

MacGregor Elementary School

STUDENT HANDBOOK

2019-2020

“Learning is a treasure that will follow its
owner everywhere”

MacGregor Elementary School

PCSD Mission Statement

“To meet the educational needs of students in a positive learning environment.”

1. WELCOME TO STUDENTS AND PARENTS

At MacGregor Elementary School we extend a warm welcome to you. It is our sincere hope that you will find this school year to be enjoyable and rewarding. To parents, we encourage you to be an active participant in your child’s learning. Please feel welcome to contact or visit the school at any time. The purpose of this handbook is to provide information to parents and students about the school. We are looking forward to a great year and it is our hope that you find the information provided in this handbook valuable.

2. MacGregor Elementary School Website

The schools of the Pine Creek School Division have developed specific school websites to provide information to parents, students, and the general public. We encourage you to visit our websites and we hope you find the information useful and informative. Your child’s teacher may have also created a classroom website. If so, the teacher will inform you of this site.

Pine Creek School Division www.pinecreeksd.mb.ca (under schools-MES)

3. STAFF DIRECTORY:

		Teaching Assignments
Principal Teachers	Bryan Marriott	
	Angie Compton-McLean	Kindergarten
	Michelle Duncan	Kindergarten
	Amanda Penner	Grades 1-2
	Janet Sims	Grades 1-2
	Angie Donald / Chloe Winistok	Grades 1-2
	Debbie Williams	Grades 3-4
	Adrienne Wooley	Grades 3-4
	Sheena Frank	Grades 4-5
	Heather Manns	Grades 5-6
	Shelley Zander	Grades 5-6
	Rheanna Jensen	Grades 5-8 French / 7-8 Science
	Adrianna Boychuk/ Corey May	Grades 7-8
	Michelle Marriott	Grades 7-8
Nicole Spence	Grades 7-8	
Kevin Terrick	Physical Education – Health	
Tyson Anderson	K-8 Music – Choir	
Resource Administrative Assistant	Vicky Smith – Tammy Wotton	
Librarian	Sharon Craik	
Social Worker	Annette Vankoeveringe	
Student Skills Coach	Ginette Snaith	
Educational Assistants	Faon Penner	
	Christine Murray	Kim Hill
	Tammy Thompson	Lauren Tessier
	Melodie Wieler	Amy Toews
	Gertrude Edmond	Kristen Hildebrandt
	Jenessa Wilcox	Carol Wiebe
Reading Recovery	Angie Donald	
Custodians	Vicki Bodie	Marlene Burnside

4. PHILOSOPHY AND VALUES

In Pine Creek School Division we believe...

- Everyone should have the opportunity to achieve their potential.
- The responsibility for providing a positive learning environment is shared with parents and the community.
- Co-operatively, the partners will provide opportunities for individuals to develop their physical, emotional, social and intellectual capabilities.
- Within this environment, students will develop skills and attitudes which will make them lifelong learners and productive members of society.

At MacGregor Elementary School we value...

- Honesty
- Independence
- Confidence
- Integrity
- Respect
- Global / Community Caring
- Positive Attitude
- Problem Solvers
- Responsibility
- Compassion

5. PINE CREEK SCHOOL DIVISION MISSION STATEMENT

- The Mission of the Pine Creek School Division is to meet the educational needs of students in a positive learning environment.
- Pine Creek School Division values – Students, Community, Relationships and Integrity.

6. COMMUNICATION

Our sincere goal is to maintain open, two-way communication with you. Please call us if you have any questions or concerns. Our goal is to keep you well informed through:

- The use of agendas
- Phone calls, notes and email
- Welcome Back BBQ
- Handbook
- Newsletters
- Monthly calendars
- Information letters from teachers
- Parent Council Meetings
- School website
- MES Website
- School Messenger System

CELL PHONE USE

It is acceptable and understandable for students to have cell phones and other electronic devices at MacGregor Elementary School. These devices are to be used only on free time ((recess breaks/after school activities) and not to be used throughout regular instructional time. Under no circumstances are students to be sending or receiving messages during class time or searching internet sites. Improper use of personal devices will result in the device being taken away and parents contacted to develop a safety/proper use plan. Parents will be contacted by classroom teachers if this becomes a consistent problem and devices will not be allowed within the school. It is the teacher's discretion to allow the use of personal devices within the classroom for listening to music, using calculator or other applicable apps. Permission must be granted prior to this happening.

