

# School Handbook



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# Welcome to Phoenix

Dear Parents,

**Whether you are returning to Phoenix School or joining our community for the first time, we are excited to welcome you and look forward to building strong partnerships that support student success.**

**At Phoenix School, students learn, explore, take risks, and discover their strengths in an environment where they are known, valued, and supported. We are committed to fostering a strong sense of belonging and providing opportunities for all students to grow academically, socially, and emotionally.**

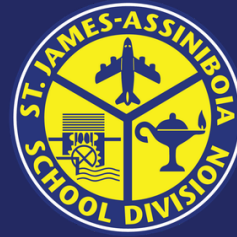
**We are excited to see our classrooms and hallways filled once again with the energy, laughter, and school spirit that make Phoenix School special. Thank you for being part of our community. Together, we look forward to a wonderful year of learning, growth, and achievement!**

Warm regards,



**Jackie Gagné**  
Principal, **Phoenix School**

# Land Acknowledgement



The community of St. James-Assiniboia has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak, and the Dakota Oyate peoples. It is the birthplace and national homeland of the Red River Métis. It is also home to members of the Denesuline, the Anisininewuk, and Inuit nations. Our community is bound by Treaty One.

Our water flows from Shoal Lake 40 First Nation in Treaty Three, and our buildings are powered by Northern Manitoba in Treaty Five. We are all tied together through the treaties that were signed across these lands. These treaties come with a responsibility to the land, the waters, the animals, and each other. We are committed to honour and learn about the true history of this place, and to do our parts to move our community forward in a true spirit of justice and reconciliation.

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La communauté St. James- Assiniboia a de profondes racines autochtones. Ces terres et eaux sont les territoires traditionnels des peuples Anishinaabeg, Ininewak, et Dakota Oyate. Berceau et patrie nationale des Métis de la Rivière Rouge, elle accueille également les membres des peuples Denesuline, Anisininewuk, et Inuit. Notre communauté est tenue par le Traité 1.

Notre eau coule de la Première Nation Shoal Lake numéro 40 du Traité 3 et l'électricité de nos bâtiments est fournie par le Nord du Manitoba et le Traité 5. Nous sommes tous liés par les traités signés sur ces terres et avons une responsabilité envers la terre, envers les eaux, envers les animaux, et l'un envers l'autre. Nous nous consacrons à honorer et à apprendre la vraie histoire de cet endroit. Nous nous engageons dans l'avancement de cette communauté dans l'esprit de la justice et de la réconciliation.



## **Vision**

**Phoenix is a community dedicated to learning.**

## **Mission Statement**

**To develop each student's potential as a kind, empathetic citizen who values acceptance, and inclusion of others. The school will nurture life-long learners who are team players in a global community.**

# School Information

## Phoenix School



**111 Alboro St.**



**204-889-5053**



**204-889-5060**



**Phoenix Website**



**Instagram**



**8 am-4 pm**

# Daily Schedule Overview



## Regular School Day

|               |                  |
|---------------|------------------|
| Student Entry | 8:20             |
| Period 1      | 8:25-9:02 AM     |
| Period 2      | 9:02-9:40 AM     |
| Recess        | 9:40-9:55 AM     |
| Period 3      | 9:55-10:32 AM    |
| Period 4      | 10:32-11:10 AM   |
| LUNCH         | 11:10 – 12:10 PM |
| Student Entry | 12:10-12:15 PM   |
| Period 5      | 12:15 – 12:53 PM |
| Period 6      | 12:53 – 1:30 PM  |
| Recess        | 1:30 – 1:45 PM   |
| Period 7      | 1:45 – 2:22 PM   |
| Period 8      | 2:22 – 3:00 PM   |
| Dismissal     | 3:00 PM          |

## Early Dismissal

|               |                  |
|---------------|------------------|
| Student Entry | 8:20             |
| Period 1      | 8:25-9:02 AM     |
| Period 2      | 9:02-9:40 AM     |
| Recess        | 9:40-9:55 AM     |
| Period 3      | 9:55-10:32 AM    |
| Period 4      | 10:32-11:10 AM   |
| LUNCH         | 11:10 – 12:10 PM |
| Student Entry | 12:10-12:15 PM   |
| Period 5      | 12:15-12:45 PM   |
| Period 6      | 12:45-1:15 PM    |
| Recess        | 1:15-1:30 PM     |
| Period 7      | 1:30-2:00 PM     |
| Period 8      | 2:00-2:30 PM     |
| Dismissal     | 2:30 PM          |



SJASD is committed to educational programs in which children can develop their natural capabilities to their fullest extent, building upon personal strengths and the richness of our culturally diverse population.

