

**MADEIRA PARK  
ELEMENTARY SCHOOL  
PARENT/STUDENT INFORMATION**

Dear Parents and Students:

Welcome to a new school year at Madeira Park Elementary School. A special welcome to any new families. We hope this information will answer a number of your questions about Madeira Park Elementary School. We hope that you will take every opportunity to be part of this school, bringing to it all of your energies, talents, and interests. We especially value the support and involvement of all our parents, and want to work actively at maintaining and encouraging it.

Good communication is essential to any successful relationship. Your input is valued and encouraged. Please feel comfortable about contacting the school whenever you have a concern, idea or thought regarding our school function and/or your child's education.

**What are the School's Hours?**

Warning bell	8:55 a.m.
Classes begin	9:00 a.m.
Recess	10:30-10:45 a.m.
Lunch	12:00-12:45 p.m.
Dismissal	2:45 p.m.
Office hours	8:45 a.m. - 3:15 p.m.

**School Staff - 2011 / 2012**

<b>Division</b>	<b>Teacher</b>	<b>Grade</b>
1	Jyl Stinson / Brian Johnson	5/6
2	Irene Forsyth	4/5
3	Cathy Gibson	3/4
4	Terry Kammerle	1/2
5	Debbie Lansimaki	K/1
	Ursula Hardwick	Counsellor
	Marion Dejong	Special Education
	Cheri Mortenson-Weibe	Library Clerk
	Sage Robson	SETA / Supervision
	Claire Nelson	SETA / Supervision
	Tammy Holt	Custodian
	Laurie Prince	Administrative Assistant
	Brian Johnson	Vice Principal

### **When should my child arrive at school?**

Our supervisors are on duty when the first bus arrives at approximately 8:15 a.m. If your child arrives before this time, they must report to the office.

We also ask that students who do not catch a bus leave the school grounds shortly after dismissal.

### **What do I do when my child is absent?**

Please call the school between 8:00 and 9:15 a.m. and leave a message with a staff member or on the answering machine. We have a "Parent Callback" system. If you have not called to let us know of your child's absence, you will be called by one of our parent volunteers in order to ensure that your child is safe.

### **Who supervises my child at recess, lunch, before & after school?**

Supervision of students before school, at recess, noon and after school for bus loading is done mainly by teachers, administration and supervisory aides. Supervisory aides are part of the MPES staff and students are expected to treat them with respect and to carry out their instructions and requests.

### **Is my child allowed to leave the school grounds during the school day?**

Once at school, ***students are not permitted to leave the school grounds*** before school, during school, after school or while waiting for bus or parent pick up unless they have a parent's written permission. The written note is then given to a supervisor and when the child returns they must report back to the supervisor so we know they have safely returned. For safety's sake and under the School Act, we need to know where all students are at all times. If, for whatever reason, you are picking your child up before regular school dismissal, please sign them out in the office. We do not have supervision for the front of the school during school hours so we cannot allow students to stand outside waiting by themselves. Also, it is very important that parents inform the school if they will be late in picking up their child after school so we can ensure adequate supervision.

### **What about School Buses?**

Over 80% of our students ride the school buses. **Both, at individual bus stops and at school, students are expected to abide by the school Code of Conduct** and to line up in an orderly fashion, single file, with preference given to younger students. Students causing problems at bus stops or misbehaving on the bus will be subject to consequences for their misbehaviour.

**Please Do not drop off or pick up your child from across the street.**

## **Morning Opening**

Supervision begins at 8:10 am. Students may enter the school upon their arrival. We have a breakfast snack program for students who might feel hungry at school. A warning bell goes at 8:55. Morning announcements begin at 9:00 and classroom instruction follows. We like to impress on the children the importance of being on time for school. Please support us by ensuring your children leave home early enough to get to school on time. If students are late, they must report to the office before they go to their classroom.

## **Recess** (10:30 a.m. - 10:45 a.m.)

All students benefit from fresh air and movement during this 15-minute break. Unless the weather is extreme, we direct students to go outside. For this reason, it is very important that children arrive dressed for the weather. It's also helpful if students have extra foot wear at school.

## **Lunch Period** (12:00 a.m. - 12:45 p.m.)

Students play from 12:00 to 12:25 and eat lunch in their classrooms from 12:25 to 12:45. Students are required to sit at desks while they eat lunch. We ask that students take home any uneaten lunch at the end of the day.