7. COMMUNITY OF CARING

As a community of caring, we plan activities that support and reinforce community spirit, PCSD values, social responsibility, student leadership, and respect for all individuals. Students in grades 5-8 have the opportunity to take part in Social Justice Activities throughout the school year.

8. ATTENDANCE POLICY:

Pine Creek School Division and MacGregor Elementary School encourage all students to attend classes regularly. It is important to realize there is an unmistakable link between regular class attendance and academic success. Students, parents, and staff must share the responsibility of regular class attendance. Accordingly, the following is the policy on attendance at our school:

- A note or call from parents is requested to inform the school of any absences.
- The school will attempt to contact the parents immediately whenever the school is unsure if the absence is for valid reasons.
- Students may leave the school premises only with an acceptable note or phone call from the parents/guardians. This note must be presented to administration before the student leaves the school.
- Absences due to vacation: If you are planning an extended family vacation during the school year, please notify the teacher in writing.

9. SAFETY AND SECURITY

• **STUDENT HEALTH CONCERNS**

MacGregor Elementary School would appreciate being advised of any existing medical conditions, which may have an impact on the welfare of the student. Such information will be kept in strictest confidence.

Parents whose children require medication, bronchodilators or epipens, are required to complete the required forms as required by Pine Creek School Division policy and Provincial Government guidelines. (**URIS Manual**)

Specifically, if medication must be administered at school, the parent is required to complete an “**Administration of Prescribed Medication Form**”.

EMERGENCIES

- If your child becomes acutely ill or is hurt at school, staff will make every effort to contact you at home or at work. Should these efforts fail, we will attempt to contact the emergency contact numbers you gave us. In the interim staff will attend to your child. If we evaluate the situation as serious, we will contact 911 and have your child transported to the hospital. Ambulance costs will be borne by parents in cases where ambulance needs to be engaged.

- **EMERGENCY PREPAREDNESS** The school has a crisis management plan in the event of any crisis or emergency. Crisis plans are located in the main office, staff room, resource room and administration office.
- **FIRE AND EMERGENCY DRILLS**
Fire drills are held regularly to prepare your child for such an emergency should it occur. Other emergency drills such as bus evacuation, tornado, and lockdown drills will be practiced periodically throughout the school year.
- **CHECKING IN**
All parents and visitors are requested to first check in at the office. Please use the front door as the other doors will be locked during school hours.

10. RESOURCE SERVICES

M.E.S. resource team consists of Vicky Smith and Tammy Wotton. They provide a supportive service in meeting the individual needs of students using a team approach.

11. TIME STRUCTURE:

O'Canada and Announcements	8:55 a.m.
Period 1	9:00 – 9:40 a.m.
Period 2	9:40 – 10:15 a.m.
Recess	10:15 – 10:30 a.m.
Period 3	10:30 – 11:10 a.m.
Period 4	11:10 – 11:50 p.m.
Noon Hour	11:50 – 12:35 p.m.
Period 5	12:35 – 1:25 p.m.
Period 6	1:25 – 2:15 p.m.
Recess	2:15 – 2:30 p.m.
Period 7	2:30 – 3:15 p.m.
Dismissal	3:17 p.m.

12. SCHOOL CALENDAR

A Pine Creek School Division yearly calendar can be located on the PCSD school website. In addition, MacGregor Elementary School will send home a monthly calendar listing upcoming events at the start of each month.

13. HOMEWORK

The amount of homework assigned to each student will vary from grade to grade and day to day. It is the recommendation of the school that students use Agenda Books. The agenda books are designed to help promote and facilitate better work habits by leading students to record homework and schedules every day. There is room for teachers and parents to sign and comment each day as well. Parents are encouraged to contact individual teachers if they have any questions or concerns.

