



# Substitute Teacher Information Package

*Learning Today to Improve Tomorrow*



## **General Information**

### ***Early Calls***

Substitution calls may start as early as 7:00am. Kelsey Bially will contact the school secretary to inform them of the teachers that called in ill.

### ***Cancellation***

We ask that if substitute teachers need to cancel their booking, please provide the Substitute Clerk advance notice so that other arrangements can be made. Please call Kelsey as early as possible if you are sick on the day you are scheduled to substitute.

### ***Substitution Contact:***

Kelsey Bially (starts at 7:00am)  
Administrative Assistant  
Ph: 204-642-1717  
Kelsey.bially@esd.ca

## **Employment Insurance and Pay Information**

Substitute teachers are paid once per month, in the first week of the month, i.e. April days will be paid in the first week of May.

The pay rate is \$170.89 per full day.

After 7 consecutive days, substitute teachers are paid basic teacher salary (not greater than a class 5 maximum); retro to the first day worked.

### **Please direct inquiries to:**

#### **Saerd Jonsson**

Payroll Administrator and Human Resources  
Ph: 204-642-6264  
Saerd.Jonsson@esd.ca

Kelsey Bially  
Administrative Assistant  
Ph: 204-642-1717  
Kelsey.bially@esd.ca



**EVERGREEN  
SCHOOL  
DIVISION  
JK – Grade 8  
Calendar  
2023 – 2024**

<b>LEGEND</b>
SCHOOL DAY: <b>Classes</b>
ADMIN / PD DAY: <b>No Classes</b>
HOLIDAY / WEEKEND: <b>No Classes</b>
<b>Junior Kindergarten:</b> A.M. or P.M. Tuesday and Thursday <b>Begins October 10</b>
<b>Kindergarten:</b> Full Days Monday, Wednesday and Friday
<b>Strong Beginnings*</b> No regular classes for JK - 8 K-8 Students attend by appointment.
<b>REPORT CARDS</b>  <b>GRADES K – 8</b> December 1, 2023 March 22, 2024 June 28, 2024

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 <b>Labour Day</b>	5 <b>No Classes</b>	6 <b>No Classes</b>	7 Classes begin: Gr. 1 - 8	8 Classes begin: Gr. K	9
10	11	12	13	14	15	16
17	18	19	20	21 <b>Strong Beginnings*</b>	22 <b>Strong Beginnings*</b>	23
24	25	26	27	28	29	30

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>No Classes</b>	3 <b>No Classes</b>	4	5	6	7
8	9 <b>Thanksgiving</b>	10 <b>First day JK</b>	11	12	13	14
15	16	17	18	19	20 <b>MTS PD Day</b>	21
22	23	24	25	26	27	28
29	30	31				

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 <b>Evening Conferences</b>	9 <b>Evening Conferences</b>	10 <b>Conferences</b>	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 <b>Noon Dismissal</b>	23
24	25 <b>Winter Break</b>	26 <b>Winter Break</b>	27 <b>Winter Break</b>	28 <b>Winter Break</b>	29 <b>Winter Break</b>	30

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Winter Break</b>	2 <b>Winter Break</b>	3 <b>Winter Break</b>	4 <b>Winter Break</b>	5 <b>Winter Break</b>	6
7	8 <b>Classes Resume</b>	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



**EVERGREEN  
SCHOOL  
DIVISION  
JK – Grade 8  
Calendar  
2023 – 2024**

<b>LEGEND</b>
SCHOOL DAY: <b>Classes</b>
ADMIN / PD DAY: <b>No Classes</b>
HOLIDAY / WEEKEND: <b>No Classes</b>
<b>Junior Kindergarten:</b> A.M. or P.M. Tuesday and Thursday
<b>Kindergarten:</b> Full Days Monday, Wednesday and Friday
<b>Strong Beginnings*</b> No regular classes for K - 8 K-8 Students attend by appointment.
<b>REPORT CARDS</b>  <b>GRADES K – 8</b> December 1, 2023 March 22, 2024 June 28, 2024
<b>JK and K Registration</b> January 15 – 26, 2024

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <b>No Classes</b>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 <b>Louis Riel Day</b>	20	21	22	23	24
25	26	27	28	29		

