



**Student and Parent Handbook
2018-19**

Michael Strembitsky School
4110 Savaryn Drive, SW
Edmonton, AB T6X 0Z5
Website: michaelstrembitsky.epsb.ca

MESSAGE FROM THE PRINCIPAL

Dear Students and Parents/Guardians,

Welcome to Michael Strembitsky School! At Michael Strembitsky School, our priority is student growth and success. We believe that educating our students is a collective responsibility. Through a collaborative approach in working together with you as partners, we will maximize the potential of all students. We are committed to providing a positive learning environment that will foster and support high academic and behavioural expectations, capitalizing on the value of relationships for students and parents.

We focus on creating an inviting and inclusive school community where diversity is celebrated, valued and where relationships are nurtured. Emphasis is placed on creating an environment where students feel **capable, connected** and are **contributing** members in our school community and society.

In an effort to ensure all students are successful, faculty will use a differentiated approach to teaching. This approach includes thoughtful planning, strategic assessment of learning outcomes, and targeted, flexible instruction. Classroom teaching will be a blend of whole class, group, partner, and individual instruction. Students will be provided with multiple opportunities to make sense of ideas and information, practice new skills, and to demonstrate what they have learned.

As a faculty, we will provide challenging and engaging curricular learning within and across subject disciplines. Students will be engaged in learning and service projects. As a school, we will design and embrace learning tasks and projects that allow students to engage in comprehensive study of real-world problems that they care about and are interested in. Such opportunities to harness students' passion to explore problems or projects that affect their lives and the broader community, will enable our students to become experts across subjects, develop 21st century competencies, and to collaborate with others at school and beyond to devise innovative solutions.

We believe that success is best achieved in an atmosphere of mutual respect and trust. This will allow for a climate that supports relationship building and authentic partnerships among students, faculty, parents and community members. We believe that these relationships are integral to supporting students' academic learning, fostering students' citizenship skills, and ensuring student responsibility.

This handbook is one way of many ways we communicate our expectations with you. Students and parents please read the information provided in this abbreviated agenda carefully.

We look forward to a great year of learning and excellence at Michael Strembitsky School.
Your partner in learning,

Chad Sheppard
Principal

MR. MICHAEL STREMBITSKY

Michael A. Strembitsky became Edmonton Public Schools' eighth Superintendent of Schools in 1973 and guided the District through the transition to a site-based decision-making organization - the first of its kind in a large North American school division. He has been referred to as the "guru of site-based school management" and in May 2004 was named one of the 100 Edmontonian's of the Century by the *Edmonton Journal* in honour of his contribution to public education.

A firm believer in input from teachers and administrators, Strembitsky held regular meetings with groups of teachers and support staff. He also believed parents should have more say in their children's education and introduced a system of open boundaries and a number of programming options, including bilingual programs in Arabic, Chinese, Japanese, Spanish, German, Hebrew and Ukrainian. The number of female senior administrators also increased substantially during Superintendent Strembitsky's tenure.

Under his leadership, district public schools in Edmonton underwent a remarkable transformation. Parents can choose where to send their children and principals control most of their schools' finances, hire their own staff and select the services they want from central office. Mr. Strembitsky retired from Edmonton Public Schools in 1995 and now works as an education consultant with a variety of school jurisdictions in the United States, and a number of other countries including New Zealand, Germany and Hong Kong.

Michael A. Strembitsky's personal standards and diverse interests, career success and contributions to public education, are recognized by the Award of Excellence presented in his name to three deserving students each year.

GENERAL SCHOOL INFORMATION

ABSENCES FROM SCHOOL

We encourage parents to contact the school office whenever their child is away. In an endeavor to ensure our students' safety, we ask for your assistance in communicating absences and late arrivals to the office. **As soon as you know that your child is going to be absent or late on a particular day, please phone the school office and leave a message on our 24 hour attendance line at 780-392-3500.** Please leave a detailed message indicating:



- Your child's full name (including spelling of the last name), teacher's name, the reason for their absence, and your telephone number.

Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission given to a student to stay away from school are *not considered* to be excused absences. If a student is chronically absent from school for "unexcused" reasons, the school will contact the family by phone and/or letter, and the absences may warrant referral to the Attendance Board.