Establish, communicate, and apply consequences for late and missing work.

Students must understand that there will be consequences for not completing assignments that provide evidence of learning or for submitting those assignments late. If, after establishing and clearly

communicating expectations regarding assignments, setting and communicating timelines for assignments, and supporting student learning using the strategies provided above, student work is still late, teachers may apply the following strategies based on their professional judgment:

- Confer with the student and, where appropriate, with the student's parents about the reasons for not completing the assignment, and consider the legitimacy of reasons.
- Develop an agreement with the student to complete the work.
- Require the student to complete missing work during school time or at lunch or after school within supervised setting in accordance with school division policy.
- Provide appropriate support to students in the form of counseling or peer tutoring to address issues and barriers that may be preventing the student from completing assigned work.
- Provide additional supports for students who are learning English as an additional language.
- Provide alternative assessment tasks that accommodate diverse learning needs.

14. REPORTING SYSTEM

The emphasis at MacGregor Elementary School is on the continuous evaluation of work done throughout the school year. Parents are encouraged to keep track of tests and assignments. Report cards will be sent home three times a year.

- A progress report followed by scheduled Parent-Teacher-Conferences will occur in November.
- A second progress report followed by scheduled Parent-Teacher -Conferences will occur in April.
- In June parents will receive a final report on the progress of the student throughout the school year.

Remember that you never have to wait until an interview time to talk to a teacher about your child's specific needs. If you have any concerns about the progress of your child(ren), please contact the classroom teacher involved immediately. Open communication between parents and school is encouraged throughout the year and is key to success in school.

Academic Promotion/Retention

"Per Provincial policy and following consultation with teachers, parents, and other specialists as appropriate, it is the Principal who is responsible to make final decisions on promotion and retention. The Principal is also responsible to make final decisions on student's classroom placement."

15. SCHOOL CLOSURES

The decision to cancel an individual bus can be made by the driver. Driver must ensure that all parents on the route are informed of the decision. The cancellation will be broadcast on CFRY and School Messenger will be used to inform all PCSD families and staff.

A decision to cancel all buses for a particular school or area will be made by the Superintendent or Transportation Supervisor and bus drivers shall ensure that all parents on the route are informed. A decision to cancel all buses in the entire division is made by the Superintendent. In the event of school closure telephone chains will be activated.

If a storm occurs after students have been transported to school and supervisors feel that it is unsafe to transport students, all students will be billeted as per billeting instructions. Parents may choose to pick their child up at the school. If buses cannot make their evening run, the decision will be made by 2:00 pm and CFRY will be informed. Bus drivers will ensure that all parents are informed of the decision. If a bus run is cancelled in the morning it will be assumed the bus will not run for the afternoon run, unless otherwise announced.

16. VOLUNTEERS

At MacGregor Elementary School volunteers are always welcome. Those who are interested in volunteering should contact the office for more information.

17. ADVISORY COUNCIL

The MacGregor Elementary School Parent Advisory Council is active in our school. The primary mandate is to promote effective communication among the home, school and the community. The mandate also includes reviewing, discussing, and making recommendations to the school staff and administration on many topics of interest to the students and staff of our school. The council meets once a month. If you are interested in becoming a part of this group, contact the school.

MACGREGOR ELEMENTARY SCHOOL – CODE OF CONDUCT

Schools will incorporate a continuum of supports including positive and preventative approaches and strategies, as well as consequences corresponding to the nature, severity, and frequency of the behavior or infraction. The consequences are to be considered in conjunction with the age, grade, level, exceptional learning needs, and other factors affecting the individuals to whom this process is applied. The Division's focus will be on preventative, proactive measures to teach respectful and responsible behavior.

Principles:

1) Rights

Foundation to a safe and caring learning community are the rights of all members to:

- a. Be safe
- b. Be accepted and treated with dignity and respect
- c. Learn and teach without interference

2) Responsibilities

- a. It is expected that all learning community members accept responsibility for their behavior to foster a safe, caring, and productive learning community.
- b. It is the responsibility of all individuals to ensure that their behavior, individually and collectively, does not infringe upon the rights of others.