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 <b>No Classes</b>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25 <b>Spring Break</b>	26 <b>Spring Break</b>	27 <b>Spring Break</b>	28 <b>Spring Break</b>	29 <b>Good Friday</b>	30

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 <b>Evening Conferences</b>	18 <b>Evening Conferences</b>	19 <b>Conferences</b>	20
21	22	23	24	25	26	27
28	29	30				

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 <b>No Classes</b>	18
19	20 <b>Victoria Day</b>	21	22	23	24	25
26	27	28	29	30	31	

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28 <b>Last day for K to Grade 8 Noon Dismissal</b>	29

School Hours/Balanced Day Schedule  
2021-2022

<p><b>AEMS</b></p> <p>9:00-9:50 Period 1            9:50-10:40 Period 2            10:40-11 :20- Break 1            1:20-12:10 Period 3            12:10-1:00 Period 4            1:00-1:50- Break 2            1:50-2:40 Period 5            2:40-3:30 Period 6            3:30 Dismissal</p>	<p><b>REMS</b></p> <p>9:00 Classes begin            10:45-11 :20 First break                10:45-11 :05 Early years nutrition break &amp;                Middle Years outside/activity break                11:05 - 11:20 Early years outside/activity                Middle Years nutrition break            11 :20 Classes resume            12:55-1:50 Second break                12:55-1:15 Everyone eats                1:15 - 1:50 Activity break            1:50 Classes resume            3:25 Dismissal</p>
<p><b>SSES</b></p> <p>8:40 am - School supervision begins.            9:00 – Classes begin.            10:35-10:50 - Nutrition Break            10:50-11:10 - Outdoor Activity            11:10-12:50 - Classes resume            12:50-1:10 - Nutrition Break            1: 10— 1:45 - Outdoor Activity            1:45-3:25 - Classes resume            3:25 - First bus students dismiss            3:35 - Second bus dismissal            3:40 - Town students dismiss</p>	<p><b>WBS</b></p> <p>8:50 - 9:15 Homeroom Time            9:15-10:45 Block 1            10:45 - 11:00 Nutrition Break            11:00 - 11:20 Outdoor Activity            11:25-12:55 Block 2            12:55-1:25 Nutrition Break            1:25- 1:55 Outdoor Activity            1:55 - 3:25 Block 3            3:30 Dismissal</p>

# Evergreen School Division

## Substituting 101:



### 1. Arrive Early and Know Your Surroundings.

- When you are called for an assignment, try to get there at least 30 minutes before classes start (if you are called late in the morning, just do your best).
- Ask ahead of time about parking arrangements.
- Dress for the weather (you may have outside duty) and dress in layers (some classrooms are very cold, while others are hot).
- Head to the school office.
- You'll have to sign in, get an ID badge, keys/fob and learn about your specific assignment for the day.
- They may have a copy of a sub plan there in the office for you, or it may be in the classroom.
- Next, you'll need to find the classroom.
- If you cannot find the teacher's plan for the day, ask any of the surrounding teachers if they could help you. If not, call the main office to ask if there are any emergency plans kept on file.
- If no one is able to help you with plans, you may need to pull some of your "*plans that always work*" out of your schoolbag and 'wing it'; once the students arrive they may be able to orient you to some of the things they have been working on or are part of a routine.

2. **Dress Professionally:** that doesn't mean you need to wear a suit or the like every day, but you should find clothing that is clean, fits well, isn't distracting, doesn't include graphics and is suitable for the subject you are teaching.

3. **Read over the teacher's plans. Look through the teacher's Sub Folder** (if they have one). That will give you some time to process, gather materials, ask questions, etc. Also become familiar with seating charts, any rules posted in the classroom, the school's fire drill procedure, where the washrooms are and what are the rules around washroom and water breaks, any duties you'll have and when any breaks are scheduled.

### 4. Greet the students at the door or at the front of the classroom.

Nothing says confidence more to students than a teacher who stands at the door to say 'hello' and reminds them to prepare for class. A simple, "Welcome! Please enter quietly and take your seats. We'll begin at the bell" works wonders. You give them the expectations you want them to follow in a friendly manner. If you're at the door, be sure to glance into the classroom now and again to make sure they are following directions.



