

Family Handbook 2016-2017

Athlone Elementary School

At Athlone we are...
Respectful and kind to others
Responsible and safe
Ready to learn and grow

athlone@sjsd.net

jbaker@sjsd.net

Telephone: 204-832-1373

Dear Parents and Students,

Welcome to Athlone Elementary School!

The entire staff at Athlone School is dedicated to providing the best education for your child/children. Our school community boasts of strong academic programs, high expectations for all, and a strong commitment to ensuring that all learners will be the best that they can be. We believe in "catching kids being good" in a safe and caring environment.

Students, staff, and parents all play an important role in our "community of learners". Parents are encouraged to be actively involved in our school through activities such as the Parent Council and the parent volunteer programs. Staff will work diligently to challenge your child/children and to keep you well informed.

Our school goals for 2016-2017 and our accomplishment statements from last year will be published in our October newsletter.

Professional development for staff continues to be a priority as teachers plan together, work together, and share successes. We work as a team!

Regular monthly school newsletters (the first Friday of every month), teachers' classroom newsletters, Parent Council news, and specific detailed bulletins will be provided throughout the year. Be sure to check our website for information.

Please call me any time or drop by the office. I practice an "open-door" policy and your input and suggestions are encouraged and welcomed.

J. Baker, Principal

Athlone School Vision and Mission Statements

Our Vision

"To create and foster an environment that helps children be the best that they can be."

Our Purpose and Mission

"To provide students with the tools they require in order to become responsible, capable, creative life-long learners and good citizens."

Staff Members: 2016-2017

Mr. J. Baker Principal

Teaching Staff

Ms. C. Mackelson Kindergarten Room 18/19
Mrs. K. Whitely Grade 1-22
Mrs. C. Lavallee Grade 1/2-23
Mrs. S. Pollock Grade 2-24
Mrs. C. Krahn-Matias Grade 3-02
Mrs. J. Andrews/
Mrs. G. Carter Grade 3-08
Ms. D. Schmitt Grade 3/4-10
Ms. B. Devine Grade 4-03
Mrs. J. Miller Grade 4/5-04
Mrs. W. Jensen Grade 5-09
Mrs. M. Parnell Phys. Ed.
Ms. M. Laing Guidance/
 Reading Recovery
Mrs. L. Posillipo Resource
Mrs. J. Dunk Music

Support Staff

Mrs. J. Morris Head Administrative Assistant
Ms. C. Adams Library Technician
Mr. S. Magian Head Custodian (September – December 2016)
Mr. B. Zdrill Head Custodian (January 2017)
Mrs. J. Liss Educational Assistant/
 Crossing Guard
Mr. C. Croker Educational Assistant
Mrs. L. Ireland Educational Assistant
Mrs. D. Ives Educational Assistant
Mrs. H. Levasseur Educational Assistant
Mr. B. McFarlane Educational Assistant
Ms. H. Ottenbreit Educational Assistant
Mr. Q. Wang Cleaner
Mr. A. Patapat Assistant Cleaner

School Hours

8:35 a.m. Entry bell
8:40 a.m. Announcements
8:45 a.m. Period 1
11:30 a.m. Lunch bell
12:25 p.m. Entry bell
12:30 p.m. Period 5
3:15 p.m. Dismissal

Dismissal on Staff Meeting Days/P.D. Days

Students will be dismissed at 2:45 p.m. on the first Tuesday of each month for staff meetings and at 2:45 p.m. on the third Tuesday of each month for Professional Development meetings.

Attendance

Regular attendance is very important for your child's education. Procedures will be followed for excessive absences.

It is also very important that children arrive at school on time. It is detrimental to learning when main concepts are missed because of tardiness. Procedures will also be followed for an excessive number of lates.

Call Back Program and Early Dismissal

Please call the school if you know your child is going to be absent. When the school secretary receives the absentee list from each teacher in the morning and afternoon, she will call the parents of each student with an unknown reason for being absent. We want to ensure that all students who set out for school arrive safely. We request that you call us (204-832-1373) prior to 8:45 a.m. to inform us about your child's absence. (The school has a telephone answering system.)

All students who report to school late must come to the office for a late slip before proceeding to their classrooms.

Parents MUST sign their child out in the office Sign Out Book if the child is leaving the school early for an appointment or at the parent's discretion. This is very important.

