

École Carman Elementary School

Prairie Rose School Division

School Information Handbook

Please also refer to the Prairie Rose School Division Student Code of Conduct

Please Keep for Reference

www.carmanelementary.ca

Revised: Oct. 2026

École Carman Elementary School Directory

School Telephone	745-2623
School Fax	745-3295

PRSD Office 745-2003

Superintendent – Kevin Clace
Secretary-Treasurer/CFO – David Gudmundson
Assistant Superintendent- Chris Gamble
Director of Student Services – Michelle Levesque
Human Resources – Arli Cruikshank
Facilities Supervisor- Albert Jubinville
Transportation Supervisor- Megan Bergen
Information Technology Supervisor – Tyler Oakes
Workplace Safety & Health Officer-Cameron Ellis
Executive Assistant-Erika Penner

Bus Garage 745-2174

School Clinicians

Speech-Language Pathologist – Andrea Marginet	745-3126
School Psychologist – Mike Hogan	745-3116
Social Worker- Julie MacNeil	745-6384

Our School Day

8:50 a.m.	Students enter
8:58 a.m.	Morning announcements
9:00 a.m.	Classes begin
10:39-11:17 p.m.	Nutrition/Activity break
11:17 p.m.	Classes continue
12:56-1:56 p.m.	Nutrition/Activity break
1:56 p.m	Class resumes
3:35 p.m.	Dismissal

Supervision

Playground/Bus supervision of all students is provided at:
8:30 – 8:50 a.m. (bus unloading, playground, & crosswalk)
10:39 – 11:17 a.m. (nutrition/activity break)
12:56-1:56 p.m. (nutrition/activity break) 3:35-3:40 p.m. (dismissal)

Carman Elementary School Teaching Staff, 2026-2027

Kindergarten Days 1, 3, 5	Jackie Caswill (KC)
Days 2, 4 ,6	Tracey Wiebe (term), Stephanie McIntosh (KM)
Days 2, 4, 6	Amanda Mossip - French Immersion (KS)
Grade 1	Julie Fehr (1Fe)
Grade 1	Shauna Findlay (1Fi) - French Immersion
Grade 1	Denise Strange (1S)
Grade 2	Hayley Minty (2M)
Grade 2	Blanca Stelmachowich (2S) - French Immersion
Grade 3/4	Debra McKinnon (3/4M) - French Immersion
Grade 3/4	Beth Peters (3/4Pe)
Grade 3/4	Lisa Pinkerton (3/4Pi)
Grade 3/4	Shari Zacharias (3/4Z)
Grade 4/5	Jon Jonasson (4/5J) - French Immersion
Grade 5	Coreen Johnston (5J)
Grade 5	Victoria Rae (5R)
Music	Paul Cwir
Physical Education	Michael Hetherington/Lisa Goertzen
Resource	Melanie Dupasquier, Shane Buck
School Counsellor	Erica Gosal
Principal	Bob Beaudry
Vice-Principal	Shane Buck

Carman Elementary School Support Staff

Technology System Administrator	Kevin Graham	
Admin Assistants	Vanessa Giesbrecht/Sonia Picton	
Head Custodian	Glenn Owens	
Evening Custodians	Bruce Goodwin/Kathy Owens	
Librarian	Marla Hasell	
Canteen	Helen Klassen	
Educational Assistants	Karen Clark	Brandy Swain
	Toni Pfeif	Tina Fehr
	Chad Lubkiwski	Barb McCullough
	Danielle Keith	Kim Woods
	Deana Gauld	Marcie Morden
	Melissa Sorto	

General Information

Messages for Students: To ensure that your child receives a message on time, please phone the school prior to **2:00 p.m.** The end of the day is a very busy time and we cannot guarantee that teachers will receive messages after 2:00 p.m.

School Attendance: Please contact the school before 8:45 a.m. if your child is going to be absent. Classroom teachers will then be informed.

