

# NES

Niverville Elementary  
School

Please note any COVID-19 updates on the HSD website as well as our Niverville Elementary Return to School Plan as they may impact some of the information in this handbook

**2020-2021**

## **Niverville Elementary School**

Box 239, Niverville, MB  
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Principal: Mrs. Tracy Beaudin  
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Vice Principal: Ms. Jolene Kehler  
Ms. Kehler's Email: [jokehler@hsd.ca](mailto:jokehler@hsd.ca)

*foundations that empower children to explore and excel.*

## **NES STAFF DIRECTORY**

<b>Name</b>	<b>Position</b>
Mrs. Tracy Beaudin	Principal
Ms. Jolene Kehler	Vice Principal
Mrs. Brenda Lytwyn	Learning Support
Mrs. Debbie Stewart	Learning Support
Mrs. Leslie Bardal	Lit/Num Support
Mrs. Tannis Williams	Lit/Num Support
Mr. Andre Fiola	School Counsellor
Mrs. Kathy Doell	Phys. Ed.
Mrs. Jessica Taves	Music
Mrs. Jenna Wiebe	Kindergarten (K1W/K2W)
Mrs. Melissa Stewart	Kindergarten (K3S)
Mrs. Katrina McAllister	Kindergarten (K4M)
Ms. Tara Hall	Gr. 1H
Mrs. Janice Mitchell	Gr. 1M
Mrs. Jaclyn Regehr-Wiens	Gr. 1RW
Mrs. Tara-Lee Reimer	Gr. 1R
Mrs. Bonnie Anderson	Gr. 2A
Mrs. Sarah Fust	Gr. 2F
Mrs. Kate Hawgood	Gr. 2H
Mrs. Courtney Savary	Gr. 2S
Mr. Josh Goertzen	Gr. 3G
Mrs. Rebecca Martens	Gr. 3M
Ms. Rachael Neal	Gr. 3N
Mr. Eddie Walker	Gr. 3W
Ms. Emily Kipe	Gr. 3/4K
Mr. Matt Kroeker	Gr. 4K
Mrs. Lois Neufeld	Gr. 4N
Mrs. Robyne Pauls	Gr. 4P
Ms. Nia Rogers	Gr. 4R
Mrs. Aimee Bergmann	School Admin. Secretary
Mrs. Kerry Tildsley	Secretary (0.5 AM)
Ms. Brandy Lindsay	Librarian
Mr. Brad Wiebe	Custodian

## **NES DAILY SCHEDULE**

<b>8:30-8:55</b>	Bus students enter school
<b>8:55</b>	Walking Students enter school
<b>9:00</b>	Religious Exercises for students opting in
<b>9:08</b>	Morning announcements/O Canada
<b>10:15—10:30</b>	AM Recess 2&4
<b>10:40-10:55</b>	AM Recess K,1 & 3
<b>11:55 –12:20</b>	Lunch K,1&3, Recess 2&4
<b>12:25-12:50</b>	Lunch 2&4, Recess K,1&3
<b>1:55-2:10</b>	PM Recess K,1&3
<b>2:20-2:35</b>	PM Recess 2&4
<b>3:35</b>	Walking/parent pickup students dismissed
<b>3:40</b>	Bus students dismissed (#29,21,91,32,52)
<b>3:50</b>	Bus students dismissed (#83,47,27)
<b>3:55</b>	Bus Students dismissed (#2)

## **SCHOOL CALENDAR**

Sept. 2,3,4,8 Administration Day (No school)

Sept. 8	Meet the Teacher (2:30 - 6:00 pm)
Sept. 9	First day of classes
Sept. 8,9,10	Kindergarten Orientation Interviews
Sept. 11—16	Kindergarten Staggered Entry
Sept. 17	Full Kindergarten attendance
Sept. 18 & 21	Strong Connections (Gr. 1-4)
Oct. 1&2	Terry Fox Run
Oct. 5&6	Picture Days
Oct. 12	Thanksgiving Day (No School)
Oct. 19—23	Bus Safety Week
Oct. 31	October Fun Day
Nov. 6	Picture Retakes
Nov. 9	Administration Day (No school)
Nov. 9	Remembrance Day Assembly
Nov. 11	Remembrance Day
Nov. 20	Term 1 Report Cards Issued
Nov. 26	Home/School Conferences
Dec. 16 & 17	Christmas Program (K-2)
Dec. 21 - Jan 1	Christmas Break
Feb. 5	Professional Dev. Day (No school)
Feb. 15	Louis Riel Day (No School)
Feb. 26	HTA In-Service (No school)
March 12	Administration Day (No school)
March 19	Term 2 Report Cards Issued
March 25	Celebration of Learning Evening
March 29-Apr 2	Spring Break
April 2	Good Friday (No School)
April 16	Administration Day (No school)
May 12&13	Spring Concert (Gr. 3-4)
May 24	Victoria Day (No School)
June 25	"Bump Up Day (class transitions)
June 28	NES Summer Fun Day (K-3)
June 28	Grade 4 Farewell Celebration/Picnic
June 29	Last day of school
June 29	Final Report cards issued
June 30	Administration Days (No school)

