



# ÉCOLE BEAUSEJOUR EARLY YEARS SCHOOL

2009 - 2010 School Year  
Handbook

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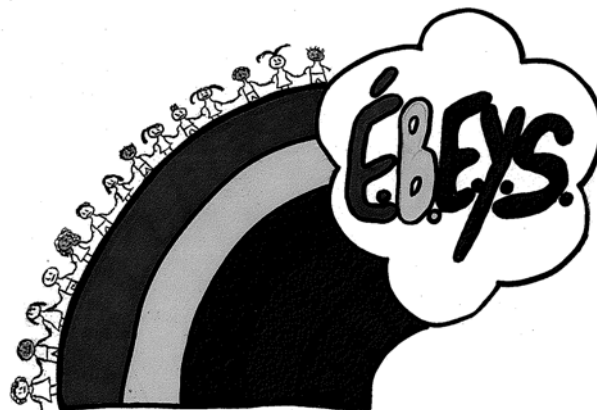
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Together! Ensemble!

## WELCOME TO ÉCOLE BEAUSEJOUR EARLY YEARS SCHOOL

There's a wonderful Chinese proverb that says, "A child's life is like a piece of paper on which every passer-by leaves a mark". As educators and parents we must work together to leave significant marks on our students'/your children's lives.

If you read through this handbook and you have any questions, please don't hesitate to call me at 268-2664. My door is always open!

Always respectful of your job as a parent,

Liz Myles,  
Principal

### SCHOOL MISSION STATEMENT

To provide opportunities, through teamwork, for all to succeed.

### VISION STATEMENT

We envision a child-focused school where the foundation for successful learning is based on a commitment by the school community to academic excellence, personal growth, and safety for everyone.

### OUR CODE OF CONDUCT

The École Beausejour Early Years School Community believes that it is important to have open communication and a safe and caring learning environment. Our code of conduct is intended to provide a guideline and reference for students, staff and parents/guardians in determining acceptable behaviour in our school. Through collaboration by all stakeholders, staff and students develop expectations and consequences for behaviour school wide. Respect is at the center of all expectations; Respect for self, Respect for others and Respect for property. At ÉBEYS we teach Rights and Responsibilities. For every right we have a responsibility.

Please see the Behaviour Matrix of Expectations on pages 7, 8.

## BULLYING

### Definition

*Definition of Bullying from "Bully Proofing Your School", A Comprehensive Approach for Elementary Schools, Carla Garrity/Katheryne Jons William Porter Nancy Sager Cam Short-Camilli.*

- Bullying is when a child is the **target, over time, of repeated negative actions.**
- It is not bullying when two children of approximately the same age, strength or developmental level fight or quarrel.
- Bullying means there is an **imbalance of power** so that the child being victimized has trouble defending himself or herself.
- Every September our counsellors/homeroom teachers teach a school wide bully proof program called Second Step.

It is important to note that, while École Beausejour Early Years School will not tolerate bullying, we consider it important to use bullying incidents as teachable moments. The goal of working with the children involved in bullying is to have them stop the behaviour because they have learned a better way to interact and meet their needs; not because they have been forced to by a stronger power. Often, the victim and bully can end up having a very positive relationship that lasts for the rest of the school year.

### The Discipline Cycle

A systematic and sequential discipline cycle operates at ÉBEYS. All minor and major infractions will be responded to according to the seriousness of the violation.

The following steps will be utilized when dealing with a discipline issue (depending on individual situations, certain steps may be by-passed):

1. Teachers address discipline issues at the classroom level.
2. Minor misbehaviours are recorded on amber forms and sent home in the agenda for parents to read.

3. After 10 ambers, or after the first problem involving physical aggression, the student is sent to the office to meet with an administrator.

- (a) Conference will be held.
  - Some form of disciplinary action may be handed out.
  - Parents are contacted
  - A red incident report is sent home for the parents to sign.
- (b) Repeated occurrence of problem.
  - Further disciplinary action will be taken (detention, in or out-of-school suspension).
  - Parents will be notified.

4. Suspension from school will result in the following:

- (a) Parents will be contacted.
- (b) A re-entry meeting between student, parents and school staff will occur before the child returns to class.

**The Balanced School Day**

ÉBEYS divides the day into three 100 minute blocks of instruction and two nutrition/physical activity breaks.

Why?

- Research indicates that children need frequent food breaks during the day.
- This schedule provides two opportunities for students to consume nutritious food rather than eating and running at recess.
- Brain research tells us that students who are nutritionally satisfied can concentrate better and more effectively.