Generally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well at school, provide a source of infection for other children and would probably recuperate faster at home. Parents will be called to pick up ill children. Should parents not be available, we will call the identified "emergency contact" for pick up.

The office occasionally receives requests for students to stay in at recess due to illness. It is our policy that, barring exceptional circumstances, if a student is well enough to attend school, he or she is well enough to go outside for fresh air at recess.

Attendance is taken first thing each morning and afternoon (for elementary students) and in each period (for junior high students). All student absences are reported to the school office. If we have not received prior notification from parents advising us that their child will be absent (either by phone, email or note), we will contact the parents confirming the absence. This procedure helps to ensure that the child has not encountered any problems on his/her way to school.

Absence from school does not excuse a student from learning the subject matter covered in class or from completing assignments. It is the student’s responsibility to acquire the missing assignments and to complete them. We encourage students to choose a “learning partner” in their classroom so that they may share missed information. It is the student’s responsibility to approach teachers or classmates to discover what is to be done or to check on SchoolZone for assigned work.

ABSENCES FOR EXTENDED HOLIDAYS OR VACATIONS

A great deal of learning occurs in the classroom through the use of guided questions, dialogue and problem solving. We therefore request you try to schedule family holidays during the school breaks. **Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children’s learning during that period of time.** Home education imparts responsibility to the parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we would appreciate notice well in advance, so that teachers can communicate with parents about what the child will be missing. **Teachers are not required to develop handouts or specific lessons for extended holiday time.** Evaluation may indicate “unable to assess” or “absent during this unit” on the progress report.

DEVELOPING COMPETENCIES FOR SUCCESSFUL LEARNING AND LIVING

At MSS, in correlation with the current curriculum, we also focus on competencies which students need to develop over time and through a set of related curricular outcomes. A **competency** is an interrelated set of attitudes, skills and knowledge that is drawn upon and applied to a particular context for successful learning and living. Through the projects we develop, we hope our students will develop these important life skills and knowledge. Some of the competencies we focus on include:



Embedding these competencies in instruction enables us to develop engaging and relevant learning experiences that meet the needs of all students.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND DIGITAL CITIZENSHIP PLAN

At Michael Strembitsky School, we believe that technology can be a powerful tool to enhance learning, enabling students to obtain information and to collaborate with others across the school, the district, and the world in purposeful educational activities. Integrating twenty-first century technologies into teaching and learning at Michael Strembitsky School not only supports curricular outcomes across several subject areas, but provides students with immediate connections to learning opportunities that would never before have been possible.

We expect all Michael Strembitsky students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology (software, hardware, Internet) or their own personal electronic devices (such as a laptop computer, chrome book, phone, iPod, tablet, etc.). On the first day of school, students will be provided with a three-part declaration outlining standards of acceptable use and our Technology Discipline Policy. It will be signed by both student and parent/guardian prior to the student being able to *use a school computer* or use their own *personal electronic device* in school. Once signed, this document will act as an agreement between Michael Strembitsky School, each student and parent/guardian

ALLERGIES: MSS IS A NUT SENSITIVE SCHOOL

Food allergies have become more and more prevalent in our society. For some children and adults, the allergy to other foods is so severe that it does not take ingesting it to trigger the reaction. Simply being around the food or making contact unintentionally can trigger a life-threatening reaction. This is the case for several children and staff at Michael Strembitsky School. **Please ensure that no nut products are sent in school lunches.** Please read the ingredients of all snacks, such as granola bars, as many contain traces of peanuts or other nuts. For the safety of these individuals, we ask for your cooperation in not sending to school snacks or lunches containing nuts.

ARRIVAL AND DEPARTURE FROM SCHOOL

The well-being and safety of all students is our priority. We request that students arrive at school at their assigned entrance so that they will have a minimum amount of waiting time before beginning classes. (At 8:10 a.m., teacher and traffic supervision commences throughout the school and school grounds. No additional outdoor supervision is provided outside of school hours.)