**Outside Days:** Unless weather is extreme, all days are considered outside days. The gym, library, and classrooms are closed on these days. However, with permission of their classroom teacher, students may remain in classrooms or library for health reasons (with a note from home) or to complete work.

**Note:** Play/sports equipment is available during recess and lunch.

**Inside Days:** Inside days shall be announced prior to recess and lunch hour. The classrooms, gym, and library, will be opened on these days. The gym is used on a rotating basis by the intermediate and primary grades or clubs.

**Washroom Use:** Students are encouraged to use the washroom at the recess and lunch dismissal bells or when the warning bells sound rather than during instructional time. They are also encouraged to wash hands thoroughly several times a day.

## **Bicycles, Scooters, and Skateboards:**

Bicycles, scooters, and skateboards must not be ridden on the school property between the hours of 8:00 a.m. and 4:00 p.m.

**Teacher Consultation:** We strive to be accessible to you and we appreciate hearing your concerns. Teachers are often busy with after school appointments, meetings, considerable planning for the next day, etc. If you wish to consult with a staff member please call in advance and make an appointment. Email is also a recommended medium for contact between home and school. We appreciate that you contact the staff member directly involved with your concern.

## **School Supplies Program**

Our school has implemented a school supplies program for our students and parents, to save the running around historically involved in the back to school process. Students will be supplied with the materials they need at the beginning of the school year, which have previously been paid for by parents.

## **Code of Conduct** **Statement of Purpose**

At Madeira Park Elementary our purpose is to establish and maintain safe, caring, and orderly learning environments for everyone.

## **Conduct Expectations**

**Acceptable Behaviour** supports a positive learning environment.

Examples of acceptable student behaviour include but are not limited to:

- participating in all learning experiences to the best of their ability,
- treating people and property in a respectful manner,
- treating everyone fairly,
- using positive words and actions towards students and adults, and
- keeping their hands and feet to themselves.

These behaviours are expectations while students are at school, going to and from school, and while attending any school function at any location.

**Unacceptable Behaviour** interferes with a positive learning environment.

Examples of unacceptable student behaviour include but are not limited to:

- hitting, kicking, and physical abuse,
- threats, harassment, verbal abuse,
- throwing objects (rocks, sticks, snowballs, etc.).
- damaging or stealing property,
- any efforts to cause harm or discriminate against\* another person based on, but not limited to race, religion, gender, physical or intellectual disability, marital or family status, sexual orientation or age,
- acts of retaliation against a student who has reported incidents where the code of conduct has been broken.

\*The Human Rights Code states: discrimination occurs when someone is treated differently and poorly because of their race, colour, ancestry, place of origin, religion,

marital or family status, physical or mental disability, sex sexual orientation, age, criminal conviction, political belief or lawful source of income.

### **Rising Expectations**

As students progress through school, they are expected to:

- acquire greater knowledge and understanding about their personal behaviour and its impact on others
- learn and use appropriate decision-making strategies
- demonstrate increasing self-discipline
- take increasing personal responsibility for their actions and learning
- be subject to increasing consequences for inappropriate behaviour

### **Consequences**

Consideration is given to the age and maturity as well as the intellectual, social and emotional capacity of the student along with the nature and frequency of the unacceptable behaviour.

For most infractions of a similar nature the following procedures will be followed:

- warning
- recess detention
- noon detention, counselor referral, and/or School Based Team referral
- in-school suspension and contact with parents regarding outside counseling
- indefinite suspension and meeting with parents to create educational plan

In the case of fighting the following procedures will be followed:

- 1st infraction - 1 day in-school suspension and a referral to the school counselor,
- 2nd infraction - 2 day in-suspension and a referral to an outside agency counselor,
- 3rd infraction – indefinite suspension and meeting with parents to create a behavioural and/or educational plan.

Where applicable the following consequences will be followed:

- Provide means for restitution and restorative actions
- Involve the offender in determining a corrective plan of action

In the case of drugs or alcohol the following procedures will be followed:

- 1st infraction - 1 day in-school suspension and 1 visit with a Drug & Alcohol counselor,
- 2nd infraction - 3 day in-school suspension and continued visits with a D&A counselor

- 3rd infraction - referral to a District Review Committee

In the case of violent incidents a Violent Incident Management Team meeting will be called. Violent incidents include but are not limited to death threats; use or the threat to use weapons, and some instances of assault.