5. **Start the class right away.** As soon as it's time to start, take attendance, introduce yourself and do a brief review of what the class/day is going to look like. Be willing to answer a few questions, but then go right into the first lesson plan or activity.

Be flexible and tell the students they need to be flexible. They may say their teacher doesn't don't do things a certain way, but just remind them that you are not "Mr. Smith" and today is going to be different than their regular days.

6. **Try to follow the lesson as closely as possible and stick to the daily schedule.** Hopefully the teacher has left easy to read and follow lesson plans that include the expected outcomes, opening activities, lesson activities and closure activities. Stick to them as closely as possible.

Not sure about an activity? Don't be afraid to ask the kids. There will be someone in the class who will want to help. Say something like: "Who wants to demonstrate to the class the correct procedure for \_\_\_\_\_?" This way, you're not outright admitting you have no clue what's going on. Chances are there will be plenty of eager helpers ready to save the day.



7. **Leave feedback for the teacher.** Try to follow the plans as close as possible and be sure to leave notes for the teacher about what got done or didn't get done, which students were awesome and not so awesome, etc. If you couldn't understand the lesson, explain what parts got done and how you improvised.

If there is some marking that is straightforward (math worksheet, spelling test, etc.), consider helping the teacher out by doing it. Be sure to leave the classroom the way you found it. Make sure the students clean up at the end of the day and that you leave the teacher's desk as it was.

8. **Create a Substitute Binder/Schoolbag.** Before you even go into classrooms, you should create a substitute binder full of ideas, activities, worksheets, lesson plans that you are comfortable with and work well with a wide range of age groups. Why? There will be days when you will be called in to teach a class for which a teacher was not able to (or didn't) leave a lesson plan or enough of a lesson plan. Favorite read alouds and short stories are also good suggestions for your schoolbag contents.



Your schoolbag should also have a list of “10 - minute fillers”; games and activities to help fill those 10 minutes before the bell, at the end of a lesson, etc. If students are engaged, there is less potential for problems.

9. **Brush Up on Classroom Management.** Before you step into any classroom, you should brush up on classroom management skills. It will be really handy to know (and even practice) ways to handle a class full of potentially rowdy students. Remember these tidbits: be consistent, be fair, treat students as students and not friends, be confident, use your ‘look’, and know the school’s policies. There are many books, articles and on-line resources to get support around this. Talking to and observing other teachers are invaluable.



Be strong and confident early on. Seek their input but be decisive. Address issues as they arise; don’t ignore them as they will get bigger not smaller. You can always be a little more lax as the day goes on, but they need to know they are not going to get away with certain behaviors just because you are a substitute. Some substitutes have their own rules that they share with each class.... (ex.) “Mr. Smith’s Top 3”.

Another helpful management tip is to assign classroom jobs to students. Giving jobs to students who are up, moving around, possibly being disruptive, allows them to focus.

Be sure to “work the room”. Being up and circulating always helps. Proximity is one of the best strategies for upping engagement and for lessening “mischief”.

10. **Join the staff at breaks.** It’s a great way to get to know them and the school. Do not talk negatively about the school, teachers, students. Keep conversations to general topics.
11. **Pop by the office on your way out.** Turn in any keys/fob and let secretary/Principal know you are leaving.

12. **Thank you!!**





## Evergreen School Division

### Substituting 101: Policies and Procedures

The following highlights some of the most relevant ESD Procedures but you are invited to go the ESD website and click on Administrative Procedures for more information on any of them.

If you are unsure about something, ASK before you ACT.

#### **TECHNOLOGY:**

Technology is changing every day and schools are doing their best to help students maximize their use of this valuable learning tool. With all this will come even more emphasis on personal responsibility and using technology in appropriate ways, at appropriate times.