Students are asked to wait at their assigned entrances. At 8:10, junior high students may enter the school and proceed to their lockers. At 8:20 (first bell), a teacher will greet elementary students and invite them into the school to commence the day. When the weather is very cold or wet, children will be welcomed into the main hallways until the first bell rings. All students are asked to practice good behavior when waiting at the entrances. Junior high students are welcome to proceed to their first class once the first bell rings. At dismissal time, students are to proceed **directly** home or to their after school care, unless they are staying for a tutorial or extra-curricular activity.

ASSESSING AND REPORTING STUDENT PROGRESS

Reporting students' progress will be done formally, informally and as the need arises during the school year. Teachers shall discuss assessment with students, in an age appropriate manner, at the beginning of instruction. Where feasible, students shall be involved in decisions about methods of assessment and scoring scales. Teachers will endeavor to provide students with rubrics/study guides/criteria/exemplars for summative assignments before an assessment is administered. A variety of assessment tools are used to monitor and assess student growth and achievement. These include: teacher observations, oral and written exercises and assignments, student projects, and teacher-developed and standardized tests. It is our aim to gear your child's program to his/her ability and progress. If your child is functioning below the grade at which he/she is enrolled, this will be indicated on the progress report. We encourage parents to contact the student's teacher, either by phone, email or in person, whenever there are questions or concerns.

Parents will be kept informed of the academic progress and behaviour of their children through SchoolZone, telephone and through scheduled conferences. Additional information about our assessment policy is found on our school website.

BICYCLES AND PERSONAL PROPERTY

The safekeeping of personal property rests with our students. Students are encouraged to bring their imaginations to school and leave toys and electronic devices (that are not being used for a specific academic purpose) at home. The school will not be responsible for lost, broken or stolen personal items. We do realize that many students will be bringing their personal laptops and tablets to school. This type of electronic equipment should be clearly marked with the student's name and address. We encourage families to purchase a protective bag for transportation of personal devices to and from school as well as from class to class in the case of junior high.

The bicycle rack area is out-of-bounds except when parking or picking up bicycles. All bicycles must be locked and must not be ridden on the playground or in the parking lot areas. **We cannot assume financial responsibility for damaged or stolen bicycles, but we will make every effort to assist students in recovering their property as the need arises.** As per legal requirements, students must wear bicycle safety helmets. Skateboards, scooters, and in-line skates are great ways to stay fit and travel to school. However, we expect that they are not used on school property. Also, students are discouraged from bringing large sums of money or other valuables to school. If an item is valuable, it is safest at home.

Junior high students are advised to keep valuables (including purses) locked in hall lockers. Students are asked *not* to take valuables to P.E. class, the change room, nor ask their various teachers to take responsibility for them. Items are easier to return to their rightful owners when they are LABELED, this includes PE clothing, books, boots and coats.

We request that all lunch kits and all outer clothing items, including footwear, be identified with your child's name. We encourage students to stuff their mittens, hat and scarves into their coat sleeves so they do not get lost. We have several lost and found boxes in the school and encourage children to look in them if they have misplaced an item. Unclaimed items from the lost and found are donated three times a year (December, March and June) to a recognized charity as part of our school service projects.

BIRTHDAYS

Student birthdays are honored with an MSS card and pencil. Individual classroom teachers find different ways to celebrate birthdays and other special occasions. Classroom celebrations, special snack sign-up sheets, etc. will be communicated to parents via SchoolZone. Our teachers are focused on learning and teaching; teachers are unable to distribute/post personal party invitations, organize playdates, etc. Thank you for your understanding.

BUILDING CHARACTER EDUCATION

Michael Strembitsky School operates with the philosophy that all students have the right to learn and that all teachers have the right to teach. Each student must be allowed to work in a climate that is secure and productive, without disruptive behavior by any other student infringing upon the rights of others. Teachers will teach, reinforce, and model the following character traits: *honesty, sincerity, trustworthiness, perseverance, care, courage, fairness, strength, hard work, hopefulness, respect, empathy, kindness, generosity, and responsibility.* In addition, *Effort, Attitude, Leadership, Attendance, Achievement and Competencies* are emphasized continuously.

CELLULAR PHONES

Students will be expected to use all technology tools, including cell phones, in a responsible manner as indicated by their teacher(s) or school administration. Phone calls and text messages to and from cell phones during class time are not permitted. Parents, if you need to contact your child, please call the office and we will get the messages to your child. Please refrain from texting your child during school time.

