

T.E.S. Handbook

2024-2025



20 Beach Road or Box 143

Teulon, Manitoba

phone (204) 886-2620

<https://te.interlakesd.ca/>

Our Mission Statement

Teulon Elementary School believes in the whole development of each child: social, moral, intellectual, emotional and physical. Our school community recognizes each individual and believes all children can thrive. Well-being is nurtured by positive relationships here at school and in our beautiful community.



INTERLAKE SCHOOL DIVISION
192 - 2nd Ave. N.

Stonewall, Manitoba

R0C 2Z0

www.interlakesd.ca

SUPERINTENDENT / CEO: Margaret Ward

ASSISTANT SUPERINTENDENT: Tyler Moran

STUDENT SERVICES ADMINISTRATOR: Michelle Procter

SECRETARY TREASURER: Melanie Mousseau

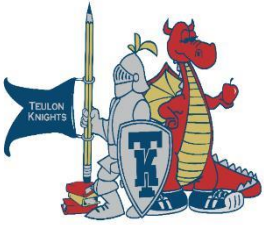
OPERATIONS SUPERVISOR: Anthony Cornwell

TRANSPORTATION SUPERVISOR: Jaret Thiessen

Please see www.interlakesd.ca for additional

EDUCATIONAL SUPPORT SERVICES AND A CURRENT LIST OF THE BOARD OF TRUSTEES

For an up-to-date **Teulon Elementary**
Staff Listing, please see our website or
ask our office staff.



T.E.S. Belief Statements

As a team of learners, we believe:

- in fostering a safe learning environment where students take risks and take pride in their growth as learners.
- in developing responsible citizens who will respect themselves, learning, community, and the environment.
- teachers are the facilitators of learning, and will strive to provide engaging learning activities that will promote critical and creative thinking alongside typical curricular goals.
- literacy is the foundation for lifelong learning across the subject areas.
- all students can learn, but not all students learn the same way.
- assessment FOR learning practices enhance student learning, and therefore will be an area of focus in every classroom.
- students should have a voice in their learning and be actively included when it comes to developing classroom expectations, guidelines, and learning goals.
- collaboration between all members of the school community will be on-going, and will be fostered around respect, effective communication, and student growth.

T.E.S. Behaviour Expectations

We are Respectful

We are a safe and caring learning community.

We think before we speak (is what I am saying, True? Helpful? Inspiring? Necessary? Kind?).

We consider the thoughts, feelings, and the work of others.

We are Responsible

We know what we say and do matters.

We take care of our school and the things in it. We know we sometimes have a job to do or need to pitch-in.

We are trustworthy and honest.

We are Safe

We use safe hands and safe feet when playing with others.

We walk together in an orderly manner with controlled bodies when indoors.

We stay healthy by washing our hands often, eating peacefully, and getting help when others are hurt.

Staff teach and model these expectations
throughout the school year.

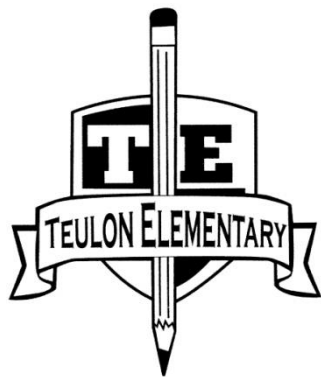
School Code of Conduct and Restorative Practices

Our school community believes that safe and caring behaviour is necessary for children to learn. Our school's positive behavior model is based around 3 big ideas: "Be Respectful – Be Responsible – Be Safe". School staff understand the importance of teaching positive behavior strategies to our students. We understand that perfect behavior all the time is unrealistic, and students come to school with the skills they have developed. Our job is to correct, re-teach, and encourage students to develop behaviors that will lead to them having success in the school environment, and society in general. Our school will strive to make reasonable accommodations to all of our students to allow them to be successful and happy learners. We will strive to be inclusive and positive when it comes to correcting behaviors in our students.

Please see <http://isd21.mb.ca/pdfs/Behaviour%20Management%20Model.pdf> for more on Interlake School Division's policy on behavior.

Restitution is based on the opinion that people are internally motivated. The goals are always related to how we feel about, and see ourselves. **Restitution focuses first on the person.** We then ask the person to self-assess their behavior and how their behaviour affects our community.

