

Welcome to Ecole Margaret Stenersen Elementary School.

We are an active school with a strong sense of pride, community and tradition. Our dual track school has 470 students in 21 divisions, 14 English and 7 French Immersion, and a staff of 55. In addition to classroom teachers, we have 2 Learning Support Services (LSS) teachers, 0.6 English Language Learner (ELL) teacher, 0.5 counsellor, 1 Youth Care Worker (YCW), 1 Indigenous Support Worker (ISW) and approximately 10 Educational Assistants (EA). We also have a 0.4 PE specialist, 0.2 Music specialist and 0.8 Learning Commons (LLC) teacher.

Margaret Stenersen's staff work together to build students' literacy and numeracy skills in learning environments that are inclusive, relevant, engaging and flexible. We develop core competencies, thinking and communication, with a focus on social and emotional well-being, self-regulation and building resiliency. We value communication and welcome participation, feedback and support from parents.

Throughout the year there are a variety of activities, clubs, extracurricular sports, and leadership opportunities that we encourage students to get involved in. The PAC organizes regular hot lunches, evening events (ie. dances, games, barbeques and movie nights) to fundraise, promote family involvement and a strong school community.

This agenda is intended to be an organizational and communication tool for parents, students and teachers. The information at the beginning of this planner serves as a handbook outlining expectations and procedures. The Abbotsford School District Code of Conduct and calendar is also included. Throughout the year we will update our website as well stenersen.abbschools.ca

Sincerely,

Lori Whitman (Principal) and
Reena Nahal (Vice Principal)

ECOLE MARGARET STENERSEN ELEMENTARY
Student and Parent Handbook and General Information

Please refer to our school website, stenersen.abbyschools.ca and parent newsletters for general school information, bell times, news, upcoming events and announcements.

School Arrival/Departure Time

Students line up in their designated spot outside at 8:43 (first bell). Teachers will meet their students by 8:45 to escort them to class. Please ensure that your child does not arrive at school prior to 8:30 am or stay beyond 2:45 pm as we do not have supervision before or after this time. In cases that are unavoidable please phone the office at 604 859-3151.

Parking Lot, Pick up and Drop off

Our parking lot is extremely busy every morning and afternoon. Please be kind, patient and respectful to staff as we direct cars. Consistent and expected traffic flow is critical to maintain safety procedures. Drivers should pull up as far as possible in the drop-off/pick up lane and wait until they are near the front entrance prior to your child entering or exiting your vehicle. It is safest to have your child(ren) exit on the passenger side of the vehicle. Please do not leave or park your car unattended in this lane.

In addition to one wheelchair school bus, there are several before and after school care buses that use the bus/fire Lane when picking up and dropping off. All students must stop and wait on the sidewalk when buses enter the lane.

If you prefer to escort your child or need to come inside the school, you may use the parking stalls that are not designated for staff parking or parallel park along Old Clayburn Road in front of the school. Use the crosswalk to enter the school property. Do not climb the fence or lift your child over the fence.

Reporting Absences

Please report absences or lates through schoolmessenger. Each morning we must verify all unaccounted absences. It saves us a great deal of time and ensures the safety of your child if you communicate their status to us in advance. If your child arrives late, they must check in at the office prior to going to class..

Illness & Medication for Students

Please do not send your child to school if there are signs of illness in the morning. If your child becomes sick while at school, we will phone parents or other emergency contact to pick them up as soon as possible. Please ensure they are fully feeling better and not contagious before returning to school.

We are not able to administer medication to students at school except in cases of specific medical conditions that require medication during school time. A *Request for Administration of Medication at School* Form with a doctor's signature must be completed and submitted to the office.

Please notify the office if your child has allergies or other medical conditions.

Lunch Time & Recess

Students should dress for the weather (warm clothing, umbrellas, boots) as we try to be outside every day; rain, snow or shine. On days with significant inclement weather, we occasionally will have indoor days.

Students are expected to remain in their classroom and find a quiet activity on these days.

Recess supervision is provided by administrators, teachers, educational assistants (EAs) and lunch supervision is provided by administrators, paid parent supervisors, EAs and intermediate student monitors.

We encourage parents to send healthy recess snacks and a well-balanced lunch packed in reusable containers daily.

Closed Campus

Margaret Stenersen Elementary School has a closed campus policy. This means that only students who attend our school are to be on the school grounds during the school day. It also means that once students arrive at school they must remain on the school grounds for the rest of the school day. Students are expected to go home directly after dismissal.

Picking Up Students

Children being picked up at alternate hours (ie. for a doctor appointment) should be met in the school office. For safety reasons, we ask them to wait inside and that the parent comes inside to sign them out. If you're sending someone else to pick up your child, please inform the office (and teacher).

Online Payments

We strive to be a cashless office. Payments for field trips, library books, school clothes, etc. are accepted online using www.schoolcashonline.com. School supplies can be ordered through schoolstart.ca. PAC hot lunches and other food purchases for evening events are accepted through munchalunch.com.