#### **Computers**

- show all computers and ICT equipment care and respect
- no visiting of unauthorized sites
- no "cyber - bullying" of any kind, towards staff or fellow students, both in and out of school
- appropriate communications only

#### **All Electronic Devices (I-pods, I – pads, cameras, cell phones, video games, etc.)**

- All electronic devices must be kept out of sight and turned off while on divisional transportation, during school related programs, on the playground, and in the classroom unless prior permission has been given by the classroom teacher (for example: individual teachers may decide to allow them during inside recess days; individual bus drivers may allow certain devices, etc.)
- The use of these devices is not permitted in schools or on school property, unless specific permission is given by the teacher/school.
- In many courses and classrooms, there will be learning opportunities that incorporate the use of personal devices - teachers will invite students to use personal devices for educational purposes when it is appropriate to do so. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment.
- Students are to use the office phone to make contact with home; home is asked to direct any communication to their children through the office.
- Photos are not to be taken at school by students as there is "an expectation of privacy" unless it is a public event like a Christmas Concert, etc.; students must check with their teacher before taking any pictures
- ESD will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any personal electronic device.

- Abuse of ICT, whether the device is from home or school, may result in disciplinary action.
- School staff may confiscate these devices from students if they are used for unauthorized purposes or at unauthorized times. Other follow up may also be decided upon by the school dependent on the incident.



For more information see:

- 1.A.15 Cell Phone Use

### **CODE OF CONDUCT:**

Evergreen School Division strives to provide a safe and caring environment. We use strength-based approaches to maintain respectful and responsible behaviors and to respond to inappropriate behaviors.

Students and staff must behave in a respectful manner towards one another.



The following are unacceptable behaviors that need to be addressed:

- physical assault or threat making;
- bullying, including cyber-bullying, any person or abusing physically, sexually, or psychologically – orally, in writing or otherwise;
- discriminating on the basis of any characteristics set out in the Human Rights Code of Manitoba;
- possessing, selling or being under the influence of alcohol, cannabis, or illicit drugs at school;
- gang involvement;
- possessing or using a weapon.

All employees (including substitutes) or volunteers who have care and charge of one or more pupils must, if they become aware that a pupil of a school may have engaged in unacceptable conduct while at school, at a prescribed school-approved activity or in other prescribed circumstances, must report the matter to the Principal of the school as soon as reasonably possible.

As a substitute teacher, you are expected to....

- establish and maintain a learning environment in the school which is pleasant, orderly, respectful and conducive to the students' engagement in learning.;
- communicate information about student progress, attendance and behavior to classroom teacher / administration;
- be a role model in establishing a positive tone in the school;
- treat students fairly and consistently.



**Disciplinary Consequences for Students:** As a substitute you will need to make some disciplinary decisions. These may include changing a student's seating spot, asking a student to talk to you in the hallway privately, speaking to a student at break, having student spend some time with you at break, having a student work elsewhere, sending a student to the office, etc.

If you are unsure of what is common practice in the school you are in, and what is not, ask.

Other consequences need to be determined by the classroom teacher upon their return or by the school administrator, depending on the nature and urgency of the issue.

If there are students in the classroom with special needs/special plans, there may be special plans for responding to their behaviour. Be sure to check the teacher's notes, talk to the educational assistant (if there is one) or consult with the Resource Teacher or Principal.

For more information see:

- Code of Conduct 1.A.30
- Extreme Behaviours – Prevention and Response Administrative Procedure 1.A.50
- Alcohol / Cannabis / Other Drugs Administrative Procedure 1.B.20

## **STUDENTS WITH SPECIAL NEEDS**

ESD has many students with special needs. Sometimes the need is visible, and sometimes it is not. If a student has a special plan in place for academics, behavior, medical issues or safety, there should be notes about that student in the classroom teacher's sub folder. Only relevant information needs to be shared with you. If you have concerns, check with the Resource teacher or Principal.

For more information see:

- Anaphylaxis / Allergies Administrative Procedure 1.B.30
- Inclusion Administrative Procedure 3.B.110
- Extreme Behaviours – Prevention and Response Administrative Procedure 1.A.50

## **SCENTS:**

As certain scents/fragrances can cause discomfort or impact the health of others, substitutes are asked to limit or to not use these products.

For more information see:

- Scent / Fragrance Aware Administrative Procedure 8.66

## **SMOKING+:**

All properties of the Division, including buildings, grounds and vehicles, are to be smoke, tobacco and vapour free environments for employees, students and visitors.

