



MARION SCHOOL
PARENT
HANDBOOK
2013-2014

619 Des Meurons Street
Phone - 233-2893
Fax - 233-2894

www.lrsd.net/schools/marion

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Marion School Staff

| | | |
|--------------------------|---------------------------|-------------------------|
| Principal | Ross Cathers | |
| Kindergarten | Julie Ward | Rm. 3 |
| Grades 1/2 | David Briggs | Rm. 6 |
| Grades 2/3 | Christine Olczyk | Rm. 4 |
| Grades 3/4 | Lori Rodriguez/Julie Ward | Rm. 8 |
| Grades 4/5 | Michael Engstrom | Rm. 15 |
| Grade 6 | Cindy Pellerin | Rm. 13 |
| Grades 7/8 | TBA | Rm. 23 |
| Grades 7/8 | Michelle Bottrell | Rm. 22 |
| Physical Education | Clay O'Bray | Gym |
| Music/Band | Shannon Young | Room 25 |
| Student Services | Jennifer Berven | Room 7 |
| | Jennifer Van Cauwenberghe | Room 21 |
| | Sharman Ojah (Literacy) | |
| Custodial Staff | Mony Chheang – days | Lloyd Douglas- evenings |
| Administrative Secretary | Karen Angus | |
| Secretary | Anita Lecuyer | |
| Library Clerk | Tara Watt | |
| Family Centre | Nancy MacLean | |
| | Kerry Laramée | |

Educational Assistants: Christine Boehmer, Paul Elson, Alice Meilleur, Patricia Sabeski, Karen Scales, Janice Westman.

LRSD Staff

| | |
|------------------------------|--------------------------------|
| Assistant Superintendent | Pat Burgoyne |
| Student Services Coordinator | Laura Molgat |
| Clinical Services Unit: | Colleen Prystenski: Psychology |
| | Judy Linton: Social Work |
| | Kim Zaenali: Speech-Language |

School Day

Office Hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:40 a.m. - 3:20 p.m.

Mornings

8:25 - 8:40 bus supervision

8:40 entry bell

8:47 O Canada & Announcements

10:00 - 10:15 recess

11:35 noon hour dismissal

11:35 - 12:00 lunch in classrooms

Afternoons

12:00 - 12:30 noon recess

12:30 p.m. afternoon bell, classes begin

2:00 - 2:15 recess

3:20 p.m. dismissal

3:20 – 3:25 buses arrive to pick up students

Please note:

Students will be dismissed at 2:20 p.m. the fourth Tuesday of every month.

There are also early dismissals on Friday, Dec 20th and Friday, June 27th, just before breaks.

Attendance

If your child is to be absent from school, please phone the school office at (204) 233-2893 before 8:40 a.m. or before 12:30 p.m. for the afternoon. Messages can also be left on the answering machine which will be on before and after school hours.

Marion School has a call-back system, and we will phone you every day your child is absent without your prior notification. It can affect the safety of your child when you have not notified the school of your child's absence. It is also very important that we have a current emergency phone number where we can contact someone if we cannot get in touch with you at home or at work. The divisional attendance officer becomes involved when there are serious attendance concerns.

Snack Program

Marion School offers a daily nutritious snack program for all students. The menu alternates between the food groups. Enrolment in this program is automatic. We rely on parents to assist with food preparation in our community room. If you can offer an hour to help, please contact the office.

Cell Phones and Personal Devices

Students are permitted to bring digital devices (cell phones, iPods) to school to support their learning or safety. Please ensure that if your child is bringing a device to school, that they are aware of appropriate use of the device in a school or workplace. **Students may not take any photos or recordings of others without staff permission. Students may not use their devices on school property from 8:20 a.m. – 3:30 p.m. unless authorized by staff.** Marion School is not responsible for any loss or damage to these devices. Violations of this policy will result in immediate seizure of the device, which will be turned in to the Principal. Parents may pick up the device at the office, and will witness the removal of any unauthorized recordings or images if applicable.

