

# Lakewood School's Parent Handbook 2021-2022

Lakewood School's Website: [www.sjasd.ca/school/lakewood](http://www.sjasd.ca/school/lakewood)

Principal's E-mail: [lisa.white@sjasd.ca](mailto:lisa.white@sjasd.ca)

Vice Principal's E-mail : [chris.mavroudis@sjasd.ca](mailto:chris.mavroudis@sjasd.ca)

Phone: (204) 889-9360



Welcome to Lakewood School! We hope that the 2021-2022 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 teachers work towards meeting the needs of all students. They begin by assessing current knowledge and then provide educational challenges that are designed to encourage our students to attain higher levels of knowledge.

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

Parental support and involvement are vital to the success of Lakewood School. We consider the parents of our students to be partners in the learning process. Parents who are supportive of their child's teacher and who provide complimentary school experiences, have children who are usually more successful in school.

It is our hope that the 2021-2022 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. L. White	Principal
Mr. C. Mavroudis	Vice Principal
Ms. D. Strickland	Admin. Assistant
Ms. B. Watts	Kindergarten, Room 28
Mrs. M. Fogel	Kindergarten, Room 105
Ms. A. Engstrom	Grade 1, Room 13
Ms. R. Lagace	Grade 1/2, Room 16
Mrs. N. Collins	Grade 2, Room 11
Ms. S. Milne	Grade 2/3 Room 14
Mrs. L. Brick	Grade 3, Room 15
Mrs. J. Haimes	Grade 3, Room 15
Mrs. S. Wasilewski	Grade 4/5, Room 21
Mrs. J. Jimenez	Grade 4/5, Room 22
Mrs. C. Rose	Grade 4/5, Room 17
Mr. J. Spiers	Phys. Ed.
Ms. J. Casselman	Music
Mrs. S. McMillan	Resource
Mrs. J. MacLean	Guidance & Reading Recovery

**Educational Assistants:**

Mr. R. Asselstine  
Mrs. M. Bennett  
Mrs. J. Baker  
Ms. S. Davis  
Ms. N. Dixon  
Mrs. C. Gemmell  
Mrs. C. Jansen-Einarson  
Mrs. A. Kaur  
Mrs. D. Kletke  
Mrs. K. Mckenzie-Fogel  
Ms. K. Mills  
Mrs. J. Turnbull

Ms. E. Middlestead	Library Technician
Mr. G. Creary	Caretaker
Mr. D. Hunter	Night Cleaner
Mr. B. Gibson	Assistant Night Cleaner

**LAKWOOD SCHOOL MISSION STATEMENT**

Lakewood School will promote learning as a lifelong goal by encouraging children to try their best in their school work and to become caring, empathetic, and responsible citizens. Lakewood students and staff will work together as a team to provide a safe, inclusive, and respectful community to help reach our goals.

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

**BOARD OF TRUSTEES:**

Cheryl Smukowich	Board Chair
Jennifer Lawson	Vice Chair
Nicole Bowering	Trustee
Bruce Chegus	Trustee
Craig Glennie	Trustee
Holly Hunter	Trustee
Craig Johnson	Trustee
Sandy Lethbridge	Trustee
Bryan Metcalfe	Trustee

**ADMINISTRATION:**

Mr. M. Wake, Superintendent of Schools  
Mrs. J. Moffatt, Assistant Superintendent of Schools, and Student Services  
Mrs. J. Buckwold, Administrator of Assessment and Evaluation / School and Community Support  
Mrs. C. Melville, Secretary-Treasurer / Chief Financial Officer  
Mr. R. Calvert, Manager, Facilities and Maintenance

# **SCHOOL PROCEDURES**

## **1. ENTRY AND DISMISSAL TIMES:**

8:40 a.m.	Students enter building
8:45 a.m.	Registration and Opening Exercises
8:50 a.m.	Classes Begin
11:35 a.m.	Morning Dismissal
12:40 p.m.	Student Entry
12:45 p.m.	Registration
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 starting in September 2021). Please refer to the cycle calendar for specific dates.**

## **2. DRESS CODE:**

All students should be appropriately dressed for school. The school is their place of business and certain standards need to be maintained.

Students are encouraged to dress and groom themselves in a manner appropriate to the educational environment. Discretion and common sense call for an avoidance of any extreme which would interfere with the normal educational process.

Dress must be appropriate to the needs of the programs and safe practice (e.g., proper footwear for assigned play structure days and gym classes).

The guidelines for Lakewood School are as follows:

- No hats or bandanas
- No improper words and/or images on clothing such as t-shirts
- No revealing tank tops or muscle shirts
- No revealing shorts or skirts
- All body parts are to be covered which means that backless tops are not to be worn to school.
- As well, cosmetics and/or make-up are not to be worn at the elementary school level except for special events such as Halloween and school performances.

These guidelines are very similar to the guidelines established at all schools. Your cooperation is appreciated.