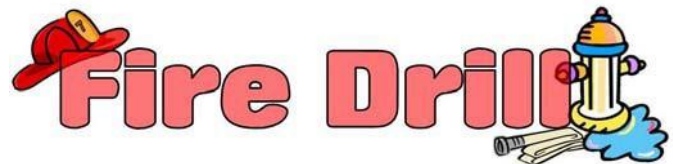
For more information see:

- Smoke, Tobacco and Vapour Free Environment Administrative Procedure 8.68



## **FIRE DRILLS and EVACUATION:**

Evacuations are an emergency response to a fire, bomb threat, chemical spill or severe weather.



As a substitute you are responsible for the safety of the students in your care. You need to know the closest exits (consult maps posted in each classroom space), the gathering spot for all the students and other important safety steps to take (doors closed for example). Be sure to ask for this information the first time you sub in each building. Remember to take a class list outside with you for any evacuation.

For more information see:

- Evacuation Administrative Procedure 8.21

## **LOCKDOWNS:**

Lockdowns are an emergency response to:

- a person (or group) is out of control and there is potential for physical danger
- a person (or group) is in possession of weapons

- a person (or group) is on school grounds without permission and engaging in suspicious behaviours
- a person (or group) is avoiding school authorities when approached
- environmental concerns
- an event happening in community that presents potential danger

As a substitute you need to know what to do if a LOCKDOWN is announced over the PA. Your main priority is to secure a safe as possible location for you and your students, with minimal movement, noise, etc. and to stay in that location until instructed otherwise by a trusted source (Principal, RCMP, etc.).



If HOLD and SECURE is announced over the PA, that means that the perimeter of the school is locked down, and no one can enter or leave the building until hold is lifted.

For more information see:

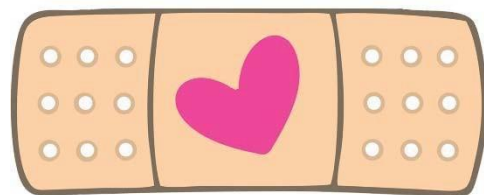
- Lockdown Administrative Procedure 8.22

### **ACCIDENTS and INCIDENTS:**

As a substitute, you need to report any accidents/serious incidents or serious concerns to the school office. Depending on the accident/incident, your assistance may be requested in helping the student, problem – solving/debriefing or in filling in paperwork.

For more information see:

- 8.13 Accidents: Students
- 8.12 Accidents: Non-Students
- 8.10 Abuse: Suspected Child Abuse



### **STUDENTS LEAVING SCHOOL:**

If a student is ill and needs to go home or tells you they have an appointment and need to leave early, this needs to go through the school office. Do not dismiss children on your own unless it is a designated dismissal time or the adult picking up the child is verified as by the office first.

For more information see:

- Leaving School Premises Administrative Procedure 1.B.125.

**NOTE: Schools often have handbooks and the like that contain information on school – based procedures. Request one from the school office.**



# School Directory



## **Arborg Early Middle School**

251 David Street  
Box 670  
Arborg, Manitoba  
R0C 0A0

Phone: 204-376-5054 Fax: 204-376-2958

[aems@esd.ca](mailto:aems@esd.ca)

<http://www.esd.ca/schools/aems/>

Enrollment 240

**Grades: K-8**

**Principal:** Brad Harding, [brad.harding@esd.ca](mailto:brad.harding@esd.ca)

**Assistant Principal:**

**Secretary:** Norma Ambrose

*Substitute teachers are asked to check in at the office upon arrival at the school.*

### **Check in times:**

For a.m. classes: 8:30 a.m.

For p.m. classes: 11:45 p.m.

Morning: Be in room by 8:50 a.m., classes start at 9:00 a.m.

Afternoon: in room by 11:55 p.m., classes start at 12:05 p.m.

