

PHOENIX SCHOOL

Phone: 204-889-5053

Website: <http://phoenix.sjsd.net>

Principal's E-mail: ldaniels@sjsd.net

Information Handbook

2014-2015

***“Phoenix School is a community
dedicated to learning.”***



WELCOME

Welcome to Phoenix School! We hope that the 2014-2015 school year will be a successful and rewarding experience for you and your child.

At Phoenix School, we take great pride in offering a wide variety of educational opportunities. Our teachers work towards meeting the needs of all students. They begin by assessing current knowledge and then, provide educational challenges that are designed to encourage our students to attain higher levels of knowledge.

We expect that all students who attend Phoenix School work hard at their studies, are active participants in school activities, and display appropriate behavior at all times.

Parental support and involvement are vital to the success of Phoenix School. We consider the parents of our students to be partners in the learning process. Parents who are supportive of their child's teacher and who provide complimentary school experiences, have children who are usually more successful in school.

“The evidence is clear. Parents make a difference. And the way they contribute most to their children's education is through what they do at home.”

“The four key things that parents can do to help ensure their children's success are...:

1. Have high expectations for your children.
2. Talk about school. About what's happening at school – activities, programs and what they are learning.
3. Help your child develop a positive attitude toward learning and good work habits.
4. Read together.”

Quoted from “People for Education” at www.peopleforeducation.ca

It is Phoenix School's hope that the 2014-2015 school year will provide a variety of challenging educational opportunities for all students. We look forward to working with you and your child.

Best wishes for a successful year!

Mrs. L. Daniels
Principal

PHILOSOPHY

The team at Phoenix School aims to nurture the whole child and to provide a safe environment:

- Where each student is encouraged to attain his/her optimum potential
- Where teachers collaborate to provide child-centered learning activities that are consistent, engaging and accommodate different learning styles
- Where students take responsibility for their own learning
- Where continuous communication between home and school is maintained

MISSION STATEMENT

“To prepare all students to succeed in a changing world.”

VISION STATEMENT

“Phoenix is a community dedicated to learning.”

MOTTO

“At Phoenix, we care.”

OUR GOALS AND OBJECTIVES

At Phoenix, our aim is to develop in the students, **a positive self-image**, and to place a strong emphasis on the **quality of education**. To this end, we work with students to help them....

1. Develop GOOD CHARACTER and SELF-RESPECT.
2. Develop PRIDE in work.
3. Develop a feeling of SELF-WORTH.
4. Develop THINKING SKILLS.
5. Develop a DESIRE FOR LEARNING now and in the future.
6. Learn to RESPECT and get along with people with whom they work and live.
7. Learn to be GOOD CITIZENS.
8. Learn how to carefully examine and use INFORMATION.

The challenges of helping students to successfully prepare for the future involves the teaching and monitoring of good work ethics and appropriate social skills along with the emphasis on the academic part of their education.

This program must be directed toward the creation of environments that are conducive to learning and in which students can achieve success. Students, teachers, and parents have responsibilities to assume in this regard.

Our common efforts are directed towards:

1. Promoting student responsibility and accountability
2. Improving student performance
3. Enhancing student success

We encourage all of our students to strive to be the best that they can be.

PHOENIX SCHOOL
111 Alboro Street, Headingley, MB
Phone: 204-889-5053
<http://phoenix.sjsd.net>

STAFF MEMBERS
2014-2015

Mrs. L. Daniels	Principal	
Mrs. M. Howard	Administrative Assistant	
Mrs. M. Turabian	Kindergarten	mrurabian@sjsd.net
Mrs. J. MacLean	Grade 1	juliemaclean@sjsd.net
Ms. K. Andranistakis	Grade 2/3	kandran@sjsd.net
Ms. T. Chainho	Grade 1/2	tchainho@sjsd.net
Mrs. C. Slyker	Grade 3	cslyker@sjsd.net
Mrs. H. Adams	Grade 4/5	hadams@sjsd.net
Mr. S. Mikkelson	Grade 4/5	smikkelson@sjsd.net
Mrs. K. Bremner	Phys. Ed.	kbremner@sjsd.net
Mrs. K. Sadr	Music	ksadr@sjsd.net
Mrs. M. Lauder	Guidance/Resource	mlauder@sjsd.net
Mrs. C. Samyn	Math Enhancement	
Ms. L. McFarlane	Educational Assistant	
Mrs. C. Biggar	Library Technician	
Mr. J. Bilyk	Custodian	
Mr. B. Carriere	Cleaner	

SCHOOL HOURS

8:20 A.M.	Student Entrance
9:48 A.M. - 10:03 A.M.	Recess
11:18 A.M.	Lunch
12:15 P.M.	Student Entrance
1:30 P.M. – 1:45 P.M.	Recess
3:00 P.M.	Dismissal

***Please do not drop off students too early, as there is no supervision before 8:10 a.m.** Thank you for your cooperation and concern for your child's/children's safety.

INSERVICE AND ADMINISTRATION DAYS

In the school year (September to June), 10 days are set aside for inservice and administration. The inservice days are used to provide professional development for staff. The administration days are used for writing report cards, student-led conferences, transition meetings and other administrative activities. Please refer to the cycle calendar included on the last pages of this handbook, for the inservice and administration days for the coming year.