Restitution is the process where you create the conditions for the child to fix his/her mistake and return to the group strengthened.



Restitution:
is not payback; it is a pay forward.
restores relationships.
is an invitation not coercion.
teaches the person to look inside.
focuses on solutions.

Appropriate Consequences when Necessary

There are always consequences for our actions. At times these consequences are natural, other times imposed by staff. Consequences will help children to develop respect for themselves, others, learning, and property. In determining the appropriate response to misbehavior, there are a number of factors which must be taken into consideration:

- The type of incident
- The degree of harm caused to the victim, or the school community
- The age and the personal history of the individuals involved
- The use of discretion

Some of the consequences may include the following:

- *'Making it right' such as cleaning graffiti, repairing damaged property, etc.*
- *Meetings with parents or guardians*
- *Letters of explanation and/or apology from the child*
- *Missing time with peers (such as extracurriculars, field trips, etc.)*
- *Suspension (in-school or out-of-school)*

Our Bottom Lines

Bottom Lines threaten our beliefs and harm our community. The following behaviors are unacceptable and will not be tolerated at Teulon Elementary School. *Please see the page on “Violent and/or Threatening Incidents” for more information.*

- Acts of violence towards a student, staff member, or property (at school and online).
- Threatening, dangerous, or intimidating behaviour directed towards one’s self or any member of the school community (students, staff).

Student Support Team (SST)

At T.E.S. the student support team consists of the following persons:

- Principal (s)
- Learning Support Teachers
- Guidance Counsellor
- Divisional Clinicians as appropriate: for example, psychologist, speech therapist, physiotherapist

The Student Support Team meets on a monthly basis to discuss student needs, develop programs, or make appropriate adjustments to previously developed programs. Notes are taken at the meeting so that everyone has written documentation of the plan developed. We are committed to the team approach because each member brings expertise and valuable insight.

Violent and/or Threatening Incidents

Interlake School Division Administrative Procedure 4200

The Interlake School Division is committed to creating and maintaining school environments in which students, staff, parents and others feel safe. Schools cannot ignore any threat of violence. To this end, the ISD has established a Violence Threat Risk Assessment (VTRA) protocol for responding to student threats/high-risk behaviours. Violence Threat Risk Assessment (VTRA) is a multi-disciplinary process used by school and system staff to investigate specific behaviours such as threats to harm self or others. Direct threats of harm or even information that someone may be exhibiting worrisome behaviours or could be a danger can lead to a VTRA being initiated. The school and Division can activate a VTRA to determine the level of concern/threat and then respond accordingly. A threat maker may not actually pose a risk to a target or targets; instead the threat may be a cry for help. The question for school staff is: *how do we determine the intent of the threat maker?* Each incident must be treated as unique. The strength of this model lies in the use of multi-disciplinary teams that investigate and evaluate all factors and contexts of the student’s life and the specific incident of concern.

Appendix B
VTRA - Fair Notice to Parents

Interlake School Division

Student Violence Threat Risk Assessment (VTRA) - Fair Notice to Families

The Interlake School Division is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers, and others feel safe. Schools cannot ignore threats of violence.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet, or made by gesture.

Duty to report

To keep school communities safe and caring, staff, parents/guardians/caregivers, students and community members must report all threat-related behaviours to the school principal.

What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

- To ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others.
- To ensure a full understanding of the context of the threat.
- To understand the factors contributing to the person of concern's (threat maker's) behaviour.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all.

What behaviours warrant a Student Violence Threat Risk Assessment to be initiated?

A student threat assessment will be initiated for behaviours including, but not limited to:

- Verbal/written threats to harm/kill others ("clear, direct and plausible")
- Threats made via social media to harm, kill or cause serious property damage
- Serious violence or violence with intent to harm and kill
- Indicators of suicidal ideation as it related to fluidity (homicidal/suicidal)
- Weapon possession (including replicas)
- Bomb threats (or possession/detonation of devices)
- Hate incidents motivated by factors including but not limited to: race, culture, religion, and/or sexual orientation
- Sexual intimidation, sextortion, extortion or assault
- Domestic, interpersonal, relational violence
- Gang-related intimidation and violence
- Fire setting (contextual)

What Do Parents and Students Need to Know:

- Any threats must be reported to the school principal.
- Investigation may involve divisional staff, police, and other community agencies.
- Investigation may involve locker or property searches.
- Interviews will be held with the person of concern and other students or adults who may have information about the threat.
- Parents/guardians of the students who are directly involved will be notified.
- Threatening behaviour may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and support plan developed for any individuals targeted by threats.
- It is important for all parties to engage in the VTRA process. If, for some reason, the threat maker or their parent/guardian are reluctant to participate in the process, the process will continue to ensure a safe and caring learning environment.