### **Notification:**

Madeira Park Elementary School officials may have a responsibility to advise other parties of serious breaches of the code of conduct. For example:

- parents of student offender(s) - in every instance
- parents of student victim(s) - in every instance
- school district officials - as required by law
- police and/or other agencies - as required by law
- parents - when deemed to be necessary following district policy.

### **Newsletter / Auto Dialer System**

Newsletters containing information about the great things happening at our school will be sent home regularly. If you have suggestions or something that you would like to appear in the newsletter, please let the school know a few days before the newsletter is due to come out. In order to save on the high cost of paper and photocopying, the newsletter will be sent home electronically to all who provide us with their email addresses. Important messages and reminders will be sent out using the auto dialer system.

### **May I volunteer in the school?**

Yes, we love our volunteers, and we boast regularly about our high level of parental involvement. Our school could not function without it. However. . . in order to ensure that the children of this community receive a quality education in a safe and supportive environment, it is important that you are aware of the following;

***All personnel in the school (staff and volunteers who are alone with children) must undergo a criminal records search by the R.C.M.P. Forms which must be completed and turned in at the local R.C.M.P. office are available in the school office.***

All personnel are expected to enforce the School Code of Conduct in a fair and consistent manner. Students are to be treated with respect and, in turn, are expected to be polite and respectful to others at all times. If volunteers encounter a situation that they feel uncomfortable handling, they are requested to ask a staff member for assistance.

All volunteers and visitors are asked to check in at the office before going to any area of the school. This allows us to know who is in our building in case of an emergency such as a fire or earthquake.

While most of you are already aware of what your role and responsibilities are as a volunteer, we hope that the following set of guidelines will help to clarify any assumptions you might have and make it easier for you to participate with us.

1) Please sign in and out at the office as we need to know who is in our school in the case of a fire or earthquake.

2) Please familiarize yourself with the classroom teacher's routines, and expectations. If you are unclear about how you might help, please ask. This will help clarify any possible inaccurate assumptions.

3) **Confidentiality** is of paramount importance to us and we expect the same from all of our volunteers. It must be clearly understood that anything seen or heard in the classroom must stay in the classroom.

4) There may be specific information about individual students that cannot be shared by the teacher. Please don't put the teacher in an awkward position by asking questions that she/he is unable to answer.

5) We also ask that you respect the confidential nature of written notes, records or comments kept by the teachers and refrain from reading them should they be left in your view.

6) Our most powerful form of discipline is to model the behaviors we expect from our students. (i.e. "Do as I do"). It is important that we try to phrase our directions and corrections in positive terms.

7) Please use our key words to compliment our students on their choices and behaviors.

**Responsible                      Respectful                      Caring                      Honest**

These words go a long way to describe our expectations of our students. Other ways of complimenting students is to mention how their actions are safe or caring, as we are attempting to create a safe and caring school.

8) If you are planning to drive students this year, please provide a Driver's Abstract, which you can get at the Driver's Service Office at Westland Insurance in Sechelt. There is no charge for this.

9) If you have a concern with another parent or staff member, please talk to that person first. Most problems are easily resolved this way. If the concern has not been resolved, then you should go to the principal.

10) If you are on a field trip, please stay with your assigned group or activity (unless asked to do otherwise). Doing so will ensure the safety of the students and maximize their participation.

11) There may be times when you are asked to work with a group that does not include your child. Please trust that the teacher is doing what he/she believes is in the best interest of everyone.

### **Parent Advisory Committee**

The Parent Advisory Council (P.A.C.) operates as a non-profit organization made up of volunteers, with an elected executive. The P.A.C. advises and supports parents, the

school principal and the staff on school programs and policies by holding monthly meetings and organizing various activities and events throughout the year. Together, we form a partnership with the school staff that enhances our children's learning opportunities. All parents are encouraged to participate.

### **School Planning Councils**

Each council consists of the principal and three elected parents. Every school in B.C. will have a School Planning Council (SPC).