## School Hours & Drop-Off/Pick-Up Times

### **01** School Office Hours

8 am–4 pm

### **02** Morning Drop-Off

Outdoor Supervision begins at 8:10 am

### **03** Afternoon Pick-Up

3 pm

### **04** Pick-Up Authorization

Only listed guardians may pick up a child

#### **Drop-Off Instructions**

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- For student safety and traffic flow, please use the circular drop-off area in the gravel parking lot beside the Headingley Library.

#### **Pick-Up Instructions**

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- Kindergarten, Room 15, 16, 3, 4, 9 North doors by Play Structure
- Room 5, 8, 18, 19  
West Tarmac (behind the school)



# Communication Between School & Parents

Effective communication between home and school is essential to supporting student learning, well-being, and success. Throughout the year, families can expect to receive information through a variety of channels.

## General School Updates

- **Weekly Newsletters**  
Sent via email, summarizing school highlights and upcoming events.
- **School Agenda's (Grades 1-5)**  
Included with your child's student fees and is distributed at the beginning of the school year. It is an important communication tool between parents and the school.
- **Updates via Instagram App**  
Parents receive photos, messages, and reports through [.phoenixsjasd](#)

## Direct Communication

- **Parent-Teacher Meetings**  
Available twice a year via Parent-Teacher Conferences or upon request.
- **Email & Phone Support**  
Teachers and staff are available for inquiries during school hours.



## Student-Parent-Teacher Conferences

Parent-teacher conferences are meant to celebrate the learning of each student and are scheduled twice a year to discuss:

- Student growth and achievement.
- Families will receive information about conference dates and appointment scheduling from the school.
- Parents/guardians are encouraged to attend and work collaboratively with teachers to support student success.

**Additional meetings can be scheduled if needed.**

## School Visitation Policy

Parents are welcome to visit the school, but for security reasons, the following practices apply:

- All visitors and volunteers must check in at the front office and wear a visitor's badge.
- No visitors may go to the classroom unless pre-arranged with the teacher.
- If a parent or volunteer is required, your child's classroom teacher will contact parents to determine availability and interest.

# Our Commitment to a Respectful School Community

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At our schools, we believe that students thrive when caregivers and staff work together in a spirit of mutual respect, trust, and collaboration. We are committed to maintaining a safe, caring, and respectful environment for everyone. We ask all members of our school community to communicate respectfully and working together to support student success.

## Community Expectations

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**All members of our school community are expected to:**

- Treat staff, students, volunteers, and visitors with dignity and respect.
- Communicate concerns in a calm, constructive, and respectful manner.
- Use appropriate language and maintain respectful behaviour during meetings, phone calls, emails, and all other forms of communication.
- Work collaboratively with school staff to support student learning, well-being, and success.
- Respect the professional roles and responsibilities of all school employees.



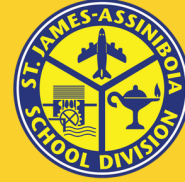
[Scan here to review SJASD Policy  
GBAA - Respectful Workplace](#)



By working together respectfully, we help create a positive learning and working environment where everyone feels valued, safe, and supported. This expectation reflects the St. James-Assiniboia School Division's commitment to maintaining a respectful workplace and school community.



The safety, rights and well-being of the students we serve are at the core of our daily operations. We nurture supportive relationships with students while balancing and encouraging appropriate boundaries and healthy relationships.



## Student Safety and Professional Boundaries

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St. James-Assiniboia School Division is committed to providing safe, caring, and inclusive schools. Policy GBEB establishes expectations for appropriate interactions between students and adults working within the Division. Students who experience, witness, or become aware of conduct that may be inappropriate are encouraged to report concerns to a teacher, counsellor, principal, vice-principal, parent/caregiver, or another trusted adult. All concerns will be taken seriously and addressed appropriately.

## Child Protection and Professional Boundaries

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The Division maintains Policy GBEB: Code of Conduct for Child Protection to support safe, respectful, and professional relationships between students and adults who work or volunteer in our schools. Parents and caregivers are encouraged to review the full policy on the Division website and report any concerns regarding student safety or professional boundaries to their school principal or the Superintendent's Office.



[Scan here to review SJASD  
Policy GBEB - Code of Conduct  
for Child Protection](#)



Parents play an important role in our school community. We offer several ways to participate, volunteer, and support your child's education journey.



[Scan here to review SJASD Policy KMA - Parent Involvement in Schools](#)



## Parent Organizations

An annual Establishment Meeting will occur each fall to determine the formation of one or more of the following parent organizations.