## **MORNING ARRIVAL**

School doors are open as of 8:55 am and students are welcome to come into the school at that time. Students should not arrive prior to 8:30 am as there will not be supervision until that time. As children arrive at school they will be expected to stay outdoors until 8:55 am. They will not need to go into the school or classroom to put away their school bags, they can keep their bags with them. Supervision is available for early bus students and on the school yard starting at 8:30 am.

## **DISMISSAL**

At the end of the day, students are dismissed at 3:35 (walkers), 3:40, 3:50 & 3:55 (buses)  
If you are picking up your child for lunch or at the end of the day, please plan to arrive close to those times. You will need to sign your child out at the office.

## **ATTENDANCE**

It is expected that students will be in school. However, please do not send students who are ill to school. If a student becomes ill during the day parents/guardians will be notified.

## **SCHOOL ATTENDANCE CALL**

As a safety measure this system is used to ensure the

whereabouts of students. The process involves:

- The parent/guardian of a child who will be absent from school **must** notify the school. This could be done by either sending a note to the teacher or office, or by phoning the office between 8:30 and 9:08 am
- Shortly after 9:08 am and 12:50 pm the teachers will notify the office of unexcused absences.
- The school will call the home or given number to confirm the student's absence.

### **BUS TRANSPORTATION**

As has been the policy for the last few years, bus passes will be permitted in an emergency situation. Bus transportation is not for birthday parties or after school play arrangements. It is the responsibility of the parents to transport for these situations. Students are expected to respect the bus driver and follow rules for safety, both on field trips and to and from school. Bus misconduct reports could result in a loss of transportation privileges. Our goal is to ensure the safety of all students using bus transportation.

### **EMERGENCY SCHOOL CLOSING**

When weather conditions are questionable or extreme, please listen to radio station AM 1250, 96.7 FM, CJOB 680 and the HSD website. School closures will be announced between 6:00 and 8:00 a.m.

### **COMMUNICATION WITH THE SCHOOL**

Our School website is a great place to find school schedules, newsletters, staff names and email addresses, PAC information and much more.

We encourage you to follow our Twitter feed on the website for day by day updates on school news. You may also choose to follow us directly with the Twitter app. Our Twitter name is **@NESHanover**.

At the beginning of each month your family will receive a school newsletter by email (or paper copy if email is not available). You will also find the newsletter on the school's web page. Go to <http://nes.hsd.ca>. You may also want to reach us via email. Go to **nes@hsd.ca**. The secretary or principal will respond to your emails as promptly as possible. Our school phone number is 204-388-4861 if you prefer to call.

### **NOON HOUR SUPERVISION OF STUDENTS**

Hanover School Division provides supervision for students during the lunch/activity breaks. Educational assistants on our staff and one teacher on call will be responsible for the students during this time. All students are welcome to stay at school during the lunch hour, as long as they follow the rules of the lunchroom/playground and are respectful to the supervisors. If students are disrespectful or uncooperative during lunch break, alternative

arrangements will have to be made for the student to eat elsewhere. Please understand that teachers are not available at noon to supervise students.

NES is a closed campus to K-4 students. They may only leave the school grounds to go home or go out for lunch with their parent(s). Town students choosing to stay at school for lunch must remain on school grounds during the entire lunch hour. Town students who go home for lunch must stay on school grounds once they have returned from home.

### **NES IS A "NUT AWARE SCHOOL"**

At NES we are committed to provide a safe environment that is inclusive for all children. In common with most other schools, we have a number of children with nut allergies. Niverville Elementary School is 'Nut Aware'. We do not describe the school as being 'Nut Free' because we can't guarantee that students or adults have not brought nuts, or traces of nuts, into the building. We ask that you are aware of this policy and take care to make sure your child's lunch does not contain nut items that would put someone else's child in danger. If you have any questions, please feel free to contact the school.

