

Parkhill Student Handbook

2026/2027



parkhill@hsd.ca



204-346-7740



parkhill.hsd.ca

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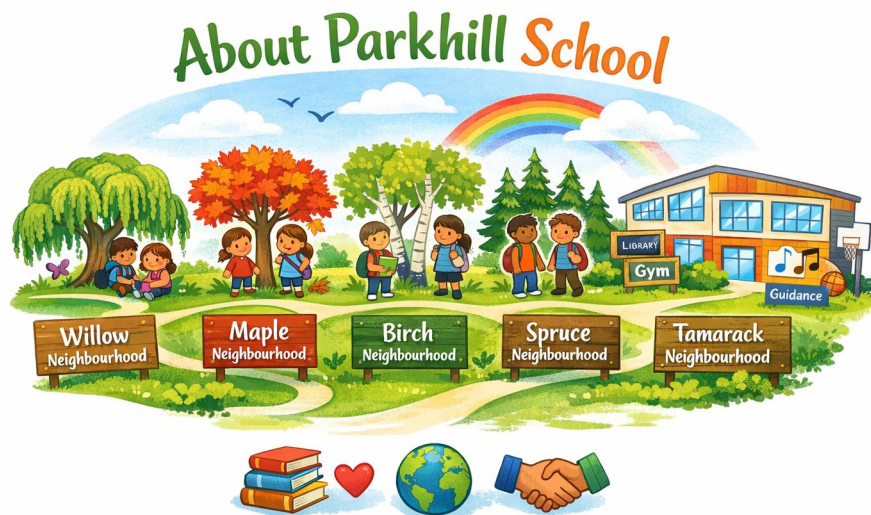
Welcome to Parkhill School!

Parkhill School is a Kindergarten to Grade Four school that proudly opened its doors in September 2026. Our bright, two-storey building is designed to support learning and connection, with a large gymnasium, music room, library, and spacious learning areas filled with natural light from our many large windows.

We are home to approximately 340 students, with our school community continuing to grow and change throughout the year. Parkhill is a culturally diverse community, and we value the experiences, perspectives, and strengths that our families and students bring to our school.

To help students feel a sense of belonging and to make our large school feel more personal, we have organized each wing into welcoming neighbourhoods:

- **Willow Neighbourhood** – Kindergarten
- **Maple Neighbourhood** – Grades 1-2/3
- **Birch Neighbourhood** – Grades 2-3
- **Spruce Neighbourhood** – Grades 3/4 -4
- **Tamarack Neighbourhood** – Office, Library, Gym, Music, Learning Support, and Guidance



Mission Statement and Staff List

Mission Statement (In Progress)

Parkhill School is in its second year of existence. We are committed to ensuring that all children, staff, and families feel a strong sense of belonging, while supporting both academic learning and social-emotional growth for all students.

As a school community, we will collaboratively develop our school mission statement. Once completed, it will be shared with the PAC and then with all families.

Our Parkhill School Team

Our dedicated and caring staff are committed to supporting all students and their families. We work together to create a welcoming and safe learning environment for every child at Parkhill School.

Please visit the link below to view an up-to-date list of our Parkhill staff. On the website, you will also find email addresses for all staff members:

[Staff List](#)

Parkhill and Hanover School Division Calendars

HSD Daily Calendar - Days of the Cycle - very helpful for Kindergarten families to know when your child attends school.

List of Dates (2026-27) | Hanover School Division

Please check [Calendar | Parkhill School](#) to stay updated with divisional and school events.

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4 ¹	5 ²	6
7	8 ³	9 ⁴	10 ⁵	11 ⁶	12 ¹	13
14	15 ²	16 ³	17 ⁴	18 ⁵	19 ⁶	20
21	22 ¹	23 ²	24 ³	25 ⁴	26 ⁵	27
28	29 ⁶	30				

HSD Parent Portal



Hanover School Division uses the **Parent Portal** as the primary system for managing student information, including **attendance, report cards, permissions, and other important updates**.

Parents and guardians are encouraged to **create a Parent Portal account** by visiting the division website.