Balanced School Day

## Arborg Early Middle School 2023-2024

Harding, Brad	Principal
Burak, Rachelle	Assistant Principal Phys Ed – Grades 5-8 Counsellor
Bates, Cheryl	Grade 5/6
Charrier, Kathleen	Interventions
D'Amour, Cendrine	Grade 6/7
Chwaliboga, Cheryl	Grade 3/4
Harding, Tanya	Grade 5/6
Hildebrandt, Kurt	Grade 7/8
Kilbrei, Carlin	Music – Grades K-6 Grade 1/2
Marks, Stephanie	Band
Marteinsson, Grace	Grade 1/2
Plett, Lorna	Resource
Rudyk, Kristen	Grade 7/8
Skoropet, Alicia	Grade 1/2
Smolinski, Kira	Grade 2/3
Trumbley, Nadine	Grade 3/4
Wood, Brettlyn	Kindergarten (M/W/F) Phys-Ed K-4 (T/TH)





## **Arborg Collegiate Institute**

461 St. Peters Street  
Box 220  
Arborg, Manitoba  
R0C 0A0

Phone: 204-376-2605 Fax: 204-376-5160

[aci@esd.ca](mailto:aci@esd.ca)

Enrollment 112

**Grades: 9-12**

**Principal:** Krista Borgfjord, [krista.borgfjord@esd.ca](mailto:krista.borgfjord@esd.ca)

**Assistant Principal:** Linda Arnason

**Secretary:** Terri Barkman

*Substitute teachers are asked to check in at the office upon arrival at the school to receive lesson plan, keys etc.*

### **Check in times:**

For a.m. classes: 8:45 a.m.

For p.m. classes: 1:05 p.m.

Warning bells at 8:50 a.m. and 12:40 p.m.

Morning: in room by 8:50 a.m., classes start at 8:55 a.m.

Afternoon: in room by 1:10 p.m., classes start at 1:15 p.m.

## Arborg Collegiate Staff List 2023-2024

Borgfjord, Krista	Principal Resource CTS
Charrier, Raya	Assistant Principal Resource Math, Drama
Deck, Devon	Industrial Arts
Fisher, Haley	Semester 1 – Resource & Phys-Ed Semester 2 – Phys-Ed & ELA
Marks, Stephanie	Band
Orbanski, Rachel	Guidance Art, Careers, Family Studies
Peredes, Jaime	ELA, Careers, Biology, Social Studies
Sagan, Craig	Math & Science
Simundson, Heida	Math
Stadnek, Scott	ELA & Social Studies



## **Dr. George Johnson Middle School**

Box 1170  
53 Third Avenue  
Gimli, Manitoba  
R0C 1B0

Phone: 204-642-8581 Fax: 204-642-8281

[djms@esd.ca](mailto:djms@esd.ca)

<http://www.esd.ca/schools/gjms/>

Enrollment: 223

**Grades: 5-8**

**Principal:** Jamie Gilbert, [jamie.gilbart@esd.ca](mailto:jamie.gilbart@esd.ca)

**Assistant Principal:**

**Secretary:** Ellen Acton

*Substitute teachers are asked to check in at the School Office upon arrival to sign in, receive lesson plan, keys etc.*

### **Check in times:**

For a.m. classes: 8:45 a.m.

For p.m. classes: 12:30 p.m.

Warning Bell rings at 8:50 a.m.

Morning: in room by 8:50 a.m., classes start at 9:00 a.m.

Afternoon: in room by 12:00 p.m., classes start at 12:10 p.m.

Balanced School Day

**Dr. George Johnson Middle School 2023-2024**

Gilbart, Jamie	Principal
Charrier, Justin	Assistant Principal Phys-Ed Interventions
Angus, Kim	Grade 5/6
Clarke, Heather	Music/Band
Croy, Kelly	Guidance Resource
Hasselfield, Christoff	Grade 7/8
Harding, Nathan	Grade 7/8
Johannesson, Taylor	Grade 7/8
Mills, Patrick	Grade 5/6
Pawluk, Shawna	Grade 5/6
Schimnowski, Rebecca	Grade 7/8
Stevens, Linda	Grade 5/6
Truscott, Richard	Grade 5/6
Young, Nicole	Resource Intervention



## **Riverton Early Middle School**

Box 280  
118 Main Street  
Riverton, MB R0C 2R0  
Phone: 204-378-5145      Fax: 204-378-2964  
[remes@esd.ca](mailto:remes@esd.ca)  
Enrollment 132

**Grades: K-8**

**Principal:** Randy Semenek, [randy.semenek@esd.ca](mailto:randy.semenek@esd.ca)

**Assistant Principal:**

**Secretary:** Crystal Magnusson

*Substitute teachers are asked to check in at the office upon arrival at the school to receive lesson plan, keysetc.*

### **Check in times:**

For a.m. classes: 8:30 a.m.