Collection Notice

The school division is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open source social media sites. Interlake School Division will not collect information as part of a threat assessment unless there is a reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

For more information regarding the threat/risk assessment process please visit the North American Center for Threat Assessment and Trauma Response website at: www.cctatr.com

Teulon Elementary School Planning

Our yearly school plans can be found on our website. Teulon Elementary also communicates with parents in person, through phone and email, via the school newsletter, and through social media such as Instagram and classblogs. Monthly, we meet with our active TEPAC (Teulon Elementary Parent Advisory Council). During an open house in September and a Student Showcase evening in April, we ask parents for written feedback or wishes for our school.

Divisional and School Focus Areas for 2024-2025 include High Quality Learning Opportunities that are ACCESSIBLE, EQUITABLE, and RESPONSIVE. The Interlake School Division Continuous Improvement Plan can be found at [interlakesd.ca](https://www.interlakesd.ca)

Parents' Role

Children are more likely to succeed in school when parents or guardians are informed and involved in their education. Information for each compulsory subject area is broken down into four sections: For more information <https://www.edu.gov.mb.ca/k12/mychild/index.html>

Assessment For and Of Learning

Providing descriptive feedback to children and involving them in self-assessment, record keeping, and communication about their learning is called assessment “for” learning. Assessment “for” learning helps students understand whether they need to improve their learning and how they might improve it. **Students tend to be motivated to learn more when they know what they have done well.** Sometimes students are provided with evaluative feedback, which tells the learner how she or he has performed compared to what was to be learned. This is called assessment “of” learning and is reported using a 1-4 scale on the report card. Both assessment “for” and “of” learning provide useful information. We use both forms of assessment to help make decisions about teaching and to help students learn more.

Sometimes evaluative information provides a picture of how a large group of students is performing with a particular program at a certain point in time. Evidence of student achievement will be collected over time using different sources: observations, conversations, and student-created works. Using multiple sources of evidence increases the reliability and validity of the assessment of student achievement. All types of evidence and assessment provide information that help parents and teachers work collaboratively to support a child’s learning.

INTERLAKE SCHOOL DIVISION

PREPARING TODAY'S LEARNER FOR TOMORROW

The Interlake School Division is committed to supporting students in realizing their full potential as contributing and responsible members of society.
Every student will participate in high-quality learning opportunities which are accessible, equitable, and responsive.

HIGH-QUALITY LEARNING OPPORTUNITIES ARE...

- **accessible** if every learner can and will learn, in their own ways, in their own time.
- **equitable** if every learner is valued and authentically represented in their education.
- **responsive** if every learner experiences relevant and responsive curriculum and programming.



HIGH-QUALITY LEARNING

Interlake School Division
Continuous Improvement Plan
2023-2027

ACCESSIBLE | EQUITABLE | RESPONSIVE

www.interlakesd.ca

Other Important Information and Procedures

(The A-Z of T.E.S.)



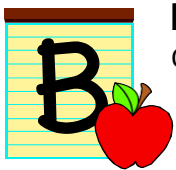
Agenda Books

Our grades 1-4 classes use agenda books. Their purpose is to promote better communication between home and school. Please check it daily. Agenda books will be used for the following:

- advising parents about homework assignments and tests,
- upcoming school activities,
- positive feedback or concerns,
- recording home reading, etc.