Dispensing of Medication: Medications are only given to students with a parent completed "Administration of Prescribed Medication" form supplied by PRSD. Students are not to be carrying medication in their backpacks. It is to be dropped off at the office by an adult.

Public Health Policies: Information is gathered from parents on a yearly basis regarding medical conditions that their children may have i.e. asthma, diabetes, anaphylaxis, and heart conditions. A comprehensive list of students having these conditions along with response procedures is compiled and distributed to staff members and office. Training is also provided for staff by medical professionals in dealing with these conditions and use of Epi-pens and inhalers.

Visitors: Visitors to the school are asked to buzz into the school using the buzzer on the right hand side of the front doors and then report to the office (east entrance) when entering the building. All entrance/exit doors are locked at all times. If you need to speak with, pick up, or deliver items to your children, please have the secretary or someone at the office call them to the office for you. Volunteers or guests are asked to sign in at the office. No one without consent should be walking through the school.

Library Services: Our school has a full time librarian to assist students and staff and maintain the library. Currently, our library has over 21,000 books, as well as many audio-visual reference materials on DVD and CD-ROM. The internet is available for reference/research, as well as e-book borrowing.

Clinicians: A Speech-Language Pathologist, School Psychologist and Social Worker/Counselor are available in our school division to provide support for students in these areas.

Basic French Instruction: Basic French instruction begins in Grade 4.
French Immersion classrooms in Kindergarten to grade five.

Information Communication Technology: Students are introduced to the computer as a learning tool beginning in Kindergarten. All classes have access to Wi-Fi-network, as well as either Chrome Books or IPads in their classrooms. The integration of technology to support and enhance teaching and learning based on the guidelines set forth by Manitoba Education and PRSD is valued at ECES.

Early Intervention Programs: Students in Kindergarten are screened for speech and language needs. Support is provided as needed under the direction of our Speech Language Pathologist. Early Intervention in Reading and Numeracy Programs and strategies are implemented in our early years' classrooms to support learning.

Evaluation & Reporting: Each fall students are assessed during Strong Beginnings and evaluation of student progress continues throughout the year. In November, March and June, teachers formally report student progress to parents (Report Cards). Tri-conferences (child, parent and teacher) are scheduled in November and March. It is our desire to maintain consistent communication between home and school. Parents are encouraged to contact the teacher before the school administration if they have questions or concerns. Your support and input are of great benefit in our joint efforts to provide your child(ren) with the best education possible.

Volunteers: Staff at ECES appreciate and encourage parents and community members to offer their services as school volunteers. Without the support of these groups, many special activities and events may not be possible. Please let the teacher or school know if you are interested. Criminal Record Checks and Child Abuse Registry Checks have to be completed on all volunteers. Please complete these through the school office in the fall as they take a few weeks to be returned. Respect in School is now also a requirement.
Parents wishing to attend field trips are required to have completed checks.

School Use Permits: We welcome the use of our school after normal school hours for community activities. Our school is a very busy place in the evenings, particularly the gym. Booking the area that you would like to use for a meeting or other activity is required, the earlier the better. *School Use permits are available through the division office.*

Extra/Intra Curricular: At ECES we have numerous extra-curricular activities planned to motivate and activate students both in mind and body. Daily intra-mural activities through our phys-ed program and choir, concert, and hand-bell programs through music highlight a very busy schedule. We also have several clubs active at different times of year, including our Cool Cat Running Club.

Playground Policies: Teachers and/or EA supervisors will cross children who are scheduled on the south play ground, children are to never cross alone.

Lunch Privileges: Students are allowed to stay for lunch provided they behave safely and respectfully while eating lunch, playing outside and participating in extracurricular activities. Lunch hour privileges will be suspended and students sent out of the school over the lunch break if behaviour problems arise. Parents will be contacted.
Lunch students must submit a signed note from parents giving permission to leave school grounds over the lunch hour.

Lunch Programs/Healthy Lunch Policy: Lunch items are now offered through School Cash Online. At ECES all our staff and students are encouraged to make healthy snack and lunch choices. While we allow treats for special occasions, we don't allow children to have beverages such as pop, or high sugar juices for lunch, snack or in replacement of water in their water bottles. We also, under no circumstances allow energy drinks.