## **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 (runners) 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

<You'll find links to the apps at 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 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 announce your presence, and sign in.** Thank you for your cooperation.

#### **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 2020-2021 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. Announcements will be made on the radio (**CJOB**). In the case of evacuation, students would be housed at **John Taylor Collegiate**.

**\*When the temperature hits -45 degrees, school buses will not run. Listen to CJOB to find out if buses are cancelled or check the St. James-Assiniboia website at [www.sjasd.ca](http://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 of -28 degrees Celsius or colder.

**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 procedures to be used in case of danger from a tornado.

## **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 wash their hands thoroughly with soap and water prior to eating lunch. They are also 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 indefinitely.

### **Lunch Room Program Rules:**

1. Eat quietly and remain seated.
2. Keep your hands and feet to yourself.
3. Use appropriate language and/or hand gestures.
4. Keep your garbage contained.
5. Raise your hand if you need assistance.
6. No sharing or throwing of food.

**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.

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### **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. No yelling, use of profanity or throwing objects.
- 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 and the principal are 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.

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### **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:** (Unfortunately, there are no parent volunteers allowed into the school building at this time).

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!

### **RESOURCE PROGRAM:**

The Resource Program aims at facilitating and supporting programming for children with exceptional needs within the mainstream of education. The prime purpose of the Resource Teacher is to enable children with learning difficulties to receive assistance in terms of differentiated instruction and classroom arrangement so that they may progress personally, socially, and educationally, without being removed from the mainstream of the education system. The Resource program facilitates the Vision and Hearing Screening. Resource also assists in the development of Individual Education Plans and Academic Learning Plans.

The Resource Teacher's main function is to determine the needs of children who are perceived by the classroom teacher as having learning problems. The Resource Teacher is seen as a consultant or helper who assists the classroom teacher in programming appropriately for children who encounter academic problems.

### **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, street proofing/personal safety and family life/AIDS education (Grade 5 only). The counselor is available for consultation with parents, students, and teachers.



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

Our Educational Support Service group 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.

**SWIMMING** (Unfortunately, students are not authorized to go swimming while COVID-19 restrictions are in place.)

Every year, Grade 3 students are offered a swimming program as part of the regular school program. Students are transported to and from the pool by divisional bus. Swimming instruction is provided by qualified pool staff. All costs are covered by the school division.

**Please scroll down to the next page to read and review:**

**Lakewood School's Code of Conduct**

## 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, and 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 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. 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.

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 Lakewood 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](#)

**Please scroll down to the next page to read and review:**

**[St. James-Assiniboia School Division's General School Lockdown Guidelines](#)**

## **ST. JAMES ASSINIBOIA SCHOOL DIVISION GENERAL SCHOOL LOCKDOWN GUIDELINES**

### **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.

### **COMMUNICATION**

It is expected that each school will have a communication process in place that includes informing the community - staff, students and parents - of the lockdown procedures at each school. Schools are expected to practice a school lockdown a minimum of two times a year.

Police must also be informed when practicing lockdown procedures.

### **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. If possible, lock the door.**
- 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.**

# Lakewood School Lockdown Procedures

In an emergency situation requiring a lockdown (e.g. weather-related events, school intrusion, hazardous materials leaks, etc.), the following procedures are to be followed:

1. The principal or designate will call 911 and notify Emergency Services of the need for immediate assistance and will contact the Board Office.
2. The principal or designate will announce over the public address system that "A school lockdown is now in effect. Please secure the building. Follow procedures and wait for further instructions."
3. The following action plan will be reviewed with the staff and students:
  - a. All students are to remain in class. Students in the hallways are to immediately enter the nearest open classroom. Teachers are to lock classroom doors. Ignore a fire alarm. No one, under any circumstances, is to leave the classroom until further notice.
  - b. Class Change in Progress – All students and teachers report immediately to your next class. Teachers, lock your classroom doors. Ignore a fire alarm. No one, under any circumstances, is to leave the classroom until further notice.
  - c. Before school – during recess or lunch and after school – Students in the hallways are to immediately enter the nearest open classroom.  
or  
Students outside of their classroom are to return immediately to their class. Students in the library are to go to the nearest classroom. Students in the gym are to report immediately to the girls' change room. Teachers are to lock the classroom doors. Ignore a fire alarm. No one, under any circumstances, is to leave the classroom until further notice.
4. Classroom teachers are to do the following:
  - a. Clear all hallways without delay.
  - b. Hurry students into the closest unlocked classrooms, office or storage room. If you have care and control of a student, keep it.
  - c. Lock the door, turn off the lights and close the blinds/drapes.
  - d. If the door will not lock, quickly pile desks and other heavy moveable items to deter entry.
  - e. Have students sit quietly where they are not visible either from the door or outside windows.
  - f. Try to maintain calm and silence.
  - g. Do not use the intercom.
  - h. If you have access to a cellular telephone, use it only to contact emergency services. Forbid students use of cellular telephones.
  - i. Do not leave the room until a credible person informs you that the danger has passed and advises you on how to safely exit the school.
  - j. Once you, and students in your care, have exited the school, stay with them until you have all been taken to a secure alternate location.
  - k. Remain available as requested to speak with police investigators.
  - l. Do not speak with the media during the course of the police investigation.
  - m. Make sure that you use the personal support services that will be available to assist you in coping with your normal and natural response to such a horrific event.
5. Any staff away from the school with their class should be contacted if possible. Direct them to take their students to the evacuation site or other designated location.
6. Substitute teachers are to be provided with the emergency information in their sub folders.