Attendance

Consistent school attendance is a critical factor for student success—academically, behaviorally, emotionally, and socially. It is the parent's responsibility to get their child(ren) to school on a consistent basis. We understand there are many valid reasons for students to be absent including illness, and compassionate grounds. Please make every effort to have your child at school every day. If you need help or support when it comes to getting your child(ren) to school please let us know. For more on the ISD policy on attendance, see: [AP-3170-School-Attendance.pdf \(interlakesd.ca\)](https://www.interlakesd.ca/wp-content/uploads/2022/07/AP-3170-School-Attendance.pdf)<https://www.interlakesd.ca/wp-content/uploads/2022/07/AP-3170-School-Attendance.pdf>



Balanced School Day

Our school day is structured in 3—100 blocks of instructional time that are separated by 2 nutrition/activity breaks. Our day starts at 8:30 with outdoor walking and our optional breakfast program.

Learning Block 1	8:45-10:30
Nutrition Break	10:30-10:50
Outdoor Recess	10:50-11:10
Learning Block 2	11:10-12:45
Nutrition Break	12:45-1:10
Outdoor Recess	1:10-1:45
Learning Block 3	1:45-3:30

Final dismissal (town students) occurs at approximately 3:40, once busses have left the loop.

Breakfast Program

All students are welcome to join us every morning between 8:30-8:45 for a nutritious and tasty breakfast. Our program offers a wide variety of foods in a nurturing, calm environment.

Bussing

Riding the school bus can be a new and exciting experience for many children. In most cases, it's the first-time children have traveled on their own, away from the watchful eyes of their parents. When riding the bus, children gain a sense of independence as they learn to act safely and responsibly. It is important to remember these expectations:

- Stay in your seat, facing forward.
- Don't stick anything out the windows.
- Listen to the bus driver; follow their directions.
- Talk quietly with your friends.
- Observe the Bus Ridership Rules posted at the front of the bus.

Please inform your bus driver when your child(ren) will not be on the school bus. You may also call the transportation

department if it is between 7a.m. and pick-up time and they will inform the driver of your child's absence. Transportation Department Bus Garage: (204) 467-8730

Bus Loop

Traffic is NOT allowed in the Bus Loop (east side of the school) from 8:20 a.m. to 4:15 p.m. **If picking up, please park at the hall and use the crosswalk.** Our staff parking lot is not to be used for pick up and/or drop off at any time. Please respect the signs in our staff parking lot and to the east of the school as the safety of children is at risk when parking becomes unorganized.

Bus Notes

Parents must notify the school if their child is riding a different bus. Parents may inform the school by note in the agenda book or phone call (prior to 3:00 p.m.) stating the name and phone number of the child's destination. Advance notice and notes are preferred. Students will not be allowed on a bus without prior notification and it is at the discretion of the bus driver as to whether they can allow extra students on the bus.



Calendar

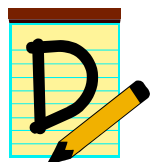
A school calendar will be sent home at the beginning of each school year and with each newsletter. The calendar is also available on our website.

Calls

We are happy when you call us here at the school, however please try your best to make pick up arrangements before the end of the day, as our phonelines are very busy at 3:15.

Communication

Parents are welcome to request either a personal interview or telephone conference with the teacher at any time during the school year. If it appears that a problematic situation is developing, engage in discussions with the teacher before it becomes serious. You do not need to wait for the scheduled blocks of interview time. Parents are always encouraged to contact the school whenever they have an academic or behavioral concern. Always talk the situation over with the teacher first. If you require further information or do not feel satisfied, discuss the problem with the principal.



Dress Expectations

All students are asked to have non-marking indoor footwear (suitable for gym use). The shoes students wear inside are not to be worn outside. It is important and expected students dress for the weather as we go outside every recess unless the conditions are extreme. Proper winter gear (boots, ski-pants, hats, mitts, neck protection) is strongly encouraged in all grades.



Electronic Devices (E.G. CELL PHONES, IPODS)

The schools in the Interlake School Division recognize that it may be necessary for students to be in possession of electronic devices for personal use or for communication with family. However, the educational integrity of the school and privacy of others must be protected at all times; therefore, **Teulon Elementary requires all cell phones and ipods to be left in backpacks, or preferably, at home.** In our K-6 setting, your children are safe without a cellphone and any pick up arrangements should be made with the teacher or our office.