Footwear: Students must have indoor and outdoor shoes. All outside footwear must be removed at the entrance doors and placed on the appropriate rack.

Winter outdoor clothing: All students are required to wear boots, mitts, ski pants, jackets for outdoor play during the colder months (November– March) as determined by school staff.

Entrances/Exits: To allow for the smooth flow of students in and out of the building students are required to use the entrances/exits as assigned:
Office Doors (east): 1Fe, 1S, 2S
Kindergarten Doors (south): KC, KM, KW, 1Fi, 2M, 3/4M, 3/4Z
Library Doors (west): 3/4Pe, 3/4Pi, 4/5J, 5J, 5R

Student Drop offs / Pickups: Parents are not permitted to drop off or pick up students on the west side of the school. This is a school bus zone.

Bicycles at School: Bicycles must be parked in the stands provided. They should be locked and are off limits to all students, including owners, at recess breaks. The school assumes no responsibility for lost or damaged bikes.

Field Trips and Other Outings: Any Field Trip that involves travel out of Carman requires a Permission Slip to be signed by parents. These must be returned to school before the class outing. For local class outings such as trips to the rink or pool, which may involve some element of risk, the school will require Permission Slips for students to participate. In the fall parents will sign an open permission slip for all local "walking" field trips e.g.: library, fire station, Boyne Lodge, Carman Collegiate etc.

Bus Transportation: For students living outside of the Carman community or families whose residence is more than 1.6 km walking distance from the school in the northern part of the town of Carman, arrangements for bus transportation are made by contacting the PRSD office at 745-2003. **Students will not be transported to a friend's for playdates or birthday parties on the school bus.** Parents are requested to notify the bus driver if their child/ren will not be travelling to or from school on the bus.

Final Report Cards: Final report cards are not distributed before the last day of school to ensure that all assessments, attendance records and final evaluations are accurately completed and included. This policy helps maintain fairness and consistency for all students, as teachers use the full year to assess progress. It also supports a smooth end-of-year process and ensures that important information is communicated clearly to families at the appropriate time.

Bus Cancellation: AP #807 WEATHER CONDITIONS THAT WARRANT SCHOOL DIVISION/REGION CANCELLATION OF BUS SERVICE
Severe snowstorms, unsafe travel conditions due to freezing rain, and temperatures reaching –35° Celsius colder and/or wind chills -45° Celsius and colder, shall be considered hazardous triggering bus service cancellations. Temperature and wind chill data from the Environment Canada and the Weather Network website guides bus service cancelations and school closure decisions and is based on 5:45 AM temperature and wind chill data at St. Laurent, St. Francois Xavier, Elm Creek, Elie, Carman, and Miami.

INDIVIDUAL BUS ROUTE CANCELLATION
There can be local weather or road conditions that affect as few as one bus route. In circumstances such as this, the driver has the responsibility to communicate these conditions to the Transportation Supervisor no later than 6:15 AM to decide the route's cancellation. The principal(s) involved will be advised of the cancellation as soon as possible. Parents and students involved will be advised of the cancellation through the school division's communication system and by bus driver phone calls.

AFTERNOON BUS SERVICE CANCELLATION
If a weather pattern develops or persists during the day that prevents buses from running at their regular afternoon dismissal time, the Superintendent/CEO in consultation with the Transportation Supervisor may initiate an early dismissal.
The Superintendent/CEO will announce, by 2:00 PM, divisional/regional bus service cancellations for the afternoon. Schools will send students home using the school's emergency billeting system.

BUS SERVICE CANCELLATION PROCEDURE
Step #1 – If a storm is in progress late in the evening and/or other weather conditions are developing, the Superintendent/CEO will advise principals to ensure principals are prepared for possible bus service cancellation the next morning.
Step #2 – The Transportation Supervisor will assess weather and travel conditions, discuss no later than 5:30 A.M. on days where adverse weather has occurred or is expected and will make a final recommendation to the Superintendent/CEO by 6:15 AM.
Step #3 – In all instances decisions will be made and communicated to principals, parents/guardians, and employees by 6:30 A.M.

