

## **Family Handbook 2025-2026**

**Athlone Elementary School**  
**At Athlone we are...**  
**Respectful and kind to others**  
**Responsible and safe**  
**Ready to learn and grow**

**Website:** <https://www.sjasd.ca/school/athlone>  
[athlone@sjasd.ca](mailto:athlone@sjasd.ca)  
**Telephone: 204-832-1373**

Dear Parents and Students,

Welcome to Athlone Elementary School!

The entire staff at Athlone School provides the best education for your child/children. Our school community boasts of strong academic programs, high expectations for all, and a strong commitment to ensuring that all learners will be the best that they can be. We believe in promoting positivity in a safe and caring environment.

Students, staff, and parents all play an important role in our “community of learners”. Parents are encouraged to be actively involved in our school through activities such as the Parent Council, sharing your talents with the school, and reading and playing at home. Staff will work diligently to challenge your child/children and to keep you well informed.

Our school goals for 2025-2026 and our accomplishment statements from last year will be published on our website in October.

Professional development for staff continues to be a priority as teachers plan together, work together, and share successes. We work as a team!

Our website is a source for all school information. Be sure to check out our website at <https://www.sjasd.ca/school/athlone> for information. Please also follow our Instagram account [@athlonestjames](https://www.instagram.com/athlonestjames) for updated information and to see our programming in action.

Please call me any time or drop by the office - your input and suggestions are encouraged and welcomed.

J. Couch, Principal

## **Athlone School Vision and Mission Statements**

### **Our Vision**

"To create and foster an environment that helps children be the best that they can be."

### **Our Purpose and Mission**

"To provide students with the tools they require in order to become responsible, capable, creative life-long learners and good citizens."

## **Staff Members: 2025-2026**

Ms. J. Couch Principal

### **Teaching Staff**

|                   |                            |
|-------------------|----------------------------|
| Mrs. C. Lavallee  | Kindergarten AM Room 18/19 |
| Mrs. E. Ward      | Kindergarten PM Room 18/19 |
| Mrs. J. Miller    | Grade 1-22                 |
| Ms. C. Mackelson  | Grade 1-23                 |
| Mrs. J. Jimenez   | Grade 2-24                 |
| Mr. P. Flynn      | Grade 2-03                 |
| Ms. C. Krahm      | Grade 3-02                 |
| Mrs. J. Andrews/  | Grade 3-04 AM              |
| Mrs. T. Ferriello | Grade 3-04 PM              |
| Ms. N. Vosper     | Grade 4-10                 |
| Ms. R. Zajac      | Grade 4-11                 |
| Mr. C. Yarish     | Grade 5-08                 |
| Mrs. W. Jensen    | Grade 5-09                 |
| Mrs. T. Ferriello | Literacy Intervention AM   |
| Mrs. C. Wurch     | Music                      |
| Mrs. M. Parnell   | Phys. Ed.                  |
| Ms. M. Laing      | Guidance                   |
| Mrs. L. Posillipo | Resource                   |

### **Support Staff**

|                       |                                      |
|-----------------------|--------------------------------------|
| Mrs. J. Morris        | Head Administrative Assistant        |
| Ms. C. Adams          | Library Technician                   |
| Mr. R. Dimaano        | Head Custodian                       |
| Ms. J. Ames           | Educational Assistant                |
| Mrs. W. Bilous        | Educational Assistant                |
| Mrs. J. Caile         | Educational Assistant                |
| Mrs. C. De Vera       | Educational Assistant                |
| Mrs. E. Drosinou      | Educational Assistant                |
| Ms. M. Fedorchuk      | Educational Assistant                |
| Mrs. M. Felde         | Educational Assistant                |
| Mrs. L. Ireland       | Educational Assistant                |
| Ms. S. James          | Educational Assistant                |
| Mrs. A. Kluge         | Educational Assistant/Crossing Guard |
| Mrs. H. Levasseur     | Educational Assistant                |
| Mrs. K. Peters        | Educational Assistant                |
| Mrs. N. Ponce         | Educational Assistant                |
| Mrs. D. Slywchuk      | Educational Assistant                |
| Figueiredo, Mr. Helio | Cleaner                              |
| Castillo, Mr. Polymar | Cleaner                              |

## **School Hours**

|            |                                 |
|------------|---------------------------------|
| 8:35 a.m.  | Entry bell                      |
| 8:40 a.m.  | Announcements                   |
| 8:45 a.m.  | Period 1                        |
| 11:25 a.m. | Lunch bell (NEW TIME THIS YEAR) |
| 12:25 p.m. | Entry bell                      |
| 12:30 p.m. | Period 5                        |
| 3:15 p.m.  | Dismissal                       |

## **Dismissal on Staff Meeting Days**

Students will be dismissed at 2:45 p.m. on the first and third Tuesday of each month for staff meetings.

