



Encouraging Everyone to Succeed



# Erickson Elementary School

## Mission

In Partnership with parents and community, provide a quality education, by supporting and encouraging individual growth in a positive, respectful, and safe environment.

## Vision

Students who are transformative citizens and who value “the good life”

Mino-Pimaatisiwin

**2022 - 2023**

Parent & Student Handbook

# WHAT WE BELIEVE.....

Love and acceptance for oneself and others

Humility- to ask for help and be responsible when we make a mistake.

Truth – being true to yourself.

Honesty – being honest with ourselves and those around us.

Wisdom – to learn new things from each other.

Courage – to try new things, be confident and proud of who we are.

Respect – for ourselves and everyone and everything around us

# PRINCIPAL'S MESSAGE.....

Dear EES and ECI families

The 22-23 school year is upon us and there are some new and exciting changes to our Erickson schools this year. I am extremely excited to be working with both the elementary and high school as principal this school year. I am also excited to be working with co-admin Ms. Robson and Ms. Warrington as well as both school teams to bring new learning adventures for all our students. After two years of uncertainty, we are hoping that this school year will be more routine and is full of creative and exciting opportunities to learn, collaborate, grow, and experience the full scope of what an education can offer. It will be a year of re-building and re-connection. We will be finding ways to re-connect with each other and with our communities. We will focus on the whole child – the mental, physical, spiritual, and emotional needs of all our students. We will continue to provide the absolute best we can for our students in this constantly changing world.

You are a big part of this. As families of our children, your support and collaboration are key in their success. Getting them to school, collaborating with us to program for them, and keeping the door of communication open always is vital to making the school experience successful for everyone. If there are suggestions, concerns, or questions, I encourage you to connect to the teachers and/or myself anytime.

In closing, together we can make this school year a great one, and I along with our entire staff in both schools are truly blessed and looking forward to be working with all our children and their families.

All the best,

Laurie Bachewich and the EES/ECI Team



## **OUR CODE OF CONDUCT**

In partnership with parents and community, we, at Erickson Elementary School, strive to create a climate, which encourages success for every student in a safe and respectful environment. We are committed to creating a community of learners and good citizens.

At our school, we are committed to maintaining a caring environment that promotes safety for all, respect for and acceptance of differences, and opportunities for academic, social, emotional, and physical growth, in an effort to prepare students to meet the needs of an ever-changing world.

**Erickson Elementary School is guided by the Rolling River School Division Code of Conduct.**

## **GENERAL INFORMATION**

### **School Hours**

Erickson Elementary operates on a six-day cycle consistent with Rolling River School Division. We run a balanced day timetable, see below for times,

Office Hours: 8:30 am - 3:30 pm daily

### **Daily Scheduled Times**

#### **AM**

Classes Begin 9:00 a.m.

A.M. Break 10:40 a.m. to 11:20 a.m.

#### **PM**

Lunch Break 1:00 p.m. to 1:40 p.m.

Dismissal 3:20 p.m.

## **POSTING PHOTOS**

RRSD actions must comply with FIPPA legislation. All school related information for internet posting needs to go through the school principal. Permissions around posting photos are provided to the school principal when parents respond to the waiver around school photos. The principal is the keeper of that information. If an individual has identified that photos not be disclosed, we must abide by that request. Parent chaperones are an extension of school activities and cannot post school related photos or information. All information for posting needs to go through the school principal.

## **BIRTHDAY INVITES**

We ask that if your children have birthday invitations that the following procedures be considered:

- If your whole child's class is invited to the birthday party, the invites can be handed out at school at the end of the day and placed in the children's planners to take home.
- If the whole class is not invited, we ask that you hand out those invites privately.
- We will not make invites at school.

We respect that it is entirely up to the child and their family to plan their celebration as they wish. We want to be sure that we uphold our school beliefs for acceptance and respect the feelings of all our children. Thank you for your consideration in this matter.

## **STUDENT ABSENCE AND TARDINESS**

For your child's safety, we ask that you contact the school before 9:00 a.m. if your child is going to be absent or late.