### **RECESS PARTICIPATION**

Students will be expected to participate outside during all recesses. Those who are sick are encouraged to stay home. Please understand there is no supervision of children inside and therefore sick notes to stay inside will not be accommodated unless there are exceptional circumstances.

### **COLD WEATHER RECESS**

All students are expected to go outside for some fresh air and exercise. Winter weather guidelines are:

- Wind chill between -25 to -29 C. Risk of frostbite in prolonged exposure. Outside or partial noon recess.
- Wind chill -30 C. Frostbite possible in 10-15 minutes. Indoor recess.

Parents please ensure that your child is dressed warmly for winter conditions and other inclement weather. Appropriate shoe wear is important.

### **CLASSROOM ACTIVITIES/PET VISITS**

Teachers are in charge of planning activities for the classroom. Any change from the regular schedule such as surprise parties, bringing pets to school, etc. should be arranged with the teacher well in advance so that you are aware of any classroom concerns regarding allergies.

### **BICYCLES**

Bicycles are to be parked in bike stands during school hours. Students must walk their bikes while on the schoolyard and on the sidewalk beside the school. It

is strongly recommended that students use locks on bikes. The bike areas are not supervised during class time.

### **SCHOOL RECORDS**

Please make sure the school is advised of any changes in telephone numbers, places of employment, medical information, etc. It is important that we have updated information in case of an emergency.

### **LOST AND FOUND**

The Lost and Found area is in the main hallway directly across from the office. You are encouraged to check the Lost & Found for missing items. Unclaimed items are brought to the Niverville Thrift Shop at the end of each month.

### **LIBRARY**

- The Library is a place to enjoy reading and explore new information.
- Students are allowed to sign out two books and may keep them for two weeks.
- Students may not sign out material if books are overdue.
- Lost or damaged books:
  - ~ Books returned in damaged condition, whether willful or due to carelessness, the librarian will assess a damage fee. The amount of the fee will depend on a variety of factors such as the value of the book, the extent and cause of damage. If the book is beyond repair, it will be discarded and replacement cost requested.
  - ~ Books that are 21 or more days overdue will be considered lost and replacement fees will be requested.

### **PERSONAL BELONGINGS**

All items are the responsibility of the owners. Lost or stolen items will not be covered by the school. Personal items can inadvertently get damaged due to carelessness of other students. Theft is also a concern. We cannot be responsible for any loss or damage done to these items.

### **TELEPHONES**

Students who obtain a telephone pass from their homeroom teacher may use the phone in an emergency. Student's seeking permission to go to a friend's house after school should arrange this before coming to school.

### **CELL PHONES**

Should a cell phone be needed by a student at NES, we request the parent inform the teacher. Cell phones are to be kept in the school bag and only used for the purpose as agreed on between parent and

teacher.

### **SKATEBOARDS, ROLLER BLADES & Heelies**

Skateboards, scooters, roller blades and heelies are not allowed at school. Injuries to self and others are a concern due to crowding on the paved areas. Students should not ask to store these in the classroom for use after school.

### **ASSEMBLIES**

Assemblies are held regularly, usually every second Friday, in the school gym. We often have class presentations. Parents are always welcome to attend.

### **COMPUTER/INTERNET POLICY**

Hanover School Division has implemented policy and procedures regarding student and staff rights and responsibilities in the use of computers in our school division. (See HSD Acceptable Use Policy, Code GA, at [www.hsd.ca](http://www.hsd.ca). You will find this under the Trustees tab, Policies, etc) Staff and students must adhere to the policy respecting appropriate use of electronic mail and the internet, including the prohibition of accessing uploading, downloading or distributing material that HSD determined to be objectionable or contrary to the divisional mission statement. Upon entry to school, parents will be expected to read the policy and sign it indicating they understand the policy and give their child permission to use the internet in our school. This is done at the time of registration. At Niverville Elementary School students are only allowed to use the internet with a teacher's permission. Our larger goal is to teach students to be good "digital citizens", as they use technology for their learning.

### **PARKING/STUDENT DROP OFF AND PICK -UP**

- If you need to pick your child up during the day, please make sure you notify the teacher and the office. Please report to the office to sign your child out and your child will be called.
- If you drop off or pick up your child at school, please avoid the bus loading zone (during bus times, 8:30—8:55 a.m. & 3:30—4:05 p.m.) and the parking lot. These zones are for buses and staff cars only.
- Please note that you cannot drive along First Street North when buses are parked and loading or unloading students.
- Parking is available on Main Street away from the cross walk.