It is important that parents/guardians **regularly check the Parent Portal** to ensure:

- Contact information is accurate and up to date
- Required student permission forms are completed

Keeping this information current helps the school communicate effectively and supports student safety.

HSD PARENT PORTAL

PARENT PORTAL SIGN IN PAGE



Daily Schedule

8:40	Supervision Begins on the Playground
8:50	Students Enter the School
9:10	O'Canada & Announcements
9:10	1st Period
9:45	2nd Period
10:20 - 10:35	AM Recess
10:40	3rd Period
11:15	4th Period
11:50-12:20	K-1 - Lunch 2-4 - Recess
12:20-12:50	K-1 - Recess 2-4- Lunch
12:50	6th Period
1:25	7th Period
2:00-2:15	PM Recess
2:20-2:55	8th Period
2:55-3:30	9th Period
3:30-3:35	Homeroom
3:40	Dismissal - Bus- Pick-ups - Walker (in order)

Attendance



Absent or Late

- **Call:** 204-346-7740
- **Email:** parkhill@hsd.ca
- **Parent Portal:** Enter absences anytime
- **Attendance taken:** 9:08 a.m. & 12:50 p.m.



Late students must **report to the General Office** for a **Welcome slip**.

If you have not identified that your student will be late you will receive a phone call or email. If we do not get a reply from you we will contact the emergency contact listed.



Arrival & Dismissal

- **Supervision begins:** 8:40 a.m.
- **Building entry:** 8:50 a.m. buzzer
- **Dismissal:** 3:35 p.m. (bus students, walkers, pick-ups)

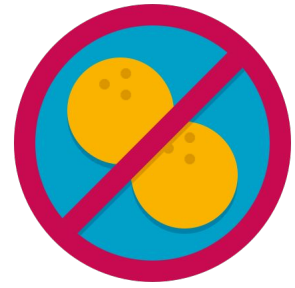


End-of-Day Changes

- Changes to hometime plans must be sent to the **school office before 3:15 p.m.**
- Late changes are difficult to accommodate due to end-of-day routines.
- Parental permission is required for changes to the person with whom a child may go home.
- Please note that avoiding end of traffic is not a reason for early pick-up.

Why this matters: Accurate and timely daily attendance is a top priority at Parkhill School and supports **student safety** and **clear communication**.

Allergies and Nut Aware



Please inform the school of any allergies that your child may have in order to help us with planning and safety.

Parents of children who suffer from anaphylaxis due to allergic reaction are required to follow URIS protocol and ensure the school has the information and are to provide an Epipen for their child's use at school, if required. As caregivers we need to take all precautions necessary to minimise risk of a life threatening anaphylaxis. As a community we can work together to minimise risks associated with being exposed to these foods that are a trigger to such attacks.

Parkhill School is a 'nut aware' school. What does this mean?

From time to time, we have children attending school who suffer from an anaphylactic reaction to peanuts/tree nuts (which may include hazelnuts, pistachios, almonds, etc.). These reactions can be serious and even life-threatening. 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. However, we ask that parents please be aware of what you are sending with your children to school, and when possible, avoid sending items that contain peanuts or tree nuts.

Our staff receive training and information related to medical conditions and care of our students. These conditions include anaphylaxis, seizure disorders, and diabetes. Students with life threatening conditions have URIS (health care) plans outlining their condition and the safety procedures required of school staff members in the event of an emergency.

If you have any questions, please feel free to contact the school.

CLASSROOM ACTIVITIES

Special Events – Student Birthdays - Show and Tell

Teachers are responsible for planning classroom activities. Timely communication between teachers and parents is essential to ensure that special events run smoothly.

Requests to bring special treats for birthdays or other events must be made well in advance and discussed with your child's teacher. Please limit classroom treats to snack-sized foods rather than larger meals. Since students bring lunches to school, this helps prevent providing more food than is appropriate during the school day.

We have students with food allergies and sensitivities, and we want to ensure their safety. Teachers may provide specific guidelines or restrictions regarding treats.

