

# **Buchanan School**

## **Student/Parent Handbook**



**2016-2017**

## **BUCHANAN SCHOOL'S EDUCATIONAL PHILOSOPHY**

St. James-Assiniboia School Division exists to provide meaningful educational opportunities for our community. St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.



### **BUCHANAN'S MISSION STATEMENT**

**The Buchanan team is dedicated to academic excellence, respect for individual rights and differences, and the development of students' potential so that they can take their place in society as responsible citizens.**

### **BUCHANAN'S VISION**

- To establish and maintain instructional programs that meet the needs of all children and to provide them with a solid foundation of basic academic skills.
- To provide an environment which:
  - maintains a curriculum and experiences that are related to the real world
  - encourages students to have a desire for learning now and in the future
  - encourages all learners to take ownership for their learning
  - encourages all learners to constantly strive for excellence
  - fosters a strong partnership between community and school
  - is safe – where students and staff have an opportunity to learn and interact within an atmosphere that encourages risk taking
  - creates opportunities and structures that promote a healthy self-esteem
  - develops pride in work and a feeling of self-worth
  - develops skills in all areas of the curriculum

**WEBSITE:** The divisional website that will link you to Buchanan School <http://www.sjsd.net>

## **IMPORTANT DATES FOR 2016-2017**

### In-service and Administration Days

In each school year (September to June), 10 days are set aside for inservice and administration. The 6 in-service days are used to provide professional development for teaching and support staff. The 4 administration days are used for parent-teacher conferences, writing report cards, year-end recording of pupil marks, promotional grade level meetings and other administrative activities.

**Please note** these days on your calendar.

If there are any changes, we will notify you in our monthly school newsletter.

Tuesday, September 6, 2016	Divisional In-service (no classes)
Wed./Thurs. September 7 & 8, 2016	Opening Day Conferences
Friday September 9, 2016	First Day of Classes
Tuesday, September 20, 2016	Early Dismissal – 3:10pm
Tuesday, October 4, 2016	Early Dismissal – 3:10pm
Monday, October 10, 2016	Thanksgiving (no classes)
Tuesday, October 18, 2016	Early Dismissal – 3:10pm
Friday, October 21, 2016	Divisional In-service (no classes)
Tuesday, November 1, 2016	Early Dismissal – 3:10pm
Thursday, November 10, 2016	In-service – (no classes)
Friday, November 11, 2016	Remembrance Day (no classes)
Tuesday, November 15, 2016	Early Dismissal – 3:10pm
Wednesday, November 23, 2016	Report Cards Issued
Thursday, November 24, 2016	Student Led Conferences 5:00-7:00pm
Friday, November 25, 2016	Student Led Conferences in A.M.
	In-Service P.M. (no classes all day)
Tuesday December 6, 2016	Early Dismissal – 3:10pm
Thursday, December 8, 2016	Winter Concert
Tuesday, December 20, 2016	Early Dismissal – 3:10pm
Friday, December 23, 2016	Last day of school before Winter break
Monday, January 9, 2017	School re-opens
Tuesday, January 10, 2017	Early Dismissal – 3:10pm
Tuesday, January 24, 2017	Early Dismissal – 3:10pm
Friday, February 3, 2017	In-service (no classes)
Tuesday, February 7, 2017	Early Dismissal – 3:10pm
Monday, February 20, 2017	Louis Riel Day (no classes)
Tuesday, February 21, 2017	Early Dismissal – 3:10pm
Friday, February 24, 2017	Report Card Writing (no classes)
Tuesday, March 7, 2017	Early Dismissal – 3:10
Wednesday, March 8, 2017	Report Cards Issued
Thursday, March 16, 2017	Student Led Conferences 5:00-7:00pm
Friday, March 17, 2017	Student Led Conferences A.M.
	In-service P.M. (no classes all day)
Friday, March 24, 2017	Last day of school before Spring Break
Monday, April 3, 2017	School re-opens
Tuesday, April 4, 2017	Early Dismissal – 3:10pm
Friday, April 14, 2017	Good Friday – (no classes)
Tuesday, April 18, 2017	Early Dismissal – 3:10pm
Friday, April 21, 2017	In-service (no classes)
Tuesday, May 2, 2017	Early Dismissal – 3:10pm
Tuesday, May 16, 2017	Early Dismissal – 3:10pm
Monday, May 22, 2017	Victoria Day (no classes)
Tuesday, June 6, 2017	Early Dismissal – 3:10pm
Friday, June 16, 2017	Administration Day (no classes all day)
	Report card writing and class placements
Thursday, June 29, 2017	Report Cards Issued
	Last day of classes before summer break
Tuesday, June 30, 2017	Administration Day, Year End Planning

