

École Sage Creek School



Parent Handbook 2019-2020

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École Sage Creek School

2019-2020 Parent Handbook

Purpose:

The purpose of this parent handbook is to share with parents some of the general policies, procedures, and practices of École Sage Creek School and of Louis Riel School Division and to serve as a guide. This is by no means comprehensive and parents are encouraged to talk to school staff when questions or concerns arise.

ÉCOLE SAGE CREEK SCHOOL'S MISSION STATEMENT

École Sage Creek School is a community of life-long learners who honour and promote risk-taking, collaboration, and citizenship as integral parts of learning together. This vibrant community nurtures strengths and passions in a safe and authentic learning environment while promoting relationships and a growth mindset in a positive and inclusive environment.

By championing our mission statement, we will maintain a learning environment where students feel safe, secure, valued, appreciated and successful.

Our goal is to be innovative in our teaching to develop 21st century skills for all of our learners. We aim to consistently do what is best for our students, which doesn't necessarily mean that everything looks the same as when "we" went to school. Much has been learned about how students best learn, and we take advantage of the best teaching and learning strategies that benefit our students' learning and growth. If you have questions about certain approaches that differ from what you experienced as a student, please talk to your child's teacher or the administration. One example is that, instead of "just memorizing" things that could be looked up, we focus on ensuring that students have an understanding of concepts and explore them in various ways to ensure deeper learning. That being said, sometimes students are still expected to memorize some basic facts.

ÉCOLE SAGE CREEK SCHOOL'S CODE OF CONDUCT

École Sage Creek School is welcoming, safe and caring. Learning and well becoming, equity and inclusion, caring and collaboration and inquiry and responsibility are the foundational priorities of our positive learning environment. Our code of conduct underlies our belief that everyone should be respectful of others, responsible for learning and accountable for both. This is a shared responsibility between the students, families and caregivers, the school, and the community.

At École Sage Creek School we believe that everyone:

- Wants to learn and be successful in a positive, joyful school environment that is conducive to learning
- Deserves to be safe, happy and belong to a positive school and classroom community
- Deserves to be treated with unconditional positive regard
- Is responsible for allowing learning to take place by being respectful and courteous

We expect students to:

- Treat each other and staff members with respect and kindness
- Follow school rules in the classroom, on the playground, and to and from school
- Respect school property, personal property, and the property of others
- Practice positive behaviours that allow everyone to learn
- Attend regularly, be on time, and be ready to learn

ÉCOLE SAGE CREEK SCHOOL STAFF LIST

Principal	Marc Poirier
Vice- Principal	Megan Vankoughnett
Maternelle (Fr. Imm)	Alison Goodspeed, Randi MacLean
Kindergarten (Eng)	Marni Crymble, Kiara Levenick
1e (Fr. Imm)	Annick Rauch, Caelin (Patricia) Philippot, Michelle Bourgeois
1&2 (Eng)	Amanda Jonker, Evelyn Krahn, Jennifer Rempel, Michelle Didyk, Stacey Grabowski, Sarah Kelly (Teacher Candidate)
2e (Fr. Imm)	Alixé Kirouac, Bernice Schick, Nicole Didcote
3e & 4 ^e (Fr. Imm)	Bromlei Daley, Jacqueline Philippot, Danielle Boudreau, Kirsten Mangin
3&4 (Eng)	Laura Rheault, Lesley Girling, Lisa Bunkowsky- Russell, Lynn (Susan) Sobkowich, Tara Lagimodiere, Mackenzie McAllister (Teacher Candidate)
5e &6 (Fr. Imm)	Adrienne Dando, Alyssa Rajotte, Colleen Chaput
5&6 (Eng)	Jenna Farrell, Lawrence Cohen, Jennifer Herdman, Bailey Englot, Calvin Jubinville (Teacher Candidate)
Music/Band	Michelle Styles, Paula Kirkland
Physical Education	Neil Crockford, Daryl Fillion, Mathew Gagné
Early Literacy	Jennifer Hastings, Patricia Labossiere, Sharman Ojah
EAL	Heather Julius
Educational Assistants	Alicia MacKay, Chantal deRocquigny, Chantal Erickson, Corrine Fabbri, Dorothy Andrushak, Karen Court, Kristine Posthumus, Lisa McCuen, Lisa Penner, MaryAnne Debartolo, Rachelle Dunlop, Timon Kozelko, Cynthia Zikman, Nicole Coutts, Huma Aamir
Other Support Staff	Jacqueline Desjardins- Poiron
Library	Meagan Gydé- Johnston, Nicole (Catherine) Caron
Student Services	Kathy Grenier, Rachelle Tetrault, Sheila Vick, Elana Rach
School Secretaries	Jeanette McLeod, Sharon LaFrance, Thérèse Houston
Custodial Staff:	Brian Steingart, Zeljka Tubin, Kathleen Streib Stephen Kyataychuk, Julien Fiola, Wenceslao Magdale
Lunch Supervisors	Gifti Agyei- Gyamfi, Sheila Bazilewich, Tracy Cammaert, Bente Hansen, Humaira Saeed, Rajvinder Kaur, Olajumonke Lawal