For special "Show and Tell" activities, parents should confirm that the item or presentation fits with the teacher's plans. Teachers are also aware of student allergies and phobias and may restrict treats or visits from pets when necessary.



Emergency and Crisis Preparedness

The safety and protection of all students, staff, and visitors are a top priority at Parkhill School and guide all decision-making in the event of an emergency or crisis. Careful planning, with a strong emphasis on safety, ensures our team is prepared to respond appropriately and confidently to emergencies, including evacuation procedures.

A **school-based emergency plan** is in place, and all staff members are familiar with their roles and responsibilities. Parkhill School also has a **Care Team**, with members trained in **First Aid and CPR**.

- **Practice Drills**

As required, the principal conducts the following practice drills each year:

- **Ten (10) Fire Drills**
- **Two (2) Lockdown Drills** (parents/guardians will be notified in advance)
- **One (1) Tornado Drill**

These drills help students and staff become familiar with procedures in a calm, safe, and controlled manner.

- **School Access During the Day**

All doors at Parkhill School are **locked during the school day**, with the exception of the **main front entrance**. All visitors to the school, including parents/guardians, are required to **report to the front office upon arrival**.

- **Emergency Contact Information**

To support student safety, each family is required to provide the school with a **local emergency contact** who is able to come to the school in the event of illness or a medical emergency. Please ensure this information is kept **current and up to date**.

- **Evacuation Site**

In the event that evacuation is required, our designated evacuation site is: - **Hope for All Church**, 30 McKenzie Avenue (located south of the school)

Recess & Cold Weather Guidelines

All students are expected to go outside for recess. If a child is well enough to attend school, we assume they are well enough to participate in outdoor recess.

Accommodations may be made under **special circumstances**, such as illness or injury, and must be supported by a **doctor's note**. These requests require approval from the **school principal**. Please note that a child not wanting to go outside due to cold weather is **not** considered a special circumstance.

Cold Weather Protocol

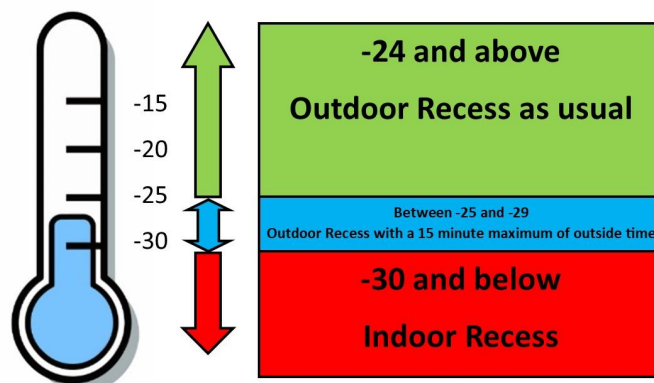
We follow **Hanover School Division (HSD) Cold Weather Guidelines**.

We believe it is important for students to get fresh air and have opportunities to play outside. However, we recognize that weather conditions can sometimes make this unsafe.

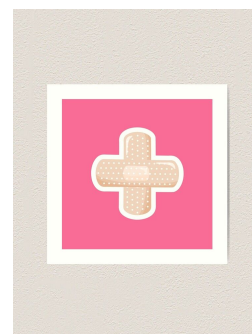
- When the temperature **with wind chill** is **-30°C or colder**, students will have **indoor recess**.
- When the temperature **with wind chill** is **between -25°C and -30°C**, **lunchtime recess may be shortened**.

Please ensure your child is **dressed appropriately for the weather**, as Manitoba weather can change quickly throughout the day.

Thank you for your cooperation and support in keeping students safe and active.



Medication and URIS Plans



Over-the-Counter Medication: Students are not allowed to carry over-the-counter medications (such as Advil or Tylenol) in their backpacks or lunch kits for self-administration. If your child needs this medication during the school day, a parent/guardian will need to come to the school to administer it.

Prescription Medication: If your child requires prescription medication during school hours, it must be brought to the office in its original container with the label visible. A completed medication form will also be required for staff to administer it.