Marion School Code of Conduct

Mission Statement: *Marion School* strives to provide a safe, supportive and inclusive learning environment which encourages all learners to reach their fullest potential through the combined effort of home, school and community.

We have instituted three umbrella statements under which all rules apply:

RESPECT YOURSELF

RESPECT OTHERS

RESPECT PROPERTY

We believe that:

All staff, students, parents and other visitors within Marion School has the right to work and learn in an environment that is safe and secure. In order to achieve one's potential, it is important for home and school to work together to provide the love and caring necessary to develop the child.

The kind of school that Marion students want can be described by the following: fair, peaceful, friendly to the environment, happy, kind, cooperative, clean, drug free, safe and special. Students indicated a desire for a set of rules that would create such an atmosphere where everyone is respected. Conflict resolution and mediation provide alternatives to violence. Discipline and restitution create a balance that allows for learning from mistakes, learning different behaviours and making amends. Social skills development and character education support the social/emotional development of our students.

Therefore the following expectations are established in order to support our beliefs and to develop student self-discipline. It is our goal to develop respect for self and others, empathy, cooperation, courtesy, responsibility and honesty.

Students are expected to:

- Behave responsibly and respectfully.

- Demonstrate respect for people.
- Demonstrate respect for the school and property.
- Attend school regularly and arrive on time for school.
- Follow guidelines for proper school attire.
- Remain on school property during the school hours of operation.
- Demonstrate care and acceptance for others.
- Adhere to school policies.
- Comply with the Code of Conduct.

School staff plays a critical role by modeling respect for and support of the above expectations.

Interventions

Responses to behaviour occur with consideration for individual needs and circumstances.

Staff will intervene when students:

1. Act disrespectful
2. Are disruptive and interfere with the learning of others
3. Utter threats, harass or bully others (including online or out of school actions causing harm to staff or student perception of safety and security)
4. Use profanity (including language and/or gestures)
5. Do not maintain academic integrity – plagiarism, cheating etc.
6. Fail to complete their homework

Students are referred to administration when the following occurs:

1. Fighting
2. Serious physical harm to another person
3. Weapons on the school grounds (including school buses and bus stops)
4. Serious damage to property
5. Chronic behaviour problems
6. Stealing
7. Threats
8. Leaving class or school without permission.

Interventions, including disciplinary consequences for violating the Code of Conduct, in all situations are intended to preserve the dignity and self-worth of all involved in the disciplinary action. Interventions/consequences may include:

- Counseling
- Formal conference
- Temporary withdraw from classroom
- Removal of privileges
- Detention
- Restitution
- Clinician referral
- Performance contract
- Police involvement
- In-School Suspension
- Out-of-School Suspension

Divisional Policy JK - Student Discipline outlines the procedures for appealing disciplinary decisions.

Communication

Throughout the year, the school will endeavor to keep parents informed about school events by using the following:

- a) A Newsletter
- b) The Louis Riel School Division web site: www.lrsd.net/schools/marion Follow the links to “What’s Happening” to see the events listed.
- c) Automated telephone messages

Dress Code

Students are expected to dress appropriately for school. Parents are requested to ensure that they assist their son/daughter in exercising good judgment in selecting appropriate wear for classes. **Clothing should be modest, in good taste, and should not include inappropriate attire.** Examples of inappropriate attire are: short shorts; muscle shirts; half shirts; tank tops and cut-offs. This also applies to tops having spaghetti straps. Shirts with inappropriate sayings or graphics will not be allowed at school. Midriffs and navels are to be covered. Students are expected to bring a change of clothing for gym. Students will have the option of contacting parents to acquire appropriate clothing, or wearing clean clothing provided by the school.

Eye and Ear Testing

Students are tested for vision and hearing in Kindergarten and Grade 1 and for any new student who enters the school. Parents are informed if follow-up examinations with physicians are needed.

Field Trips

Students go on supervised field trips during the year as part of their curricular program. Parents are usually asked to pay a small fee. Parents will be notified of the individual field trips that the students are going on. A signed permission slip is required for each field trip.