We encourage all students to have a water bottle at their desk to stay hydrated for optimal brain function.

**Supervision of Students**

- |   |   |
|---|---|
| S | Staff members are on supervision:             |
| A | - Before school between 8:30 a.m. and 8:45 to |
| F | supervise playground and bus unloading        |
| E | - Morning nutrition break/recess              |
| T | - Lunch eating and outdoor recess             |
| Y | - Bus loading and town students exiting from  |

3:30 p.m. to 3:50 p.m

**ÉBEYS Pledge**

We are the Beausejour Bears

B - We believe in ourselves

E - Are eager to learn

A - Are accepting of others

R - Responsible for our actions

S - And put safety first

High Five Beausejour Bears!

**General Information**

**Dress Code**

(Staff and Students)

Staff and students are asked to wear clothing that is appropriate for learning and does not interfere with the educational purposes. Hats and jackets are not to be worn in school. The following items are not acceptable: skimpy clothing and/or beach wear and bare midriffs, T-shirts or sweatshirts with inappropriate offensive language and /or messages. Footwear (with non-marking soles) must be worn at all times.

**Call Back Program / Student Absences**

If a student is going to be absent from school, parents are requested to phone the school at 268-2664. A message on the answering machine may be left during non-school hours.

If the school does not receive a phone call, the school will phone home in an attempt to confirm that the student is at home.

In the event that your child will be absent for a prolonged time, please call the school and we will arrange a homework package.

### Change of address or telephone number

All changes of name, address and telephone numbers should be reported to the office in writing as soon as possible. This includes parents' workplace and alternate contact information for emergencies. Also please notify the office with your email address.

### Personal Property

Students are discouraged from bringing toys to school. Electronic equipment (i.e. cd or mp3 players, headphones, etc.) is very valuable and might get lost or damaged and therefore should not be brought to school. The school is not responsible for personal items that are lost, damaged or stolen. All clothing, footwear and supplies should be clearly labeled with a waterproof marker so that lost items can be easily identified and returned to the student. Student use of cell phones and other electronic communication devices are not permitted in the school or on school property unless cleared through administration. Also trading cards are not permitted at school.

### Emergency Procedures

S Yearly we practice 10 fire drills, 2 school  
A lockdowns, a tornado drill and a building evacuation  
F to an alternate site.  
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### Locked Doors

All school doors, except the main entrance, are locked daily at 9:00 am. Teachers / adults on outside recess duty carry a key, a walkie talkie and wear bright orange vests for easy identification. This is a proactive move to keeping students safe.

### Medication

Each year we receive requests for students to be given medication during school hours. Students are not allowed to self administer medication, except for puffers. In the interest of safety, parents must complete a form and hand deliver the medication to the school prior to the school administering medication. These forms can be obtained from the office. This procedure applies to both prescribed and over the counter medication.

### Lost and Found

A "lost and found" box is located outside the resource room. These items are displayed at Parent Teacher Conference times. Unclaimed clothing will be donated to an appropriate agency.

### Bicycles

Students are allowed to ride bicycles to school. It is recommended that all bike riders wear a properly fitted bike helmet and know bicycle safety. Bikes must be stored in the bike rack. The school is not responsible for lost or stolen bikes.

### Telephone

Students must ask their teacher for permission to use the telephone. They will receive a phone pass to present to the office.

### Fundraisers the school supports for the benefit of the community

September	Terry Fox Walk
October	U.N.I.C.E.F.
December	Christmas Hampers
February	Project Love
May	Empty Bowls

### Emergency Closing at the school

Early in September, an emergency plan sheet is sent home with every student. This is to be completed and returned to your child's homeroom teacher. A phoning system is established by the school. Every effort is made to contact all those people who indicate that they need to be phoned if school closes.

#### **Please note:**

- If an answering machine is reached we will leave a short message and contact the alternate person you have indicated on your child's emergency sheet.
- Contact is made through the classroom of the oldest child in the school.