Bicycles

Students riding bicycles to school must wear helmets. Racks are provided for primary students at the back of the school and for Grades 3 to 5 students at the front of the school. Once students have arrived at school, bikes are to be locked and students are to leave the immediate vicinity of the racks. The school is not responsible for damaged or stolen bicycles.

Dates For Your Calendar

Manitoba Education and Training allows school divisions to allocate up to ten days of the school year to be used for in-service and administrative days over the school year. Parent-teacher conferences are classified as administrative days.

We will try to advise you as far in advance as possible of in-service dates, holidays, etc. in order that you may make your own plans for holidays or doctor and dentist appointments. Check your monthly newsletter for updates.

September

September 5	Labour Day – no school
September 6	Inservice – no school
September 7 & 8	Opening Conferences
September 9	First Day of Classes – Day 4
September 20	Early dismissal 2:45

October

October 4 Early dismissal 2:45
October 10 Thanksgiving Day
October 18 Early dismissal 2:45
October 21 Inservice – no school

November

November 1 Early dismissal 2:45
November 10 Inservice – no school
November 11 Remembrance Day
November 15 Early dismissal 2:45
November 23 Report Cards Issued
November 25 Admin/Inservice – no school

December

December 6 Early dismissal 2:45
December 15 Winter Concert
December 20 Early dismissal 2:45
December 22 Last day of school before Winter Break
December 23 – Winter Break
January 6

January

January 9 School Re-opens
January 10 Early dismissal 2:45
January 24 Early dismissal 2:45

February

February 3 Admin/Inservice – no school
February 7 Early Dismissal 2:45
February 20 Louis Riel Day – no school
February 21 Early dismissal 2:45
February 24 Admin/Inservice – no school

March

March 7 Early dismissal 2:45
March 8 Report cards issued
March 17 Admin/Inservice – no school
March 21 Early dismissal 2:45
March 24 Last day of school before Spring Break
March 27 – 31 Spring Break

April

April 3 School Re-opens
April 4 Early dismissal 2:45
April 14 Good Friday
April 18 Early dismissal 2:45
April 21 Admin/Inservice – no school

May

May 2 Early dismissal 2:45
May 16 Early dismissal 2:45
May 22 Victoria Day – No school

June

June 6	Last Early dismissal 2:45
June 16	Admin. Day – No school
June 29	Report cards issued
June 30	Admin. Day – no classes

Emergency Evacuation Procedures

All public schools are required to evacuate the building in the form of a "Fire Drill" at least ten times a year. In the event of an emergency, in which an evacuation of the school is necessary, all teachers will take their classes to Bruce Middle School (Telephone 204-888-1990). The second evacuation site is Good News Mennonite Church.

Teachers will take attendance at Bruce Middle School and students will be held there until arrangements can be made with their parents to have them picked up or sent home.

All students staying for lunch will have their names entered on the lunch lists in case of an evacuation at lunch hour. Lunch room supervisors and any staff members in the building would then follow the above procedures.

During school hours the side doors of the school will be locked. Access to the building will be through the front doors only. **All visitors MUST report to the office.**

Pupil Files

Pupil files are established for each student enrolled in school. Policy 13018 states the following: The Public Schools Act requires every School Board to establish a pupil file for each pupil enrolled in a Manitoba school.

The pupil file is an ongoing official record of a pupil's educational progress from Kindergarten – Senior 4. A pupil file includes the entire collection of information compiled or obtained by the staff of a school relating to the education of the pupil which is stored in written, photographic, electronic, or any other form, and is held in the school, school board office, or other office under the jurisdiction of the school board.

Each parent (custodial and non-custodial), legal guardian, or age of majority pupil has the right to information contained in school or divisional files unless there is a court order forbidding the right to access. **When the pupil reaches the age of majority, consent of the student is required to allow parents to access the pupil file.** Where parents are separated or divorced, both parents have the right to receive information or reports on their child, unless the court orders otherwise. (Divorce Act Section 16(5), the Family Maintenance Act Section 39(4))

Nutrition

Athlone School promotes healthy eating and healthy living, and has developed a nutrition policy.

Lost And Found

Each year numerous articles find their way to the Lost and Found bin near the office. To reduce losses, please label all student articles, especially gym wear, outdoor clothing, and boots. After 30 days, unclaimed items will be given to a charitable organization.

Lunch

Students may stay at school for lunch in designated lunch rooms. Supervision is provided by paid lunch supervisors.

