

École Margaret Stenersen Elementary School
"Home of the Stars"

2016 - 2017

Margaret Stenersen Elementary School
3060 Old Clayburn Rd.
Abbotsford, B.C.
V2S 4H3
Telephone: (604) 859-3151
Fax: (604) 850-1845

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY : _____

POSTAL CODE: _____

PHONE: _____

DIVISION: _____

ROUTINES AND POLICIES

1. Agendas/Planners

This is a valuable communication tool. Students are required to make daily entries, as well as parents and teachers are to use them for home and school communication. The agenda is required at school daily. Please check and initial the planner/agenda. We do ask students to phone home for them if they have been forgotten.

- Please refer to the Handbook portion of this agenda as situations arise.

2. Attendance

Except for illness or unavoidable family concerns, all students should attend school every day. Absent students miss not only the lessons of the day but also the learning that takes place in group discussions where students begin to appreciate the different views and abilities of others. Learning that is lost due to absence cannot adequately be replaced!

- When students must be away, parents are **requested to inform the school by phone** before classes commence. Always, students are responsible to find out what work was missed and to make it up.
- Please call the office before 9:00 a.m. if your child will not be in attendance for that day. The answering machine is available outside office hours if you wish to leave a message.
- We strongly discourage students missing part of a day and then attending a social function. Please help us keep the priority on studies.

3. Absence - long term

On occasion, parents withdraw students from school for extended periods. When on vacation, students are retained on the class list. If the class is full, new families moving into the community may have to enroll their children in a more distant school. In these instances, the School District accepts the responsibility and the cost for transporting students to alternate sites if one is not available within the walk limit. Parents are asked to carefully consider the negative effects that an extended absence may have on their child's total educational progress.

4. Communication

If you have a concern or question, please contact your child's teacher. This can be done by leaving a message at the office for the teacher. The teacher will return your call and either answer your question over the phone or set up an appointment time.

Please do not arrive unexpectedly just before school to talk to the teacher as the teachers are preparing to begin lessons for the day. After school is not always a convenient time as staff members have meetings, workshops, or extracurricular activities scheduled. Appointments made in advance are the most efficient way to raise concerns or questions with your child's teacher. Process for addressing concerns or issues: If the classroom teacher has made every effort to resolve the issue, and you are still not satisfied, your next course of action is to contact the Principal.

5. **Illness at School**

When a student becomes ill at school, we will make every effort to contact the parents/guardians. This is when it becomes important that we have your current contact information and emergency contacts information. The medical room can be used with permission of a staff member. Students need to check in and out of the medical room at the office. In any case of illness or injury, no student should go home on his/her own initiative but should seek help at the office.

Accidents and emergencies are to be referred to the office immediately.

6. **Student Safety / Discipline**

Parent / Guardian current contact information is required so that contact can be made at any time during the school day. All phone numbers (Parent Guardian / Emergency Contacts) need to be current and working. Please contact the office with any changes throughout the year.

7. **Closed Campus**

Margaret Stenersen Elementary School has a closed campus policy. This means that only students who attend Margaret Stenersen school are to be on the school grounds during the school day. It also means that once students arrive at school they remain on the school grounds for the rest of the school day. Children being picked up at off hours (i.e. for a doctor appointment) should be met in the school office. We ask them to wait there for safety reasons. We also ask that parents/guardians sign their child out at the office.

8. **Dress Code**

Although the responsibility for personal dress and grooming rests primarily with students and their parents, clothing which is comfortable, clean and modest is conducive to a positive educational climate. The following points indicate our expectations for student attire at Margaret Stenersen Elementary School.

- Clothing should be appropriate to a learning/working environment, and should not be distracting to others (e.g. beachwear, spaghetti straps and clothing which is too revealing is not appropriate for school). Tops: no spaghetti straps, three finger width for shoulders, no tummy showing, and no undergarments visible. Shorts/Skirts: mid-thigh, hem should be past fingers when arms are extended. Slacks/Pants: no undergarments visible.

- Dress and grooming may not create a health or safety concern for the student or others who attend/work at the school. Clothing accessories must be appropriate.
- **Hats and sunglasses are not to be worn in the school during instructional time.**
- Jackets should be removed during school hours and stored in cubbies or cloak rooms.
- Clothing items which promote alcohol, drugs, inappropriate language, racism, or are in poor taste are unacceptable wear for school.
- Proper gym strip (i.e. shorts, T-shirt, and non marking gym shoes) are required for Physical Education classes.