### **MEDICAL CONCERNS**

When a child may require an Epi Pen or bronchodilator (inhaler) both an Individual Health Care Plan and an Emergency Response Plan must be developed. This is required even if use is only seasonal.

When medication is required to be administered at school for **less than 14 days** the parent/legal guardian will need to fill out the Administration of Prescribed Medication form. This form is available from the office. The medication has to be in the original container with the official label from the pharmacy. The medication needs to be brought to school by an adult.

### **PUBLIC HEALTH NURSE**

Although the public health nurse is not available at our school on a regular basis, any problems such as pinkeye or head-lice should be reported to the school immediately as they are highly infectious and need to be dealt with at once. **Our Public Health nurse can be reached at 388-2033.**

### **EMERGENCY and SAFETY PROCEDURES**

Niverville Elementary School tries to anticipate the many types of emergencies or dangers that can take place in a school setting. Each year we review the procedures and responses that would be used if and when an emergency arises. If your child is injured at school we will assess the nature of the injury, apply any necessary First Aid and if necessary call the parent. When injury involves the head a parent contact will occur due to concussion procedures. An ambulance would be called in case of a serious injury. Some proactive safety strategies:

- Staff teams have been given training in CPR and First Aid
- Procedures and plans in place for fire emergencies, bomb threats, response to dangerous individuals.
- Identification tags for all volunteers and for HSD employees that are not a part of our daily staff.
- Crisis teams and plans in place to address a wide variety of scenarios.
- Practice drills for fire, tornadoes and lockdowns are conducted during the school year.

### **AT NIVERVILLE ELEMENTARY . . . WE KNOW ABOUT BEING STAR STUDENTS**

N.E.S. staff have developed a school wide behaviour plan that is purposeful and intentional in encouraging appropriate behaviours and for responding to inappropriate behaviours. We have discovered that awareness of expectations by students, consistency of approaches by staff, and support from parents, will help to bring about an atmosphere of safety, respect, and a healthy climate in which to learn.

### **Behaviour Interventions**

The Zones of Regulations

- A curriculum designed to foster self-regulation and emotional control.
- Niverville Elementary School has adopted this great resource and is working at putting it into practice

as a whole school involving all grade 1-4

- The students learn that they have zones or different levels of emotional states. They become aware that their emotions and sensory needs, as well as their environments, can influence which zone they are in.
- Students identify what colored zone they are in and why. They then are learning what tools or strategies to use to get themselves back to the "Green Zone"

BLUE ZONE	GREEN ZONE	YELLOW ZONE	RED ZONE
Sad Sick Tired Bored Moving Slowly	Happy Calm Feeling Okay Focused Ready to Learn	Frustrated Worried Silly/Wiggly Excited Loss of Some Control	Mad/Angry Terrified Yelling/Hitting Elated Out of Control

Sometimes students are not ready to work at the higher level of self-control and self-reflection. In these cases, we manage their behavior more "externally" with consequences, with the hope of one day moving to more self-understanding. The following pages have some descriptions of behavior levels and possible consequences we would consider.

### **Level I Behaviours**

Examples of level 1 behaviours are

- Running in building
- Unsafe/rough play
- Littering
- Spitting
- Failure to follow classroom/playground beliefs.
- Classroom disruption/excessive noise
- Uncooperative behaviours
- Disruptive transitions •
- Hands-on/ Play fighting
- Non-directed profanity
- Out of assigned area
- Put-downs/name-calling
- Inappropriate displays of affection

### **Level I Consequences**

Level I Consequences for Level 1 behaviours may include but are not limited to:

- Verbal discussion
- Loss of privileges
- Time out with supervision
- Clean up duty

### **Level II Behaviours**

Here are some possible examples of Level II behaviours:

- Repeated Level I behaviour
- Aggression – severe verbal and physical

### **Level II Consequences**

Consequences for Level II behaviours may include but are not limited to:

- Verbal correction
- Loss of privileges
- Behaviour plan
- Time out
- Clean up duty

### **Level III Behaviours**

Level III behaviours could include:

- Chronic Level II behaviour
- Stealing
- Physical aggression
- Vandalism
- Possession of inappropriate and potentially unsafe objects
- Intimidation/verbal threats
- Harassment/bullying
- Verbal abuse/directed profanity
- Disrespect, non-compliance or defiance toward adults
- Assaultive behavior
- Cyber-bullying

### **Level III Consequences**

Level III consequences could include:

- Pay for damages
- Behaviour plan
- Referrals for Programming
- In school suspension
- Out of school suspension

### **Encouraging Appropriate Behaviour**

#### **At School**

As A Student:

- Know what is expected. Read the STAR chart and information in this handbook

- Follow the expectations
- Take responsibility for your actions
- Encourage others to act appropriately

#### **As A Parent:**

- Know what is expected. Read the STAR chart and information in this handbook
- Praise your child for their positive efforts
- Help your child take responsibility for their actions

#### **As a Classroom Teacher:**

- Know what is expected and reinforce it
- Develop class expectations with the students and review the STAR chart
- Be consistent, fair and firm in expectations
- Praise students for consistent effort

#### **As a School:**

- Make the expectations clear
- Affirm students who exhibit appropriate behaviours
- Communicate with parents
- Be consistent, firm and fair with correction
- Recognize the need to restore relationships between the victim, the offender, and NES community

## **WHAT OUR EXPECTATIONS LOOK LIKE AT NIVERVILLE ELEMENTARY SCHOOL**

	<b>S. Safety</b>	<b>T. Trust</b>	<b>A. Actions</b>	<b>R. Respect</b>
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<b>All Settings</b>	<ul style="list-style-type: none"> <li>■ Keep hands and feet to yourself</li> <li>■ Shoes on and tied</li> </ul>	<ul style="list-style-type: none"> <li>■ Be honest</li> <li>■ Give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>■ Be on time</li> <li>■ Bring supplies</li> </ul>	<ul style="list-style-type: none"> <li>■ Be kind and polite</li> <li>■ Use appropriate language</li> <li>■ Respect each others differences</li> <li>■ Clean up after yourself</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>■ Walk in single file line</li> <li>■ Eyes to the front</li> </ul>	<ul style="list-style-type: none"> <li>■ Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>■ Follow the person ahead of you</li> </ul>	<ul style="list-style-type: none"> <li>■ Walk quietly</li> <li>■ Be polite</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>■ Play safely</li> <li>■ Ask an adult to get a ball that is out of the fence</li> <li>■ Walk your bikes on the school yard and sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>■ Play fairly</li> <li>■ Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>■ Take everything you need outside</li> <li>■ Dress for the weather</li> <li>■ Listen to the bells</li> </ul>	<ul style="list-style-type: none"> <li>■ Respect adults on duty</li> <li>■ Respect school property</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>■ Flush toilet</li> <li>■ Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>■ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>■ Be quiet</li> <li>■ Keep feet on the floor</li> <li>■ Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>■ Respect privacy</li> </ul>
<b>Lunchtime</b>	<ul style="list-style-type: none"> <li>■ Wash hands</li> <li>■ Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen to lunch supervisors</li> <li>■ Follow lunch expectations</li> </ul>	<ul style="list-style-type: none"> <li>■ Make healthy food choices</li> <li>■ Bring your fork or spoon</li> <li>■ Have a plan for quiet activity when finished lunch</li> </ul>	<ul style="list-style-type: none"> <li>■ Use inside voices</li> <li>■ Eat your own food, no trading</li> <li>■ Clean up</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>■ Walk in the library</li> </ul>	<ul style="list-style-type: none"> <li>■ Treat books with care</li> </ul>	<ul style="list-style-type: none"> <li>■ Return books on time</li> </ul>	<ul style="list-style-type: none"> <li>■ Respect books and furniture</li> <li>■ Respect the librarian</li> <li>■ Use inside voices</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>■ Hands off electrical cords</li> </ul>	<ul style="list-style-type: none"> <li>■ Follow the rules of the computer</li> </ul>	<ul style="list-style-type: none"> <li>■ Be prepared to work</li> </ul>	<ul style="list-style-type: none"> <li>■ Respect equipment</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>■ Enter and exit as instructed</li> <li>■ Walk</li> </ul>	<ul style="list-style-type: none"> <li>■ Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>■ Shoes on</li> <li>■ Be on time</li> </ul>	<ul style="list-style-type: none"> <li>■ Be a good audience</li> <li>■ Hands and feet to yourself</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>■ Follow the bus safety rules</li> <li>■ Stand in your bus lines</li> <li>■ Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>■ Line up ready for the bus</li> <li>■ Sit and face the front</li> <li>■ No eating on the bus</li> </ul>	<ul style="list-style-type: none"> <li>■ Be on time</li> <li>■ Take your belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>■ Listen to the bus drivers and supervisors in orange vests</li> <li>■ Keep out of parking lots</li> </ul>