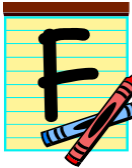
The following conditions will apply for students bringing cellphones/ipods to school:

1. All electronic devices must be turned off and stored in backpacks – not in pockets or coats during school hours.
2. Inappropriate use of electronic devices in the classroom or on the bus will result in the electronic

device being confiscated by the principal. Should an electronic device be confiscated, a parent/guardian will have to come to school to pick it up.

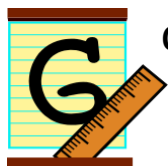
3. During school outings and field trips electronic devices must be left at home unless negotiated between parent and teacher.

4. The school assumes no responsibility, in any circumstances for the loss, destruction, or theft of an electronic device brought to school or to any school-related activity.



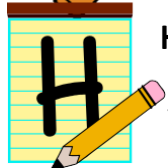
Fire Drills

The school will be evacuated ten (10) times during the school year in order to follow proper Fire Drill Procedures as set out in policy by the Interlake School Division. Students are taught and expected to exit and re-enter the building in a quiet and orderly fashion.



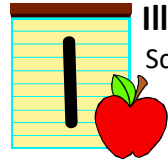
Crossing Guards

Teulon Elementary has crossing guard duty on Main Street at 8:25 a.m. and at the 3:40 p.m. dismissal time.



Healthy Lifestyles

Healthy bodies are key to a healthy mind and life. We promote and encourage healthy eating, we encourage frequent hand washing and hygiene practices, and teach safety.



Illness

School staff will attempt to notify parents if their child is ill or hurt at school. In the event of a serious accident or illness, 911 will be called and parents will be notified as soon as possible. School staff are unable to sign consent for treatment forms. Parents are asked to provide the school with information regarding any special illness or health conditions a child has and to provide alternative telephone numbers where they can be reached. **For this and other reasons it is very important to keep the school notified of contact-info changes.**

If an ambulance is needed, one will be called and covered by Interlake School Division's insurance company. A report of the accident will be reported to our insurance agency.

Internet Safety

Internet and social media safety is important at home and school. The websites listed below offer advice that may be helpful to you as a parent or a student.

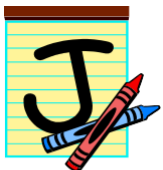
R.C.M.P.

[Kids' Safety Online - Canadian Red Cross](#)

SAFE KIDS

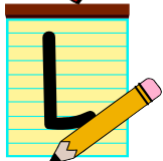
<http://safekids.com>

Canadian Centre for Child Protection [Resources & Research: Online Safety – protectchildren.ca](#)



Joy

Teulon Elementary strives to instill the joy of life-long learning. People young and old learn better when they are engaged in relevant, challenging, enjoyable activities at an optimal level. We find joy in our annual traditions, being out and about in our community, and in daily play.



Library

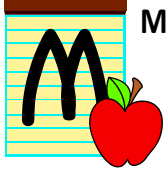
The school Library is open 9:00 a.m. to 3:30 p.m. each week day. Students have access to a wide variety of reading materials through the school library, the bookmobile, as well as the Regional Library. Students are asked to return their library books on time and take care of them. Lost library material will be billed to the student at replacement cost. Reimbursement is to be completed by the end of June each school year.

Lockdown Practice

A lockdown drill will be practiced twice a year, at the beginning of each term or semester. Notices will be sent home to parents/guardians, informing them of each lockdown practice.

Lost and Found

Students will be asked to identify lost items on a regular basis during assembly. Periodically, any clothes or belongings left unclaimed in the ever growing Lost and Found Basket will be donated to a charity, or added to our collection of “extra clothes” for use by students at the school.

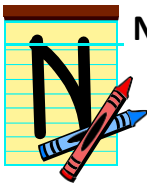


Medical Information

The school must be informed of any special medical information including allergies of your child. These ISD procedures (AP 4010) must be followed:

If a student requires medication (this includes over-the-counter medication), written authorization stating the child's name, the name of the drug and the time it is to be administered must be provided to the school.

- The safe delivery of medication to the school is the responsibility of the parent or guardian.
- Medication must be stored in the office, never in a child's backpack.
- Copies of written authorization are to be filed with the child's cumulative record.
- URIS health forms (available from the office) are to be completed and kept in the child's cumulative record for any child with a medical condition.
- Students with critical health needs (e.g. severe allergies needing an EpiPen, asthma needing an inhaler) are to have an annually updated individual Health Care Plan.