9. Lates

Students who are late to class may disrupt, annoy and consume the time of fellow classmates, teachers and the office staff. Please ensure your child arrives at school on time.

- Students who arrive late in the morning or after lunch **must** report to the office before entering class
- Lates between classes (from lunch or recess) will be handled by the teacher
- Frequent lates may result in a student not being allowed into class until next natural break.

10. Student Valuables

Students are strongly discouraged from bringing valuables including cell phones, gaming devices, MP3's, expensive shoes and clothing articles to school. Valuable items are brought to school at the owner's risk; the school is not able to cover losses. Electronic devices are to be **off** from 8:30 to 2:45 unless they are being used for teacher sanctioned educational purposes. There is no secure place to store such devices. All students are advised to be especially prudent with their personal property.

11. Skateboards, Roller Blades, Scooters, and Bikes

For safety reasons, skateboards, roller blades, roller shoes, and scooters are not to be used on school property. These must be stored safely in the classroom or the bike rack. FYI these items are not allowed on the school busses. Students are required to walk their bikes on the premises during dismissal and entry times.

12. Bicycles

Bicycles are to be parked and **LOCKED** in the bike racks on the west side of the school. Students are not permitted to be around the bike rack area during the school day.

13. Hall Behaviour/General Behavior

Hall behaviour and language should be on a high level, suitable to an institution of learning. No profanity or inappropriate touching of others. Public displays of affection in the school setting are not appropriate. Play fighting or horse play is not allowed.

14. Supervision and student arrival and departure times

There is adult supervision 15 minutes before and after school. Students are not to be on school grounds prior to **8:30 or after 3:00** as this poses a safety risk. If circumstance causes a need to drop a student off earlier, or for a student to remain later, permission is needed from the classroom teacher.

Activities prior to or after school, that are supervised by staff, are exempt.

- If a child is to go home with another family, we request a written and dated note in order to allow this.

15. Textbooks

Textbooks and other educational resources are property of the school and school district. Students are issued textbooks at the start of the year.

Students are responsible for returning the same textbook they are originally issued when they are collected or when teachers conduct their periodic "textbook check". Students will be charged for lost or damaged textbooks.

16. Homework

Homework shall be monitored by individual teachers. Work done at home is an important part of all learning. It is an expectation of all students to have homework completed and all assignments handed in on time. If parents believe excessive amounts of homework are being done by their child, please contact your child's teacher.

District Homework Guidelines

Recommended Average Homework Time

(Please note that this is a recommended average, and that times may fluctuate.)

Late Primary, Grades 2/3, 15 to 30 minutes per day, 4 days per week

Early Intermediate, Grades 4/5, 30 to 60 minutes per day, 4 days per week

17. Busses

Busses fall under the jurisdiction of both the school district and Margaret Stenersen Elementary. As such, student bus behavior shall follow both school and transportation codes of conduct.

18. Field Trips

Whether curricular or extra curricular, field trips are a privilege and not a right. A student's participation is contingent upon:

1. Attendance
2. Participation (academic)
3. Behaviour

If a student cannot participate on a field trip, the classroom teacher will contact the parent prior to the field trip date and provide appropriate learning material. School will be in session for that student.

GENERAL INFORMATION:

Visitors

All visitors are required to report to the office upon arrival to receive authorization for their presence in the school. Visitors on official business are welcome at our school. Those who arrive with no purpose are not welcome on school property. Please do not invite friends to visit you at school. **PARENTS DROPPING OFF LUNCHES, HOMEWORK, ETC. FOR THEIR CHILD ARE ASKED TO LEAVE IT AT THE OFFICE AND WE WILL PAGE YOUR CHILD DURING THE BREAK.**

Speaking French

Many of the students at École Margaret Stenersen are enrolled in French Immersion. French is an important aspect of our school. We encourage students in French to use the language as much as possible while in their classrooms, or when conversing with their “French” peers. Very few other opportunities are available to students to speak French outside of school.

Outside Days / Inside days

Due to the number of rainy days we experience throughout the winter months inside days will be deemed necessary only when it is raining moderately or extremely hard. Please ensure that on inclement days that your child dress appropriately. (Rain wear/umbrella and boots) Students who are ill will need a note from their doctor and can remain in at the office. Students are not to be left unsupervised in classrooms.

During in-days, students will be allowed to remain in their classrooms.

Students are expected:

- * to remain in their classroom
- * to find a quiet activity to occupy their time (board games, pencil paper activities, etc.)
- * to keep their voices down (no yelling or screaming)
- * to remain seated at a desk or on the floor. For the safety of all, students are (running or climbing is not permitted)

Staff Room

The staff room is designed for the use of staff only. Students are reminded that teachers require a break as much as students. Noon hour supervisors and school administrators are available to assist students at break time.