ROLES AND RESPONSIBILITIES OF PARENTS AND STUDENTS

Students are expected to follow the École Sage Creek Code of Conduct to promote successful learning and positive social interactions in our school community.

Parents are asked to support the education of their child by working collaboratively and cooperatively with school staff to ensure the best opportunity for success. Parents are asked to familiarize themselves with school expectations for their child by communicating with school staff when a question or concern arises.

GENERAL INFORMATION

The School Day:

8:45 AM- first bell rings and students enter school
8:55 AM- O' Canada/ Announcements/ Treaty Acknowledgement
10:30- 10:45 AM- Morning Recess
11:45 AM- 12:40 PM- Lunch
12:40 PM- afternoon bell rings and students enter school
12:45 PM- afternoon class begins
2:15-2:30 PM- Afternoon Recess
3:30 PM Dismissal

Office hours	8:00 AM- 4:00 PM
School Phone Number	204-253-8199
School Fax Number	204-253-8044
School Website	https://www.lrsd.net/schools/sagecreek
School Twitter account	@SageCreekLRSD

Every fourth Tuesday in the Louis Riel School Division and at École Sage Creek School is early dismissal for staff meetings. As well, there is early dismissal for the last day of classes before winter break and the last day of classes in June. Students will be dismissed at 2:30 PM.

Throughout the school year there are Professional Development Days that are reserved for the ongoing practice of professional learning for staff. On these days there are no classes for students. These dates are: September 16th, October 25th, November 1st, November 22nd, January 31st, March 13th, April 17th, May 8th, and June 12th. These dates can also be found on the school website and on the calendar previously sent home.

STUDENT ARRIVAL AND ENTRY

The school provides an exterior supervisor from 8:30-8:45 near the West doors (closest to the play structure). Student entry is supervised by teachers at each of the doors. Except in the case of inclement weather or early morning activities, students are required to enter the school at the first bell. In case of rain or extreme cold, students can enter and wait at their entrance. (We post a sign on the door if it is too cold to stay outside.)

Parents are requested to ensure that students arrive at school at approximately 8:40 AM and 12:35 PM. We appreciate parental co-operation in ensuring that students do not arrive too early. Please remind your child that everyone should remove exterior footwear when they enter the school.

At Opening Day Conferences, your child's teacher will inform you which door will be used for your child to enter. Every morning, once the bell rings, only students should enter the school. Unfortunately, we do not have enough room for our parents to also enter the school. We also ask parents to wait outside, at their child's door, at the end of the day, if you are picking up your child.

STUDENT DROP-OFF AND PICK-UP

Student Safety is our “number one” priority at ÉSCS. To ensure our students’ safety, we ask for everyone’s cooperation during the busy drop-off and pick-up times.