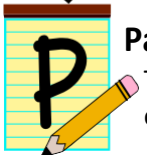
Newsletter

Teulon Elementary School publishes a quarterly newsletter. They are sent home and are available on our website. Calendars and a mini-newsletter are sent home monthly.



Organization

We encourage all students to develop organizational skills. Please use the agenda to help them remember important dates or tasks. Please help your child load his or her backpack each morning or evening with the required items.



Parents

The Parent is a child's first teacher. We welcome and encourage parent involvement in all areas of your child's education. If you would like to volunteer, please let us know.

Parent Advisory Council (TEPAC)

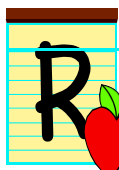
Everyone is welcome and encouraged to attend TEPAC meetings. This is a supportive group of parents giving their voice to learning and community. Elections for executive positions will be held at the Annual General Meeting each fall. They are usually held monthly at 6:30 p.m.

Peanut/Treenut Aware

We are an allergy aware school and respect that some may have life-threatening allergies. Please do not send any food products containing nuts (peanut butter sandwiches, granola bars with nuts, etc.).

Parent-teacher Meetings

There are 3 evenings set aside per year where students-parents-teachers have the opportunity to meet to discuss their child's progress. Formal Progress Conversations take place in October and February. Late in the year we host a Celebration of Learning Evening which is an opportunity for our students to display their learning for their families.



Recess

It is school policy (and best for child development) that all students participate in outdoor recess. If your child is too sick to participate in recess activities, please consider whether they are too sick to be at school. There is no indoor supervision at recess times.

Report Cards

Formal reporting of a student's progress will happen three times a year—December, March, and June. Informal assessments happen throughout the year in our classrooms. A report card is only one way of learning about your child's progress at school. Daily conversations with your child, perusal of daily work/ homework, visits, phone calls, and/or e-mails to your child's teacher will also keep you informed.

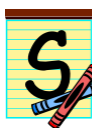
Resource Support

Learning Support Teachers work with students, staff, and parents in a variety of ways. They team teach, do small group work, and much more. We also have a full time School Based Councilor on staff that can help support our children and families.

Respect for Human Diversity

All students are welcome in this building, on the playground, and on your bus. It is everyone's job to make students feel welcomed and safe in our school community, no matter their skin colour, religion, where they come from, where they live, what their parents do, gender identity or expression, sexual orientation, weight, advantages, disadvantages, or abilities. This is based on the Charter of Human Rights and Freedoms, and the Manitoba Human Rights Code. For more information, please see ISD Administrative Procedure 1100 Respect for Human Diversity on the website:

<https://www.interlakesd.ca/admin-procedures/>



Safety

If your child is to have any change in routine i.e. walking home, going to someone else's house or being picked up by a friend or relative, please contact the school **before** 3:00 p.m (preferably not at 3:20). A person unknown to staff will be asked to produce photo ID before the student is allowed to leave. Throughout the school day the doors will remain locked. To gain access please use the south front doors and use the buzzer.

School Supplies

At the start of each year Kindergarten to grade 4 students are charged a supply fee. This fee covers all school supplies for the year. Grades 5 and 6 students are given a supply list.



Visitors and Volunteers

Visitors are welcome at Teulon Elementary. For the safety of our children, all visitors are asked to report to the office to identify themselves and sign-in. **Volunteering** on a regular basis or casually on special occasions, is fulfilling and rewarding. **It is ISD policy that everyone wishing to volunteer within ISD schools is required to complete a volunteer package which includes a criminal record check and child abuse registry check.** If you are interested in becoming a volunteer at Teulon Elementary School, please contact the school or the TEPAC.



Weather

On days when weather conditions are questionable, parents are asked to consult the Interlake School Division website. **When the temperature as read from the weather station (with wind chill) is below – 45C, the buses will not operate, and schools will be closed.** Should severe, inclement weather develop while students are at school, they will not be sent home by bus, except by specific instructions from the superintendent.



Yearbook

TEPAC publishes a yearbook every year. We encourage families to purchase these valuable keepsakes. It is available for ordering in the spring.