Telephone Use

Students should use the school's phone for emergency purposes only (e.g. illness or injury). Calling home to get permission to go to someone else's house after school is a practice we strongly discourage. Such arrangements should be made with the consent of both families well ahead of time.

Lost and Found

All lost and found articles will be placed in the 'Lost and Found' box (small items are kept in the office)

Lunch Procedures

Students at Margaret Stenersen have play time prior to eating time. The activity portion starts at 12:00 and goes to 12:35. At 12:35 students come in to eat until 12:50. Students who finish eating quickly are expected to read, write, draw or play quietly at their desks until the afternoon session begins. Students are not permitted to wander the hallways or enter other classrooms.

Margaret Stenersen Elementary School **Code Of Conduct**

Purpose

The purpose of the Margaret Stenersen Code of Conduct is to establish and maintain a safe, caring and orderly environment where all children can learn. It is essential that our caring adults model and students learn that they have the right to attend a school that is safe, caring and orderly and to be treated with respect in an environment free from discrimination as set out in the B.C. Human Rights Code. We all have a responsibility to do our part to sustain Margaret Stenersen Elementary School's Code of Conduct.

Acceptable Conduct

While going to and from school and while attending any school function students are expected to:

- keep their hands and feet to themselves
- respect self, respect others, respect the school and respect property
- help make the school a safe, caring and orderly place
- inform an adult of any unsafe behaviour
- do their very best to participate and learn
- act in a way that brings credit to their family and Margaret Stenersen Elem.

Unacceptable Conduct

- **behaviour that:**
 - interferes with the learning of others
 - interferes with an orderly environment
 - creates unsafe conditions
- **acts of:**
 - bullying, harassment or intimidation
 - physical violence
 - retribution against a person who has reported something to an adult
- **illegal acts, such as:**
 - having or sharing an illegal or restricted substance (e.g. alcohol, fireworks, tobacco)
 - having or using a weapon
 - stealing or damaging property

Consequences

The severity and frequency, age and maturity of the students are taken into consideration when unacceptable conduct occur.

- response to unacceptable conduct are consistent and fair
- disciplinary action, whenever possible, is preventative and restorative, rather than merely punitive
- students, as often as possible, are encouraged to participate in the development of meaningful consequences for acts of misconduct

Communication

School staff have a responsibility to inform other parties of a serious breach of conduct. For example:

- parents of student who breaks the rules
- parents of the student victim
- school district officials as required by School Board policy
- police and other agencies as required by law
- all parents in a situation deemed by the principal to be important to reassure members of the school community that school officials are aware of a serious situation and are taking appropriate action to address it.

.....

I have read the information written in this agenda including the: District Code of Conduct, Routines and Policy. General Information, and Behaviour Policy.

Date: _____ Division: _____

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____

Student Name: _____
(please print)

Student Signature: _____

STAFF LISTS

ENGLISH

Div. 11	Kindergarten	Mrs. Beacon
Div. 10	Kindergarten	Mrs. Chappell / Ms. Loehndorff
Div. 09	Grade 1	Mrs. Evans
Div. 08	Grade 1	Ms. Ambrose
Div. 07	Grade 2	Ms. Hamilton
Div. 06	Grade 2	Mrs. Hewitt
Div. 05	Grade 3	Mr. Holden
Div. 04	Grade 3	Mrs. Lang
Div. 03	Grade 4	Mrs. Franklin
Div. 02	Grade 4 / 5	Mr. Minhas / Mrs. Saunders
Div. 01	Grade 5	Mr. Dugas
Physical Education		Mrs. Unrau / Mrs. Nevalinen
Youth Care Worker		Mr. Keith Service
Learning Assistance		Mrs. Marcotte
Principal		Mrs. Santos
Vice Principal		Mrs. McIntyre
Secretaries		Mrs. Watkins / Mrs. Klassen

FRENCH

Div. 19	Kindergarten	Mme Schulz
Div. 18	Kindergarten	Mme Beattie
Div. 17	Grade 1	Mme Penner
Div. 16	Grade 1 / 2	Mme Wismer
Div. 15	Grade 2	Mme Ingram
Div. 14	Grade 3	Mme Arseneau / Mme McIntyre
Div. 13	Grade 3 / 4	Mme Schwab
Div. 12	Grade 4 / 5	Mme Ingham / Mme Buffett

Learning Assistance

Mme Moreau / Mme McIntyre