For p.m. classes: 11:45 p.m.

Morning: in room by 8:50 a.m., classes start at 9:00 a.m.

Afternoon: in room by 11:55 p.m., classes start at 12:05p.m.

## Riverton Early Middle School 2023-2024

Semenek, Randy	Principal Resource
Strachan, Megan	Assistant Principal Interventions Phys Ed
Barkman, Kelly	Grade 2/3
Barkman, Noreen	Grade 1/2
Bobrovich, Serena	Guidance Kindergarten
Cowie, Samantha	Music Teacher
Charrier, Raya	Resource Interventions
Entz, Naomi	Gr 7/8 with French
Hibbert, Leanne	Grade 5/6
Marks, Stephanie	Band
Saler, Stephanie	Grade 6/7
Toderan, Candace	Grade 3/4
Vandersteen, Jessica	Resource Interventions



## **Riverton Collegiate Institute**

Box 749  
Thompson Drive  
Riverton, Manitoba  
R0C 2R0

Phone: 204-378-5135 Fax: 204-378-5201

[rci@esd.ca](mailto:rci@esd.ca)

<http://www.esd.ca/schools/rci/>

Enrollment: 119

**Grades: 9-12**

**Principal:** Erin Furgala, [erin.furgala@esd.ca](mailto:erin.furgala@esd.ca)

**Assistant Principal:**

**Secretary:** Maddie Bergman

*Substitute teachers are asked to check in at the office upon arrival at the school to receive pamphlet, lesson plan, keys etc.*

### **Check in times:**

For a.m. classes: 8:45 a.m.

For p.m. classes: 1:05 p.m.

Warning bells at 8:55 a.m. and 12:40 p.m.

Morning: in room by 8:50 a.m., classes start at 9:00 a.m.

Afternoon: in room by 1:10 p.m., classes start at 1:15 p.m.

## RCI STAFF LIST 2023-2024

Furgala, Erin	Principal Resource Math
Jantz, Rob	Assistant Principal History, ELA, Social Studies, Humanities
Boaz, Sarah	Home Economics, Math & Science
Bodnarus, Don	Phys-Ed & Science
Einarson, Tammy	Math & Science
Kornelsen, Gaylene	Guidance
Lubinski, Alison	Resource Humanities, ELA
Marks, Stephanie	Band
Wallach, Daniel	Math, Geography, Outdoor Ed, Humanities, Tech





## **Sigurbjorg Stefansson Early School**

Box 7500  
11 Autumnwood Drive  
Gimli, MB R0C 1B0  
Phone: 204-642-1500 Fax: 204-642-1468  
[sses@esd.ca](mailto:sses@esd.ca)  
<http://www.esd.ca/schools/sses/>  
Enrollment: 216

**Grades: K-4**

**Principal:** Paul Bailey, [paul.bailey@esd.ca](mailto:paul.bailey@esd.ca)

**Assistant Principal:** Krystal Isfeld

**Secretary:** Cathy Moar

*Substitute teachers are asked to check in at the office upon arrival at the school to sign in and receive name tag, lesson plan, keys etc.*

### **Check in times:**

For a.m. classes: 8:30 a.m.

For p.m. classes: 11:45 p.m.

Warning Bell rings at 8:50 a.m.

Morning: in room by 8:50 a.m., classes start at 9:00 a.m.

Afternoon: in room by 11:55 p.m., classes start at 12:05 p.m.