Parent Volunteers and Visitors

Parent volunteers help make our school a better place. Please let PAC or your child's teacher know if you can volunteer in the classroom, field trips, hot lunch or other PAC sponsored events. Volunteers need to complete a police check. The cost is covered by the school.

When visiting the school or a classroom, we request that you sign in at the office.

Parent Advisory Council

The purpose of the Parent Advisory Council (PAC) is to promote and support education and to contribute to a sense of school community. Having a student at the school automatically makes a parent part of the PAC.

Please visit the PAC website <https://sites.google.com/site/stenersenpac> for information and for meeting dates and like them on **facebook: Margaret Stenersen PAC**

Dress Code

Clothing needs to be conducive to learning, allowing students to participate freely in all activities. Appropriate clothing should be comfortable, clean, well fitted and suited for a school environment. Students are required to have two pairs of shoes: one outdoor pair and one pair of indoor/gym shoes with non-marking soles. Clothing items which promote alcohol, drugs, inappropriate language, or racism are unacceptable for school.

Lost and Found

A Lost and Found area is kept in the hallway near the back gym entrance. We encourage students and parents to check this area if something has been misplaced. Smaller items, such as keys and jewelry, are normally kept in the office. If items are labeled with names, it greatly assists in their speedy return. Unclaimed items in the lost and found will be donated to charity prior to school breaks. (Christmas, Spring Break, Year-end)

Homework

Homework and reading outside of school hours are expected and develop good study habits. However, children also need time to play and participate in community activities such as sports teams, clubs and music programs.

Teachers may assign homework to practice a skill, to complete work or projects and to instill good reading habits. School District Policy recommends the following homework schedule:

- Kindergarten to Gr. 3: Parent support of a daily home reading program (at least 10 to 15 minutes per night).
- Grade 4 to 5: an average of 20 to 45 minutes of steady work per night.

Parents can help by:

- setting aside a particular time and place to study
- taking an interest in what the student has learned that day
- review the homework to ensure understanding
- read daily with your child
- sign planner. The planner can also be used as a way to communicate with the teacher.

Speaking French

French is an important aspect of the French Immersion program. Students are expected to use the language as much as possible while in their classrooms, or when conversing with their “French” peers. Very few other opportunities are available to students to speak French outside of school.

Personal Items and Money at School

Toys and other special or expensive items should not be brought to school. We do not have the means to ensure the safety of these items nor the time to sort out their disappearance. It often leads to problems between students or causes a distraction to the child’s learning. We ask your cooperation in having children keep such items at home unless they are specifically requested by the teacher.

Children should not bring money to school unless specifically required by the teacher or to purchase an item during a PAC/school activity or fundraiser. Lending and borrowing money is not allowed.

LEARNING SUPPORT SERVICES AND PROGRAMS

Learning Support Services (LSS) teachers (ELL, Counselor, Learning Assistance) work collaboratively with classroom teachers, EA’s and the YCW to support students requiring assistance or adaptations beyond the regular class. Students with designations have Independent Education Plans (IEP) developed in collaboration with classroom teachers, parents and LSS staff. Referrals for assessment or additional support are made by the classroom teacher to the School Based Team, which includes teacher representatives, the principal and LSS teachers. Parents are included in the referral process and follow up recommendations.

ECOLE MARGARET STENERSEN
CODE OF CONDUCT AND EXPECTATIONS

At Margaret Stenersen School we create a caring, inclusive environment where students feel safe, valued and have a sense of belonging.

We (the teachers, students and parents) have a responsibility to do our part to sustain the Abbotsford School District Code of Conduct.

Expectations of Students

The following list of expectations is not all inclusive. It is to provide guidelines as to what we value, promote and expect of our students.

- to attend consistently and arrive on time
- to be honest, kind and respectful of self, others, school property and surrounding properties
- to come to school prepared with the necessary materials
- to actively engage in learning opportunities to the best of their ability
- to play safely, respectfully and appropriately
- to be accepting and inclusive of others regardless of race, religion, disability, sexual orientation or gender identity
- to stay on the school grounds during school hours
- to not use cellular phones, or other personal electronic devices during school hours (except with teacher permission)

Communication

When parents, teachers, support staff and administrators work together as a team, it benefits students. Be sure to meet your child's teacher early in the school year and continue to communicate on an ongoing basis. Be informed about your child's class and school activities.

Ask questions, in person or email, when you are unsure about something. (Teachers are not expected to reply to emails on weekends or evenings.)

If problems or concerns arise, discuss directly with the teacher or person involved. If after meeting with your child's teacher, you need further assistance, you may request a meeting with the Principal or Vice-Principal.

When dealing with student behaviour and conflicts, our intent is to listen, understand why and help students gain skills to increase positive interactions and behaviour to improve their ability to self-manage. We expect students to be honest, take responsibility for their actions and understand how they can improve and make better choices moving forward. Parents can expect communication from the school if their child is involved in a situation requiring support and intervention.