



Margaret Park School

Student Handbook

2013–2014

Working Together



To Make a Better World



MARGARET PARK COMMUNITY SCHOOL

Student Handbook 2013-2014

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Mrs. Fatumah Mbabaali, Vice Principal
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Message From Your Child

Help me to get to school every day. And help me be on time. Reply to messages, notes and telephone calls from school. Talk with me daily and hear about all I am learning and doing in school.

Help me find some quiet time in the evening if I have homework. Help me feel good about others and myself. Show me how to be sensitive, caring and understanding to the feelings and actions of other children and adults.

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

WELCOME TO MARGARET PARK COMMUNITY SCHOOL

This handbook provides a brief overview of the programs, services, and special events offered at Margaret Park School. It also provides an outline of the general responsibilities and expectations of students. We encourage parents to read through and discuss the handbook with their children. Questions related to specific areas may be directed to the teachers or to the school's administration team by calling the school.

Principal – Mrs. Cynthia Dutton

Vice Principal – Mrs. Fatumah Mbabaali

English Program

Kindergarten	T. Ewanchuk	Support Team/Guidance	L. Ulrich
Grade 1/2	G. Neduzak		L. Johnston
Grade 1/2	E. Niznick		R. Meacham
Grade 1/2	C. Kozak	Violin	J. Eskin
Grade 1/2/3	K. Penner	Dance/Art	B. Bottle
Grade 2/3	J. Brisbin	Music/Music Resource	M. Berti
Grade 3/4	H. Garfinkel	Physical Education	M. Leskiw
Grade 3/4	A. Lerner	Community Coordinator	D. Talling
Grade 4/5	R. Meacham / S. Luna	Educational Assistants	D. Bartley
Grade 4/5	D. Wilson / S. Luna		K. Dzogan
Grade 4/5	E. Armstrong		T. Frezza
Grade 5/6	A. Leibl		Y. Hrabchak
			J. Koehn
			A. Peterson
			K. Ross
			N. Van Aert Pattrosson
			F. Vidad

English Hebrew Bilingual Program

Students will receive Hebrew language and cultural programming daily with the following teachers:

1/2/3 E. Niznick (9:00 a.m. – 10:30 a.m.)
4/5/6 A. Lerner (9:00 a.m. – 10:30 a.m.)

Library Technician S. Wilson

Secretaries M. LaFrance
B. Wray

Custodians R. Dolynchuk
S. Greene

ROUTINES AND GENERAL INFORMATION

Balanced School Day Routine

Margaret Park School is on a Balanced School Day Routine. Classes begin at 9:00 a.m. and end at 3:30 p.m.

Kindergarten students are not part of the Balanced School Day Routine as their programming is a half day (Morning 9:00 a.m. – 11:30 a.m., Afternoon 1:00 p.m. – 3:30 p.m.).

The following is a general guideline of our daily routine:

8:35 a.m.	Patrols go on duty
8:53 a.m.	Students enter the school
9:00 – 10:30 a.m.	Opening exercises / First teaching block
10:30 - 11:30 a.m.	Combined teaching/nutrition and 1 st activity break
11:30 a.m. – 1:00 p.m.	Second teaching block
1:00 p.m.	Patrols go on duty
1:00 – 2:00 p.m.	Lunch / 2 nd activity break
2:00 - 3:30 p.m.	Third teaching block
3:30 p.m.	Patrols go on duty
3:30 p.m.	Dismissal

***Parents:** If you want to take your child out for lunch. This needs to happen during our lunch hour (1:00 – 2:00 p.m.)

Call Back System

The purpose of the Call Back System is to ensure the safe arrival of each child in school every day.

IF YOUR CHILD IS GOING TO BE ABSENT FROM SCHOOL, WE ASK THAT YOU CALL THE SCHOOL OFFICE AT 338-9384 BETWEEN 8:30 - 9:00 A.M.

Please keep us advised of any changes in telephone numbers for home, work, babysitting/daycare, or emergency purposes. Please call us to help ensure the safety of your children.

Recess and Lunch Breaks

Recess provides students with a necessary break and fresh air. **If children are well enough to come to school, we consider them well enough to go outside for recess. Notes to stay in for recess should be used only in cases of emergency.** Large numbers of children who are not going out for recess pose difficulties for supervision. Please ensure that your child is dressed appropriately for the weather.

STUDENTS WHO STAY AT SCHOOL DURING LUNCH MUST REMAIN ON SCHOOL PROPERTY.

MARGARET PARK “RAYS OF RESPECT”

Our safety plan is embedded in our school-wide behaviour initiative called “Rays of Respect”. All students are expected to demonstrate respect toward themselves, others and property. Time is spent each month sharing expectations/learning around the teachings/virtues of respect, love, courage, truth, honesty, wisdom, and humility. Grade 5/6 students are part of a leadership group, which works hard through the year to model these teachings.

Students are expected to:

1. Respect school adults, and each other.
2. Respect the patrols.
3. Cross the street safely when walking to and from school.
4. Stay off the school parking lot and remain in the playground area at recesses.
5. Stay on sidewalks and walkways when walking to and from school.
6. When school is over, go directly home unless waiting for a ride.
7. Remain on school premises during lunch hour if not going home for lunch.