## 2016-2017 TIME SCHEDULE

A.M. Teachers' Outdoor Duty	8:45-8:55
Student Entry	8:55
Opening Exercises/Announcements	9:00-9:05
Period 1	9:05-9:42
Period 2	9:42-10:19
<b><i>Recess</i></b>	<b><i>10:19-10:36</i></b>
Period 3	10:36-11:13
Period 4	11:13-11:50
<b><i>LUNCH</i></b>	<b><i>11:50-12:55</i></b>
P.M. Teachers' Outdoor Duty	12:45-12:55
Student Entry	12:55
Announcements (if any)	1:00
Period 5	1:05-1:42
Period 6	1:42-2:19
<b><i>Recess</i></b>	<b><i>2:19-2:36</i></b>
Period 7	2:36-3:13
Period 8	3:13-3:50
Dismissal	3:50

\* All students who enter school after the 9:00 & 1:00 bells are to come to the office for a late slip.

\*\* On early dismissal Tuesdays, students are dismissed 3:10pm

## **BUCHANAN SCHOOL GOAL STATEMENTS FOR 2016-2017**

School goals are developed yearly based on the Division's Planning Themes. The complete goal statements incorporate action plans, person(s) responsible and target dates. Please contact the school administration if you would like a copy of the complete set of goals.

### **HIGHLIGHTS:**

- ✚ Mathematics: students will demonstrate automaticity in the area of mental math related to basic facts.**
- ✚ Literacy: Students will demonstrate growth in literacy through reading and writing connections.**
- ✚ Citizenship K-5/Social Justice/Student Voice: Students will recognize the concept of social justice within their school, family and local community.**
- ✚ Safe Schools/Alternative Recess: Students will have participated in an Alternative Recess Program**

**BUCHANAN SCHOOL STAFF**  
**2016-2017**

<b>Staff Member</b>	<b>Room</b>	<b>Grade</b>
Ms. H. Hoch	Office	Principal
Mrs. S. Moore	Office	Admin. Assistant
<b>Teachers:</b>		
Mrs. S Marshall	K1	Kindergarten
Mrs. T Thorsteinson	K2	Kindergarten
Mrs. M Calherios	1	Grade 1/2/3 Multi-age
Mrs. J Boonen	2	Grade 1/2/3 Multi-age
Mrs. P Steuart	9	Grade 1/2/3 Multi-age
Mrs. S MacDonald	11	Grade 1/2/3 Multi-age
Ms. M Cretton	10	Grade 1/2/3 Multi-age
Mr. J Derouard	12	Grade 1/2/3 Multi-age
Mrs. D O'Neail	13	Grade 4/5 Multi-age
Mr. C Mavroudis	15	Grade 4/5 Multi-age
Ms. M Jenner	19	Grade 4/5 Multi-age
Ms. K Pinkerton	3	Reading Recovery
Miss A Queen	Music Room	K-5 Music
Ms. S Riddell	7	Resource/Guidance
Ms. R Forcand		Resource
Mrs. L Warrenchuk		Resource/Guidance
Mr. C Spradbrow	Gym	Phys. Ed.

# POLICIES

## **Buchanan School Code of Behaviour**

### **PURPOSE**

The purpose of our Code of Behaviour is to promote student self-discipline, responsibility and cooperation in order to guide the students' progress toward becoming an effective and successful citizen of society. To achieve this goal, it is imperative that parents and teachers work as partners to model cooperation and consistency. It is expected that all students will strive to meet the following basic standards, and that parents and teachers will assist in meeting these standards.

### **PHILOSOPHY**

It is the philosophy of Buchanan School to make every effort possible to provide opportunities for children to achieve skills and attitudes for now and the future, according to their ability, interest and initiative. Our preparation is directed toward developing responsible and creative citizens. We feel that it is vital, in our school, to promote positive behavior while also providing appropriate consequences for misbehavior.