## Weather Related School Closures

Sunrise schools may be closed due to weather as a result of:

- *Extreme Road Conditions* as indicated on the Manitoba Ministry of Highways 'Road Conditions' website and by a visual check of road conditions in a variety of areas within the division by Sunrise staff.
- *Cold Weather Conditions* of -35 degrees Celsius or colder (without wind chill) or a wind chill that is -45 degrees or colder. (For example, the mean temperature is -33 together with a wind speed of 15 km/h would result in a wind chill of -45 degrees).
- If we close due to cold weather or poor road conditions, parents and guardians will be asked to keep students at home or make alternative arrangements. School sites will be closed.
- If we close, every effort will be made to share the information by 6:15 a.m. However, conditions can deteriorate rapidly between 6:30 and 7:00 a.m. in select areas of Sunrise. Given their smaller geographic conditions and shorter runs, this is the time at which many of our neighboring divisions make their decision. Realizing this will place tighter timelines on our parents and staff, during times of highly questionable weather, we may hold off on our final decision to approximately 6:45 a.m.
- Information will be shared using the following means: CBC 990 a.m. and CJOB 680 a.m.: posted on the divisional website - [www.sunrisesd.ca](http://www.sunrisesd.ca); divisional bus drivers will use a telephone fan out to inform the parents of students on their respective bus, and; division office (268-6500) and individual school answering machines.

## Illness

Students who are ill should not come to school. Students who are not well enough to go outside at recess should be kept at home. Students who become ill while at school will be made comfortable until parents or their designate come to pick them up.

## Parent Volunteers

- Volunteers are an integral part of our school and they are welcome in classrooms, on field trips, in the library, as guest speakers and for special events.
- All volunteers are required to complete a Child Abuse Registry check and a Pledge of Confidentiality.
- All volunteers are asked to sign in and out in the office and to wear a volunteer name tag while helping at the school. The name tag will help staff and students to identify volunteers in the school and on the playground.

## Paid Lunch Supervisors

If you are interested in lunch supervising for 1 hour a day, please call the office at 268-2664.

## School Visitors

For the safety of all our students all visitors must report to the school office. Students will be called to the office to meet their parents.

First Term Reports	- November 30, 2009
Second Term Reports	- March 15, 2010
Third Term Reports	- June 29, 2010

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# ÉBEYS Behavior Expectations by area/time

<b>8:45 Bell to 8:55 Bell</b>	<b>Washroom</b>	<b>Hallway</b>	<b>Lunch</b>
<p><u>Expectations:</u></p> <ul style="list-style-type: none"> <li>• line up by class outside (rows)</li> <li>• entry by classroom – greeted/led by home room teacher at outside entry door</li> <li>• outerwear in locker</li> <li>• lockers must be closed</li> <li>• quiet for announcements</li> <li>• stand at attention for O'Canada and sing or be silent</li> </ul>	<p>The washroom is not a play zone!</p> <ul style="list-style-type: none"> <li>• do your business privately</li> <li>• be quick and quiet, enforce flush</li> <li>• wash and dry hands properly</li> <li>• water stays in sink, paper towels in garbage</li> <li>• only 1 boy and 1 girl per class allowed out at one time</li> </ul>	<ul style="list-style-type: none"> <li>• use a soft, indoor voice while you get ready for recess, gym or home time</li> <li>• it is your responsibility to pick up your belongings (backpack, lunch kit, jackets) in the hallway. Floor area should be clean</li> <li>• walk on the right side of the hallway in a single file line (hug a wall). Hands and school supplies to yourself</li> <li>• close locker doors quietly – make sure they are closed</li> <li>• line up paired boots and shoes neatly in your class area (toes to wall) to ensure safety and to make our school look welcoming and neat</li> </ul>	<ul style="list-style-type: none"> <li>• wash your hands before eating</li> <li>• stay in your seat</li> <li>• respect your Lunch Monitors, Supervisors, and your classmates</li> <li>• use indoor voices</li> <li>• eat only your lunch</li> <li>• ask permission to leave the room</li> <li>• tidy your eating area</li> <li>• once finished eating and cleaning up, students can play a game, read, draw or write quietly at their desk</li> </ul>