Our hope is that our students/parents get into the habit of walking (or biking) to school whenever possible. Not only will this ease traffic congestion near the school and better ensure student safety, but the physical activity associated with walking or biking also helps students stay healthy and makes them more alert and better ready to learn when they get to school. We do understand that not all families can walk their child to school every day. **Please note, if your relatives or friends are dropping off your children, please share this information with them.**

If you are driving, where can you drop off your child?

The main Drop-Off/Pick-Up area is directly in front of the school, in the third lane on the right of Sage Creek Boulevard, between the two signs (see blue area on the map on the next page). The hope is that parents will use this zone to stop, drop off their children quickly yet safely, and then immediately drive away, giving other parents an opportunity to drop off their children. *Please note that this area is for parents who are comfortable with dropping off their child and NOT walking their child to the door.* The process is most efficient if:

- Parents pull up forward to the furthest point possible in the Drop-Off/Pick-Up Area (do not leave excessive room between you and the next car ahead of you). If there are no cars, please pull up directly to the end of the drop-off area (passed the gym doors). With the extremely long lines forming behind you, this will allow more people to drop off their children at the same time;
- Children should quickly disembark from the passenger side onto the sidewalk, **not** from the driver’s side into the second lane where cars are driving. The process will be faster for everyone if parents can stay in the car while children disembark;
- Students should be prepared to be dropped off. Instead of having backpacks in the trunk, if students are ready to be dropped off (ie. backpack on their lap/in the car ready to be grabbed, special instructions are given beforehand, already have their mittens on their hands during the winter, etc...), the drop off process will take a lot less time and be more efficient for everyone.

If the drop off area is full, please do not drop off your child in the second lane (to the left of the cars already in the drop off area). In addition to being extremely unsafe for kids, please note that the city has been ticketing people who are “double-parked” (as well as those who park in “no parking” areas). If the drop off area is full, parents can choose between driving further down Sage Creek Boulevard, parking on one of the neighbouring streets (see green area on the map on the next page) or looping around and trying again.

In the morning, the Drop-Off/Pick Up is not an area where you can park, then walk with your children and wait with them at their door. We do understand and respect that many of you want to wait with your child at their door until 8:45. If that is the case, please park further down Sage Creek Boulevard, or on one of the neighboring streets (green areas on the map on the next page). Please respect “no parking zones” on those streets (ie. Fire hydrants, etc...) When parking on neighbouring streets, please be respectful to our neighbours, ensuring that they can still exit their driveways. Also, if you are dropping off your children on Wild Iris (see yellow section on the map on the next page), please note that, because there are no sidewalks or crosswalks on Wild Iris (compounded in the winter by the snowbanks that the city leaves behind during the winter), we ask you to be extremely careful and to not stop:

- in the middle of the Wild Iris or Prairie Smoke,
- in front of the path leading to the school,
- in the intersection (of Wild Iris and Prairie Smoke).

Where should you NOT drop off your child?

Parents are asked to **not** drop off their children in (red areas on map on the next page):

- either of our staff parking lots;
- the “bus loop” (it is reserved for daycare vehicles as well as buses used for school outings);
- In our neighbours’ private driveways.

Pick up procedures

Because all students are dismissed at the same time at the end of the day, it is impossible to create a continuous flow in the front Drop-Off/Pick-Up area (like we try to assure in the morning). We therefore ask you to use consideration for after school pick up. Some suggestions include:

- Agreeing on an alternate safe pick-up location nearby.
- Ask your children to exit the school and get into your car as quickly as possible to free up a spot for other families.
- If your children consistently exit the school after the majority of students, arrange to pick them up a little later instead of taking a spot from a family whose child exits quickly.

We thank you in advance for following all of these suggestions and for doing all that you can to ensure our students' safety.



