



Lakewood Lions

Parent Handbook

2023-2024

Lakewood School Website: www.sjasd.ca/school/lakewood

Principal E-mail: sarah.james@sjasd.ca

Phone: (204) 889-9360



Welcome to Lakewood School! We hope that the 2023-2024 school year will be a successful and rewarding experience for you and your child.

At Lakewood School, we take great pride in offering a wide variety of educational opportunities. Our staff work diligently to meet the needs of all students. They begin by assessing current knowledge and then provide educational challenges that are designed to encourage our students to achieve success.

We expect all of our students to work hard at their studies, actively participate in school activities, and display appropriate behaviour at all times.

Support and involvement from home are vital to the success of Lakewood School. We consider the parents and guardians of our students to be partners in the learning process. Adult support to consistently attend school paired with support for their education at home will increase feelings of student belonging and competence.

It is our hope that the 2023-2024 school year will provide a variety of challenging educational opportunities for all students at Lakewood School. We look forward to working with you and your child.

Best wishes for a successful year!

The Lakewood Staff

LAKWOOD SCHOOL
55 Kay Crescent
Winnipeg, Manitoba R2Y 1L1
Phone: (204) 889-9360
Fax: (204) 889-9361

Mrs. James	Principal
Ms. Strickland	Head Admin. Asst.
Mrs. Bonner	Kinder, Room 28
Mrs. Fogel	Kinder, Room 105
Ms. Engstrom	Grade 1, Room 13
Mrs. White	Grade 1, Room 16
Ms. Antonio	Grade 2/3, Room 15
Mrs. Brick	Grade 2/3, Room 15
Mrs. Haimes	Grade 2/3, Room 11
Ms. Milne	Grade 2/3, Room 14
Ms. Gaucher	Grade 3/4, Room 19
Ms. Barnabe	Grade 4/5, Room 20
Mrs. Wasilewski	Grade 4/5, Room 21
Mr. Templeton	Grade 4/5, Room 22
Mrs. Swart	Music
Mr. Spiers	Phys. Ed.
Mrs. McMillan	Resource
Mrs. MacLean	Guidance & Reading Recovery
Mrs. Arkell	Educ. Asst.
Mrs. Baker	Educ. Asst.
Mrs. Bennett	Educ. Asst.
Ms. Cronshaw	Educ. Asst.
Ms. Davis	Educ. Asst.
Mr. De los Reyes	Educ. Asst.
Ms. DeVera	Educ. Asst.
Ms. Dixon	Educ. Asst.
Mrs. Gemmell	Educ. Asst.
Mrs. Grant-Ambrose	Educ. Asst.
Mrs. Guttormson	Educ. Asst.
Mrs. Jansen-Einarson	Educ. Asst.
Mrs. Kaur	Educ. Asst.
Ms. Lumsden	Educ. Asst.
Mrs. Matthews	Educ. Asst.

Mr. Strike	Educ. Asst.
Mrs. J. Turnbull	Educ. Asst.
Ms. E. Middlestead	Library Technician

Mrs. Hunter	Night Cleaner
Mr. Yabut	Assistant Night Cleaner

ST. JAMES-ASSINIBOIA SCHOOL DIVISION
2574 Portage Avenue
Winnipeg, Manitoba R3J 0H8
Phone: (204) 888-7951

BOARD OF TRUSTEES:

Cheryl Smukowich	Board Chair
Holly Hunter	Vice Chair
Michael Cabral	Trustee
Angela Dunn	Trustee
Craig Glennie	Trustee
Sandy Lethbridge	Trustee
Tara Smith	Trustee
Fiona Shiells	Trustee
Rachelle Wood	Trustee

ADMINISTRATION:

Mrs. J. Moffatt, Superintendent
Mrs. J. Buckwold, Assistant Superintendent,
Education (K-12), Student Services and
Administration
Mrs. C. Melville, Secretary-Treasurer / Chief
Financial Officer
Ms. M. Aguirre, Manager, Facilities and
Future Development
Mr. P. Deacon, Manager, Maintenance,
Safety and Accessibility

LAKWOOD SCHOOL MISSION STATEMENT

Lakewood School will provide a safe, caring, inclusive, and respectful community encouraging children to be empathetic and responsible citizens who learn from their mistakes.