URIS Plans

For students with specific medical needs, a URIS (Unified Referral and Intake System) plan may be required. URIS plans are developed in collaboration with a public health nurse and the school Learning Support Team to ensure appropriate care and support is in place during the school day.

Volunteering - Parent/Guardian Involvement

Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) meets a few times throughout the school year and is made up of parent volunteers, along with the principal and a teacher representative.

The PAC welcomes parents and guardians from our school community who are interested in getting involved and supporting their child's school. All families are invited to attend meetings, volunteer, and consider becoming a PAC member. The **Annual General Meeting (AGM)** is held in the fall and provides an overview of opportunities to get involved throughout the year.

For the most up-to-date information, please visit the **Parkhill School PAC** page under the **Parent** tab on the school website.

PAC Email: parkhillpac@gmail.com

We sincerely thank the Parent Advisory Council for all they do to support Parkhill School and our school community.

Volunteering

There are many ways parents and guardians can become involved in classroom and school programs, including:

- assisting in classrooms
- supporting special outings and events
- helping with school-wide activities
- participating in Parent Advisory Council (PAC) activities

To support student safety, **all school volunteers** are required, by **Hanover School Division policy**, to complete volunteer screening procedures. Please contact the **school office** for information on required clearances before volunteering.

Parent Advisory Council



Parkhill School Parent Advisory Council (PAC) is a voluntary group of parents who meet monthly to support our school community. The PAC provides valuable feedback, helps fundraise for special projects, and organizes programs such as hot lunches. We welcome and encourage families to consider joining. More information and contact details for PAC committee members can be found on our website:

<https://parkhill.hsd.ca/pac/>

Happy Feet Daycare and School of Choice

Happy Feet Daycare

Happy Feet Daycare

Happy Feet Daycare is an **independently operated daycare** that rents space within Parkhill School. It is not operated by Parkhill School or Hanover School Division.

Having a space at Happy Feet Daycare **does not guarantee enrollment at Parkhill School**. Students who live within the Parkhill School catchment are eligible to attend Parkhill School.

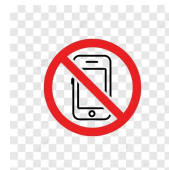
If you do not live within the Parkhill School catchment and would like your child to attend Parkhill School, you must be **approved for School of Choice**.

This process is completed by Hanover School Division.

[Please click here for more information about School of Choice.](#)

Daycare registration and school registration are separate processes.





Items to Leave at Home & Dress Code

❑ Items to Leave at Home

To support a safe and focused learning environment, please ensure the following items are **left at home**:

- **Electronics**, including iPods or similar devices, Nintendo DS/Switch, cell phones, and walkie-talkies
- **Watches** with built-in cameras or video games
- **Toys that resemble any type of weapon**
- **Energy drinks**

❑ Lost and Found

Our lost and found is located in the main lobby. Three to four times each year, unclaimed items are donated.

Please note that the **school is not responsible for lost or stolen personal property**.

❑ Cell Phone Use

In accordance with **Hanover School Division policy**, **cell phones are not permitted in Kindergarten to Grade 8 schools**.

❑ Dress Code

Student Dress Expectations

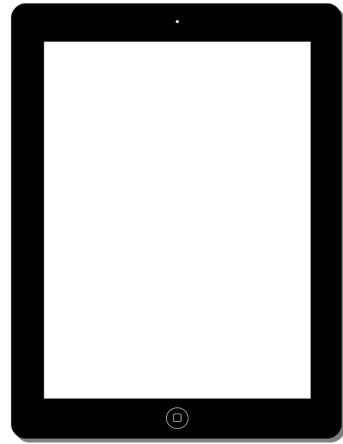
Students are expected to come to school dressed in a manner that supports learning and contributes to a **safe and respectful school environment**.

Students are **not permitted** to wear clothing, hats, or jewellery, or to carry binders or bags that display:

- Offensive language or slogans
- Suggestive images
- Advertisements or symbols related to alcohol or drugs

Teachers and school administration have the authority to address concerns related to inappropriate attire and to work with families to resolve these situations.