This plan is adapted from:  
Portage la Prairie School Division  
Division Crisis Response Plan

August 2001

# Snow Storms & Tornadoes

## TORNADOES

Much of Manitoba is in an area where tornadoes can touch down and cause severe damage. With our weather patterns currently changing there is a danger of increasing numbers of tornadoes and we should be prepared for the possibility of such a storm.

Tornadoes develop very quickly with very little warning. It is imperative that procedures be in place to cover this threat similar to the priority that we give to fire drills. Tornado alerts are broadcast via the Weatherradio Canada broadcast station using VHF public service band 162.550.

**Tornado Watch** – *watches are issued when conditions are favourable for the development of tornadoes. During a tornado watch, all outdoor activities should be postponed. Students should be moved from the most susceptible areas such as outdoors, portables and gymnasiums.*

**Tornado Warning** – *Warnings are issued when there is confirmed sighting of a tornado on the ground, when the weather spotter reports funnel clouds with a rotating thunderstorm, or a tornado signature is detected using Doppler radar. During a tornado warning, all staff and students should move to their designated tornado safe zones.*

Some points to keep in mind:

- If violent winds or tornadoes are spotted in your location seek shelter in a basement or an interior area with no windows.
- The gym is **NOT** a recommended area because the roof could easily fall in or lift off if a tornado hit the school.
- If you are in a room with no external walls or windows, have students get under desks – they can take a fair weight if the roof falls in.
- School corridors are often well constructed and the walls could help uphold the roof even under severe conditions.
- If caught outdoors, train students to move at right angles away from the tornado's path and lie in a hollow or ditch.
- Students sheltering in place must sit cross-legged or with their knees tight to their chests, facing a wall with their hands over their heads to protect their internal and sensory organs.

# Procedures for Storm Closures, Bus Cancellations and Other Emergencies

It is the intent of the St. James-Assiniboia School Division to provide educational services to children in the Division on every regularly authorized school day if possible. In the event of emergencies or extreme circumstances, the Chief Superintendent or designate may decide to close all or specific schools and/or discontinue bus service in whole or in part due to severe weather or snowstorms, adverse road conditions and/or other emergencies, if it is in the best interests of the children that such action be taken.

## A. School Closure

In the event of extremely adverse circumstances, including severe storm days, the Chief Superintendent or designate may decide to close all or specific schools. 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.

**Please scroll down to the next page to read and review:**

**[Lakewood School's Healthy Living Policy](#)**

## **Lakewood School Healthy Living Policy**

Lakewood School recognizes that healthy living incorporates a balance between healthy eating, physical activity, and mental wellness.

“Health is a state of complete physical, mental and social well-being.” World Health Organization, 1948

Lakewood School sees healthy living as a cooperative activity between home, school and community. The school will continue to promote healthy living through studies of nutrition, physical education, and assistance and support to families with their implementation of healthy lifestyles for their children and family. Healthy lifestyle is a life skill and a life time learning process.

Following are the Lakewood School Guidelines for promoting a healthy, active lifestyle:

- School staff is encouraged to act as role models in order to promote a healthy, active lifestyle.
- Mental wellness will be encouraged and supported with an on-going positive school environment and education programs fostering student wellness strategies and resiliency.
- Opportunities will be provided for students to be engaged in a wide variety of physical and social activities.
- School community members are encouraged to choose fundraising activities, rewards and incentive programs which do not compromise students’ healthy food choices.
- School community (staff, students, parents, community) members will be encouraged to bring food belonging to the four food groups of Canada’s Food Guide for class parties, recess snacks and lunches. It is recognized that schools need to be flexible for celebration days and special lunch days.
- School community members are encouraged to make healthy options available for school events.
- Families are encouraged to make healthy food consumption a priority for their child’s lunches at school.
- The school will continue to ensure that all staff is aware of various food allergies and guidelines to support these students with food allergies.
- A healthy environment will promote healthy living concepts. Lakewood School will encourage families to keep the 3 Rs (reduce, re-use and recycle) in mind when packing lunches for school.
  - ✓ Reduce – reduce the amount of disposable containers
  - ✓ Re-use – pack lunches in re-useable containers
  - ✓ Recycle – recycle all possible items
- We will encourage students to wash their hands or use the sanitation product provided before eating.
- A milk program will be provided for the lunch program.

Lakewood School will continue to support our students in making good choices to ensure healthy lifestyles.