- **Parent Advisory Council (PAC)**
- **School Advisory Committee (SAC)**
- **Booster Committee**
- **Advisory Council for School Leadership**

This year's AEM will occur on:

**September 23, 2026 @ 6 pm in the gym**



## Classroom Involvement

- **Field Trip Chaperones**  
Supervising a small group of students.
- **Classroom Assistance**  
Helping teachers organize activities and assist during special classroom projects, and assist students practice reading.



## School-Wide Volunteering

- **Nutrition Programs**  
Help prep snacks for students.
- **Special Events and school celebrations**  
Assisting with school-wide events.
- **Sports team coaches or assistants**  
Supports student sports programs.

**All parent volunteers must complete a volunteer package and provide several required documents before participating in school activities.**



[Scan here to review SJASD Policy IJOC - Checks for Volunteers](#)

SJASD is committed to providing a full and efficient educational experience for all learners. Students who attend school regularly are more engaged in learning, have a greater opportunity to access school and community resources, have a greater sense of belonging, and are more likely to reach their full potential. Student presence and engagement is required for success. Below are our policies regarding attendance, absences, and tardiness.

## Attendance Expectations

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- All students are expected to attend school Monday through Friday during regular school hours.
- Parents must take all reasonable measures to ensure the child attends school regularly.
- If a child will be absent, parents must notify the school by using the Divisional absence reporting system, School Messenger (see Reporting Absences).

## Late Arrivals

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- The school day begins at **8:20 am** or **12:10 pm**. Any student arriving after these times is considered late.
- Parents must sign in late arrivals at the school office to receive a “check-in slip.”
- If a child is expected to be late, caregivers are encouraged to notify the school by using the Divisional absence reporting system.

## Reporting Absences

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- Caregivers must use the Divisional school absence reporting system, School Messenger, by one of 3 ways:
  - Download the app from the Apple App Store or Android App on Google play or
  - via website [School Messenger](#) or
  - Call 1-844-434-8116
- If a child's absence is not reported, the automated notification system will try to contact you.

# Planned Absences, Family Vacations & Early Dismissals

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- We understand that families may have pre-planned trips, obligations, or appointments.
- Parents/guardians should notify the school at least two weeks in advance of any extended absence.
- Students leaving school early must be signed out at the office by a parent/guardian.
- Early dismissals and absences will be recorded by the office.
- Whenever possible, medical and dental appointments should be scheduled outside of school hours.
- Teachers are not required to provide students with the supplementary learning materials during planned absence.

## Unexcused Absences & Attendance Review

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An absence is considered unexcused if:

- The school is not notified in advance.
- The child misses school due to a non-emergency, non-medical reason without prior notice.
- The child is absent frequently without justification.

**Chronic absenteeism (more than 10 percent of instructional days in K-8 in a reporting period) may result in a review of the child's attendance improvement plan (AIP).**

[Scan here to review SJASD Policy JE - Student Presence and Engagement](#)



If a student accumulates **10 unexcused absences per semester**, the school will schedule a **parent-teacher** meeting to discuss the impact of attendance on the child's learning and development.

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SJASD prioritize student health and well-being. Our practices help create a safe, clean, and supportive environment for all children.



## Illness

### When to Keep Your Child at Home

As recommended by [Manitoba Public Health](#), children must stay home if they have:

- Fever of 38°C or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

**Parents/guardians are asked to notify the school of any illness-related absence. Where an illness results in an extended absence, the school may request medical documentation and will work with the family to support the student's returning to learning and access to missed work.**

## Lice and Bed bugs

**Lice and bed bugs can occur:** Regularly check your child's hair and clothing and treat as needed.

**If your child has lice:** Your child should stay home until their first full treatment with a recommended lice shampoo has been completed.

**If lice or bedbugs are identified in your child's school:** A notice will be sent home to inform families via the automated school messenger system.



[Scan here to review SJASD Policy JLCD – Administering Medicines to Students](#)

## Prescription Medication

Prescription medications require a completed Authorization and Administration of Prescribed Medication Form.

All medication must be in its original packaging and labelled with student's name. It is to be handed directly to a staff member.

No medication (including over the counter medicine) should be left in a child's backpack.

## Allergy, Scent & Food Safety Practices

SJASD is an allergy-aware division.

SJASD schools promote a scent-aware environment.

SJASD schools follows food safety practices.

**At least two staff members within each school are trained in allergy response and emergency first-aid medical procedures.**

The St. James-Assiniboia School Division recognizes that schools and families share a responsibility for promoting healthy lifestyles and supporting student well-being. We believe that good nutrition plays an important role in student growth, learning, health, and overall success.