3) Respect

- a. It is expected that all learning community members will exhibit behavior that shows respect for the rights, property and safety of themselves and others.

The Code of Conduct applies to participation at school, at school activities, school sponsored activities, and School Division activities and sponsored activities.

Students are responsible for:

- a. Complying with the Code of Conduct of the PCSD and its individual schools.
- b. Showing respect for the rights, property, and safety of themselves and others.
- c. Respecting and appreciating the diversity of all school members regardless of race, culture, ethnicity, gender, sexual orientation, age, and ability.
- d. Expressing themselves with socially acceptable language and behavior.
- e. Exhibiting behavior that avoids all forms of intimidation, harassment, racism, and discrimination.
- f. Dressing in accordance with school dress standards.
- g. Treating school property and the property of others with a reasonable standard of care.
- h. Respecting the responsibilities of all school members in exercising their duties.
- i. Promoting positive behavior through the avoidance of all types of violent acts.
- j. Attending classes, activities, and events, and being prepared and punctual.

- k. Showing courtesy and respect for the rights of all people in the school and in the community.
- l. Showing respect for school property and the personal property of others.
- m. Demonstrating behavior that contributes to an orderly, supportive, and safe learning environment.
- n. Resolving interpersonal conflicts through discussion or by seeking out assistance.
- o. Developing self-discipline.

Professional Staff Members are responsible for:

- a) Subscribing to the tenets of the Manitoba Teachers' Society Code of Professional Conduct and School Board Policies regarding responsible professional behavior.
- b) Treating parents, students, and fellow staff with dignity and respect at all times.
- c) Participating and cooperating with parents and other school staff in the development and implementation of plans to address the learning needs of their students.
- d) Communicating information about student progress, attendance, and behavior to students, parents, and administration.
- e) Establishing and maintaining a safe, secure, non-threatening learning environment.
- f) Providing a positive role model for students.
- g) Providing an environment that promotes self-esteem and self-discipline.

Parents are responsible for:

- a) Instilling basic values and responsibilities in their children.
- b) Treating staff with dignity and respect at all times.
- c) Following established protocol in expressing concerns about individual staff members.
- d) Participating and, in conjunction with school and Divisional personnel, cooperating in the development and implementation of plans to address their child's learning needs.
- e) Ensuring that their child attends regularly and punctually.
- f) Maintaining regular communication with their child's educational progress as necessary.
- g) Demonstrating support for the school by attending events and meetings and offering constructive input.
- h) Problem solving in a manner respectful of all involved.

Drugs – Alcohol

Using, possessing, or being under the influence of alcohol or illicit drugs at school or at any school-sanctioned activity is unacceptable.

Consequence: Suspension to Expulsion

Tobacco

No student shall smoke, chew, or otherwise use tobacco on Division property.

Consequence: Conference to Suspension

Assault

Bullying, or abusing physically, sexually, or psychologically – orally, in writing or otherwise – any person is unacceptable.

Consequence: Conference-Counseling to Suspension/Expulsion

Discrimination

Discrimination on the basis of any characteristic set out in the Human Rights Code and Canadian Human Rights Act is unacceptable.

Consequence: Conference/Counseling to Suspension/Expulsion

Theft

The unauthorized taking, or using of another's property. Please note that students may bring personal electronic devices to school, to be used outside of class-time. However, MacGregor Elementary School and PCSD are not responsible for any lost or stolen items, and thus does not recommend these devices are brought to school.

Consequence: Restitution to Suspension

Academic Dishonesty

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form or academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea, and/or thought of another and representing it as his/her own.

Consequence: Conference to Suspension

Disruptive Behaviour

Student behaviour which negatively affects the learning of other students is unacceptable.

Consequence: Conference to Expulsion

Student Dress

Students are required to dress appropriately for school activities. Schools may, in the interest of safety, prohibit students from participating in certain activities if students are not wearing appropriate clothing.

Appropriate clothing is required for academic classes, consistent with the standards of the community. Clothing which exhibits sexual messages (explicit or implied), sacrilegious or profane comments, or logos/messages which promote drugs, alcohol or tobacco is unacceptable.