Legend

-  You can park your vehicle and walk with your children to the school. Please observe all city signs, fire hydrants, etc...
-  No parking in "Drop-Off/Pick-Up Area". Please stop, have your children quickly (but safely) leave your vehicle then safely drive away.
-  Exercise extra caution at the Wild Iris and Prairie Smoke intersection (near the walking path)
-  No parent access in parking lots or bus loop

ATTENDANCE

Regular attendance and being on time are key factors in your child's school life. Please work with your child to ensure they are consistently on time. If your child will be absent, please inform the secretaries by calling the school at (204) 253-8199. A message can be left on the answering machine if you are calling after school hours. If you prefer to send an email, please email all three secretaries at jeanette.mcleod@lrsd.net, sharonlafrance@lrsd.net and therese.houston@lrsd.net. If your child will be leaving during the day, a note or email to your child's teacher is appreciated.

STUDENT LATES

Any student arriving after 8:55 AM and 12:40 PM must report to the office upon arrival, otherwise the student will be reported absent and an unnecessary telephone call will be made to the parent.

CALL BACKS

The Call Back program is an effort to ensure that students who have left for school have arrived safely. If a student is absent and the parent or guardian has not called the school, the office will call home or work to determine that the child's absence is known and that they are safe. To avoid unnecessary phone calls, please call or email the secretaries if your child is going to be absent.

COLD WEATHER REMINDER

Outdoor physical activity is essential to the well-being of all students, but their safety is paramount when inclement weather arises. Divisional policy states that students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27° . They remain indoors when the wind chill reaches -30° . School administrators make decisions about recess during inclement weather based on the forecasts provided by Environment Canada with weather readings observed at the weather station located at The Forks. If it is colder than -27 :

- Student can enter the building before the morning bell (and wait in the entrance).
- Students will not be going outside for recess.

EARLY PICK UP OF STUDENTS

Occasionally parents wish to pick up their children prior to our regular dismissal times. Parents are to contact the office so the secretaries can let the teachers know. If it is necessary for parents to pick their child up at school, they are asked to come directly to the office and not to go to the classroom. Students will then be called down to the office to leave with you.

VISITORS TO THE SCHOOL

All visitors are expected to report to the office to sign in and obtain a visitor badge for safety and security measures.

PARENT VOLUNTEERS

We welcome and encourage the use of volunteers in our school. Volunteers can assist teachers in a number of ways, including: help in making learning aids, working with small groups of children, listening to children read, helping with field trips, organizing book orders, etc... Volunteer opportunities are always determined by teachers and are scheduled to meet classroom needs. Before volunteering, parents must read and sign our "Volunteer at ÉSCS" form (which shares important information). Volunteers are required to sign in at the office and obtain a visitor badge. This will help us to know who is in the school and to help students recognize that you are in the school to assist.

TELEPHONE

From time to time students may need to use the telephone. Students can use the phone in the office with a note from their teacher. Although we understand that many of our students have a cell phone to ensure their safety as they walk to school, students should not be using their cell phones to call or text you (or anyone else) in their class or in the hallways. Parents are asked not to text or call students on personal devices during school hours. Please call the office if you need to get a message to your child.

CELL PHONE AND ELECTRONIC DEVICES

With teacher permission, older students may use personal devices (cell phones, tablets, laptops, etc...) for school projects; if they and the parents have signed read and signed the ÉSCS BYOD Charter of Use. If a class of older students will be participating in the "BYOD", after reviewing cyber-safety rules and offering reminders and reinforcement about safe online behaviours, teachers will share the ÉSCS BYOD Charter of Use with students and parents. Any device that is lost or stolen is not the responsibility of the school.

EMERGENCY SCHOOL CLOSURE

Although this is extremely rare, unforeseen circumstances or conditions may result in a school closure. This information will be shared on the divisional and school website, school Twitter account, as well as local radio stations, CJOB and CBC.

FIRE DRILLS

During the course of the school year there will be 10 fire drills. Students will receive instructions for the procedures to be followed. Fire drills are held to teach students how to evacuate the school in a quick and orderly way, in case of an emergency. Respectful and responsible behaviour are expected from all students during fire drills.

EVACUATION

In the event that we are required to evacuate École Sage Creek School, the students and staff of École Sage Creek School will be relocated to Sobeys on Sage Creek Blvd.