Public Concern Protocol: AP #108 Prairie Rose School Division recognizes that at times, parents/guardians or community members will have concerns regarding division employees, school courses/programs, or school and/or divisional practices.

Any Prairie Rose School Division employee or Board member contacted by a parent/guardian or community member with a concern will acknowledge the concern and advise them to follow the Public Concern Protocol.

Guiding Principles
The following principles apply to all individuals involved in addressing a concern:
● All communications need to be conducted with decorum and respectfulness.
● Seek to understand each other's point of view.
● Communications need to be conducted in a timely fashion.
● All individuals involved have a right to confidentiality.

Procedure
Every reasonable effort should be made to directly resolve a concern with the Prairie Rose School Division staff member. If no resolution can be made, the individual with the concern is invited to proceed to deal with the concern through the levels of supervision.

Step 1: Individual	**Step 2: Supervisor**	**Step 3: Supervisor**	**Step 4**	**Step 5**
School- based Staff	School Principal	Superintendent/CEO or Assistant Superintendent	Board of Trustees	Minister of Education
Transportation Staff	Transportation Supervisor	Secretary-Treasurer or Superintendent/CEO	Board of Trustees	Minister of Education
Clinician	Director of Student Services	Superintendent/CEO or Assistant Superintendent	Board of Trustees	Minister of Education
PRSD Administration Staff	Secretary-Treasurer	Superintendent/CEO or Assistant Superintendent	Board of Trustees	Minister of Education

Teacher Leaders	Assistant Superintendent	Superintendent/CEO	Board of Trustees	Minister of Education
School Principals	Superintendent/CEO		Board of Trustees	Minister of Education
Transportation Supervisor, Facilities Supervisor, IT Supervisor	Secretary-Treasurer	Superintendent/CEO	Board of Trustees	Minister of Education
Assistant Superintendent, Director of Student Services, Secretary-Treasurer	Superintendent/CEO			Minister of Education
Superintendent/CEO	Board of Trustees			Minister of Education
Trustee	Board of Trustees			Minister of Education
Board of Trustees	Minister of Education			

Step One – Discuss with Staff Member
● An individual with a concern should express the concern directly with the staff member involved. Every reasonable effort should be made to resolve the concern at this level.
● If the approached staff member is unable to address the concern, the staff member should direct the individual to the appropriate supervisor.
● The individual with the concern may be accompanied by an advocate/support person.
● If either party refuses to meet to address the concern, the matter can be referred to Step Two – Share Concern with a Supervisor.

Step Two – Share Concern with a Supervisor
● If no resolution has been made at Step One, the individual with the concern should bring the concern to the direct supervisor of the staff member involved.
● The individual may choose to complete a Public Concern Form. These forms are available at the main office of all schools or can be downloaded from the respective school or divisional websites.
● An individual with a concern should bring it forward in a timely fashion; within ten working days of the specific incident.
● Upon being advised of the concern, the supervisor will communicate with the individual registering the concern in a timely fashion; usually within ten working days.
● The supervisor will make every effort to resolve the concern.
● The individual with the concern may be accompanied by an advocate/support person.

Step Three: Discuss with Divisional Administrator
● If no resolution has been made at Step Two, the individual with the concern should contact the appropriate division administrator in a timely fashion; within ten working days and forward an updated Public Concern Form.
● If the supervisor involved is the Superintendent/CEO, the individual with the concern may proceed directly to Step Four.
● Upon being advised of the concern, the division administrator will communicate with the individual registering the concern in a timely fashion; usually within ten working days.

● The division administrator will make every effort to resolve the concern.
● The individual with the concern may be accompanied by an advocate/support person.

