MITCHELL
ELEMENTARY

"A Great Place to Grow"

School Handbook
2026-2027

Mission Statement

To provide a safe, caring and stimulating environment in which to learn and grow.

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WELCOME TO MITCHELL ELEMENTARY SCHOOL

We are happy to have your child/ren enrolled at Mitchell School and we will do our best to provide them with a sound education. Our dedicated and experienced staff works hard at providing an environment that is conducive to learning and to the development of our students' aesthetic, creative, emotional, physical, social, moral, and intellectual nature.

OUR VISION

We value our academic, social and physical environment.

Mitchell School provides an **academic** environment where:

- all members become a community of learners.
- learning is recognized as a lifelong process.
- all staff, students, and parents are team members in the learning process.
- students take ownership of their learning and feel free to take risks.
- different learning styles and abilities are acknowledged and appreciated.
- learning is relevant and meaningful.

Mitchell School fosters a **social** environment where:

- everyone feels safe, valued, and respected.
- there is freedom from emotional and verbal abuse.
- appropriate behavior is modeled, outlined, and enforced.
- there is respect for authority.
- there is a spirit of cooperation, integrity, and community.
- everyone has something to contribute.
- the values of the community are supported and reflected.
- students learn to become good citizens.

Mitchell School hopes to provide a **physical** environment:

- which is safe, clean, and attractive.
- where everyone takes pride and ownership of the facilities.
- where nature is respected and cared for.

STUDENT ARRIVAL AND DISMISSAL

Children Coming to School

We expect students to follow the rules of the bus and to cooperate with the driver. If students choose to ignore these rules, parents will be notified and suspensions may occur. Upon arriving at school, students are expected to go straight to their classrooms.
Students who are not bussed should time their departure from home so that they arrive at school a few minutes before classes start. We expect students to be neither late nor too early. Buzzer rings at 8:30 for the start of the day. Also, there will be no supervision until 8:15 am.

Children Leaving School

Parents who wish to have their child(ren) leave school before regular dismissal time are asked to call or to send a note ahead of time. According to Hanover policy, bus changes involving a different drop-off point (even if it's on the same bus) will only be granted in the event of an emergency. These requests must be made **to the office** who can authorize the change.

To ensure that phone messages get to students, they should be received by the school no later than 2:30 pm.

Should a student be absent, parents are to inform the school by 8:45 am, to ensure the safety of the child.

We strongly urge you not to remove students from the classroom during the last few minutes of the day unless the teacher has been notified earlier. Dismissal time is usually packed with cleanup activities, lesson review, homework checks, and so on, and unscheduled removal of students can cause serious disruption to the whole class.

Drop-off Zone

The driveway in front of the school is a one-way bus loop. **No** vehicle traffic is allowed from 8:00 A.M. to 4:30 P.M. Please drop students off on Willow Street so that we can provide for greater care, safety, and efficiency in the bus loop.

Bicycles

Students arriving by bike should park them in the stands provided. The bike stand

area is off limits to non-bikers. All bikers are expected to follow the safety rules of street traffic. Bike locks are strongly recommended and Helmet use is expected.

Winter biking is discouraged.

Parking

Please do not park in the assigned staff parking lot. Also, note that Willow Street (from Walnut Ave to Stanway Ave S) is a **ONE WAY ONLY** zone during school hours, to ensure the safety of children.

You should also be aware that there is no traffic allowed through the bus loop from 8:00 am - 4:30 pm.

MITCHELL ELEMENTARY SCHOOL NUTRITION STATEMENT

Good nutrition is important for growth, development and learning. Mitchell Elementary School has a responsibility to foster and support healthy eating practices by providing nutrition education to all its grades and following the guidelines recommended in the *Manitoba School Nutrition Handbook.*

LUNCH

Chocolate milk will be available daily.

Friday hot lunch is pizza from Rocco's and will begin on October 2nd.