PATROLS & PATROL CROSSINGS

Our school patrols perform a very important function as they work to provide a safe passage for those students who walk to and from school. Patrols are on duty from 8:30- 8:45 AM and 3:30- 3:45 PM. Please remind your child to listen to instructions given by student patrols.

If your child will be patrolling, we ask that parents and students ensure that the students are here on time to patrol.

SCHOOL SECURITY

A safe and secure school environment is best achieved in partnership between the school, parents, and the community. As part of this process, École Sage Creek School has implemented the following practices:

- Only the Main Front doors as well as the Daycare doors (in the East Wing) will remain unlocked all day
- All other doors will remain locked all day: If your child is arriving to school late, remind them to use the Main Front Doors (as they must check in to the Office).

We all work hard to make École Sage Creek School a warm and inviting environment where everyone feels welcome. Please do not hesitate to call the school administration if you have any questions or concerns regarding school safety and security.

FIELD TRIPS

Field trips are a valuable component of the learning experience at École Sage Creek School. Students on field trips are expected to follow the supervisor's instructions and to conduct themselves in a manner which reflects positively on themselves, their school and their community. Permission slips must be signed before a child is able to participate in a field trip. On occasion, some teacher may ask parents to volunteer for field trips.

LUNCH

École Sage Creek School offers a supervised lunch program for those students who need to stay for lunch. Students eat in their classrooms from 11:45 AM to 12:15 PM and then are outside from 12:15 PM to 12:40 PM. Parents of students who stay at school for lunch should pay the “Lunch Supervision” fee. The cost of the lunch program is \$90.00. All casual lunch program users are required to pay \$1.00 per day. This \$1.00 can be paid to the office on the same day that a student is staying for lunch. Funds collected are used to pay our adult Lunch Supervisors.

Students who choose to access the lunch program must comply with the Code of Conduct as staying at school for lunch is a privilege. Students staying for lunch are not allowed to leave the school or school grounds.

HEALTH AND ALLERGIES

If your child is ill, please call the secretaries to inform us that you will keep them home. There is no supervision for students who are not quite well enough to go outside at recess.

Because of the allergies of many of our students, peanut butter, peanuts, tree nuts, and products containing these ingredients are not to be brought to school.

STUDENT ILLNESS OR ACCIDENT

In the case of illness or injury, we contact parents as quickly as possible. Therefore, it is extremely important that our records of telephone numbers and emergency contacts are current and up to date. Please keep the office informed of any changes in address, home and/or work phone numbers, as well as emergency contacts.

ADMINISTRATION OF MEDICATION FOR STUDENTS

The Louis Riel School Division has a clear policy with respect to the administration of prescription and over-the-counter medication to students. The following steps must be followed if parents request the student to receive medication at school:

- The “Administering Medicines to Students” form must be completed, signed by the parent and handed in to the school office, authorizing the school to administer the medication.
- The medication must be clearly labeled with the name of the medication, the name of the student, the name of the pharmacist (if applicable), the prescribed dose and the number of times a day and time of day when the medication is to be taken.
- The school is not permitted to distribute any over-the-counter medications to students.

COMPUTERS AND OTHER TECHNOLOGY

All students are required to complete an Acceptable Use form prior to accessing any of the school computers. Any student who is in violation of the acceptable use policies may have their computer privileges removed for a period of time.

COMMUNICATION

Parents are encouraged to reach out to staff members at any time. Here are some of the ways our teachers and the school have to let you know what is happening in our classrooms:

- Teachers communicate directly to parents through email, phone calls, notes, etc... Some teachers use applications such as Remind, SeeSaw, etc... to communicate with parents.
- École Sage Creek School Parent Portal: We strongly encourage you to use our Parent Portal. Through the parent portal, you will receive emails from the school (this is different than emails from the teacher) with updates and information. Parents usually receive approximately 1 email per week from

the school. If you are not receiving emails from the school, please contact our secretaries and they will add you to the Portal.