Lunch students are not allowed to leave the school grounds at any time during the lunch hour.

Students who stay at school for lunch should respect the lunch supervisors at all times. They must also respect their peers and make lunch time an enjoyable part of the day. Staying at school for lunch is a privilege that can be revoked if students do not follow the lunch program expectations.

Students who go home for lunch are not to return to the school early. Students are not expected to return to the school grounds until 12:20 p.m.

Peanut/Nut Awareness

There are students in our building who are severely allergic to peanut butter and nut products. Some students have life-threatening allergies.

Please do not send peanut or nut products in your child's lunch, for classroom snacks, or for special occasions. Home-baked goods are not to be sent to school for "special occasions".

We want to ensure that our environment is safe for all children.

Sustainability

Please help us to "go green". As much as possible, please attempt to send garbage-less lunches with your child. This would be much appreciated as we strive to reduce garbage and recycle and/or reuse.

Recesses

All children are expected to go outdoors for recess. According to Division policy, students will have indoor recess when the windchill hazard is at or over -28°C . When the windchill hazard is between -25°C and -28°C , outdoor recess may be allowed for a period of 10 minutes.

Please ensure that children are dressed appropriately for the weather at all times. We discourage staying in for recess because the break and the fresh air are beneficial for the children.

Parent Council

The Athlone Parent Council meets on a monthly basis. Elections will be held at the first general meeting. The elected Parent Council executive will be published in the October newsletter.

Minutes of the council meetings are available on the bulletin board in front of the office and on the website.

The Athlone Parent Council works to:

- promote cooperation, positive relations, and communication between the home, school, and community.
- promote parental involvement in the school.
- promote the objectives of the school, recognizing the student is the most important and vital component of the educational system.
- promote the welfare of children and support the educational purpose of the school.
- organize special events and plan fundraising activities.

The Parent Council is a very important group in our school community and we encourage parents to attend the monthly meetings.

Volunteers

We encourage you to volunteer in the school. Your participation in school activities is greatly appreciated.

Please be reminded that any adult who works alone with children is required to have a child abuse check and a criminal check completed. Please ask about this in the office.

Please be reminded also that confidentiality is expected when you are working with teachers and children.

Parent-Teacher-Student Conferences (Triad Conferences)

Parent-Teacher-Student conferences are held in November and March to allow all parents an opportunity to discuss their child's progress with the teachers. These conferences are held after the first and second reporting periods.

Two days in September are also used for interviews. These days provide an opportunity for parents and children to meet with the teacher before the children start classes.

In general, parents are encouraged to meet with teachers at any time during the year. Please call the school to make an appointment.

Bussing

Students who ride the school bus are expected to follow the behaviour expectations, which are reviewed with students each year. If a child does not demonstrate appropriate behaviour, disciplinary actions will follow. If the school should receive more than two reports from the bus driver about inappropriate behaviour, a suspension from riding the bus may be issued. Parents will be informed of any bus reports which are submitted to the office. Under no circumstances will the privilege be denied without parent contact.

Parents are asked to listen to CJOB for bus cancellations.

Physical Education Clothing

We request that grades 3-5 students have gym shorts and T-shirts for physical education. All students should have a pair of running shoes that can be left at school. Indoor, soft, white-soled runners must be worn in the gymnasium for all physical education activities. Please put the student's name on each item of clothing.

Physical Education Program

We encourage participation in co-curricular activities. Grades 4 & 5 have basketball, badminton, cross-country, and volleyball clubs. There are also various intramural noon hour activities. The school's philosophy regarding Phys. Ed. is based on participation rather than competition. Monthly calendars are posted on the school website outlining activities and times.

Co-curricular Activities

The staff at Athlone provides an opportunity for children to become involved in many varied co-curricular activities. Please watch for upcoming events in the monthly newsletters and calendars. Parents are invited to share their skills and expertise by working with staff in offering extra activities before and after school and during lunch breaks.

Report Card Dates:

November 23

March 8

June 29

Roller Blades, Scooters, and Skateboards

Roller blades, scooters, and skateboards are **not allowed** at the school. They create safety concerns and storage problems.

Safety Patrols

The Athlone School Safety Patrols assist students in crossing Ness Avenue at Prairie View (including an adult crossing guard), Athlone Drive in front of the school, at the school parking lot entrance, Flamingo, and Red Robin. Patrol members are on duty from:

8:20 - 8:35 a.m.

