

EMERSON SCHOOL



Welcoming Emerson Students Back to School 2024-2025

This document is a living document that will be updated.

August 2024



Welcome Back Everyone,

We are looking forward to welcoming our new and returning students to Emerson School for the 2024-2025 school year!

We are so excited that we will be inviting our students and their family to a “School Eve Open House” on Tuesday, September 3. The school will be open from 5:00 p.m. – 6:00 p.m. Our incredible Emerson Parent Council will be offering families the opportunity to purchase pizza on the back playground and reconnect with other families from 5:30 p.m. – 6:30 p.m.

The open house will allow our students and families to see the classroom, seating and locker spaces, and meet their teacher prior to the first day of school. This structure has been very effective in many schools in our division in reducing student anxiety for the first day. Student are encouraged to bring any school supplies to the open house to lighten the load for the first day of classes.

The first day of classes is Wednesday, September 4th for grade 1 to 5 and it will be School Day 2. Our kindergarten students will receive a welcome letter and meeting time with Ms. Martens.

The office will open on Monday, August 26 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. We continue to acknowledge each other for our individual strength 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. At Emerson School, our mission is to build strong, independent critical thinkers who have compassion for self and others and strive for academic excellence through the teaching of generosity, independence, mastery and belonging.

Communication and a strong home-school partnership are important to us. Please feel free to reach out to your child’s teacher with any questions. Together we will create a learning environment where your child will have success.

This package provides you with important information for the start of the school year. You can also 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

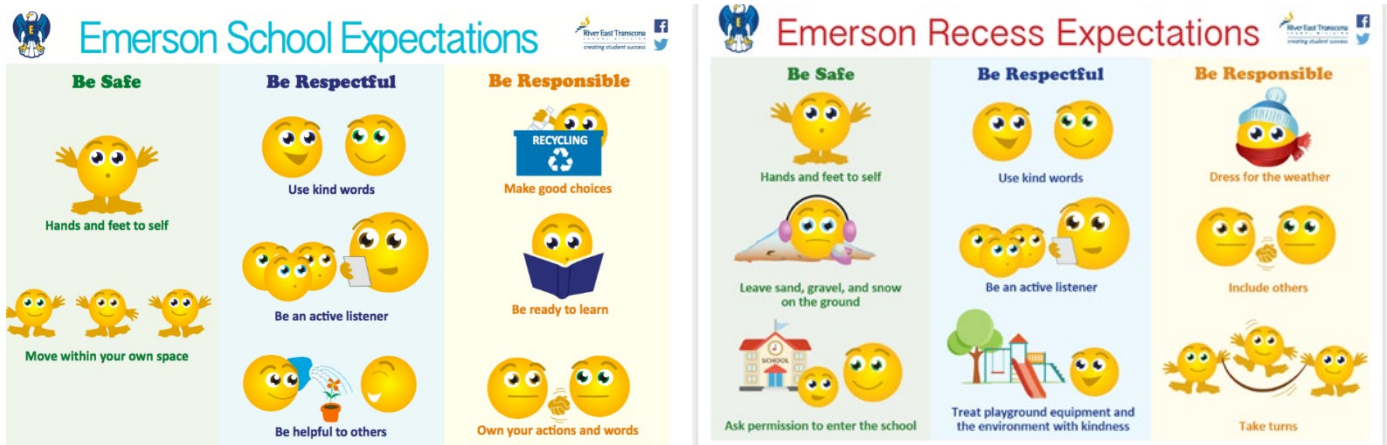
It is always a pleasure welcoming our parents and community members back into our schools following the summer break.

- Our office will open on Monday, August 26 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.