### **DIVISION CODE OF CONDUCT**

The goal of The St. James-Assiniboia School Division is to provide a safe, secure and caring learning environment which fosters personal growth in students and prepares them to be responsible citizens. Students are expected to exhibit self-discipline and to be responsible for their behaviour. Responses to behaviours will consider both the circumstances and the needs of the students. The Division's Code of Conduct, JK-R is the framework to guide student conduct in the Division.

Schools in the Division shall administer such discipline as might be exercised by a kind, firm, and judicious parent. Discipline should at all times be administered with dignity, tact and good judgment in order to promote and maintain student self-respect and self-discipline. Schools will provide reasonable accommodation for students who have exceptional learning needs that affect their behaviour, and when disciplining the student, take into consideration the student's ability to comply and the amount of support required.

The school should attempt to involve the home in student discipline and should strive to keep the partnership between the home and the school as courteous and respectful as possible.

Based on the Division's Code of Conduct, each school, in consultation with teachers, students, parents and guardians is responsible to develop a school Code of Conduct as prescribed by the Public Schools Act (PSA). Schools must include in their Codes of Conduct a statement that cyber-bullying is unacceptable. Cyber-bullying means using the Internet or other information or communication technologies, such as e-mail messages or text messages sent by cell phones or pager to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm someone else. Both the Division's Code of Conduct and the school's Code of Conduct are to be distributed to students and parents at the beginning of each school year, or upon enrolling.

## **METHOD**

### **The "Three R's Approach"**

The "Three R's of Logical Consequences" for inappropriate behavior are both effective and deemed by the student, teacher and parent to be fair.

They are:

1. Related
2. Respectful
3. Reasonable

If a student writes on the wall, he/she cleans the wall. – **RELATED**

The student is dealt with firmly but with dignity. – **RESPECTFUL**

He/She does not have to wash the entire school. – **REASONABLE**

## **BUCHANAN STUDENTS' AGENDA BOOKS POLICY**

Communication between home and school is an important component for a child's successful education. The exchange of information keeps students, parents, and teachers informed about important issues at home or at school. The dialogue between home and school will relate positive information about a child's success or areas where concerns need to be addressed.

### **STUDENT'S AGENDA BOOKS**

All students will use a daily agenda homework book purchased from the school. Students will complete their daily student agenda book at the end of each day with their homeroom teacher. Parents are asked to read and sign the Agenda daily. Should the child be required to complete homework, it is expected that the parent will review the completed homework before the book is signed. The Agenda book may also contain teacher or parent written comments.



## BUCHANAN SCHOOL'S HOMEWORK POLICY

Homework can be defined as:

Primary	Intermediate
a. Home Reading Program	a. Unfinished classroom work
b. Spelling practice	b. Studying for tests
c. Math – problem solving	c. Preparing for assignments and projects, etc.
d. Science and Social Studies Projects	d. Projects – research or experiments
e. Enrichment work	e. Enrichment work
f. Reading for enjoyment	f. Reading for enjoyment
g. Activity bags – math, science	g. Math – problem solving
h. Parent assigned work	h. Science and Social Studies projects

At times the school will require that extra work be completed. At other times when no school work has been assigned, parents could use this time to have their child read to them, practice math through playing a game, explain what was done in class, or discuss current events.

### FREQUENCY

Homework (extra work done at home) should occur on a daily basis, and sometimes on the weekend. The amount of time that should be dedicated to extra work depends on the child. It will also depend on the family's schedule. The following times are Buchanan's guidelines for homework:

Grade 1 and 2                      10 to 20 minutes per day  
Grade 3 to 5                      20 to 40 minutes per day

### STUDENTS' ATTENDANCE POLICY

We ask for your support with the "Call Back Program". If your child is going to be absent from school, parents should telephone the school and leave us a message. If we have not been contacted, the school secretary will contact you at home, or at work, or call one of the emergency contact numbers. **It is important that parents provide**

**the school with up-to-date home, work and emergency telephone numbers.**

Students are expected to arrive for school on time, before 8:50 a.m. and 12:50 p.m. Habitual lateness by students is very disruptive to teachers and classmates. Students who arrive late must report to the office and obtain a Late Slip for admission to class.

**Regular school attendance is essential for optimal learning.**

Parents are asked to ensure their children attend school regularly. St. James-Assiniboia policy regarding school attendance can be summarized as follows.