SCHOOL PROCEDURES

1. ENTRY AND DISMISSAL TIMES:

8:40 a.m.	Students enter building
8:50 a.m.	Attendance and Opening Exercises
8:55 a.m.	Classes Begin
11:35 a.m.	Morning Dismissal
12:40 p.m.	Student Entry
12:45 p.m.	Attendance
12:50 p.m.	Classes Begin
3:35 p.m.	Afternoon Dismissal*

***3:05 p.m. Staff Meeting/Early Dismissal (First and Third Tuesday of each month)
Please refer to the cycle calendar for specific dates.**

2. DRESS CODE:

Students are encouraged to dress neatly and appropriately. Proper footwear is a must at all times – students are not allowed to walk around in stocking or bare feet. Students should have a pair of runners that they can leave at school. We request that all removable clothing be clearly labelled with the student's name.

Please help your child to dress appropriately for their day at school. Students are encouraged to dress for the weather. We go out for recess rain or shine, except in extreme conditions. It is important that children are dressed appropriately for the weather (rubber boots, splash pants, jackets, hats, mittens, ski pants, sunscreen, etc.) so that they will be safe and comfortable, and can have fun during outdoor classes, recess, and lunch breaks.

3. FOOTWEAR:

Students are not permitted to wear wet or muddy outdoor shoes or boots in the building. (Boot racks are provided for outdoor footwear.) Workplace safety and health requires **all students to have a pair of shoes that are left at school permanently for indoor use**. Proper footwear should be worn on the playground and on the play structure.

4. STUDENT ABSENCE:

If your child is going to be absent from school, it is your responsibility to enter your child's absence using School Messenger. You are asked to report your child's absence in advance using one of these convenient methods:

SchoolMessenger App – You can get the app from the Apple App Store or the Google Play Store. Links to the apps can be found on the School Messenger website at: <https://go.schoolmessenger.ca>

Interactive Toll-free Phone: 1-844-434-8116

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence.

If you don't report your child's absence in advance, the automated notification system will try to contact you.

Late: Students arriving after 8:50am must report to the office for a 'welcome slip' before going to class.

Sign out: If students are leaving school early, they must have a note from a parent/guardian requesting early dismissal and they must report to the office before their departure.

If a student leaves the school or school grounds without permission, parents will be notified immediately.

5. VISITOR'S SIGN-IN:

For safety and security reasons, it is necessary that we monitor all individuals entering Lakewood School. Therefore, **all doors, except the front entrance, are locked when classes are in session.** If you are in the building to pick up a student or drop something off, **please report to the office to sign in.**

6. INSERVICE AND INSERVICE DAYS:

In the school year - September to June - 10 days are set aside for inservice and administration. The inservice days are used to provide professional development for staff. The administration days are used for: writing report cards, student-led conferences, transition meetings, and other administrative activities. Please refer to the cycle calendar and/or school website for the inservice and administration days for the 2023-2024 school year.

7. STUDENT-LED CONFERENCES: Student-Led Conferences are held twice a year to allow students an opportunity to share their individual academic progress and growth with their parents.

8. EMERGENCY SCHOOL CLOSING:

In the event of bad weather, the school may be closed.

In the case of evacuation, students will be housed at **John Taylor Collegiate**.

An ambient temperature of -35 C or -45 C wind chill or greater will dictate cancellation of school buses within the division. Please check the St. James-Assiniboia School Division website at www.sjasd.ca

INDOOR RECESS: Students will be supervised indoors during inclement weather conditions such as rain or when there is a wind chill hazard that is at or over -28 degrees Celsius.

EMERGENCY PROCEDURES: Fire drills and lockdown practices are mandatory. **Ten fire drills** and **two lockdowns** are held each year to familiarize students with evacuation procedures. Students also practice **one tornado drill** procedure per year.

9. LUNCH AT SCHOOL:

Lakewood School offers a Lunch Program for students at no charge. Students must bring their own lunch. **All cutlery, containers, and napkins must be brought by the student – none will be provided by the school.** Students, who stay at school for lunch, are expected to clean up after themselves and demonstrate appropriate behaviour. Should a student fail to comply, the following steps will be taken.

1. First referral will result in a warning and review of lunch program expectation: parents informed.
2. Second referral will result in eating lunch in the office: parents informed.
3. Third referral will result in a loss of lunch privileges for one day. Alternate arrangements will be the responsibility of the parents.
4. Fourth referral will result in lunch privileges being suspended for a week. Alternate arrangements will be the responsibility of the parents.