## **Attendance**

Regular attendance is very important for your child's education. Procedures will be followed for excessive absences.

It is also very important that students arrive at school on time. It is detrimental to learning when main concepts are missed because of lateness or being absent. Please reach out to the school if you are having difficulties with regular attendance.

## **Safe Arrival and Early Dismissal**

Please call Safe Arrival at 1-844-434-8116 to inform the school of your child's absence. When a student is recorded as being absent, and a call has not been made to explain the absence, parents will receive a phone call from our Safe Arrival program requesting the reason your child is absent. We request that you call Safe Arrival by 8:45 a.m. to inform us about your child's absence. We want to ensure that all students who set out for school arrive safely.

**All students who report to school late must come to the office for a late pass before proceeding to their classrooms.**

**Parents MUST sign their child out in the office Sign Out Book if the child is leaving the school early for an appointment or at the parent's discretion. This is very important.**

## **Dates For Your Calendar**

Manitoba Education and Training allows school divisions to allocate up to ten days of the school year to be used for in-service and administrative days over the school year. Parent-teacher conferences are classified as administrative days.

We will try to advise you as far in advance as possible of in-service dates, holidays, etc. in order that you may make your own plans for holidays or doctor and dentist appointments. Check the school website for updates.

### **September**

|                 |                                                       |
|-----------------|-------------------------------------------------------|
| September 1     | Labour Day – no school                                |
| September 2     | Inservice – no school                                 |
| September 3 & 4 | Meet the teachers (by appointment)                    |
| September 5     | First Day of Classes – Day 4                          |
| September 16    | Early dismissal – 2:45 p.m.                           |
| September 30    | National Day for Truth and Reconciliation – no school |

### **October**

|            |                              |
|------------|------------------------------|
| October 7  | Early dismissal – 2:45 p.m.  |
| October 10 | Inservice Day – no school    |
| October 13 | Thanksgiving Day – no school |
| October 21 | School Picture Day           |
| October 21 | Early dismissal – 2:45 p.m.  |
| October 24 | Inservice Day – no school    |

### **November**

|             |                                                   |
|-------------|---------------------------------------------------|
| November 4  | Early dismissal - 2:45 p.m.                       |
| November 11 | Remembrance Day – no school                       |
| November 14 | Admin/Inservice – no school                       |
| November 18 | Early dismissal - 2:45 p.m.                       |
| November 24 | School Picture Re-Take Day                        |
| November 26 | 1 <sup>st</sup> Term Report Cards issued          |
| November 27 | 1 <sup>st</sup> Term Conferences 4:00 – 7:00 p.m. |

### **December**

|                            |                                        |
|----------------------------|----------------------------------------|
| December 2                 | Early dismissal – 2:45 p.m.            |
| December 16                | Winter Concert                         |
| December 16                | Early dismissal – 2:45 p.m.            |
| December 19                | Last day of school before Winter Break |
| December 22 –<br>January 3 | Winter Break                           |

### **January**

|            |                         |
|------------|-------------------------|
| January 5  | School Re-opens (Day 5) |
| January 6  | Early dismissal - 2:45  |
| January 20 | Early dismissal - 2:45  |

**February**

|             |                            |
|-------------|----------------------------|
| February 2  | Inservice – no school      |
| February 3  | Early dismissal - 2:45     |
| February 16 | Louis Riel Day – no school |
| February 17 | Early dismissal 2:45 p.m.  |

**March**

|                    |                                        |
|--------------------|----------------------------------------|
| March 3            | Early dismissal 2:45                   |
| March 17           | Early dismissal 2:45                   |
| March 20           | Admin/Inservice – no school            |
| March 27           | Last day of school before Spring Break |
| March 30 – April 3 | Spring Break                           |