GENERAL INFORMATION

1. **Student Absence:** If your child is going to be absent from school, we would appreciate you letting us know by informing your child's teacher ahead of time or by phoning the school on the day of the absence. Please leave a message on the answering machine if you are calling before or after office hours (8:00 a.m. – 4:00 p.m.). A call back service is provided if your child does not show up at school and we do not receive a message.

Late: Students must report to the office for a **late slip** before going to class.

Sign out: If students are leaving school early, **they must have a note from a parent/guardian requesting early dismissal** and they must report to the office before their departure. The student must be signed out in the office by the adult picking up the student. If a student leaves the school or school grounds, without permission, parents will be notified immediately.

***Bright Beginnings Educare:** If your child is leaving school early and attends Bright Beginnings Educare, **please be sure to call the childcare centre to let them know your child will not be present at the afterschool program that day.**

2. **Emergency School Closing:** In the event of bad weather, the school may be closed. Announcements will be made on the radio (CJOB). In case of evacuation, students would be housed in the Headingley Library. ***When the temperature hits -45 degrees, school buses will not run. Listen to CJOB to find out if buses are cancelled or check the St. James-Assiniboia website at www.sjsd.net**

Indoor Recess: Students will be supervised indoors during inclement weather conditions such as rain or when there is a wind chill hazard of -28 degrees Celsius or colder.

Emergency Procedures: Fire drills, lockdown practices and tornado drills are mandatory. Ten fire drills and two lockdowns are held each year to familiarize students with evacuation procedures. Students also practice procedures to be used in case of danger from a tornado.

3. **Lunchroom Procedures:**

Student Conduct: Phoenix students who are bussed or who are attending co-curricular activities are permitted to stay for lunch. Students are supervised by lunch supervisors. Students are expected to wash their hands thoroughly with soap and water prior to eating lunch. They are also expected to clean up after themselves and demonstrate appropriate behaviour. **Respectful behaviour must be exhibited to all lunch supervisors.** Those students who do not follow the lunchroom rules will lose their lunch privileges. In these cases, the parents will be informed of their child's misbehaviour and loss of privilege.

After Students Eat: Students eat and remain indoors until 11:40 A.M. After this time, they are allowed to go outside. When the weather is very cold (-28 degrees C or colder), students will remain indoors during the entire lunch period.

***Food Allergies:** We have students that attend Phoenix School who have life-threatening allergies.

The school will:

- a. Educate staff with EpiPen use.
- b. Post a picture of the students in the office.
- c. Ensure the students wear their EpiPen.
- d. Educate children and parents.
- e. Enforce a no food trading policy in the lunch room.
- f. Remind parents before holidays and parties of food allergies

Always report all allergies of concern to the classroom teacher and office staff.

4. **Staff Meetings** will be held on both the first and third Tuesday of each month. Students will be dismissed at **2:30 P.M.** Please refer to the cycle calendar at the end of this handbook for specific dates.
5. A **monthly newsletter and activity calendar** will be emailed to parents and will be posted on Phoenix School's Website at: (<http://phoenix.sjsd.net>) informing parents and students of school activities and events.
6. **Student-Led Conferences:** (Parent/Student/Teacher) are held twice a year (December 2014 to March 2015) to allow students an opportunity to share their individual academic progress and growth with their parents.
7. **Bus Safety:** A bus ridership program is conducted twice during the school year for all students K - 5 to familiarize students with the rules of safe conduct on busses during field trips or daily rides to and from school.
8. **Bike racks** are available. Students are advised to have locks on their bikes. The school assumes no responsibility for damages to, or for loss of, students' bicycles.
9. **Lost and Found Articles:** We encourage **labeling** of all students' belongings, with their name. Lost and found items are located in the main hallway, in the green box near the girl's washroom.
10. **Visitor's Sign-In:** For safety and security reasons, it is necessary that we monitor all individuals entering Phoenix School. Therefore, all doors, except the front entrance are locked when classes are in session. **If you are in the building to pick up a student or drop something off, please report to the office to announce your presence and sign in.** Thank you for your cooperation.

HOMEWORK POLICY

All Grades 1 – 5 students have been issued Agenda Books. We expect that the students will use the booklet under the direction of the teachers and that the parents will review Agenda Books daily. The students are required to bring their Agendas to school each day.

Definition: Homework can be defined as:

- a) Reading for a specific purpose
- b) Reviewing previously taught concepts and skills

- b) Studying for tests
- c) Preparing for assignments, projects, etc.
- d) Finishing work not completed in class time

Frequency: Homework should be done several nights a week for:

- a) Approximately 10-15 min. (Grades 1 to 2)
 - b) Approximately 15-30 min. (Grades 3 to 5)
- ("Several nights a week" is defined as 3 to 4 times a week, including weekends, but excluding holidays.)

SUGGESTIONS FOR PARENTS:

Setting - Homework should be done in a quiet place, free from distractions and noise.