Lunch Room Program Rules:

1. Eat quietly and remain seated.
2. Keep your hands and feet to yourself.
3. Use appropriate language.
4. Keep your garbage contained.
5. Raise your hand if you need assistance.

Students must be appropriately dressed as they are outside on the playground for a minimum of 30 minutes following lunch.

10. FIELD TRIP INSURANCE:

The St. James-Assiniboia School Division’s Field Trip policy **for class trips outside of the Perimeter** reads as follows:

For field trips outside Metro Winnipeg, students must be covered by **either extended health coverage** (dental and ambulance transportation) at their parent(s) place of employment **or Student Accident Insurance.**

If your family insurance does not include the above, it is recommended to purchase coverage.

BUS SAFETY

A bus ridership program is conducted during the school year for all Kindergarten to Grade 5 students in order to familiarize them with the rules of safe conduct on busses during field trips or rides to and from school.

SCHOOL BUS RULES

- Arrive at your pick-up location five minutes before scheduled pick up time.
- When boarding, sit in your assigned seat, remain in that seat until you reach your destination.
- Sit facing the front of the bus, with legs and bags out of the aisles and remain in your seat until you arrive at your destination.
- Do not distract the driver and keep the noise level down.

- Eating or drinking is not permitted on the bus.
- Opening and closing of windows is permitted by the bus driver only.
- Keep your arms, hands and head inside the bus.
- Keep your hands to yourself. Do not leave garbage on the bus. Be respectful to others.
- Do not damage the interior or exterior of the bus.
- When you arrive at your destination, remain in your seat until the bus comes to a full stop.
- Unloading at the school is done one seat at a time, beginning with the front seat.
- Remain in your seat until it is your turn to exit the bus.
- Skateboards, skates, etc., must be enclosed in a cloth bag and stored under the seat. The bus driver is responsible for determining which items can be brought on the bus.
- Refer to policy EEACC-R for more information.

RESPECT AND OBEY THE BUS DRIVER'S INSTRUCTIONS AT ALL TIMES!
 Adhering to these rules will ensure a safe and pleasant ride for everyone on board.

LIBRARY:

A library technician is available at Lakewood School on a part time basis. Students are scheduled into the library once per school day cycle. During this period, students can sign out materials. Students are expected to return their materials promptly on the due date. Books cannot be signed out if there are overdue books at home. Should a book be lost, students will be required to cover the cost to replace the book. Until such time as the book is paid for, students will not be able to take materials out of the library.

PARENT COUNCIL:

All parents in the school are automatically members of the Lakewood School Parent Council. The annual general meeting determines whether a parent council will exist for the upcoming year. This council meets regularly throughout the school year to learn more about the school, to offer insights and suggestions to improve school programs and school life, and to assist with issues that may make the school experience easier for the families in the school. The more parents that attend, the more effective the council will be in meeting the needs and wishes of the community. **All parents are always welcome to attend.**

VOLUNTEERS:

The programs for students at Lakewood School are greatly enriched by our volunteers. Everyone has skills that can be put to good use helping students at school whether it is reading, assisting in the classroom, or just "helping out." Successful schools and students have parents

who are involved in education. Together we can make a difference! If you are interested in volunteering at the school please contact your child's classroom teacher or Ms. Strickland in the office.

RESOURCE PROGRAM:

The Resource Teacher facilitates and supports programming for children with exceptional needs within the regular classroom. The Resource Teacher works collaboratively with parents, the classroom teacher, clinical staff and other agencies to develop appropriate programming for children. Appropriate programming may include the development of Individual Education Plans, Curriculum Modification Plans, and Adapted Learning Plans.

MATH ENHANCEMENT PROGRAM:

Students in Kindergarten receive small group support in the classroom. An educational assistant delivers this program in collaboration with the Kindergarten Teachers and the Resource Teacher.

READING RECOVERY:

The Reading Recovery Program is an early intervention designed to assist students experiencing reading difficulties at the Grade 1 level. Students in this program receive one-on-one tutoring from a specially trained teacher for 30 minutes each day for approximately 20 weeks.

GUIDANCE & COUNSELING:

A Counselor is available to work with students in Kindergarten through Grade 5 with educational and personal concerns. Counseling involves work with individual students, small groups or classroom groups. Formal guidance classes include social skills, personal safety and family life (Grade 5 only). The counselor is available for consultation with parents, students, and teachers.

