution Wheel is a visual guide for students to refer to. These strategies will become more automatic over time.

## EMERSON SOLUTION WHEEL



Try 3 solutions for small problems.  
Ask an adult for help with big problems