Step Four: Appeal to the Board of Trustees
● If no resolution has been made at Step Three, the person with the concern may appeal to the Board of Trustees through presentation at a regularly scheduled Board meeting.
● The individual with the concern will update and forward the Public Concern Form and forward it, along with supporting documents, to the Secretary Treasurer.
● Every effort will be made to place the individual onto the next Board meeting agenda.
● The Secretary-Treasurer will confirm with the individual the date, time, and location of the scheduled meeting with the Board. The individual will be reminded that he/she may be accompanied by an advocate/support person.
● The Board will be provided with the individual's documentation ahead of the meeting.

Presentation Format
● At the meeting, the individual will have an opportunity to:
● Present the concern to the Board of Trustees.
● Share, from their perspective, why they are concerned.
● Share potential recommendations for resolution of their concern.

Board Response
● The Board shall respond to the individual, in writing, in a timely fashion; usually within ten working days of the presentation. At each of these steps, Prairie Rose School Division staff have the right to review any written concerns about them. If a concern may lead to disciplinary action, they are entitled to Association/Union representation. At all times, Prairie Rose School Division staff should be part of the eventual resolution of the concern.

Step Five: Appeal to the Minister of Education and Training
● If there is no resolution to the complaint at Step Four, the individual with the concern may share the concern with the Minister of Education and Training.
● The Ministry may request to review all supporting documents.

Protocol Communication Requirements
● The Superintendent/CEO shall ensure that this procedure is reviewed with all school and divisional administrators and supervisors at the first scheduled Administration Council meeting of each school year.
● Each school principal shall review this procedure in September of each school year with the Parent Advisory Council and the school staff.
● Public Concern Protocol Forms will be available in all division sites.

Emergency Response Plan: ECES has developed an Emergency Response Plan dealing with school evacuation, lockdown, hold and secure and tornado drills. Safe procedures to follow during crisis situations are practiced by all students and staff regularly.

ECES Behaviour Management Plan

In developing our Classroom and School-wide Behaviour Management Plans, we endeavour to provide a safe environment in which students can learn, feel valued and develop responsibility for their own behaviour. These plans provide immediate and consistent consequences for irresponsible behaviour and recognize/reward appropriate, helpful behaviour. We promote a positive, proactive approach to student discipline.
Our plans outline specific, reasonable rules of expected conduct along with logical, realistic consequences for both positive and negative behaviours. There are 3 levels of plans within the school, closely related in form and function;

i) Classroom Discipline Plans
ii) School-Wide Discipline Plan
iii) Division Student Code of Conduct (found on the Divisional Website)

i) Classroom plans are developed by the teachers in collaboration with their students. Rules and consequences are agreed upon and posted.

ii) When moving and interacting throughout the school and on the playground, students are expected to be courteous and respectful to other students and adults. No matter where they are on school property, students have **rights** and **responsibilities**;

Student Rights

- to be treated fairly and consistently
- to be able to express him/herself without being made fun of or “put down”
- to work in a school climate which is safe, respectful and conducive to learning

Student Responsibilities

- to help each other and respect each other’s feelings
- to take care of his/her own and others’ property
- to recognize and accept differences in others
- to settle disagreements in a fair and non-violent way
- to follow the direction of staff
- to know and follow the rules and procedures of the school. These include;
  - keep hands and feet to yourself
  - use polite and respectful language
  - walk & move quietly in the school

Consequences

· If students choose not to accept these responsibilities the following consequences may happen:

1. Reminder by teacher
2. Quiet time/problem solving
3. Loss of privileges eg. recess, noon-hour privileges, group rewards, special activities
4. Administration notified of situation
5. Interview with administration
6. Discussion/decision on to how to fix their mistake or “make it right”
7. In-school or out-of-school suspension

In cases where students reach Level 4, parents may be contacted by the school. This may occur at an earlier level, depending on circumstances. Serious offences may enter the discipline cycle at Level 7. These offences include;

· repeated misbehaviour

· disrespectful or oppositional behaviour toward staff

· dangerous or violent behaviour

· severe verbal abuse