## School-Provided Meals & Snacks

- **Phoenix School provides a nutritious snack each day to help students start their morning ready to learn. Additional snacks may be offered periodically throughout the year.**

## Lunch Program

The lunch hour is an important part of our school day and provides students with an opportunity to eat, socialize, and play in a safe and respectful environment. Students who remain at school for lunch are expected to:

- **Remain seated while eating.**
- **Keep their hands, feet, and personal belongings to themselves.**
- **Speak respectfully and use an appropriate volume when interacting with peers and supervisors.**
- **Play safely and respectfully while outdoors.**

We appreciate families reinforcing these expectations with their children. If a student is unable to consistently meet these expectations, the school may work with the family to determine alternative lunch arrangements to ensure a safe and positive environment for all students.



[Scan here to review SJASD Policy EFA – Nutrition](#)

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## Home-Packed Lunch & Snack Practices

- Please send a home-packed meal with your child to school each day.
- **Allergy Aware:** please respect allergy-related requests communicated by the school and avoid sending foods that may trigger a severe allergic reaction in students.
- Lunch should be healthy and balanced, avoiding sugary snacks and sodas.

### Foods to Avoid

- Chips, candy, chocolate, and soft drinks.
- Processed fast food or highly sugary items.



## Allergy Awareness & Food Safety

- SJASD schools are Allergy Aware.
- Parents must inform the school of any food allergies during enrollment.
- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.
- **If your child has a life-threatening allergy, caregivers must work with the school to create an Anaphylaxis Standard Health Care Plan (SHCP).**

**At least two staff members within each school are trained in allergy response and emergency first-aid medical procedures.**



SJASD is committed to supporting the academic, social, emotional, and behavioural success of every students. A variety of school-based and divisional supports are available to help students thrive throughout their education journey.



## Resource

The Resource Teacher works collaboratively with classroom teachers, families, and support staff to support students who may require accommodations, interventions, or additional learning support. Services may be provided in the classroom, in small groups, or through individualized planning.



## Guidance Counsellor

Guidance Counsellor services support students' social, emotional, and personal well-being. Students may receive assistance with problem solving, self-regulation, friendships, conflict resolution, transitions, and other challenges that may impact learning and school success.



## Educational Support Services (ESS)

Our schools have access to the SJASD Educational Support Services team. Depending on student needs, supports may include psychologists, social workers, speech-language pathologist, occupational therapists, physiotherapists, reading clinicians, behaviour support staff, and other specialized professionals. These services are provided in consultation with families and school staff.



[Scan here to learn more SJASD Educational Support Services](#)

### Questions About Support Services?

If you have questions or concerns about your child's learning, social-emotional well-being, communication, or development, please contact your child's teacher or the school administration team. We are committed to working in partnership with families to support student success.



## Emergency School Closure

- Severe inclement weather or facility issues may result in a delayed opening, early dismissal, or school closure.
- School closures or schedule changes will be announced on CJOB 680 AM between 6:00 a.m. and 8:00 a.m.
- Families are advised to check [sjasd.ca](http://sjasd.ca), the Division's Instagram account and their school's Instagram account for the latest closure information.
- An automated message will also be sent to your email and/or contact number via School Messenger.
- If no announcement is made, parents/guardians may assume the school is open.
- Every effort will be made to notify parents/guardians of an early dismissal.
- If a parent/guardian cannot be reached, the designated emergency contact will be contacted.



## Fire, Lockdown, Tornado Drill & Emergency Evacuation

- Throughout the school year, students and staff participate in fire, lockdown, and severe weather drills to practice emergency procedures.
- In the event of a fire or emergency evacuation, students and staff will follow established evacuation procedures and proceed to **the Headingley Library, 49 Alboro St.**
- Attendance will be verified before leaving the school and again upon arrival at the evacuation site.
- Students and staff will remain at the evacuation site until further instructions are provided.



[Scan here to review SJASD Policy EBCD – Procedure for Storm Closures, Bus Cancellations and Other Emergencies](#)

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We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

## Dress Code Guidelines

### Expectations

- Wear comfortable clothing that allows for movement, active play, and participation in learning activities.
- Dress appropriately for weather conditions, including outdoor recesses and learning activities.
- Wear suitable footwear that promotes safety for indoor and outdoor activities.
- Wear clothing appropriate for specialized programs such as Physical Education, field trips, and other school activities.