Technology Use



EMAIL/INTERNET

Early Years students (Grades K-4) require parents to provide consent for their child to access technology in Hanover School Division. The consent shall remain in effect as long as the student is registered with an early years school in the Hanover School Division. Each year, parents/guardians will receive a reminder of the permissions that they have granted their child and will be informed of any changes to the agreement. A new consent form is required when the student enters Grade 5. Please see [Hanover School Division Responsible Use of Technology Policy](#) for more information.

Student Privacy at School Events

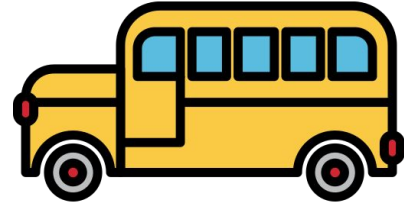
When taking photographs at school events, please do not share them on social media. Thank you for helping us protect the privacy of all our students.

School Bus & Transportation

Student Expectations on the Bus

When travelling on a school bus, students are expected to:

- Talk quietly
- Follow the bus driver's directions
- Keep aisles clear
- Remain seated for the entire bus ride



If a concern occurs on the bus, the driver will complete a **Student Misconduct on Bus** form. This form is submitted to the principal, who will then contact the student's parent(s)/guardian(s). A copy of the division's bus policy will be sent home, outlining the reporting process and how repeated misconduct may affect a student's bus privileges.

Bus Eligibility

The [Hanover School Division Transportation Department](#) determines whether a student is eligible for bussing based on their **home address**.

Bus Passes

Hanover School Division Transportation policy limits daily home-to-school bus transportation to **assigned bus students only**.

In **rare emergency situations**, a bus pass may be issued at the principal's discretion. Parents/guardians (or a designate) must contact the **principal** to explain the circumstances requiring an exception.

Bus Delays

Bus delays will be communicated through [Bus Delay Bulletins](#).

Crosswalk, Parking & Drop-off and Pick-Up Procedures



A crosswalk is located at the intersection of McKenzie Avenue and Parkland.

For added safety, a crossing guard will be on duty during the following times:

- Start of Day: 8:45 a.m. – approximately 9:00 a.m.
- End of Day: 3:40 p.m. – approximately 3:55 p.m.

Parking, Drop-Off & Pick-Up

Parking is available in the school parking lot at the front of the school. Designated drop-off and pick-up spaces are also available.

Please note:

- Drop-off and pick-up spaces are for short-term use only.
- These spaces are not to be used for parking or waiting with your child.
- If you plan to wait, please park in a designated parking space.

End-of-Day Dismissal

- Students who are being picked up will be released outside directly to their parent/guardian by their teacher. Students will not be released to walk independently to vehicles due to traffic concerns.
- Students who are walking will exit either through the back playground or along the sidewalk, as directed.

School-Wide Behaviour Expectations

Our goal at Parkhill School is for students to take care of one another and contribute positively to our school community. We believe that students learn best when they develop self-regulation, allowing both themselves and others to learn.

Through schoolwide and classroom norms, expectations for behaviour are clearly established and reviewed regularly. We support students in learning to make good choices, understanding that they are responsible for their actions, and recognizing the difference between appropriate and inappropriate behaviour. When mistakes happen, all students and staff are expected to “make things right” to the best of their ability.

At the core of our approach is the expectation that everyone in our school community behaves in a caring, respectful, and safe manner.

Student Discipline

At Parkhill School, a variety of management strategies are used to maintain a productive and respectful learning environment. However, there are certain behaviours that are considered unacceptable. These are referred to as bottom-line behaviours.