EDUCATIONAL SUPPORT SERVICES (E.S.S.):

Our Educational Support Service team consists of: **a psychologist, social worker, speech language pathologist, occupational therapist,** and a **physical therapist**. This service is provided on the basis of referrals from teachers and parents. Parent permission will be obtained before referrals are made.

Lakewood School's 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), Lakewood School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, a sense of belonging and prepares them to be responsible citizens.

Lakewood 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 accommodation 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. Lakewood School will notify parents/guardians of disciplinary situations involving their child. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

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

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](#)

<p align="center">ST. JAMES ASSINIBOIA SCHOOL DIVISION GENERAL SCHOOL LOCKDOWN GUIDELINES</p>
--

PREAMBLE

The St. James-Assiniboia School Division is committed to ensuring safe learning environments for all students and staff and has protocols in place to assess and act upon worrisome or threatening comments, behaviours or events.

Lockdowns are a response to immediate physical danger in and around the vicinity of the school. This includes situations where a person or group is out-of-control, a person or group is in possession of weapons, an unknown trespasser is suspicious and avoiding school authorities or other physical threats exist outside of our control (such as environmental concerns or escaped offenders in the community). With this in mind, the following guide provides staff with direction should the school encounter a situation that calls for a school to go into a lockdown.

Schools are expected to practice a school lockdown a minimum of two times a year.

GENERAL LOCKDOWN PROCEDURES

1. Designated school/office personnel, when informed by staff or student, will announce that there is a school lockdown in effect.
2. The announcement: "A SCHOOL LOCKDOWN IS NOW IN EFFECT. PLEASE SECURE THE BUILDING. FOLLOW PROCEDURES AND WAIT FOR FURTHER INSTRUCTIONS."
3. School Office Personnel will call 911 and notify the Board Office/Feeder School(s) in order to activate the Board Office phone tree.
4. Staff will direct students to move into a safe place away from windows/doors.
5. Staff should close the door of the room that they are in and turn out the lights.
6. Staff will have the students sit quietly where they are NOT visible.
7. Staff and students will wait patiently and quietly until they receive the "ALL CLEAR" from the designated school/office personnel and wait for further instructions.
8. Lockdown procedures take precedence over fire bells/alarms.

Procedures for Storm Closures, Bus Cancellations and Other Emergencies

A. School Closure

In the event of extremely adverse circumstances, including severe storm days, the Chief Superintendent or designate may decide to close all schools or specific ones. The Chief Superintendent shall arrange for publication of the information as early as possible in accordance with the Metro Superintendents Snowstorm protocol as outlined in the division's Emergency Procedures Handbook.

B. School Bus Cancellation

The following is an outline of procedures for discontinuing bus service during adverse weather conditions including extremely cold weather, or other emergencies when buses are unable to be operated. The safety of students will be the primary consideration in canceling bus transportation.

1. Criteria for Consideration

The Chief Superintendent or designate will consider the following criteria when considering School Bus Cancellation:

- **Extremely Cold Weather**
A wind chill of -45 or greater will dictate cancellation of school buses within the division.
- **Hazardous Weather/Road Conditions**
Blizzard warnings
Ice-covered roads and/or snow blocked roads
Any other weather condition that may put students at risk
- **Other Emergencies**
Should any other emergency arise, the Chief Superintendent or designate will determine if bus transportation should be cancelled.

2. Individual Route Cancellations

The bus driver has the authority to cancel bussing on a particular route due to unsafe road conditions or any condition that puts the safety of the students at risk. The bus driver will inform the Transportation Supervisor immediately of any such cancellations.

3. Procedures for Bus Cancellation

a. Weather Related Cancellations:

- i. The Transportation Supervisor consults Environment Canada for a report on weather conditions.
- ii. The Transportation Supervisor contacts the Chief Superintendent or designate and a decision will be made based upon relevant information. An attempt will be made to make a decision to cancel bussing before 0630 hours.
- iii. The Superintendent or designate will contact designated radio stations and inform them of the cancellation of bus transportation for the division. All parents, students and staff should be notified in this manner before 0700 hours.

b. Individual Route Cancellations

The bus driver will advise the Transportation Supervisor of the situation. In the event the route is cancelled, the Transportation Supervisor will ensure that all parents/guardians on the route are notified of the cancellation. The Transportation Supervisor will notify the affected schools.