If we have not heard from a parent or guardian, EES automated attendance calling system will contact your home by 9:40 am (for AM attendance) and 1:20 pm (for PM attendance).

**If there is a change in pick up, we ask that you write a note in your child's planner or call the school before 3:00 p.m.**

**It is your responsibility to notify your child's bus driver if there is a change in drop off or pick up or if there are other children accompanying your child home.**

Students who are late need to notify the office before entering class.

Students who are missing classes are encouraged to make plans with the classroom teacher to get homework or make arrangements to get incomplete homework finished.

**Absences from class can detrimentally affect a child's academic progress. We cannot express enough the importance of regular attendance at school. We know it is so important to keep things consistent to help support our children's learning and growth. Please call the school if you require assistance with this.**

## **DRESS CODE**

All students in RRSD are expected to come to school neatly dressed and appropriately groomed to compliment a positive learning environment. Cut-offs, mesh/halter shirts, revealing clothing that is obscene, suggestive or vulgar in nature shall not be allowed. Inappropriate messages will also not be tolerated. School administration will determine appropriateness and actions necessary if needed.

***Please note: students must wear shoes at all times which are safe for school activities. Please note that clean runners and socks are required for physical education classes and indoor wear.***

### **APPROPRIATE DRESS FOR WEATHER**

With Manitoba having such extreme weather, we need to be sure that our students are prepared at all times. We are asking that during the winter months, our children are dressed for the extreme cold. While we do have indoor recess when there are extreme temperatures, we may send the kids out for a few minutes during break. If the weather is above -30, students will be outside. For our younger students, extra toques and mitts are always a good idea.

In the spring, when the playground becomes a puddle, we ask that our younger students bring extra socks, pants etc. if they should get wet.

Footwear is also important. Good outdoor footwear that suits the weather is important. Students are required to have an outdoor and indoor set of shoes. The indoor shoes should be shoes appropriate for gym class.

If you should have any questions or require assistance in this matter, we are happy to help. Please just give the office a call.

## **NUTRITION POLICY**

Erickson Elementary School believes that in working with the home and community, we can encourage healthy lifestyles, which includes proper nutrition and active living, both essential for the proper development of the child.

Erickson Elementary School will promote healthy living through the following:

Proper nutrition and physical education for all students through the Canadian Food Guide to Healthy Eating and the Manitoba Physical Education/ Health Curriculum.

Encouraging nutritional foods during special classroom and school functions.

Healthy foods will be encouraged for morning and afternoon snacks.

Fund-raising does not rely on the sale of non-nutritious foods.

Ensuring proper hygiene.

Encouraging healthy lunch choices.

## **COMMUNICATION**

Communication between the school and home is very important for the success of a student. The school needs to share a variety of information with families and parents should have opportunities to ask questions and respond with regard to the welfare of his/her child. Please take note of agendas, newsletters, parent/teacher conferences and reports, open house, concerts, school website, and notes home. If a parent has a concern with regard to behaviour or academics, it is recommended the parent first contact the teacher and if not satisfied, then speak with an administrator. In almost all instances, problems are resolved when communication is immediate and direct. We will always try to take a solution– focused approach when dealing with issues. Please read the following RRSD guidelines for resolving complaints.

### **RRSD GUIDELINE FOR RESOLVING COMPLAINTS REGARDING TEACHERS AND ADMINISTRATION**

From time to time concerns arise regarding teachers and school administrators. Most of these situations will be addressed satisfactorily through informal discussion between the person(s) with the concern and the teacher or the school administrator. The following guidelines are a suggested process for unresolved concerns or more serious matters that would be characterized as a complaint.

Everyone has an interest that a fair and expeditious process is in place to deal with complaints about teachers or school administrators. The purpose of this process is to find a satisfactory resolution to the complaint(s) raised. Important considerations include addressing the complaint(s) as early as possible, ensuring confidential treatment of complaints.