### Safety

- Footwear should be secure and suitable for running, climbing, and active play.
- Clothing should not create safety concerns during learning activities.
- Additional safety requirements may apply in specific learning environments such as Physical Education, science, technology, or practical arts program.

**We encourage families to label all personal belongings. All misplaced articles are placed in the school's Lost and Found, located [insert location]. All items that are not claimed are donated to a designated charity each term.**



[Scan here to review SJASD Policy  
JICA - Student Dress Code](#)

# Respectful Learning Environment

**Clothing, accessories, or personal items should not:**

- Promote violence, illegal activities, or discrimination.
- Include language, images, or messages that are offensive, hateful, or disruptive to the learning environment.
- Interfere with student learning or the operation of the school.

## Individual Expression

We value diversity and individuality. Students may express their identity, culture, beliefs, and personal style through their clothing choices, provided those choices are safe and appropriate for the school environment.

## Personal Belongings

### Items to Bring Daily

- **Backpack**  
large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**  
labeled with the child's name
- **Lunch & Snacks**  
if staying at school for lunch

## Items Not Allowed at School

- **Toys from home**  
except for special sharing days
- **Electronic devices**  
tablets, smartwatches, cellphones
- **Expensive, special interest, or sentimental items**  
the school is not responsible for lost or damaged items



[Scan here to review SJASD Policy  
ECAD - Responsibility for  
Personal Property.](#)

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.

# Outdoor Recess Expectations

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- Students are expected to participate in outdoor recess and should dress appropriately for the weather.
- Recess is supervised by school staff.
- Requests to remain indoors during recess cannot be accommodated unless supported by a documented medical reason.
- A shortened, 10-minute recess will occur between temperatures of  $-25^{\circ}\text{C}$  and  $-28^{\circ}\text{C}$ .
- Indoor recess will be held during extreme weather, including wind chills of  $-28^{\circ}\text{C}$  or colder.
- Students are expected to play safely, respectfully, and follow staff directions.
- Students who are unable to meet playground expectations may participate in an alternative recess plan.



[Scan here to review SJASD Policy – Cold Weather Policy](#)

## Travelling to and from School

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### Walking, Biking and Wheeling to School

- Students are encouraged to walk, bike, scooter, or rollerblade to school.
- Helmets are required.
- Bikes and scooters must be stored and locked to the bike rack.
- Rollerblades may not be worn in the school.
- Skateboards may not be used on school property.
- The school is not responsible for lost, stolen, or damaged items.

### School Bus Transportation

- Students who qualify for transportation services will be notified of their bus stop location and pick-up/drop-off times by the Transportation Department.
- Students riding the bus are expected to follow SJASD bus safety and behaviour expectations.



[Scan here to review SJASD Policy EEAA – Student Eligibility for Transportation Services](#)

The St. James-Assiniboia School Division is committed to ensuring that all schools provide safe, caring, inclusive, and culturally responsive learning environments where every student experiences dignity, belonging, and support for their learning and well-being.



[Scan here to review SJASD Policy JIC - Code of Code](#)

## Code of Conduct

Reflects a student-centered, strength-based approach that emphasizes:

- 1 Proactive, whole-school practices** that promote positive relationships and prevent harm.
- 2 Fair, consistent, and culturally** responsive interventions.
- 3 Respect for human dignity** in all responses to behaviour.
- 4 Professional judgment** in determining appropriate supports and consequences.
- 5 Shared responsibility** among students, families, staff, and the broader community.



We value collaborative conversations that focus on finding solutions and supporting student success. Open and respectful communication between home and school helps foster strong relationships and positive outcomes for students.

## Lines of Communication

To ensure questions, feedback, or school-related matters are addressed effectively, we encourage families to follow this communication pathway:

- Step 1** Connect with the **Classroom Teacher**  
The classroom teacher is often best positioned to address questions related to learning, classroom expectations, student progress, attendance, or daily school experiences.
- Step 2** Contact the **Principal**  
If additional support is needed, the principal can help facilitate further discussion and work collaboratively with all parties to identify a positive path forward.
- Step 3** Contact the **Division Office**  
Should further assistance be required, a Division Administrator or Superintendent may be contacted to provide guidance and support.
- Step 4** **School Board**  
In rare cases where a matter remains unresolved, it may proceed through the School Board process in accordance with division policies.



**Phoenix School**

# St. James–Assiniboia School Division

Great Schools for  
Growing and Learning



St. James Assiniboia School Division  
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[www.sjasd.ca](http://www.sjasd.ca)  
[@stjames\\_assiniboiasd](https://twitter.com/stjames_assiniboiasd)



[Scan here to review the complete  
SJASD Policy Manual](#)

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