*In the case of a student having an unreasonable number of unexcused absences, the parents will be contacted by the school (classroom teacher). Should the unexcused absences continue, the school (guidance counselor and administration) again contacts the parents to discuss the attendance issue and to review the attendance policy. If a third contact has to be made by the school (administration), parents are then informed of the next steps, which will be involved in addressing the truancy problem. Following these school contacts, a referral will be made for counseling, resource, clinical involvement, (Education Support Services) and/or the Family Liaison Worker.*

**BUS TRANSPORTATION**

Students who live 1.0 kilometers or more from our school, in our catchment area are eligible for bussing. A bus ridership program is conducted twice annually. Parents of bussed students are informed of bus regulations, schedule and expected student behavior. If space is available, parents can also purchase a seat on the bus. Please call our office if you are interested.

**BUS SAFETY**

A bus ridership program is conducted twice during the year for all students to familiarize them with the rules of safe conduct on busses during field trips or daily rides to and from school.

## **BUS RULES**

The safety of our students while being transported to and from school is of the utmost importance. Bus ridership is a privilege. To allow the bus driver to concentrate on safely transporting our students, the following rules apply to students riding the bus.

1. Students must remain seated at all times while the bus is in motion.
2. Students must keep hands and belongings inside the windows at all times.
3. Students must keep the bus aisles clear.
4. Noise must be kept at a reasonable level so as not to distract the driver.
5. Appropriate language must be used.

Violation of these rules will result in the bus driver reporting the incident to the school. After a first violation, a student receives a warning. Parents will be contacted to discuss the incident. A second violation results in suspension from the bus for a one-week period. Parents will be contacted regarding the suspension and to discuss the incident. Further violations will result in longer suspensions up to one month. Termination of bus privileges is a last measure.

## **STUDENT LUNCHES**

Students are eligible to remain for lunch for free at all times. Students are supervised throughout the lunch break and are **not** permitted to leave the school grounds without a note from a parent/guardian. Acceptable student behavior is required in the lunchroom.

**Lunch privileges may be revoked if continuous misbehavior is exhibited. Lunchroom Incident Reports will be sent home to notify parents of lunch time concerns.**

## **LUNCH RULES**

1. Remain seated during lunch and use an "inside" voice.
2. Display acceptable behavior (e.g. no spitting, no throwing items, etc.)
3. Due to allergies, **do not** share your lunch.
4. Each student must clean up his/her own seating area.
5. Unacceptable behavior will be corrected by:
  - Re-assigned seating
  - Time – out space/room
  - Discussion; conflict mediation
  - Suspension of lunchroom privileges

## **VISITORS TO THE SCHOOL**

All visitors to the school are asked to report to the office upon arrival. They will be required to sign in and will be issued a visitor pass, which they must wear. Parents picking up students are asked to wait by the Office. Students arriving late or leaving early for appointments need to be signed in and out at the Office.

## **FIELD TRIPS**

The use of class field trips is encouraged to supplement and enrich the school curricula. Parents will be informed of these planned events ahead of time and although the school attempts to help subsidize the costs of these outings, parents may be asked to contribute. According to the new policy, all field trip permission forms will include a list of potential risks to your child. **All permission forms and money must be turned into teachers at least one full day prior to the trip. Permission forms or monies will not be accepted the day of the trip and phone calls home for permission will not be allowed.**

## **FUNDRAISING**

Each year a major fund raising activity is undertaken by our Parent Council and by our school. These funds help to pay for the "extras" that add so much to a school year. Field trips, materials for co-curricular activities, and special events enrich the programs provided by our school.

## **EARLY DISMISSALS.**

A note is required for a student to leave the school early for medical or other reasons. Please indicate the date, time and purpose for leaving. This request will be approved by the Principal. Parents are to ensure that their children are signed out at the office before they leave the school. **There is early dismissal on the first and third Tuesday of each month. Students are dismissed at 3:10 pm, in order for teachers to attend staff meetings and professional development activities.**

## **SUPERVISION AND ENTRY TIMES**

Outdoor supervision by the teaching staff **begins at 8:45 a.m.** There is also supervision outside during the morning and afternoon recesses. Noon hour supervision begins at 12:45 p.m. School entry times are at 8:55 a.m. and 12:55 p.m. Students who go home for lunch should not arrive back to school too early. The playground and structure is only supervised when teachers are on outdoor supervision. For the safety of your children, please **do not** send your children to school before the above mentioned supervision times.