#### **1. School Level**

- Whenever possible, the complaint should be dealt with at the school level.
- It is important the complainant to meet first with the person against whom the complaint is made. If the meeting with the person against whom the complaint is made does not result in satisfactory resolution, the parties would meet with the immediate supervisor in an attempt to resolve the issue.
- Where a concern or complaint is directed to a division administrator or trustee, it is important that the complaint be directed first to the school to allow for a meeting between the person against whom the complaint is made and, if necessary, with the school principal. No action should be taken by the division administrator or trustee before the concerns/complaints have been addressed at the school level.
- The school board will share its policies or procedures dealing with complaints with its employees, school advisory committees and other individuals or groups as appropriate.

#### **2. Divisional Level**

- When complaints are made directly to the school board about teachers or school administrators, they must be recorded in writing and must be signed by the person(s) lodging the complaint, with a copy to the individual named.
- The individual named shall be given an opportunity for explanation and written response.
- The individual named shall always have the right to have a representative of his/her choosing present.
- The immediate supervisor will be notified of the written complaint. Source: Division Policy Handbook

## PHONE CALLS

Telephone calls to students during school hours are ***allowed only on an emergency basis***. Phone messages can present a problem should students miss an announcement. Parents are asked to discuss plans with their children, regarding where they are to go after school, before they leave home in the morning and write them in the day planner. **Please call before 3:00 p.m. if you have a message for your child at the end of the day. Please contact the classroom teacher using the phone extensions provided.**

<b><i>Erickson Elementary School.....</i></b>	<b><i>204-636-2266</i></b>
<b><i>Principal - Laurie Bachewich.....</i></b>	<b><i>ext. 446</i></b>
<b><i>Vice-Principal- Collen Warrington.....</i></b>	<b><i>ext.449</i></b>
<b><i>Admin Assistant - Connie Huntinghawk.....</i></b>	<b><i>ext. 445</i></b>
<b><i>Kindergarten -Miss. Megan Ross. ....</i></b>	<b><i>ext. 454</i></b>
<b><i>Grade 1 Miss. Ashleigh DeMontigny.....</i></b>	<b><i>ext. 457</i></b>
<b><i>Grade 2 Miss. Cortney Prytula.....</i></b>	<b><i>ext. 458</i></b>
<b><i>Grade 3 / 4 Mrs. Jennifer Kelly.....</i></b>	<b><i>ext. 452</i></b>
<b><i>Grade 3 / 4 Miss. Amanda DeMontigny.....</i></b>	<b><i>ext. 455</i></b>
<b><i>Grade 5 / 6 Mrs. Kim Branconnier.....</i></b>	<b><i>ext. 450</i></b>
<b><i>Grade 5 / 6 Mrs. Colleen Warrington (half-time, AM).....</i></b>	<b><i>ext. 449</i></b>
<b><i>Grade 5 /6 Miss. Justine Wilmot (half-timePM).....</i></b>	<b><i>ext. 449</i></b>
<b><i>Music K-6 Ms. Jodi McCaughan .....</i></b>	<b><i>ext.451</i></b>
<b><i>Resource – Amber Sawchuk.....</i></b>	<b><i>ext. 456</i></b>
<b><i>School Social Worker (counselor) – Mrs. Rebecca Gray.....</i></b>	<b><i>ext. 453</i></b>
<b><i>Physical Education- Justine Wilmot.....</i></b>	<b><i>ext. 451</i></b>
<b><i>Saulteaux – Ms. Darlene Mckay.....</i></b>	<b><i>ext. 451</i></b>
<b><i>Librarian – Mrs. Sherry Sallows.....</i></b>	<b><i>ext. 447</i></b>
<b><i>Staff Room.....</i></b>	<b><i>ext. 448</i></b>



## **SCHOOL SAFETY**

Erickson Elementary purposefully plans for the safety of our students in and around our building. These plans include:

1. *Emergency Preparedness*– fire, dangerous intruder, lockdown, evacuation drills and tornadoes.
2. *Student Supervision*– students are supervised before school as well as recesses throughout the day.
3. *Locked Door Policy* - In accordance with Safe Schools Manitoba, EES will have a Locked Door Policy. Our doors will always be locked while classes are in session. In order to have access to the school, you will be required to ring the doorbell. School staff will answer the door. You are still required to be identified at the office upon arrival.