Chocolate milk and pizza tickets can be purchased from homeroom teachers.

GENERAL PROCEDURES

School Fees
The school charges a nominal fee each year to help offset some of the costs for extracurricular activities such as skating, class outings, and so on, for which we do not receive funding. While the school fee does not nearly cover the cost of these activities, it does allow us to request money from parents less frequently.

Visitors To the School
In the interest of the pupils' safety and to prevent distraction from learning, we ask that parents or other visitors inform our office of their presence in the school.

Lost and Found
Found items are returned to our Lost and Found box in the hall. The box is emptied at the end of every term and the contents sent to the MCC Thrift Store or garbage can. Students should check periodically for any of their lost articles.

Telephone/Messages
There is a phone in the office for student use. Students must obtain permission to use the phone and restrict calls to one minute. Telephone messages for students will be held in the office and announcements made at class breaks. Students will not be called out of class except in an emergency.

Fundraisers
The school conducts a fundraiser each year in order to purchase special equipment for the playground, classroom and gymnasium, that is not covered in the general school budget. We appreciate any help you can give us in creating and maintaining a well-equipped school.

Student use of electronics or communications devices

Mitchell Elementary students are not permitted to use personal electronic games, MP3 players or cell phones while at school. If a student needs to contact a parent, they must obtain permission from their teacher or the secretary in the office.

Mitchell Elementary School Calendar 2026-2027

September

8 Admin Day
9 Admin Day
9 Meet the Teacher 3:00 - 5:30 pm
10 First Day of Classes
10 Kindergarten Interviews
11 Kindergarten Interviews
14 Kindergarten Staggered Entry
15 Kindergarten Staggered Entry
16 All Kindergarten Students Attend
25 Strong Connections
28 Strong Connections
30 Truth & Reconciliation Day - No School

October

8 Terry Fox Run
12 Thanksgiving Day - No School
13 Picture Day
19-22 Bus Safety Week
23 MTS PD Day - No School
26-30 Fall Fun Week

November

11 Remembrance Day - No School
16 Admin/PD Day - No School
24 Picture Re-Take Day (am only)
24-25 Parent Teacher Conferences
23-26 Book Fair
27 Grades 1-4 Report Cards

December

15 Kindergarten Christmas Concert
16 Grades 3 & 4 Christmas Concert
18 Last Day of School
(Christmas Break Dec 19-Jan 3)

January " Numeracy Month"

4 First Day of School

February "I Love to Read Month"

5 HTA PD Day - No School
15 Louis Riel Day - No School
26 PD Day - No School

March

12 Admin Day - No School
23 K to Grade 4 Report Cards
24 Parent/Teacher Conferences
(by request only)
25 Last Day of School
(Spring Break Mar 26-Apr 4)

April

5 First Day of School
16 Admin/PD Day - No School
TBD Grades 1 & 2 Spring Concert

May

24 Victoria Day - No School

June

25 Activity Day
29 Last Day of Classes
29 Report Cards
30 Admin Day - No School

DAILY SCHEDULE

8:30	**Start Of Day Buzzer**
8:35	**Opening Exercises**
8:45	**Announcements & O Canada**
8:45	Period 1
9:25	Period 2
10:00	**Recess Gr 1 & 2**
10:15	**Recess Gr 3 & 4**
10:15	Period 3
10:50	Period 4
11:25	**Lunch Gr 1 & 2/Recess Gr 3 & 4**
11:55	**Lunch Gr 3 & 4/Recess Gr 1 & 2**
12:25	Period 5
1:00	Period 6
1:35	**Recess Gr 3 & 4**
1:50	**Recess Gr 1 & 2**
1:50	Period 7
2:25	Period 8
3:13	**Bus Students Dismissal**
3:20	**General Dismissal**

*** Please note that there is no supervision until 8:15 am.**

RECESS

Students are allowed two fifteen minute recesses and a twenty five minute noon recess. Students are expected to go outside and play at recess time where they are well supervised. Students who cannot go outside are required to bring a note from parents, requesting permission to stay inside. However, we find that if a student is well enough to come to school, they are almost always well enough to play outside at recess.