## **INDOOR RECESS**

Students are supervised indoors during inclement weather conditions such as rain or when the wind chill factor is  $-28$  Celsius or colder. If the temperature is between  $-25$  Celsius and  $-27$  Celsius, students will go outside for a shortened recess of approximately 10 minutes.

## **RECESS ACTIVITIES**

Recess activities are organized by the school. The school's physical education department has designed a program where students are allowed to become involved in a "gymnasium activity" at specific times. Students will be advised when these times are available to them.

## **LOCKERS**

Students in Grade 4 and 5 who sign up to be Patrols, Conflict Managers, or Student Leaders will be allowed to use a locker. The other Grade 4 and 5 students will be using hooks that are set up around the outside of the library. Lockers are the property of the school and students are subject to a locker search at any time by administration.

### **Important Reminder:**

**K-3 students store their backpacks and coats in their classrooms or on hooks located in the hallway by their classroom. Please ensure all your child's belongings are clearly labeled.**

## **CO-CURRICULAR ACTIVITIES**

A wide variety of co-curricular activities are offered to our students at Buchanan. These activities take place at recess and at noon. The noon activities begin around 12:25 p.m. to allow enough time for these students who go home for lunch to come back and participate. Watch the monthly parent newsletter for regular information.

## **SCHOOL PATROLS**

Our school provides school patrol service, for a ten-minute period, to assist young students across the busier streets in the morning, at noon, and after school. Please insist that your children cooperate with the patrol members. The patrols are Grade 4 and 5 student volunteers who help to keep students safe on the school bus as well as on the way to and from school. Our patrol supervisor is Mrs. Brick.

## **BICYCLES**

Although we do not ban bicycles brought to school, we do strongly discourage this practice because of the possibility of vandalism and theft. The safest place for bikes is at home. **The school does not assume responsibility for theft and vandalism of bicycles.**



## **LOST AND FOUND ARTICLES**

**We request that all personal belongings be labeled with the student's name.** Each year numerous, costly items are not claimed by students. When seeking misplaced articles students are encouraged to visit our two Lost and Found bins located in both the primary and intermediate gym entrances.

## **VALUABLES**

Students are discouraged from bringing valuable items to school. Students who bring valuable items for special projects are advised to leave them with the classroom teacher for safekeeping. I-pods, MP3's, hand held video games etc. are not to be brought to school.

## **MONTHLY PARENT NEWSLETTERS**

Regular informational newsletters to parents will be posted on the Buchanan School website at <http://buchanan.sjsd.net>. Special newsletters and reminder memos will be sent home as required.

## **MONTHLY SHARING ASSEMBLIES**

Assemblies will be held approximately once a month with each class taking a turn to host an assembly. Parents are welcome to attend. Check the Parents' monthly newsletter for these dates and times.

## **SCHOOL DRESS**

### **Division Policy: JFCA**

It is the policy of this Division to encourage all pupils to be neat and clean in their attire in order to maintain an environment that is conducive to learning.

Recommended gymnasium attire will be running shoes, socks, shorts and T-shirts.

### **School Policy**

Students are expected to dress in a manner appropriate for sustained academic work. T-shirts with inappropriate slogans and decals or "beach wear" (bare midriff or spaghetti straps) are not permitted. During the hot summer months the building is air-conditioned and sometimes quite cool. We ask parents to send their children to school tastefully and appropriately dressed.

## **SCHOOL PHOTOS**

School photos are taken annually. Parents are under no obligation to purchase these photos. The school pictures will take place in October with retakes in November.

## **PARENT/TEACHER/STUDENT CONFERENCES**

Students will be included in conferences with their parents at the November and March interviews. These "triad" conferences have proven to be most effective. In addition, parents are encouraged to confer with teachers at any time during the year as the need arises. The dates for the interviews are:

Thursday, November 24, 2016	5:00 P.M. – 7:00 P.M.
Friday, November 25, 2016	9:00 A.M.–11:30 A.M.
Thursday, March 16, 2017	5:00 P.M. – 7:00 P.M.
Friday, March 17, 2017	9:00 A.M. - 11:30 A.M.