- École Sage Creek Home Page – You are encouraged to visit the École Sage Creek website as it contains important news stories and information.
- Twitter - @SageCreekLRSD Be sure to follow us to see what we are up to, for information, and for important notices and reminders
- School Notices - Notices will be sent as circumstances warrant
- Student Progress Conferences (November and March)
- Report Cards- Formal written reports are issued in November, March and June

Please ask your classroom teacher about other ways they communicate what is happening in their classroom.

STUDENT LED CONFERENCES

At École Sage Creek School we follow the Louis Riel School Division philosophy and aspire to develop caring, literate and capable people who value learning and strive to reach their potential. Through our November Student Led Conferences and our March Exhibition Evenings, we support student learning, encourage ongoing communication between families and school, and provide clear, comprehensive and consistent information about student progress. Student Led Conferences reflect the process of assessment, both formative and summative, and include students in the assessment process. These conferences provide students with an authentic opportunity to demonstrate their growth as a learner. At École Sage Creek School we use Conference Manager for booking conferences.

PRIVATE PARTY INVITATIONS

We ask that invitations to private parties, such as birthdays, be distributed outside of school hours. To assist with contacting other families to organize play dates, to invite them to parties, etc... at the beginning of the year, you will be asked by your child's classroom teacher, if you would like to share your telephone and or email information with other families in the class. If you fill out the "Consent to Share Contact Information" document, it is imperative that you follow the guidelines related to communicating with other parents.

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS

Students riding bicycles to school are to lock them in the bicycle racks. Infrequent theft does occur, therefore, parents and caregivers are encouraged to record the make, model and serial number in case they are needed by police. The school assumes no responsibility for lost or damaged bicycles. Other wheeled devices are to be kept in an agreed upon area of the classroom.

Students are reminded not to ride any of their devices on school property during the school day.

LIBRARY

Classes visit the library for one book exchange period per six-day cycle. Books are due the following week.

If a student has an overdue book, it must be returned before he or she can borrow another book. If a book is lost or damaged, the student and their family will be responsible to pay for the item. If a payment has been made and the book is found and returned to the library, the family will be reimbursed.

PHYSICAL EDUCATION

Students in Grades 3 – 6 are required to change into appropriate physical education attire:

- 1) non-marking athletic running shoes
- 2) t-shirt, athletic shorts or track pants

EXTRA-CURRICULAR ACTIVITIES AND CLUBS

In addition to the regular school program, many extra-curricular activities and clubs are available for students. Teachers and parents volunteer their time to provide leadership to these activities. ***Students are expected to follow all school rules and behaviour codes during all extra-curricular activities.***

ÉCOLE SAGE CREEK PARENT ADVISORY COUNCIL

École Sage Creek School has an amazing Parent Advisory Council. The PAC offers various activities (during the school day as well as during some evenings) to our students and school community. The PAC is open to all parents. If you're interested in getting involved, please check out their website at www.sagecreekpac.com or contact school administration who will share the next meeting dates.

Louis Riel School Division - Protocol for the Resolution of Concerns

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding;
- providing opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning and improved relationships. In all cases, clear, timely and direct communication assists effective resolution of misunderstandings:

- When you have a concern regarding a matter involving your child(ren) and another student, beginning with your child's classroom teacher may help. S/he may direct the inquiry further to another classroom teacher or the administration. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, leave phone numbers and times when the teacher/administrator can return your call.
- If you have a concern involving a staff member, please contact that person as your first step. Again, if that person is not immediately available, leave information that will assist him/her to contact you. Once in contact with the staff member, state your concern as clearly and calmly as is possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not satisfactorily resolved your next step is to speak with the Principal or Vice-Principal at the school after informing the staff member that you intend to do so. This action supports honest working relationships between parents/guardians and staff members.

The majority of concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the Principal or Vice-Principal, again after informing him/her of your wish to do so, contacting the Superintendent's Department is appropriate.

If the concern cannot be resolved by contacting the Superintendent's Department, you may then direct your concern, in writing, to the Louis Riel School Board. The Board will respond, usually following inquiries with the involved parties.

The Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community. Your cooperation with this Protocol is helpful and appreciated. Communication is the key