**April**

|          |                                                           |
|----------|-----------------------------------------------------------|
| April 6  | School Re-opens (Day 4)                                   |
| April 7  | Early dismissal - 2:45 p.m.                               |
| April 8  | 2 <sup>nd</sup> Term Report Cards issued                  |
| April 9  | 2 <sup>nd</sup> Term Conferences 4:00 – 7:00 p.m.         |
| April 10 | Admin/Inservice – no school/Conferences 9:00 – 11:30 a.m. |
| April 21 | Early Dismissal – 2:45 p.m.                               |

**May**

|        |                                 |
|--------|---------------------------------|
| May 1  | Admin/Inservice Day – no school |
| May 5  | Early dismissal 2:45 p.m.       |
| May 18 | Victoria Day – no school        |
| May 19 | Early dismissal 2:45 p.m.       |

**June**

|         |                                           |
|---------|-------------------------------------------|
| June 2  | Last early dismissal 2:45 p.m.            |
| June 12 | Admin. Day – no school                    |
| June 29 | Report cards issued. Last day of classes. |
| June 30 | Admin. Day – no school                    |

## **Emergency Evacuation Procedures**

All public schools are required to evacuate the building in the form of a "Fire Drill" at least ten times a year. In the event of an emergency, in which an evacuation of the school is necessary, all teachers will take their classes to Bruce Middle School (Telephone 204-888-1990). The second evacuation site is Good News Mennonite Church.

Teachers will take attendance at Bruce Middle School and students will be held there until arrangements can be made with their parents to have them picked up or sent home.

All students staying for lunch will have their names entered on the lunch lists in case of an evacuation at lunch hour. Lunch room supervisors and any staff members in the building would then follow the above procedures.

During school hours the side doors of the school will be locked. Access to the building will be through the front doors only. **All visitors MUST report to the office.**

## **Visitor Sign-In**

For safety and security reasons, it is necessary that we monitor all persons entering the school. All doors are locked while classes are in session. Please enter the school through the front doors facing Athlone Drive. There is an intercom for you to buzz for entry. Please immediately report to the office to announce your presence and **sign in**.

## **Pupil Files**

Pupil files are established for each student enrolled in school. Policy 13018 states the following: The Public Schools Act requires every School Board to establish a pupil file for each pupil enrolled in a Manitoba school.

The pupil file is an ongoing official record of a pupil's educational progress from Kindergarten – Senior 4. A pupil file includes the entire collection of information compiled or obtained by the staff of a school relating to the education of the pupil which is stored in written, photographic, electronic, or any other form, and is held in the school, school board office, or other office under the jurisdiction of the school board.

Each parent (custodial and non-custodial), legal guardian, or age of majority pupil has the right to information contained in school or divisional files unless there is a court order forbidding the right to access. **When the pupil reaches the age of majority, consent of the student is required to allow parents to access the pupil file.** Where parents are separated or divorced, both parents have the right to receive information or reports on their child, unless the court orders otherwise. (Divorce Act Section 16(5), the Family Maintenance Act Section 39(4))

## **Nutrition**

Athlone School promotes healthy eating and healthy living, and has developed a nutrition policy. We have a healthy snack program offered to all students every day.

## **Lost and Found**

Each year numerous articles find their way to the Lost and Found bin. To reduce losses, please label all student articles, especially gym wear, outdoor clothing, and boots. After 30 days, unclaimed items will be given to a charitable organization.

## **Lunch**

Students may stay at school for lunch in designated lunch rooms. Supervision is provided by paid lunch supervisors.

## **Lunch students are not allowed to leave the school grounds at any time during the lunch hour.**

Students who stay at school for lunch should respect the lunch supervisors at all times. They must also respect their peers and make lunch time an enjoyable part of the day. Staying at school for lunch is a privilege that can be revoked if students do not follow the lunch program expectations.

Please help us to "go green". As much as possible, please attempt to send litter-less lunches with your child. This would be much appreciated as we strive to reduce garbage and recycle and/or reuse.

Students who go home for lunch are not to return to the school early. Students are not expected to return to the school grounds until 12:20 p.m.

## **Allergy Awareness**

There are students and staff in our building who are severely allergic to peanuts, tree nuts and other nut products, eggs, fish, and shell fish. Please do not send any of these foods or products in your child's lunch, for classroom snacks, or for special occasions. Home-baked goods are not to be sent to school for "special occasions". Some of these allergies are life-threatening. We want to ensure that our environment is safe for all students.