11:30 - 11:40 a.m.

12:15 - 12:25 p.m.

3:15 - 3:25 p.m.

Threats and Bullying

Bullying is targeting a person for repetitive, negative actions. There is an imbalance of power where victims cannot defend themselves. Students will be taught about reporting bullying behaviours and responding to any bullying behaviours. Bullying is mean and cruel and parents and staff will work together to eliminate bullying behaviours.

Threats are serious and all threats will be addressed. If the principal feels that a pupil has been harmed as a consequence of unacceptable conduct/bullying both parents/guardians will be notified.

School Plans

A summarized version of our school planning report is issued to parents in October. Included is a report on our accomplishment statements from the previous year.

Parking

No parking is allowed in the driveway, in front of the garbage/recycling bins or in reserved spots. Cars parked along the driveway create a very unsafe area for children. If you are picking up or dropping off your children, please park at the very end of the parking lot.

Parking is not permitted in front of the school where buses pick up and drop off students.

Areas around the school are "Idle Free" zones. Please respect these requests.

Internet Use

Parents are requested to complete a permission form in order for students to access the Internet in school. Children are taught the rules of etiquette on the Internet and any abuse will result in a loss of privileges. The forms are to be completed at time of registration.

Electronic Devices at Athlone School

The school understands that some students have personal cell phones that they are asked to carry for emergency situations. This is the only reason for these devices to be used. They are not to be used at classroom times or break times for making phone calls, texting, taking pictures, listening to music etc... They are to remain in a secure location for emergency purposes only. Other electronic devices such as iPods etc. should not be brought to school. The school will not be responsible for the loss of any electronic devices. It is strongly suggested that valuable items be left safely at home.

Field Trips

On the permission forms that are sent home for each field trip, any unusual risk factors will be identified.

On very rare occasions, private vehicles may be used for the transportation of students for school-sponsored activities. Verification of a valid driver's license and proof of valid insurance coverage are required. A form (EEAE-E) will be completed annually by volunteer drivers.

Under Manitoba regulations and according to Policy IICA-R, children must meet the height and/or weight restrictions before being allowed to travel in the front seats of vehicles that have air bags. Child restraint seats are required for children who are under the age of six and weigh less than eighteen kilograms.

Special Programs

Reading Recovery – Grade 1
Math Enhancement – K- Grade 1
"Roots of Empathy"TM

Code of Conduct

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Athlone School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

Athlone School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply and the amount of support required.

[Provincial Regulation: Appropriate Disciplinary Consequences in Schools](#) states that the principal has disciplinary authority:

- over the conduct of students while they are at school
- over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus
- to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another
- to determine which consequence is appropriate in a given situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a shared responsibility that involves cooperation between the school and parents. Athlone School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/communication
- Informal Discussion
- Parental Involvement

- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Police Notification
- Student Suspension
- Student Expulsion

At Athlone School, our belief fits with that of Restitution theory. We believe that mistakes are opportunities to learn and our goal is to assist children to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document.

The content of this Code of Conduct is reflective of the following sources:

- St. James-Assiniboia School Division [Policy JK](#)
- [Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences](#)

St. James-Assiniboia School Division Information

Are you interested in School Board Meetings? Call 204-885-2631 for the latest information or 204-888-7951 to reach a secretary. You can access the Division on the web at: **www.sjsd.net**

Minutes of the board meetings are available for perusal in our school office or in any public library in the school division.

St. James-Assiniboia School Division Senior Administrators

Brett Lough
Chief Superintendent

Tanis Pshebniski
Assistant Superintendent
Education (K-8) and Student Services

Mike Wake
Assistant Superintendent
Education (6-12) and Administration

Michael Friesen
Secretary-Treasurer/Chief Financial Officer

Carrie Melville
Assistant Secretary-Treasurer

Carrol Harvey/Cindy Labaty
Manager
Human Resources

Randy Calvert
Manager
Facilities and Maintenance

Paul Deacon
Assistant Manager
Facilities & Maintenance

Danny Hoplock
Supervisor
Transportation

Trustees

King Edward/Deer Lodge Ward

Ed Hume
Peter Woods
Jennifer Lawson

Silver Heights/Booth Ward

Craig Johnson
John Mulligan
Craig McGregor

Kirkfield/St. Charles Ward

Bruce Chegus – Chair of the Board
Sandy Lethbridge
Cheryl Smukowich