Balanced School Day

## Sigurbjorg Stefansson Early School 2023-2024

Bailey, Paul	Principal
Isfeld, Krystal	Assistant Principal Interventions Music
Capuska, Katrina	Grade 3/4
Casper, Glenda	Grade 3/4
Elsworth, Holly	Grade 1/2
Lianne Gibson	Kindergarten
Haycock, Joe	Phys Ed Interventions
Johannesson, Tabitha	Grade 1/2
Kristjanson, Erin	Grade 3/4
Mager, Leanne	Grade 3/4
Michaluk, Lisa	Grade 1/2
Mills, Stephanie	Resource Interventions
Poloski, Michelle	Grade 1/2
Sveinson, Tara	Kindergarten
Svienson, Jessica	Grade 3/4
Taylor, Rebekah	Resource Guidance
Thordarson, Cherie	Grade 3/4



## **Gimli High School**

52-7<sup>th</sup> Avnue  
Box 1260  
Gimli, Manitoba  
R0C 1B0

Phone: 204-642-8546 Fax: 204-642-5063

[ghs@esd.ca](mailto:ghs@esd.ca)

<http://www.esd.ca/schools/ghs/>

Enrollment: 311

**Grades: 9-12**

**Principal:** Leona Groot, [leona.groot@esd.ca](mailto:leona.groot@esd.ca)

**Vice Principal:** Shelly Dankochik

**Secretary:** Wendy Selkirk, Janique Lavallee

*Substitute teachers are asked to check in at the School Office upon arrival to sign in, receive lesson plan, keys etc.*

### **Check in times:**

For a.m. classes: 8:45 a.m.

For p.m. classes: 1:05 p.m.

Warning Bells ring at 8:50 a.m. and 1:10 p.m.

Morning: in room by 8:50 a.m., classes start at 8:55 a.m.

Afternoon: in room by 1:10 p.m., classes start at 1:15 p.m.

**GIMLI HIGH SCHOOL STAFF LIST 2023-2024**

Groot, Leona	Principal
Dankochik, Shelly	Vice Principal Guidance FTE Resource CTS
Heminger, Chad	Assistant Principal Phys-Ed & Outdoor Ed
Arnason, Linda	Resource
Arnbjornsson, Heida	Math & History
Burns, Lindsay	Phys-Ed & Math
Chrol, Rob	Music Leadership & Band
Finnson, Chad	Humanities & Math
Fridfinnson, Laura	Math
Giardino, Allyson	Art & Media
Komar, Ashley	ELA & Humanities
Michaluk, Tony	Industrial Arts
Nickerson, Jay	ELA
Noble, Shalyn	Guidance
Pidwinski, Lisa	Science
Plouffe, Brody	Industrial Arts & Outdoor Ed
Schumack, Jasmine	Home Economics
Shortt, William	Math & Science
Sims, David	ELA & Humanities



## **Winnipeg Beach School**

185 Churchill Road  
Box 130  
Winnipeg Beach, Manitoba  
R0C 3G0  
Phone: 204-389-2176 Fax: 204-389-3864  
[wbs@esd.ca](mailto:wbs@esd.ca)  
<http://www.esd.ca/schools/wbs/>  
Enrollment: 136

**Grades: K-8**

**Principal:** Crystal MacDonald, [crystal.macdonald@esd.ca](mailto:crystal.macdonald@esd.ca)

**Asst Principal:** Katherine Zahariak

**Secretary:** Cara Desimpelaere

*Substitute teachers are asked to check in at the School Office upon arrival to sign in, receive lesson plan, keysetc.*

### **Check in times:**

For a.m. classes: 8:30 a.m.

For p.m. classes: 11:45 p.m.

Warning Bells ring at 8:50 a.m.

Morning: in room by 8:50 a.m., classes start at 9:00 a.m.

Afternoon: in room by 11:55 p.m., classes start at 12:05 p.m.

Balanced School Day

## Winnipeg Beach School 2023-2024

Crystal MacDonald	Principal Resource
Katherine Zahariuk	Assistant Principal Resource
Campbell, Paula	Grade 4/5, Grade 4 French
Clarke, Heather	Band Grades 7-8
Gibson, Jason	Grade 6/7
Johnson, Heida	Grade 2/3
Michelle Lachuta	Grade 2/3
Lawrence, Amber	Grade 7/8
McDevitt, Posie	Guidance Phys-Ed Interventions
Kayla Mellen	Grade 4/5, Grades 5-8 French
Kelly Milne	Interventions
Salmon, Samantha	Music Teacher
Specaluk, Makayla	Grade 1/2
Torcia, Shannon	Kindergarten