Examples of bottom-line behaviours include, but are not limited to:

- Verbal or physical abuse
- Threats toward students or staff
- Bullying
- Gang activity or involvement
- Vandalism of property
- Theft
- Use or possession of illegal drugs
- Bringing a weapon to school
- Defiance

Consequences are dependent on the type, severity and frequency of the behaviour and may include, but are not limited to, the following:

- Teacher/student discussion feedback on behaviour and circumstances (reminder/warning)
- Teacher/student/principal discussion
- Related assignment or activity
- Removal of privileges
- Parent/guardian meeting
- Withdrawal from the classroom setting for a specified time
- School support team involvement/behaviour plan
- Replacement of damaged, lost or stolen property
- Student Services support (clinician services required)
- Sent home for the remainder of the day as a break
- In-school suspension/Out-of-school suspension

In cases with serious misconduct, major disciplinary consequences, possibly including in-school or out-of-school suspensions, will follow. Suspensions are a matter to be taken seriously. Typically, unless the misconduct is of a grave nature or has taken place repeatedly, an in-school suspension is used to bring behaviour into line. Out-of-school suspensions are often several days in duration but may be longer if offences continue to occur. Parents and the HSD Superintendent are notified immediately whenever the principal or teacher suspends a student out-of-school.

Please also refer to the HSD website hsd.ca for detailed divisional policies.

When the student has returned to a calm and open-to-learning state, the student will be given the opportunity to fix their mistake as part of the learning experience. We want to return the student to their classroom strengthened from their experience. We respond to our students in a kind and consistent manner that honours their dignity throughout the process. We value working together with the parents/guardians to support the child.

Positive Problem Solving

It is important to our staff to work with families in the best interest and care of students. Please reach out to us to have meaningful conversations. We all work together to make our schools safe, positive, and respectful places for each child to learn.
Positive Problem Solving | Hanover School Division

DISPUTE RESOLUTION PROCEDURES:

Parents/guardians should appeal directly to the teacher (or principal) who made a disciplinary decision concerning their child if they wish to dispute it. In the event that the issue with a teacher is not resolved, an appeal may be made to the principal. If the issue is not resolved at the school level, an appeal may be made to the Superintendent of Schools. Only after all normal dispute resolution procedures or formal channels have been exhausted may parents exercise their right to appeal to the Hanover School Division Board of Trustees.

Communication with HSD Staff

Hanover School Division is dedicated to fostering a respectful and professional environment in all schools and divisional offices. Aggressive behavior, verbal abuse, threats, or any form of harassment will not be tolerated. We appreciate your cooperation in ensuring all interactions—whether in person or via email—are conducted respectfully.

Nutrition Program



Parkhill School offers a Nutrition Program to support the well-being of students and families in our school community. The purpose of this program is to ensure that all students have access to nutritious food during the school day so they are able to learn, grow, and feel their best.

Daily Fresh Fruit and Vegetable Program

All students at Parkhill School have access to fresh fruits and vegetables each day. A bowl containing items such as apples, oranges, bananas, peas, and carrots is provided to each classroom daily. Students may take items from the bowl as needed throughout the day.

Breakfast and Lunch Support Program

The breakfast and lunch program is intended to support families who may experience periods of limited access to food. This may include families facing financial challenges, unexpected expenses, changes in employment, or other circumstances that make it difficult to consistently provide meals at home.

The program provides a limited but balanced selection of food items, which may include sandwiches, cup noodles, muffins, cheese strings, yogurt, and granola bars. On select days, a hot lunch option will also be available.

Program Purpose and Limitations

This program is not intended to replace meals that families are able to provide at home, nor is it designed for students who prefer alternative food options beyond what is available through the program. Families seeking additional variety may access hot lunch options available for purchase through the Parent Council on Thursdays via Munch-a-Lunch.

The goal of the Nutrition Program is to ensure that support is available to families who need it, when they need it.

Confidentiality and Respect

Participation in the Nutrition Program is handled with care, respect, and confidentiality. Families who access the program are valued members of the Parkhill School community, and there is no judgment associated with receiving support.

Questions or Additional Support

Families who are unsure whether the Nutrition Program is appropriate for their situation, or who wish to discuss their circumstances privately, are encouraged to contact the school.

Hanover School Division Divisional Leadership

[Administrative Staff](#) and [Board of Trustees](#) - visit the HSD website for roles and responsibilities