## **Scent Allergies**

There are students and staff at Athlone School that report sensitivities to various chemical-based and scented products. Chemicals used in scented products can aggravate health problems already present in people, especially those with chemical and fragrance sensitivities, asthma allergies, migraines and other medical conditions. We ask for everyone's cooperation in our efforts to keep the air we share healthy and fragrance free.

## **Recesses**

All children are expected to go outdoors for recess. According to Division policy, students will have indoor recess when the windchill is at or over -28° C. When the windchill is between -25°C and -28°C, outdoor recess may be allowed for a period of 10 minutes. Please ensure that students are dressed appropriately for the weather at all times. We discourage staying in for recess because the break and the fresh air are beneficial for students.

## **Parent Council**

The Athlone Parent Council meets on a monthly basis. Elections will be held at the first general meeting. The elected Parent Council executive will be published in the fall newsletter.

Minutes of the council meetings are available on the website.

The Athlone Parent Council works to:

- promote cooperation, positive relations, and communication between the home, school, and community.
- promote parental involvement in the school.
- promote the objectives of the school, recognizing the student is the most important and vital component of the educational system.
- promote the welfare of students and support the educational purpose of the school.
- organize special events and plan fundraising activities.

*The Parent Council is a very important group in our school community and we encourage parents to attend the monthly meetings.*

## **Volunteers**

We encourage you to volunteer in the school. Your participation in school activities is greatly appreciated. Any adult who works alone with students is required to have a child abuse check and a criminal check completed. Please ask about this in the office. Confidentiality is expected when you are working with teachers and students.

## **Parent-Teacher-Student Conferences (Triad Conferences)**

Parent-Teacher-Student conferences are held in November and April to allow all parents an opportunity to discuss their child's progress with the teachers.

Two days in the first week of September provide an opportunity for parents and students to meet before classes start.

In general, parents are encouraged to meet with teachers at any time during the year. Please contact your child's teacher to set up an appointment.

## **Bussing**

Students who ride the school bus are expected to follow the behaviour expectations, which are reviewed with students each year. If a child does not demonstrate appropriate behaviour, disciplinary actions will follow. If the school should receive more than two reports from the bus driver about inappropriate behaviour, a suspension from riding the bus may be issued. Parents will be informed of any bus reports which are submitted to the office. Under no circumstances will the privilege be denied without parent contact.

The media will announce any school bus cancellations. The St. James-Assiniboia School Division web page will also list cancellations.

## **Physical Education Clothing**

All students should have a pair of running shoes that can be left at school. Indoor, soft, white-soled runners must be worn in the gymnasium for all physical education activities. Please put the student's name on each item of clothing.

## **Physical Education Program**

We encourage participation in co-curricular activities. Grades 4 & 5 have basketball, badminton, cross-country, and volleyball clubs. There are also various intramural noon hour activities. The school's philosophy regarding Phys. Ed. is based on participation rather than competition.

## **Co-curricular Activities**

The staff at Athlone provide opportunities for students to become involved in many varied co-curricular activities. Please watch for upcoming events on the school website. Parents are invited to share their skills and expertise by working with staff in offering extra activities before and after school and during lunch breaks.

## **Report Card Dates:**

November 26  
April 8  
June 29

## **Bicycles, Roller Blades, Scooters, and Skateboards**

We encourage children to be active on the way to and from school.

Students riding bicycles to school must wear helmets. Bicycles can be locked up at the bike rack in front of the school. Once students have arrived at school, bikes are to be locked and students are to leave the immediate vicinity of the racks and go onto the playground area. The school is not responsible for damaged or stolen bicycles.

Roller blades, scooters, and skateboards can be stored in our courtyard inside the school.

## **Safety Patrols**

Our Adult Crossing Guard assists students in crossing Ness Avenue at Prairie View.

Our Student Safety Patrols assist students in crossing at Athlone Drive in front of the school, and at the school parking lot entrance. Patrol members are on duty from:

8:20 - 8:35 a.m.

3:15 - 3:25 p.m.

## **Threats and Bullying**

Bullying is targeting a person for repetitive, negative actions. There is an imbalance of power where victims cannot defend themselves. Students will be taught about reporting bullying behaviours and responding to any bullying behaviours. Bullying is mean and cruel and parents and staff will work together to eliminate bullying behaviours.

