

EMERSON SCHOOL



Welcome Back to School Emerson Students 2025-2026

This is a living document that will be updated.

rev. August 2025



Welcome Back Everyone,

We look forward to welcoming our new and returning students to Emerson School for the 2025-2026 school year!

We will host a “Back to School Eve” Open House for our students and their families on Tuesday, September 2 from 4:30 – 5:30 to allow for a smooth transition back to school. The Open House will allow our students and families to meet their teacher, visit their classroom, and identify their coat area. This visit will help to orientate our students and remove uncertainty before the first day of classes. **Students are encouraged to bring their school supplies and school fees to the open house to lighten the load for the first day of classes.**

Our incredible Emerson Parent Council **will offer families the opportunity to purchase pizza in the gym and reconnect with other families from 5:00 p.m. – 6:00 p.m.**

Classes start on Wednesday, September 3rd for grades 1 to 5 and it will be *school day 2*. Our kindergarten students will receive a welcome email later this week with instructions for booking a meet & greet with Ms. Martens. Our kindergarten students will all begin school on Wed. September 10th.

The office will open on Monday, August 25 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. **Friendly reminder that for the safety of your children all visitors must report to the office upon arrival.**

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 and appreciate one another for our individual strength and uniqueness as we learn and grow together. We strive to create an environment that is inclusive and supportive of all children as we focus on 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 acts of generosity, independence, mastery and belonging.

Open communication is critical to building a strong home-school partnership. 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, registration forms, important dates, and school calendars. The most updated version of this document will also be available on our school website.

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

Mrs. Lissa Palamar, Principal

General Information

Summer Office Hours (Aug. 25 – Sept. 2)

It is always a pleasure to welcome our parents and community members back into our school following the summer break.

- Our office will open on Monday, August 25 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:



2025 – 2026 Emerson Staff

Kindergarten – Ms. Martens

1 – Ms. Wilson

1 – Ms. Oxelgren

2 – Ms. Campbell am/Mr. Szymanski pm

3 – Ms. Krahm

3/4 – Ms. Haines

4/5 – Ms. Muzyk

4/5 – Ms. Anema

5 – Ms. van de Vijssel

Secretary – Mrs. Richard

Principal – Mrs. Palamar

Reading Recovery – Mr. Szymanski am

Music – Mr. Kowalik Days 1,3 (pm), 4 and 6

Gym – Mr. Zajac

Teacher Librarian – Mrs. Rodie am

Library Tech – Mrs. Zaborniak

Resource Teacher – Ms. Richards

Educational Assistants

Mrs. Humeny

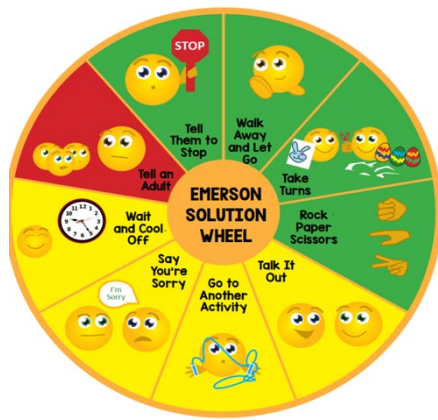
Mrs. McDonald

Mrs. Douglas

Ms. Offenloch

Mrs. Symons

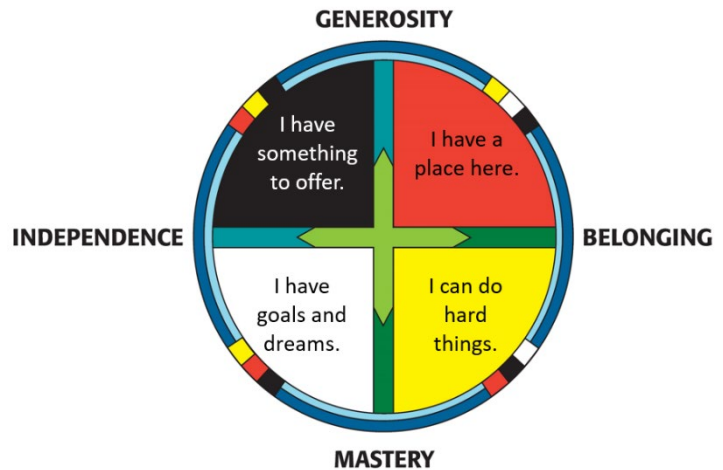
EMERSON SOLUTION WHEEL



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



Circle of Courage



Arrival and Dismissal

School starts at 9:25 and ends at 3:55 for all students. **Please note there is no playground supervision before 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 here](#).

“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.”

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 show signs of being ill should stay home. [Click here](#) for guidelines. 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.



Medication at School

The divisional policy on administration of prescribed medications prohibits staff from administering to a student any prescription or over the counter medication without the prior written and dated authorization of the parent, guardian, and the physician prescribing the medication. This authorization must stipulate the precise amount, frequency, dates and/or circumstances for the administration of each medicine to the student. Special authorization forms may be obtained at the school office. Parents are asked to consult the divisional policy or contact the school prior to sending any medication to school. Individualized health care plans will be developed for any students requiring EpiPens, bronchodilators, and administration of oral medication for longer than 14 days.