GENERAL STUDENT RESPONSIBILITIES

Patrols

The Patrols of Margaret Park School help provide for the safety of our students going to and coming from school. Be aware that the posts may vary slightly according to our need at any given time.

The street patrols work during the following times: Please note that patrols will be on post for a shorter period of time if wind chill reaches minus 27° or greater. With extreme conditions, patrols will not go on post.

8:35 a.m. - 8:45 a.m.

1:00 p.m. - 1:10 p.m.

1:35 p.m. - 1:45 p.m.

3:30 p.m. - 3:40 p.m.

Patrols are situated at the corner of Cork Avenue and Salter Street.

The Bus Patrols assist the supervising adults when buses arrive and leave the school. Bus patrols may leave their classes at the end of the day at 3:25 p.m. to perform their duties.

A Captain and Lieutenants are chosen to assist teachers who are Patrol Supervisors. Patrols are recognized during the school year in a variety of ways such as during assemblies, entertainment outings, certificates, medals, and food treats in recognition of the leadership they show.

It is important that the children cooperate with the patrols and conduct themselves in a manner that will not endanger themselves and/or others.

Lost and Found

All articles of clothing and books should be labelled with the child's name. A lost and found box is provided at the north east corner of the school. Students are encouraged to take found articles to this box and to check it if they lose something.

At three different points in the year (November, March, and June) unclaimed clothing will be donated to a charity. At Student/Parent/Teacher Conference time all items in the lost and found will be on display. Please be sure to check it then and regularly throughout the year.

Fire Drills

The purpose of a fire drill is to prepare the students for a safe and quick evacuation of the building should a real emergency arise. The classroom teacher will explain specific fire drill procedures to each student. Some general guidelines are as follows:

1. Students should always walk in single file to minimize the possibility of falling or bumping into other people. Talking should be kept to a minimum so that directions can be heard.
2. Once outside, classes should line up in an orderly fashion so that all persons may be accounted for.
3. We are expected to conduct fire drills monthly, even in the winter. Generally, outer clothing is not taken when going outside for a fire drill. (Fire drills will be avoided on days when the weather is particularly cold and/or stormy.)

Other Drills

Other drills may be practiced as necessary to insure the safety of all students in the event of unlikely circumstances such as an intruder in the school building. Parents will be informed in the newsletter of these practice drills. Students will also practice a school evacuation to an alternate site (Edmund Partridge Community School).

Telephones

Use of the telephone in the office is available to the students provided teacher permission is secured and the student has a telephone pass. Students' use of telephones will be limited to situations that concern important issues. **Children are discouraged from using the telephone to make after school arrangements with friends.** We are working towards a reasonable expectation around cell phones at school. In general, there is no need for a child to have a cell phone at school. They can be lost or stolen. If there is an emergent issue and a need for one, please call the office to discuss your particular circumstance.

Administration of Prescribed Medication

It may occur that a child is required to take oral medication during school hours and that the parent cannot be present at the school to administer the medication. School personnel may administer medication, provided signed authorization is received from the parent. All medications will be kept in a central location and should, under no circumstances, be kept in your child's desk, jacket or lunch kit. **All medication must be provided to the school in the original prescription container and delivered by the parent.**

Supervision of Children

1. Adults (identifiable by safety vests) are on duty on the playground before school and during activity breaks.
2. Lunch is supervised from 1:00 p.m. until 1:25 p.m. in the classrooms.
3. Adults supervise activity breaks outside.
4. Students are supervised after school until their buses arrive.

In-Service Days

Teachers in Seven Oaks School Division are allowed 10 days per year for In-Services/Professional Development, Administration, Child/Parent/Teacher Conferences and Pupil Assessment. Dates have been set for the 2013 - 2014 school year. This will give you an opportunity to arrange for dental and doctor appointments for your children and to make day care arrangements. Sometimes, for reasons beyond our control, one or two of these dates may need to be changed.

In-service days for the 2013 – 2014 are tentatively set for:

Monday, October 21, 2013 (Divisional)	Friday, October 25, 2013 (SAGE)
Friday, November 1, 2013	*Friday, November 22, 2013
Monday, February 3, 2014	*Friday, March 14, 2014
Thursday, April 24, 2014	Friday, April 25, 2014
Monday, May 12, 2014	Monday, June 23, 2014

*Child/Parent/Teacher Conference

Communicating and Reporting

Progress reports are sent home in November, March and June. Child/Parent/Teacher Conferences occur following the first and second reporting periods. These reports and conferences are celebrations of the child's learning. Parents are encouraged to contact the school at any time should they wish to discuss their child's progress and/or concerns. We will contact you with information and updates. Feel free to call the school and leave a message for the teacher to call you. If further assistance is required, please contact Mrs. Dutton/Mrs. Mbabaali.