INSTRUCTIONAL PRACTICES

We make every attempt to have students reach curriculum outcomes for their level by implementing the following instructional practices:

DIFFERENTIATED INSTRUCTION

Instructional strategies used at all levels to accommodate the wide variety of learning styles and abilities displayed by students.

EARLY INTERVENTION

A skills-oriented reading program designed for Kindergarten students to prepare them for learning.

ADAPTED PROGRAMS (AEP'S)

Programs, planned by the classroom teacher and resource teacher in collaboration with the parents, adapting strategies to more closely fit the strengths of the student, but still attaining the core, grade-level outcomes.

MODIFIED PROGRAMS

Programs, designed for students with substantial learning difficulties, accessed through our resource department and Student Support Services, modifying outcomes to meet the individual needs of students, but not necessarily at grade level outcomes.

PROGRAMS

EAL – "English as an additional language" is a specialized program for students that are new to the English language.

PROMOTION AND PLACEMENT

All promotion and placement is at the principal's discretion, in consultation with teachers and parents. In rare cases students may be required to repeat a program of studies.

PROGRESS REPORTS

Kindergarten

a) **November** - an oral report at the Parent Teacher Meeting
b) **March** – written report
c) **June** - written report

Grades 1-4 Written reports in **November, March,** and **June**

EMERGENCY/ACCIDENT/MEDICAL PROCEDURES

Children's safety is of greatest concern to all school personnel. In the event of an accident at school, parents will be contacted while first aid is provided and/or an ambulance is called. Depending on the severity of the situation, parents may be contacted to provide transportation if an ambulance is not warranted. If parents are not available, the emergency contact numbers will be called to provide transportation.

Administration of Medication to Students

It is the responsibility of parents to make arrangements that will eliminate the need for any medication to be taken at school. In the event that a student requires medication during school hours for longer than 2 weeks, parents should contact the school office to complete the necessary forms. According to Hanover Policy, **no medication**, not even Tylenol, should be carried in student backpacks or be self-administered. All medication requires permission forms completed by parents and, where long term medication is required, forms must be updated at least annually.

Accident Insurance

We strongly recommend parents sign up for the accident insurance offered by the school division by completing the forms sent home at the beginning of the school year.

School Evacuation

If the school grounds need to be evacuated, K-4 students will be moved to the Mitchell Gospel Church. We will attempt to keep parents updated via Brightarrow Notifications (email).

INCLEMENT WEATHER

In severe weather conditions, the school division closes the school and stops the buses. An announcement is made on radio stations CHSM (AM 1250), CFAM (AM 950), CJOB (AM 680), and 96.7 FM between 7 and 8 A.M., advising parents in such cases, as well as a bulletin on the HSD website: www.hsd.ca and a call to your designated home phone number.

It is very important that we have an emergency contact number on file in case parents are not available. Children **must know** who that person is and we ask that you update these immediately if there are any changes.

HOME AND SCHOOL

PAC

Each year in September, the Parent Advisory Council meets and elects a Parent Council. The Parent Council lends support and guidance to the school and is a good vehicle for bringing general concerns of the community to the attention of the school. The Parent Council meets on a monthly basis.

Volunteers

We appreciate volunteer help in our school. You can also contact the school office for more information.