# ÉBEYS Behavior Expectations by area/time

<b>Playground</b>	<b>Classroom and all settings</b>	<b>Bus</b>	<b>Town Students</b>
<p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>• hands and feet to yourself</li> <li>• share and take turns on play structure safely</li> <li>• sportsmanship (stop play if someone is hurt, get help if necessary)</li> <li>• talk to adults about emergencies</li> <li>• stay in fenced area</li> <li>• get adult permission to get an out of bound ball</li> </ul> <p><u>Cooperation:</u></p> <ul style="list-style-type: none"> <li>• take turns on the play structure</li> <li>• come to the door and line up when bell rings</li> <li>• include everyone</li> <li>• ask adults and peacekeepers to help with conflict</li> <li>• washroom use during recess; you must tell an adult when you enter and leave the building</li> </ul> <p><u>Respect:</u></p> <ul style="list-style-type: none"> <li>• school language</li> <li>• treat others with kindness</li> <li>• bully free school</li> </ul>	<ul style="list-style-type: none"> <li>• hats, toques, or hoods off in school</li> <li>• be respectful towards property, self and others</li> <li>• be responsible for your actions, words and materials</li> <li>• show a positive attitude</li> <li>• do your best, take pride</li> <li>• care for others</li> <li>• make good choices</li> <li>• use courteous language</li> <li>• be an active listener</li> <li>• always be prepared</li> <li>• follow classroom rules</li> </ul>	<ul style="list-style-type: none"> <li>• student must walk on sidewalk at all times</li> <li>• proceed to bus when it comes to a complete stop</li> <li>• load onto the bus in single file (no pushing)</li> <li>• sit in assigned seat</li> <li>• two feet on floor at all times</li> <li>• avoid yelling or talking loudly on the bus</li> <li>• on arrival at school, go directly to your playground</li> <li>• at the end of the day wait to be dismissed by your teacher</li> <li>• get to the bus promptly and line up behind orange line</li> </ul>	<ul style="list-style-type: none"> <li>• come directly to school and go directly home</li> <li>• keep to the sidewalks</li> <li>• cross at controlled / supervised areas</li> <li>• walk bikes on/off school property</li> <li>• arrive at school only after 8:30 a.m.</li> </ul>

## Class Assignments for 2009 - 2010

Room	Teacher Name	Grade
101A & B	Leone Rondeau	Kindergarten
105A	Sylvie Saulnier	Maternelle F.I. Phys. Ed. F.I.
191	Heather Deneka	Grade 1
192	Karen Robinson	Multi-age 1,2,3
193	Lea-Anne Bangert	Grade 1 F.I.
189	Merna Omichinski	Grade 2
194	Arlene Jansen	Grade 2 F.I.
157	Sharron Keilback	Grade 3
195	Ramona Lacasse	Grade 3 F.I.
187	Joy Watson/ Natalie Hlady	Multi-age 1,2,3
188	Lisa Wielgosh	Multi-age 1,2,3
155	Heather Korlak	Grade 4/5
158	Jamie Price	Grade 4
164	Lise Léveillé	Grade 4 F.I.
156	Teresa Botchar	Grade 3/4
162	Brett Lestition	Grade 5
163	Jeanette Groenheide	Grade 5
165	Desiree Chaves	Grade 5 F.I.
Offices:		
146	Regan Myers	Phys. Ed.
150B	Gaylene Chodak	Counsellor
152	Tamara MacLellan	Music
170	Linda Tait	Talent Development
201	Theresa Hyrich	Resource
202	Lorinda Baranoski	Resource
208	Shannon Neustater/ Sue Tribula	Positive Behaviour Support
149	Patti St. Godard	Literacy Support/ Reading Recovery
	Wanda Kruschel	Basic French / Social Studies
	Giselle Holowinski	French Immersion Resource
Office	Liz Myles	Principal
Office	Diane Drawbridge	Assistant Principal / Resource

### Parent Drop off/pickup

Student drop off/pickup should be in the daycare loop. **The bus loop is for bus traffic only.**

## Inservice/Administration Days 2009- 2010 School Year

Tuesday September 8, 2009	Administration
Wednesday September 9, 2009	Conference Day
Thursday September 10, 2009	Conference Day
Monday September 21, 2009	P.D. Day
Friday October 23, 2009	Provincial P.D. Day
Monday November 16, 2009	P.D. Day
Monday December 3, 2009	Parent Teacher interviews (evening)
Friday December 4, 2009	Administration Day Parent Teacher interviews (morning)
Friday February 5, 2010	P.D. Day
Thursday March 18, 2010	Parent Teacher interviews (evenings)
Friday March 19, 2010	Administration Day Parent Teacher interviews (morning)
Monday April 12, 2010	P.D. Day
Monday May 17, 2010	Administration Day
Wednesday June 30, 2010	Administration Day

### Other Important Dates

Friday September 11, 2009	First day of classes
Wednesday September 30, 2009	Picture Day
Thursday October 1, 2009	Picture Day
Monday October 12, 2009	Thanksgiving
Wednesday November 11, 2009	Remembrance Day
Friday December 18, 2009	Last day of classes before Christmas vacation
Monday January 4, 2010	First day of classes after Christmas vacation
Monday February 15, 2010	Louis Riel Day
Friday March 26, 2010	Last day of classes before Spring Break
Monday April 5, 2010	First day of classes after Spring Break
Monday May 24, 2010	Victoria Day
Monday June 29, 2010	Last day of classes