Threats are serious and all threats will be addressed. If the principal feels that a pupil has been harmed as a consequence of unacceptable conduct/bullying both parents/guardians will be notified.

## **School Plans**

A summarized version of our school planning report is issued to parents in October. Included is a report on our accomplishment statements from the previous year.

## **Parking**

**No parking is allowed in the driveway, in front of the garbage/recycling bins or in reserved spots.** Cars parked along the driveway create a very unsafe area for students. If you are picking up or dropping off your children, please park at the very end of the parking lot.

**Parking is not permitted in front of the school where buses pick up and drop off students.**

**Areas around the school are "Idle Free" zones. Please respect these requests.**

## **Internet Use**

Parents are requested to complete a permission form in order for students to access the Internet in school. Students are taught the rules of etiquette on the Internet and any abuse will result in a loss of privileges. The forms are to be completed at time of registration.

## **Electronic Devices at Athlone School**

The school understands that some students have personal cell phones that they are asked to carry for emergency situations. This is the only reason for these devices to be used. They are not to be used at classroom times or break times for making phone calls, texting, taking pictures, listening to music etc. They are to remain in a secure location for emergency purposes only. Other electronic devices should not be brought to school.

The school will not be responsible for the loss of any electronic devices. It is strongly suggested that valuable items be left safely at home.

## **Field Trips**

Permission forms sent home for each field trip will identify any unusual risk factors.

On very rare occasions, private vehicles may be used for the transportation of students for school-sponsored activities. Verification of a valid driver's license and proof of valid insurance coverage are required. A form (EEAE-E) will be completed annually by volunteer drivers.

Under Manitoba regulations and according to Policy IICA-R, students must meet the height and/or weight restrictions before being allowed to travel in the front seats of vehicles that have air bags. Child restraint seats are required for students who are under the age of six and weigh less than eighteen kilograms.

## **Code of Conduct**

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Athlone School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

Athlone School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply and the amount of support required.

[\*Provincial Regulation: Appropriate Disciplinary Consequences in Schools\*](#) states that the principal has disciplinary authority:

- over the conduct of students while they are at school
- over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus
- to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another
- to determine which consequence is appropriate in a given situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a shared responsibility that involves cooperation between the school and parents. Athlone School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs or alcohol
- Threats to self and others

- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/communication

At Athlone School, our belief fits with that of Restitution theory. We believe that mistakes are opportunities to learn, and our goal is to assist children to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document.

- Informal Discussion
- Parental Involvement
- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Police Notification
- Student Suspension
- Student Expulsion

The content of this Code of Conduct is reflective of the following sources:

St. James-Assiniboia School Division [Policy JK](#)

[Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences](#)

## **St. James-Assiniboia School Division Information**

Are you interested in School Board Meetings? Call 204-885-2631 for the latest information or 204-888-7951. You can access the Division on the web at: **[www.sjasd.ca](http://www.sjasd.ca)**

Minutes of the board meetings are available for perusal in our school office or in any public library in the school division.

### **St. James-Assiniboia School Division** **Senior Administrators**

Jenness Moffatt  
Superintendent/CEO

Jordanna Buckwold  
Assistant Superintendent  
Education (K-12) and Administration

Jaime Siska  
Assistant Superintendent  
Educational Planning and Policy

Kim Kummen  
Secretary-Treasurer/CFO

Bruce Brown  
Assistant Secretary-Treasurer

Potoula Locken,  
Director, Inclusion Support Services and Accessibility

Sandra Melo  
Director, Curriculum, Assessment and Professional Learning

Al Stechishin  
Manager, Technology

Carrol Harvey  
Manager  
Human Resources (Professional Staff)

Joanne Johnston  
Manager, Human Resources (MANTE, CUPE Staff)

Brent Mehyden  
Director  
Facilities and Operations

Myles Poseluzney  
Manager  
Maintenance and Safety

Trina Cimino  
Supervisor, Transportation

### **Trustees**

#### **West Ward**

Sandy Lethbridge  
Fiona Shiells  
Cheryl Smukowich

#### **Centre Ward**

Michael Cabral  
Craig Glennie  
Rachelle Wood

#### **East Ward**

Angela Dunn  
Tara Smith – Vice Chair  
Holly Hunter - Chair