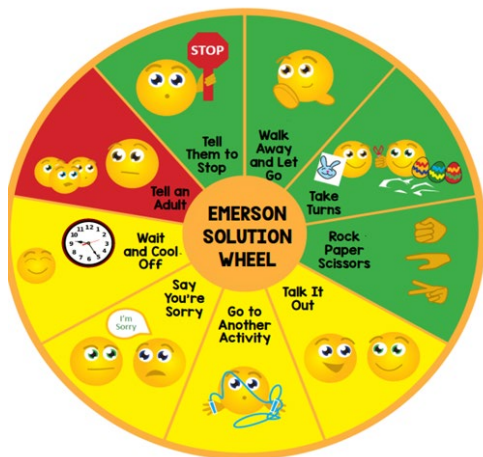
Student Success

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 experiences. With shared goals and expectations all our students will soar.

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



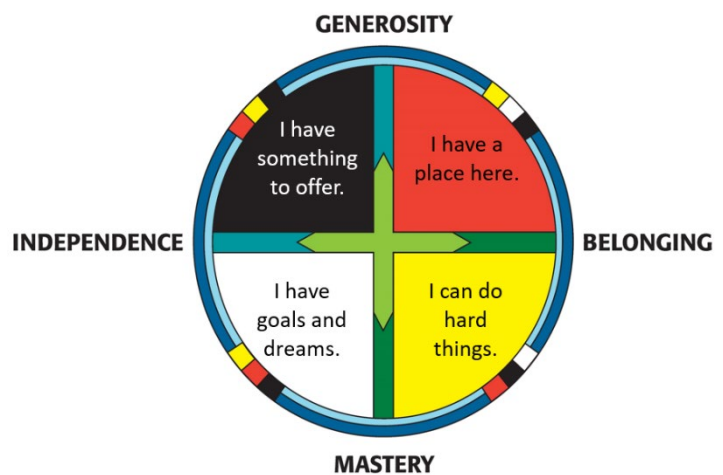
EMERSON SOLUTION WHEEL



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



Circle of Courage



EMERSON SCHOOL ROUTINES

Arrival and Dismissal

School starts at 9:25 and ends at 3:55 for all students. Please note that there is no playground supervision until 9:10 a.m.

Student Attendance

RETSD ATTENDANCE BELIEF STATEMENT

River East Transcona School Division believes that regular attendance and punctuality are positive behaviours that should be fostered in our school system. Regular attendance is necessary for a student to gain the full benefits of educational instruction.

Under the Manitoba Public Schools Act, a child must attend school regularly from age seven until the age of 18. A child who is not of compulsory school age is required to attend regularly once they enrol.

Please find below an excerpt from the RETSD website on school attendance. The link to the full document can be found below.

“Daily school attendance is important for all students. Students who attend school regularly are more engaged in learning, have a greater sense of belonging, and are more likely to graduate from high school. If good attendance habits are not developed in early years, research shows that by middle years and high school, absenteeism becomes greater, academic achievement is lower, and the likelihood of school dropout increases.

Regular attendance is defined as missing five days or less for the entire school year. Students who miss 10 per cent or more of the school year (about 15 days in total), including excused and unexcused absences, are considered chronically absent.”

Attendance (retsd.mb.ca)

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. 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 on the Emerson Ave. side of the school 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.

Bussing

- If your child qualifies for bussing, you will receive transportation details (including transfer points) for your child.
- 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 or on the RETSD website main page.
- 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 two kindergarten classes – Ladybugs Days 1,3,5 and Caterpillars Days 2,4,6
- Please find the link to the calendars

[Ladybug Calendar](#)

[Caterpillar Calendar](#)

[Grade 1 to 5 \(6 Day Calendar\)](#)

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 the students to find their meeting area.
- At the end of the day teachers will ensure that students connect with their parents or take the appropriate bus.