The Mandate is:

“By a date specified by the board, a School Planning Council must prepare and submit to the board a plan for the school in respect of improving student achievement and other matters contained in the board's accountability contract relating to the school.” 8.3(2)  
Information on how to become involved will be sent home with your child.

### **Health Services**

#### **First Aid**

The school has several staff members trained to deal with *minor* first aid problems. Should a student require additional treatment or assistance, every effort will be made to contact a parent or alternate emergency number for you to take your child to the Pender Harbour Clinic. In the event a parent cannot be contacted a staff member will take the student to the clinic. An ambulance will be called for serious injuries and parents will be contacted immediately.

#### **Medication**

It is important that parents provide the school with any special medical information. If the school is expected to administer emergency medication (bee stings etc.) the parent ***must*** bring in to the office **one pre-measured dose, labeled with the child's name, name of medication and dosage** for the school to have on hand at all times. As well, parents must fill out, *and* have their doctor fill out a form explaining the procedure.

Children should not carry medication to school due to the potential danger involved for other students. School personnel should not be expected to administer any form of medication unless special arrangements have been made with the principal.

#### **Public Health Nurse**

Our school nurse visits our school on an as needed basis. Her focus is on the prevention of illness and promotion of good health. She is pleased to receive your calls at the Family and Community Health Unit (885-5164).

#### **Hearing and Vision Checks**

This service is provided by our nurse as requested. Teachers or parents may refer students for such checks. Forms are available from the office. All kindergarten students receive a Hearing Screen early in the school year.

### **Our Nit Policy**

Head lice checks are conducted by a group of volunteer parents. If nits are discovered the parents of the child will be informed. Parents of the other students in that classroom will be informed of the situation so they can recheck their child periodically.

### **Emergency Procedures**

**Telephone Tree:** In case of an emergency, our telephone tree is the primary source of communication. Parents volunteer to help with the telephone tree. In each case, a pre-scripted message is communicated.

### **Inclement Weather**

During the time of the season when inclement weather may affect the safety and welfare of students and, in particular, when snowy weather has the potential to cause classes to be postponed or some School District No. 46 services to be suspended, current information will be updated continuously on the Sunshine Coast School District No. 46 website at: [www.sd46.bc.ca](http://www.sd46.bc.ca)

The Superintendent of Schools will also provide CKAY FM (91.7) with information about the status of our facilities and transportation services by 6:30 AM, if there is a concern

**Bus Cancellation:** All cancellations will be announced through the use of the telephone tree.

**Earthquake: Because our school is located in an earthquake prone area, we are prepared to care for your children in the event of a critical situation, or if you are unable to reach the school. We have a number of people with first aid certificates, and will be in communication with local emergency services. We do ask for your help in the following areas:**

Please do not call the school; we must have the lines open for emergency calls.

Following an earthquake or other emergency, do not immediately drive to the school; streets and access to the school may be cluttered with debris; the school access route and street entrance areas must be clear for emergency vehicles

Do turn your radio to CBC 690 AM or Mountain FM frequency 107.1; information will be given over the radio.

**No student will be dismissed from school unless a parent or a guardian previously designated by a parent comes for him or her.** (This information is kept in the office and should be regularly updated).

All parents or designated guardians, who come for students, must have them signed out at the office or Command Center. Depending on the situation and conditions at the school the Community Hall is the alternate proposed site for a Command Center.

### **Is my child allowed to use the school telephone?**

We have a phone available for student use. Students are discouraged from using the phone for making social arrangements. These should be made the night before. If they must make a call, students are required to have a phone pass showing permission from their teacher or the office.

### **Cell Phone / Ipod Use**

Students are allowed to have cell phones / Ipods at school but they must be turned off and kept in their back pack while school is in session. The school is not responsible for lost or stolen property.

### **Special Education/Learning Assistance**

Madeira Park strives to be an inclusive school, with the triangle of classroom teacher/ student/parents being the primary relationship in creating a meaningful learning experience. Our school does have formal networks of support, including Special Education and Learning Assistance. The school also collaborates with school district and community services to ensure the best possible support for the triangle. Parents will be invited to participate in developing Individualized Education Plans (I.E.P.'s) for their child's individualized program.

### **Report Cards**

Report cards are issued 3 times per year, November, March and June. Conferences are scheduled in November and March. We encourage you to request a conference at any time if you have a question, concern or compliment.