Timing - Establish a homework routine by encouraging your child to do his/her homework at the same time each day, whenever possible.

Organization - Encourage your child to complete his/her assignments by the due date and to begin long-term assignments and projects well in advance.

Supervision - Offer assistance to your child when necessary, to see if the homework assignment has been completed, and share in the learning experience.

PHOENIX SCHOOL NUTRITION POLICY

Mission Statement: Phoenix Elementary School promotes a healthy active lifestyle through our nutrition education and physical education programs. Our school will focus on promoting nutritious food during classroom and school functions incorporating Canada's Food Guide to Healthy Eating. Our school will also promote physical activity during the school day.

For class parties, teachers will have a sign-up sheet to offer healthy snacks from the 4 food groups with the option of one sweet treat. Students are encouraged to bring healthy lunches. To promote physical activity, there will be a Mileage Club (recess walking/ running program) sponsored by the Physical Education teacher.

LIBRARY

A library technician is available on a part-time basis. Students are scheduled into the library once per school day cycle. During this period, students can sign out materials, which they are permitted to keep for one cycle. Students are expected to return their materials promptly on the due date. Books cannot be signed out if there are overdue books at home. Should a book be lost, students will be required to cover the cost to replace the book. Until such time as the book is paid for, students will not be able to take materials out of the library.

PARENT COUNCIL

All parents in the school are automatically members of the Phoenix School Parent Council. The Annual General Meeting determines whether a parent council or a parent advisory committee will exist for the upcoming year. The parent council meets regularly throughout the school year to learn more about the school, to offer insights and suggestions to improve school programs and school life, and to assist with issues that may make the school experience easier for the families in the school. The more parents that attend, the

more effective the council will be in meeting the needs and wishes of the community. **All parents are always welcome to attend.**

VOLUNTEERS

The programs for students at Phoenix School are greatly enriched by our volunteers. Everyone has skills that can be put to good use helping students at school whether it is reading, assisting in the classroom, or just “helping out.” Successful schools and students have parents who are involved in education. **Together we can make a difference!**

Volunteers will need to complete the Child Abuse Registry Check and the Criminal Record Check through the school division. All costs are covered by the school division.

RESOURCE PROGRAM

The Resource program aims at facilitating and supporting programming for children with exceptional needs within the mainstream of education. The prime purpose of the Resource Teacher is to enable children with learning difficulties to receive assistance in terms of differentiated instruction and classroom arrangement so that they may progress personally, socially, and educationally, without being removed from the mainstream of the education system. The Resource program facilitates the Vision and Hearing Screening. Resource also assists in the development of Individual Education Plans, Academic Learning Plans and Low Incidence funding applications.

The Resource Teacher’s main function is to determine the needs of children who are determined by the classroom teacher as having significant learning problems. The Resource Teacher is seen as a consultant or helper who assists the classroom teacher in programming appropriately for children who encounter academic problems.

MATH ENHANCEMENT PROGRAM

Students in Kindergarten and Grade 1 receive small group support in the classroom. An educational assistant delivers this program in collaboration with the Kindergarten Teacher, Grade 1 Teacher, Resource Teacher and Divisional Math Coordinator.

READING RECOVERY

The Reading Recovery program is an early intervention program designed to assist students experiencing reading difficulties at the Grade 1 level. Students in this program receive one-on-one instruction from a specially trained teacher for 30 minutes each day for approximately 20 weeks.

GUIDANCE & COUNSELING

A Counselor is available to work with students in Kindergarten through Grade 5 with educational and personal concerns. Counseling involves work with individual students, small groups or classroom groups. Formal guidance classes include social skills, street proofing/personal safety and family life/AIDS education (Grade 5 only). The counselor is available for consultation with parents, students and teachers whenever necessary.

EDUCATIONAL SUPPORT SERVICES (E.S.S.)

Our Educational Support Service group consists of a psychologist, a social worker and a speech / language pathologist. This service is provided on the basis of referrals from teachers and parents. Parent permission will be obtained before referrals are made.

CO-CURRICULAR PROGRAM

Phoenix School offers students a wide variety of activities within its co-curricular program. There are academic, leisure and high-interest activities as well as many athletic opportunities. The teaching staff

attempts to offer a wide range of co-curricular programs so that every student will become involved in an “interest activity”.

SWIMMING

Every year, Grade 3 students are offered a six session swimming program as part of the regular school program. Students are transported to and from the pool by divisional bus. Swimming instruction is provided by qualified pool staff. All costs are covered by the school division. Information regarding dates and location will be provided.

PHOENIX SCHOOL PARENT COUNCIL

“A Partnership of Parents and Teachers”

The Parent Council meets regularly to discuss topics and concerns pertaining to students’ learning at Phoenix School. The interest and assistance of the parents is very much appreciated. The Parent Council meeting dates will be published in our monthly newsletter.

Parents are encouraged and are welcome to attend the Parent Council meetings. The first meeting this year is the Annual General Meeting to be held in September. This meeting is very important because the Executive for the 2014-2015 school year will be elected.

The new 2014-2015 Executive will be announced after the September Annual General Meeting on **Tuesday, September 23, 2014.**