Newsletters / Website www.7oaks.org

You will receive a monthly newsletter at the beginning of each month to help keep you informed of special events, holidays, achievements and accomplishments of our school community. Please ensure the office has your most up-to-date e-mail address as we prefer to send it out by e-mail. A hard copy can be made available and it will also be posted on the website. Check the website for more information on programs and daily announcements.

Birthday invites

Birthday invitations may only be handed out at school as outlined below:

1. Sent home to **each** child in classroom.
2. Sent home with either **all boys** or **all girls** in classroom.

Lunch Students (1:00 p.m. – 2:00 p.m. Lunch/Activity Break)

Students who remain at school for lunch are expected to remain seated while eating. **Students are not allowed to go to a corner store during lunch hour.** Fun lunches are available dependant on the availability of volunteers. We do not have the resources to heat student lunches in microwaves. If you wish your child to eat a hot meal, please send the warmed food in a thermos container. Please send spoons/forks with your child.

Milk Program

Margaret Park School has a "Milk Program" which offers students a choice of white milk, chocolate milk and orange or apple juice. The price per sheet of 10 tickets is \$9.00. Cheques may be made payable to **Margaret Park School**. Students can only receive milk with a pre-purchased ticket.

Snacks

1. Children are encouraged to bring nutritious snacks.
2. Garbage is to be disposed of properly or recycled when possible.
3. Gum and seeds with shells are not allowed.
4. Balanced School Day snack/lunch information is available on the website and at the school office.

Shellfish and Nuts

Children with life-threatening food allergies can die within minutes of eating, or sometimes even touching the food. Severe food allergies can cause immediate or delayed reactions. They are characterized by a combination of symptoms. Such reactions require emergency medical treatment. We would ask that you check with your child's teacher to see if any children in the classroom have any severe allergies to shellfish, nuts, etc. before sending treats to the classroom. Some areas of the school will be designated peanut or fish free zones.

Student Dress Guidelines

Phys. Ed. - a change of clothing is required (t-shirt, shorts, sweats) for grades 1-6. Gym shoes should have either laces or Velcro to tighten them.

Respectful clothing is required at all times. Crop tops, spaghetti straps, halter tops, strapless tops, muscle shirts, exposed midriff, and t-shirts with rude messages are not appropriate at school.

Buses

School bus service is a privilege. Students are expected to behave in a safe and appropriate manner while waiting for the bus and while riding the bus. Misbehaviour on the bus will be dealt with and may result in a suspension of bus privileges. Regarding buses at 3:30 pm, please let the teacher/office know if your child will not be taking the bus on a particular day.

Classroom/Library Books

When the school loans books for student use, students are responsible for returning them in reasonable condition at the end of the year. Payment is expected for loss or irreparable damage to texts.

PROGRAMMING

Margaret Park School offers all Manitoba Education regular Kindergarten to Grade 5 programs and the Manitoba Education Hebrew Bilingual Program Grades 1 - 6.

Physical Education

Physical Education at Margaret Park School is a very important part of our school's program. Dimensions of our program include: class instruction, intramurals, and divisional meets. Class instruction is divided among: games, motor skills, fitness, rhythm and dance and outdoor pursuits. Discussions around healthy living and active lifestyles, as well as opportunities for movement breaks, continue to be part of regular classroom routines.

Dance & Art Education

Students from Kindergarten through Grade 6 participate in dance classes each cycle. Creative movement is explored along with a variety of dance steps and styles. The visual arts are explored in the classroom, most often integrated into other subject areas.

French

The school offers a Basic French Program beginning in Grade 4. French is compulsory for all students in Grades 4 - 6.

Music

Music is also an integral program at Margaret Park School. The music teacher provides choral and instrumental experiences to all students. Music is celebrated at assemblies, concert performances, musical productions as well as other special events held throughout the year.

Music resource is provided to students needing assistance with language development and motor skills. Violin/Fiddling is offered to students in grade 3-5.

HOME AND SCHOOL LIAISON

Margaret Park seeks to have a well represented and active Parent Council. This organization meets monthly for the purpose of assisting parents in becoming informed of and involved in activities of the school community. We particularly encourage and welcome parents who are new to the school community to come to **Parent Council meetings. Parents' involvement and support helps to make Margaret Park the great place it is!**

Volunteers

Parent Volunteers are a vital part of our school. Early in September a volunteer form will be made available. We ask you to consider volunteering your time and expertise to assist in classrooms and with some areas of school-wide programming. Our learning support team will assign volunteers according to the needs of individual children and school programming.

Parents and Other Adults in the School

Parents are always welcome in the school. **If, for any reason, you need to speak to your child, drop things off, or take your child out of school, please come to the office and we will make the necessary arrangements.** We discourage parents' approaching students on the playground. We may mistake you for a stranger. All communications should be through the office. Parents are also encouraged to speak with teachers about their children. However, if the teacher is needed in the classroom, we ask that an appointment be made to meet together at a mutually agreed upon time. **All visitors are requested to sign in at the office and wear an identification badge while in the school.**

At the end of the day, parents, etc. are asked to remain at the front of the school until 3:30 p.m. As often as possible, children will join parents in the front when they are dismissed.