The school is equipped with an emergency and crisis plan. If you wish to know more, don't hesitate to call the school to discuss.

## **MEDICINE ADMINISTRATION**

(and a note about allergies)

PLEASE BE ADVISED THAT MEDICATION MAY BE ADMINISTERED TO SOME CHILDREN DURING THE SCHOOL DAY TO ENABLE THEM TO ATTEND SCHOOL. IT WILL BE ADMINISTERED UNDER THE FOLLOWING GUIDELINES ACCORDING TO BOARD POLICY:

1. This policy applies to all prescribed medication as well as patent or over the counter (OTC) medication.
2. In circumstances in which a child is able to safely, competently and consistently manage his/her own medication administration, that child may be considered exempt from this policy. The medication administration policy includes children who, by reason of age, maturation, or physical or cognitive ability are not able to manage their own medication administration.
3. Prior to the administration of prescribed or OTC medication by a school employee, the parent or guardian who has care and custody of the child must provide a signed authorization permitting the school to administer the medication. If parents or guardians have separate but joint care and custody of the child, then both parents must sign the authorization form.
4. The medication will be kept in a safe place in the school and administered by the Principal or his/her designate.
5. The first dose of any medication shall be administered at home or hospital. Schools shall not administer the first dose of any medication. Parents / Guardians are responsible to ensure that the first dosage of the medication is well tolerated by the child before requesting that the medication be administered by the school.
6. Medication shall be provided in the ORIGINAL pharmacy labeled container which clearly identifies:
 

name of child	frequency
name of prescribing physician	name of pharmacy
name of the medication	date the prescription was filled
dose	

The label MUST be on the container itself, such as medication bottle, tube, inhaler, etc. and not merely on the package. Medication not meeting these conditions, CANNOT be administered by an employee of the school division.

## **LIBRARY PROCEDURES**

Whether working in a class situation or individually, students are expected to use the Library space productively.

Students and staff are expected to:

1. Maintain a quiet work environment.
2. Put materials away after use.
3. Refrain from eating and drinking in the Library.

All Kindergartens, Grade 1, 2, 3, & 4s will be given a book bag at the beginning of the school year and will be required to use the book bag for all sign outs throughout the year. If a student does not have their book bag they will not be able to sign out. If a book bag is lost, the student may purchase another book bag for \$1.00.

If a student has an overdue book he/or she will not be allowed to sign out until those books are returned. If a book is lost or damaged a \$5.00 fee will be charged and until the fee is paid the student will not be allowed to sign out any further books.

Respect and proper care of all library books is mandatory to continue to have the wonderful selection we have access to here at Erickson Elementary.

If you have any questions or concerns, please call Mrs. Sherry Sallows at 204-636-2266 Ext #447.

## **SCHOOL BUS CANCELLATION POLICY**

- If weather conditions force the cancellation of school bus transportation on a particular day, Division Office will send a message to ALL bus students via Synervoice with a message relaying a '**CANCELLED**' message shortly after **7:00 a.m.**
- **Please check RRSD website for notifications**
- The following radio stations will carry the message:
  - CKLQ 91.5 FM ~**
  - Brandon**
  - 94.7 STAR FM ~ Brandon**
  - CKDM ~ Dauphin**