Library Policy

- Students are supplied with a special Library Book Bag at the beginning of the school year. They are responsible for keeping this bag (or another plastic bag) in their backpacks to avoid water damage while transporting library books back and forth to school.
- Students may sign out up to 2 books at a time depending on the grade level.
- Loan period is one school cycle.
- If books are overdue for one week, a library notice is sent home with the student allowing parents/guardians another week of “grace” before library fines are assessed. Library sign-out is suspended until the fine is paid or the book is returned.
- Fines paid for “lost” books will be refunded to students if the book is returned within the year it was lost and the book is returned in original condition.
- Damaged books should be returned promptly to the school for correct repair procedures. Please do not repair damaged books at home. Fines may be assessed if unauthorized repairs are done.
- Fines will be assessed for damaged books whether willful or careless.
- Amount of fine depends on various factors; ie. Age of book, extent of damage, replacement value, etc.
- If the book is beyond repair, it will be discarded and replacement costs requested. After the fine is paid, the damaged book becomes the property of the student.
- A fine of $5.00 is assessed for any damaged barcodes.
- All fines are due upon notification.



STUDENT BEHAVIOR

To make Mitchell Elementary School a safe place for all children we implement a discipline plan based on **RESPECT.**

The purpose of our discipline plan is to:

1. Establish structures and procedures for staff and students so that teaching and learning can be facilitated.
2. Encourage behaviors that will enhance the learning environment.
3. Minimize behaviors which inhibit teaching and learning.
4. Set guidelines for safe and enjoyable interactions for staff and students.
5. Encourage students to achieve personal growth.

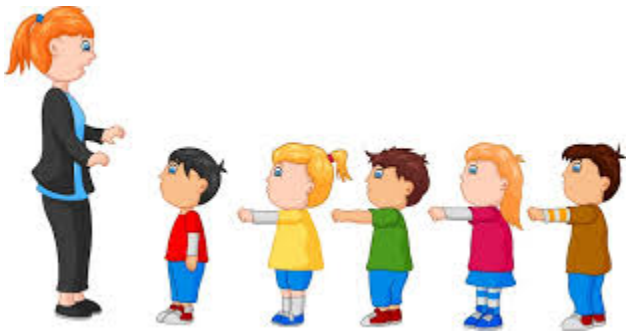
We expect that all members of the school community (staff, students, parents) will:

1. Work together to provide a safe, orderly learning climate.
2. Show respect for others; their rights; their property.
3. Learn to manage our own actions and make them appropriate.
4. Develop the characteristics of good citizenship and social responsibilities.

STUDENT DRESS CODE

At MES, our standard of dress and expectations regarding appropriate attire are based on respect for self and of others. Revealing clothing such as bare midriffs or loose fitting muscle shirts is not acceptable. Clothing that promotes disrespect to self or others is not acceptable. For health and safety reasons, footwear must be worn in school and on the playground at all times. Hats will be removed when in school.

In cases where further clarification is needed, MES staff will determine what constitutes appropriate attire and discuss this with the student. If the problem persists, parents will be contacted. Representatives of the Parent Council and MES staff will review the dress code on an as needed basis.



MITCHELL ELEMENTARY SCHOOL RESPECT PLAN

Objective: Respect for Self
Respect for Others
Respect for the Environment and this place

Strategies used to achieve these objectives are:

1. Training - All classes are taught about what respect looks like at all three levels: Self, Others, Place.

2. Assemblies/gatherings - Different aspects of respect are presented at assemblies.

3. Common Language - All staff use a common language around respect issues.

4. Documentation - Yellow slips are used to document the types of behaviour and who is involved. When students receive a yellow slip they know they have done something that violates the rules of respect.The students involved discuss the incident with their teacher and determine the consequences. Serious behaviours, like fighting, stealing, or damaging property, will be referred to the office where they will be dealt with in a discretionary manner and parents will be contacted.

5. Dispute Resolution Procedures - A student and his/her parent(s) or legal guardian(s) should appeal directly to the teacher who made the disciplinary decision in dispute. In the event that the issue is not resolved at this level, an appeal may be made to the school principal. In the event that the issue is not resolved at the school level, an appeal may be made to the superintendent of schools.

The 4 B's

Positive Behavior at Mitchell Elementary School



Be Safe



Be Respectful



Be Kind



Be Productive