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 details for your child from the Transportation Department.
- Please note that you can expect some delays during the first week of school while the Transportation Department works 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 school timetable is based on a 6-Day cycle.

- This year we have one kindergarten class – Ladybugs Days 1,3,5
- Here are the links to the RETSD Calendars

[Lady Bug Calendar Days 1,3,5](#)
[RETSD Grade 1 - 5 Calendar](#)

School Bell Times

Start Time – 9:25

A.M. Recess – 10:50 – 11:05

Lunch Time – 12:15 – 1:15

P.M. Recess 2:25 – 2:40

Dismissal – 3:55

There has been an increase of 5 minutes to our lunch time schedule. The start of our lunch period is 12:15 and the afternoon will begin at 1:15pm

Supply Lists

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

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.

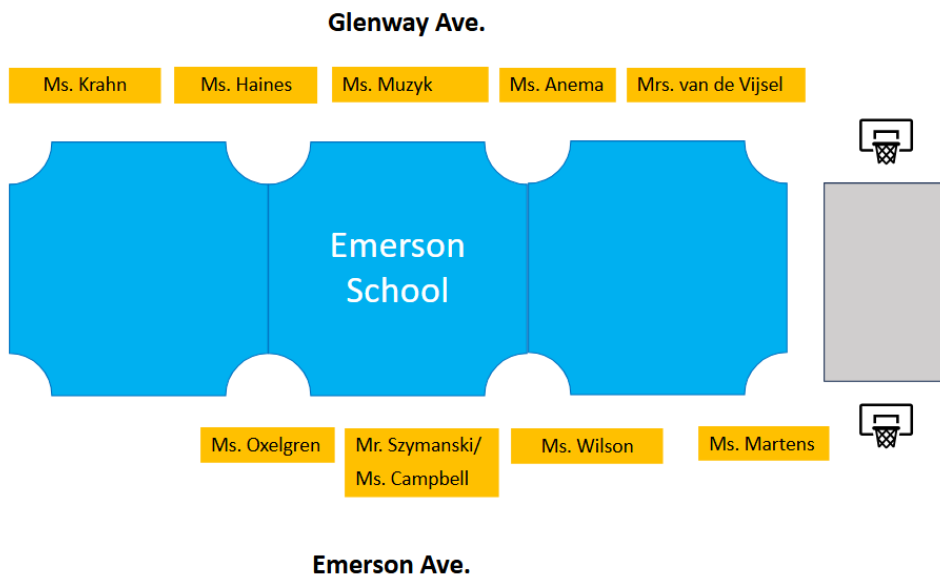
Entry/Exit Procedures – Start and End of School Day

- Morning supervision starts at 9:10 a.m. 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. Wilson Ms. Oxelgren Mr. Szymanski/Ms. Campbell	Ms. Martens	Ms. Krahn Ms. Haines Ms. Muzyk	Ms. Anema 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 have the opportunity to strengthen their movement and social skills during this time on play structures, swings and provided recess equipment.
- K – 2 students will play on the Emerson play space
- 3 - 5 students will play on the Glenway play space.
- The swings are a real highlight and will be open to all students.
- The Grade 2/3 class will have the option of both structures.
- Free Fridays will begin in October where students are free to use any structure.
- **All toys, trading cards and sporting equipment are to be kept at home.**



Lunch Hour

- All early years schools in RETSD have a user-paid lunch program that provides supervision to registered students lunch hour. Our lunch program is run by the Emerson Lunch Program, a committee of parent volunteers and administration who oversee this small business.
- All students who stay for lunch must be registered with the paid lunch program.
- Students who normally go home for lunch are asked not to return to school until 1:15 p.m. for afternoon classes. Upon return, students are to go to their meeting area to be welcomed by their teachers.
- [Please click here](#) to view the Lunch Program information and registration package. A paper copy of the registration form will be sent home the first week of school to be completed and returned with payment.
- ***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 strengthen our community.
- In addition, our students in K-5 will meet in Spirit Groups to share learning experiences which enrich our sense of belonging and create deep connections among our students as we learn together.

Student Engagement

- Student Voice – Our student voice group 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.
- Patrols – We have special leaders in grade 4 and 5 who assist with the safety of our students as they make their way to and from school. Patrols support the bus, streets, and kindergarten students.
- 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 optional smudges once a cycle that are led by our grade 1-5 Smudge Leaders.
- Protecting our Environment - We encourage our students to be leaders in environmental sustainability through teaching composting and recycling. This is spearheaded by our grade 3 and 4 students.
- Clubs – Students in all grades can participate in clubs during recess 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, 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 always need volunteers to hand out hot lunches, support special events and help supervise 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 area 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 beginning at 9:10 and after school at 3:55.
- Kindergarten patrols will be available to support 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 street to make your turn. 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 hold 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 keep you informed of classroom updates on a regular basis.
- The school website is www.emer.retsd.mb.ca
- We will make regular use of our Twitter account to share our learning journey. You can access this at [@emmer_RETSD](https://twitter.com/emmer_RETSD).

Concern Protocol (Policy KE—Concern Protocol: [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.