## **BUS DRIVERS**

**Gordon Bevan** – 204-848-2998 (H) 431-321-3158 (C) Resides west of Onanole

**Crystal Zarn** – 204-636-2129 (H) 204-851-1319 (C) Resides in Erickson

**Wally Wozney** - 204-585-5233 (H) 204-868-5046 (C) - Resides

north of Sandy Lake

**Connie Huntinghawk** 204-867-0908 Resides in RRFN

**Isabelle Roulette** 204-636-7791 Resides in RRFN

**Stacey Mclvor** 204-730-4956 Resides in RRFN

**Dean McKay** 204-636-2430 Resides in RRFN

**Erickson Elementary School 2021 - 2022 Staff**

Principal – Mrs. Laurie Bachewich

Vice-Principal- Mrs. Colleen Warrington

Admin Assistant – Ms. Connie Huntinghawk

Kindergarten – Miss Megan Ross

Grade 1 – Miss. Ashleigh DeMontigny

Grade 2 – Miss. Cortney Prytula

Grade 3 / 4 – Mrs. Jennifer Kelly

Grade 3 / 4 – Miss. Amanda DeMontigny

Grade 5 / 6 – Mrs. Kimberly Branconnier

Grade 5 / 6 – Mrs. Colleen Warrington

Grade 5 / 6 – Miss. Justine Wilmot

Music – Ms. Jodi McCaughan

Resource – Mrs. Amber Sawchuk

School Social Worker(counselor) – Mrs. Rebecca Gray

Grade 3 & 4 Literacy Support – Mrs. Amber Sawchuk

Gr. 3 & 4 Literacy Support- Nicole Plett

Reading Recovery – Mrs. Amber Sawchuk

Physical Education - Miss. Justine Wilmot

Saulteaux /EA – Ms. Darlene McKay

BSSIP Liaison – Myrna Young

Speech & Language / EA – Mrs. Shirley Sheeshka

Educational Assistant – TBA

Educational Assistant – Mrs. Melissa Davies

Educational Assistant – Mrs. Elaine Copenace

Educational Assistant- Mrs. Darlene Preisinger

Educational Assistant- Donna Gunnarson

Educational Assistant – Ms. Justine Kingdon

Head Custodian – Cindy Sullivan

Custodian – TBA

**RRSD STAFF**

RRSD Office – 204-867-2754

Mr. Jason Cline – Superintendent – Ext. 222



# 2021-2022 SCHOOL CALENDAR ROLLING RIVER SCHOOL DIVISION

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	Labour Day	All Schools - PD Day	All Schools- ADMIN. Day	8 Day 1 First Day of Classes	9 Day 2	10
11						
12	Day 3	Day 4	Day 5	Day 6	Day 1	17
18						
19	Day 2	Day 3	Day 4	Day 5	Day 6	24
25						
26	Day 1	Day 2	Day 3	Day 4		

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					All Schools - PD Day	1
2						
3	Day 5	Day 6	Day 1	Day 2	Day 3	8
9						
10	Thanksgiving Day	Day 4	Day 5	Day 6	Day 1	15
16						
17	Day 2	Day 3	Day 4	Day 5	All Schools - PD Day - SAGE	22
23						
24/31	Day 6	Day 1	Day 2	Day 3	Day 4	29

OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Day 5	1 Day 6	2 Day 1	3 Day 2	4 Day 3	5
6						
7	Day 4	8 Day 5	9 Day 6	10 Remembrance Day	11 Elem - Admin H/S - Inservice/PD	12
13						
14	Day 1	15 Day 2	16 Day 3	17 Day 4	18 Day 5	19
20						
21	Day 6	22 Day 1	23 Day 2	24 Day 3	25 All Schools - P/T Interviews	26
27						
28	Day 4	29 Day 5	30			

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Day 6	1 Day 1	2 Day 2	3
4						
5	Day 3	6 Day 4	7 Day 5	8 Day 6	9 Day 1	10
11						
12	Day 2	13 Day 3	14 Day 4	15 Day 5	16 Day 6	17
18						
19	Day 1	20 Day 2	21 Day 3 Last Day of Classes	22 Christmas Break	23 Christmas Eve	24
25						
26	Christmas Break	27 Christmas Break	28 Christmas Break	29 Christmas Break	30 Christmas Break	31 New Year's Eve

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						New Year's Day 1
2	3 Christmas Break	4 Christmas Break	5 Christmas Break	6 Day 4 All Classes Resume	7 Day 5	8
9	Day 6	10 Day 1	11 Day 2	12 Day 3	13 Day 4	14
15	-----Provincial ELA Exam-----					
16	Day 5	17 Day 6	18 Day 1	19 Day 2	20 Day 3	21
22						
23	Day 4	24 Day 5	25 Day 6	26 Day 1	27 Day 2	28
29	-----RRSD Exams-----					
30	Elem - Inservice H/S - Admin	31				

JANUARY







**ROLLING RIVER SCHOOL DIVISION  
2021 - 2022 SCHOOL CALENDAR**