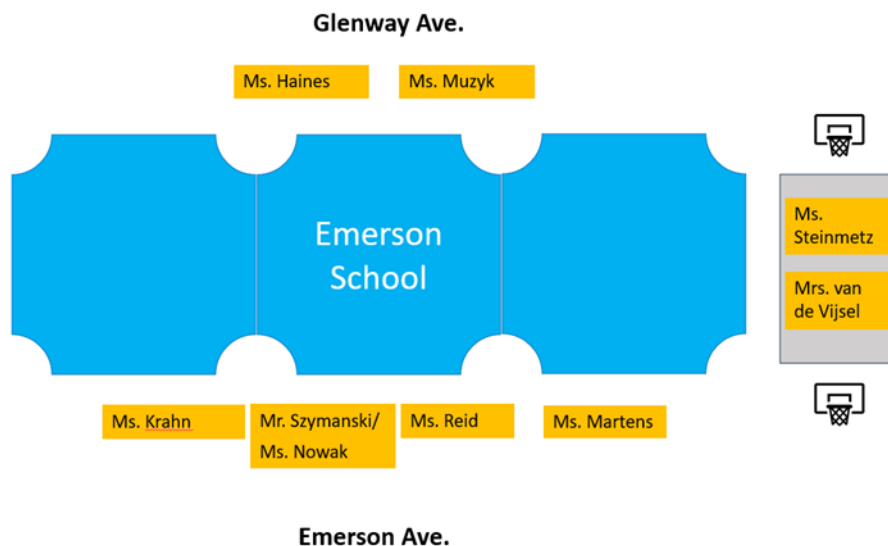
Entry/Exit Procedures – Start and End of School Day

- Morning supervision starts at 9:10 a.m. on the playground. 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.

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. Krahn Mr. Szymanski/Ms. Nowak	Ms. Reid Ms. Martens	Ms. Muzyk Ms. Haines	Ms. Steinmetz Mrs. van de Vijssel

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, swings and recess equipment that will be provided.
- K – 2 students will play on the Emerson play space
- 3 - 5 students will play on the Glenway play space.
- The Grade 2/3 class will have the option of both structures.
- **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.
- 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.
- Please see the link to the registration in its entirety. A paper copy of the registration form will be sent home the first week of school to be completed and returned with payment.

[Registration 2024-2025.pdf](#)

- ***We are always looking for lunch supervisors. If you are interested in being a 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 developing social connections for our students. We have assemblies scheduled once a cycle. We look forward to coming together to build community.
- This year students in K-5 will be meeting in Spirit Groups. This will help to enrich our sense of belonging and create deep connections among of our students as we learn together.

Student Engagement

- Student Voice – Our students’ voice plays a key role in the direction of our school initiatives. Emerson has a group of students in grades 1-5 who make up our Student Voice team. They provide feedback and input into school decisions and priorities.
- Smudge Leaders - We continue to be guided by the Seven Teachings of Love, Respect, Courage, Honesty, Truth, Humility, and Wisdom. Embedding many different mindful activities into our day fosters a positive and supportive environment. Our students can participate in an optional smudge once a cycle that is lead by our grade 1-5 Smudge Leaders.
- Protecting our Environment - We encourage our students to be leaders in environmental sustainability through the teaching of composting and recycling. This is spearheaded by our grade 3 and 4 students.
- Clubs – Students in all grades can participate in clubs during recesses where they can explore and shine.

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.
- Parent permission forms must be submitted for your child to participate in out of school activities.

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.

STUDENT SAFETY – IMPORTANT STREET SIGNAGE

Stop, Drop and Go Zone

- An A- frame sign located on Emerson Ave. 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 for the purpose of loading/unloading.

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.

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 regularly updates 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 (now X) and Facebook.

<https://twitter.com/RETSDschools>

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

- 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.
- This year we will be holding our conferences midway through the first and second term to update families on their child’s progress.
- If you have any questions about your child’s progress, please do not hesitate to reach out to your child’s teacher at any time.

- 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.
- The school website is www.emer.retsd.mb.ca
- We will be regularly making use of our Twitter account to share our learning journey. 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:

- a. 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.
- b. If talking to the teacher doesn't resolve the issue, talk to the principal.
- c. 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
- d. 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: [Concern Protocol](#)