Footwear

All students need to have a pair of runners for indoor wear at school in addition to the footwear worn to and from home. The indoor runners remain clean and are worn in the class and in the gym. When you purchase new running shoes, **please check to see if the shoes leave black marks. If so, please purchase a different pair (they will often be marked as “non-marking” on the shoe).** Students are required to remove outdoor footwear and carry them to their classrooms throughout the school year. This helps to keep classrooms, hallways, and gym floors clean. Indoor footwear should be labeled clearly in felt pen, and kept on the student's desk or in their closet/locker at the end of the day. Your cooperation is appreciated.

Hot Lunch

Once a month the school will serve a hot lunch to the students for a fee and order forms will go home.

Lunch Policy

As per the Louis Riel School Division, all students may remain for lunch upon payment of the required fee of \$75.00 per student. Half the fee is due by September 14th and the remainder by February 22nd. At Marion School students eat their lunches in their designated lunch room. Students are supervised by adults during the lunch hour. A few middle years students volunteer as monitors. Students can lose the privilege of eating at school if they do not follow the lunchroom rules including:

1. Follow directions of supervisor.
2. No throwing objects or food.
3. Speak quietly.
4. Remain in the school yard during lunch recess.

Students are expected to bring their own lunches.

For safety reasons, students enrolled in the lunch program in Grades 1-6 will not be permitted to leave the school grounds during lunch. Grades 7-8 lunch program students may leave school grounds at their discretion, if written parental permission to do so is on file.

Medication for Students

The Louis Riel School Division has developed a policy “**Medical Protocol (Administration of Medication and Health Care Needs in School)**”. If you wish your child to have medication administered by the school, the parent must complete the necessary forms. This arrangement must be renewed annually or whenever there is a change in the medication. These forms are available in the office.

Parent Advisory Council

The Marion School Parent Advisory Council (PAC) meets monthly. Meetings are open to all parents of current students. The Annual General Meeting is held mid-September in conjunction with a family BBQ. At this meeting, parents are asked to please volunteer to serve on the Council or help out with a committee.

The Parent Advisory Council hosts roller skating or movie nights. Volunteers are always needed in order to provide adequate supervision and make it safe for students. These fun and inexpensive activities (\$1.00 admission) is offered for all students on Wednesday evenings from 6:30 to 8:00 p.m. Help is needed in the canteen as well as in supervising in the gym and hallway. Besides students enjoying themselves, it is a fundraiser for the Council. **Helmets for roller-skating are mandatory.** There are some helmets available for roller-skating evenings. Information forms need to be completed should you wish to have your son/daughter participate.

Another popular activity that PAC organizes is the annual Santa Store whereby inexpensive items are available for students to purchase for their families and friends. Donations and volunteers are appreciated. This year the Santa Store will be open in December.

School Sign-out

If you need to take your child out of school during the day, please come to the office. Please do not go to the classroom to pick your child up. A parent signature is required and your child will be called to the office.

School Closings

There are two kinds of school closings.

1) **Planned days:** are holidays and ten teacher professional/administration days when the school is closed. Each month the newsletter will list the days the school is closed for that month.

2) **Emergency closing:** Any of the following may be implemented in light of extreme weather conditions:

Before school opens
Decision

Action/Announcement

School Closure

LRSD Web page & Radio Stations

School buses not operating

LRSD Web page & Radio Stations

School buses running late

LRSD Web page & Radio Stations

During the day

Early Dismissal

Local radio stations will transmit messages. Parents of K- 6 students to be called and students held at school if parents not reached.

School buses leaving early

Local radio stations will transmit messages. Parents of K-6 transported students to be called and students will be held at school if parents not reached.

School buses not operating

Local radio stations will transmit messages. Parents of all transported students to be called and students held at school for parent pick up.

Skateboards/Scooters/Bicycles/Rollerblades

Students may bring bicycles to school. We provide racks at the back of the school where they are stored. It is important that bicycles be secured at all times with a bike lock. The school is not responsible for theft. Students are permitted to ride their bicycles to and from school only. They are not allowed to use them during the day on the playground. Skateboards and rollerblades are not to be ridden on school property during the school day. Helmets are required by law.