T-shirts and tank tops must be long enough to cover the mid-riff areas and broad enough straps to cover bra straps. We respectfully request that all hats be removed upon entering the building.

Consequence: Conference to Suspension

Vandalism

The damage or defacement of buildings, grounds, equipment or property of the Division, Division personnel or of another student caused by deliberate, malicious, or reckless behaviour is unacceptable. This would also include damages or defacement of another's property while on Division property, or at a school-sanctioned activity. Damages and destruction of property shall result in restitution for damages as well as the outlined consequences.

Consequence: Conference to Expulsion

Weapons

Possessing a weapon, as 'weapon' is defined in section 2 of the Criminal Code (Canada) is prohibited.

Consequence: Suspension to Expulsion

Information Communication Technology

Students are expected to adhere to the policies respecting the appropriate use of electronic mail and the internet. The accessing, uploading, downloading, or distributing material that the school has determined to be objectionable, is unacceptable. Use of PCSD technological devices during unsupervised time is not allowed.

Consequence: Conference to Expulsion

Telephone Use

Telephone calls to students should be made during the class breaks outlined in the handbook. Students will be allowed to use the phone in the case of illness or emergencies. Students are not to use the phone without permission and when the main office is unattended.

Consequence: Conference to Suspension

GENERAL EXPECTATIONS

At the beginning of the day students are expected to:

- ◆ Be in their classroom by 8:55.
- ◆ Stand for "O Canada" and listen to the daily announcements that follow.
- ◆ Be ready for the start of class.

BUS TRANSPORTATION

Transportation to and from school is available for all PCSD students. However, riding the school bus is a privilege. Students must follow all expectations as set out by the bus driver and transportation supervisor. In the case of disruptive behavior, a students' privilege maybe suspended for a period of time as decided by the administration.

During class, students are expected to use behaviours, which facilitate on-task learning. These expected behaviours include the following:

- ◆ Listening while others are speaking.
- ◆ Being a respectful and caring learner and understanding individual differences.
- ◆ Completing assignments in the method outlined by the teacher (taking notes, answering questions, taking part in discussions, working in small groups, completing hands on work, and doing the day-to-day tasks that are assigned).
- ◆ Completing all assignments on time and with care.
- ◆ Maintaining a focus on learning throughout the class.
- ◆ Responding in a thoughtful, on-task way by adding to, and building on ideas presented by others.
- ◆ Personal electronic devices are not to be used during instructional time, unless permission is granted by the classroom teacher for a specific use.
- ◆ Organizing work in binders and notebooks.
- ◆ Asking for permission when leaving the classroom for any purpose.
- ◆ Provide evidence of their learning within established timelines.
- ◆ Assignments must be students' own work, cheating and plagiarism will not be tolerated.

LUNCH

- Lunch Break begins at 11:50 am.
- Students must remain in designated lunch areas.
- Students should be seated during this time.
- All mess must be cleaned up before students leave.
- No sunflower seeds are allowed.
- Bus students are required to bring a note signed by the parents/guardians if they wish to leave the school grounds during lunch break.

PLAYGROUND BEHAVIOUR

- Students will treat each other with respect. There is to be no rough play (pushing, hitting, fighting tripping, and "play fighting").
- Students will use acceptable language.
- Students will not throw objects that may cause injury such as snowballs, rocks, sticks, etc.
- Students are encouraged to not bring large amounts of money or valuable items to school.
- Safe play is an expectation for all who use the play structures.
- No eating while on playground equipment.

PARENT/STUDENT GRIEVANCES

Parents, on behalf of their child(ren), are asked to please observe the following procedures where there is a complaint or grievance.

1. In case of a conflict with the student and the school, the parent or guardian shall meet with the teacher involved with the particular situation.
2. If the problem cannot be resolved, the parent shall meet with the Principal.
3. If the parent feels the problem has not been handled in a satisfactory manner, the Superintendent may be asked to investigate.
4. If there is no solution at this level, the matter may be brought to the Board of the Pine Creek School Division through the Superintendent.