Student Accident Insurance

Students may register for optional student accident insurance at the beginning of the year when forms will be sent home, or when they register during the year. We suggest that parents give these plans some consideration. The LRSD also purchases blanket insurance for all students which can assist with costs related to injury, dental accidents and ambulance costs while students are at school or participating in school sponsored activities.

School Programs

Marion School staff work together focusing on the child's academic, personal and social development. The children are organized into school families and various monthly activities are organized during the year. The goals are to build relationships, feeling of belonging, and school spirit. Marion School follows the Manitoba Education Curriculum. We also have a number of special programs designed to enhance the learning of the students in the school. A number of pro-social programs are also taught at Marion such as: "Kids in the Know", Moral Virtues and teachings and Developmental Teaching. The student services teachers assist with these programs.

Basic French is taught in Grades 4-8. Grades 7-8 students receive Practical Arts programming on day 5 p.m. at Nelson McIntyre Collegiate. Some students walk to this program, while some parents provide transportation.

School Visitors

Visitors are welcome at Marion School. We encourage parents to come to visit the school while classes are in session. We ask that you phone ahead so we can arrange an appropriate appointment for you.

All visitors are asked to please report to the office and sign in. Former students are encouraged to visit after 3:20 p.m. All visitors will be issued a visitor identification badge which must be worn and visible while they are visiting the school. Visitor badges are not required when parents are at the school for meetings with administration or Student Services teachers.

Severe Weather

Students will remain in the school during recess and at lunchtime when the wind chill is -30 C or more. When the wind-chill is between -27 C and -30 C, students will go outdoors for a maximum of 15 minutes during recess and at lunchtime. This is according to the Louis Riel School Division policy. Students will also be let in early (8:30) on high wind-chill days and on days in spring and fall when the weather is particularly nasty.

We remind parents that school does not open for students until 8:40 a.m. When the weather is severe, please send your child to arrive at school as close to the bell as possible. The same applies at lunch time as close to 12:30 p.m. as possible.

Student Evaluation

K - 8 students are assessed and evaluated by their teachers on a regular basis. There are three reporting periods with reports being sent home in November, February and June.

Student Fees

2013-2014 Student fees are as follows:

| | |
|--------------|---|
| Kindergarten | \$40.00 student & supply fee |
| Grade 1/2 | \$40.00 student & supply fee |
| Grade 2/3 | \$40.00 student & supply fee |
| Grade 3/4 | \$40.00 student & supply fee |
| Grade 4/5 | \$40.00 student & supply fee |
| Grade 6 | \$40.00 student & supply fee |
| Grade 7/8 | \$74.00 student & supply fee (including band fee) |
| Lunch fee | \$75.00 per student and \$200.00 for three or more students |

In order to ease the cost of the Music program at Marion School, students do not have to buy instruments. Instead the school rents them to the students yearly. Funds from the rental are used to purchase and maintain the musical equipment. It is important to note that students who lose or damage instruments are responsible for the cost of the replacement or repair. A variety of instruments are offered to students in grades 7 & 8. Students choosing to play the drums will be charged \$20.00.

Transportation

The Division will transport:

1. Students entitled to transportation under the provisions of the Public Schools Act including students who have special needs. Grades K - 6 students whose most direct walking distance from home to assigned school exceeds 1.6 km
2. Unallocated seats may be temporarily assigned to ineligible grade K-6 students attending their assigned school at an annual cost equivalent to Winnipeg Transit's student ticket rate (paid semi-annually, in advance) or no more than one and a half times that cost per year where 2 or more students are from the same family. Assignment of these unallocated seats will be on "progressive grade level basis beginning with kindergarten" where, in the opinion of the Transportation Department, there will be no effect on operating timetables or overall bus capacity. Only one destination will be allowed. Ineligible students must walk to and from an existing bus stop that services an area in excess of the 1.6 km walking distance.