If Edmonton Public School Board staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the District's Student Rights and Responsibilities Policy and/or the School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.

CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important that the school has up to date information regarding home and emergency contacts. In the event of an emergency or student illness, the school must be able to contact the parents. Should you have a change of residence, home phone number, or work number the school needs to be notified immediately. MSS requires 3 pieces of proof of residency to change the student's address. (ie. mortgage document, utility bill (no cell phone bills), property tax bill, lease agreement, bank statement). We no longer accept drivers licenses as proof of residency, as Registries does not require proof to change and address.

COLD AND INCLEMENT WEATHER POLICY



Recess for elementary school students is a time to provide a break from regular school routines and a chance to get some exercise and fresh air. It is expected that children will be dressed warmly enough to be outside for 15 minutes. When the temperature is colder than -23 Celsius, or if the wind-chill factor creates an equally cold situation, or if there is a storm with extreme wind conditions, regular outside recess is cancelled and students are allowed to remain indoors under their teachers' supervision. Students will be dismissed at the regular time. District schools are generally not

closed during periods of cold weather, heavy snowfall, or rain. It can be expected that unless weather conditions become extremely severe, all Edmonton Public Schools will remain open. Any notice of school closures will be made known through television or radio announcements.

Please ensure that your child is dressed for the weather we are experiencing, this includes: coats, hats, mittens, scarves, boots, and ski-pants. Also, parents are also reminded to pick their children up PROMPTLY after the dismissal bell. With the wind chill sometimes dipping into the -30 's, it is not safe for students to wait outdoors for extended periods of time.

CLASSROOM ORGANIZATION

Classroom organization is determined by the school and is based on student needs and teacher strengths, as well as enrollment figures. Each class grouping is comprised of children with various abilities, talents, interests, strengths and needs. The rich mix of children fosters an inclusive learning environment and creates an atmosphere which nurtures the development of all children. Should any change be necessary, we ask your support in helping children accept the change and understand that it is made in the best interests of all of the children in the school. We will communicate this information as early as possible.

COMMUNICATION WITH THE SCHOOL

There are a number of ways that the school can be contacted: by phone at 780-392-3500 or by e-mail at **michaelstrembitsky@epsb.ca**. Some teachers find e-mail a good way to communicate with parents. Please check with your child's teacher to see if e-mail is one of the ways she/he likes to communicate. Teacher e-mail address: **first name. last name@epsb.ca**

There are many ways that the school, and specifically classroom teachers, will communicate with parents throughout the school year. Ongoing communications occur through impromptu conversations, phone calls, e-mail, parent-student-teacher conferences, progress reports, handbooks, newsletters, and the regular posting of updates on SchoolZone. At any time during the school year, if you would like to share information that may be helpful in planning your child's school program, we encourage you to make an appointment to discuss this information with your child's teacher.

Please ensure that you have received and read the FULL *Michael Strembitsky School Handbook*. The full handbook is downloadable from the school website at <http://michaelstrembitsky.epsb.ca> and SchoolZone. In this handbook, you will find pertinent and useful information about the school and respective programs, as well as operational information and expectations that the school has for parents and students. Regular updates and newsletters will be posted on SchoolZone. Students and parents are responsible for regularly checking SchoolZone for updates. Should you not have computer access, please come into the school and we will provide access to a school computer.

DISTRICT PRIORITIES

Through an extensive consultation process with stakeholders, the Edmonton Public Schools Board of Trustees has established the following values, mission and priority outcomes:

MISSION

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

VALUES

Supporting the Vision, Mission and Priorities are the District's cornerstone values of **accountability, collaboration, equity and integrity**.

DISTRICT PRIORITIES

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Learn about the District's strategic goals and priorities in the [District Strategic Plan 2014-2018](#)

DOGS AT SCHOOL

Many parents like to walk their dogs when they come to pick up their children. Please note the following:

- No dogs are permitted within the school at any time without prior administration approval.
- **DOGS at Schools Parks: Bylaw**

Edmonton City Bylaw's state that you must remain at least 10 meters or 33 feet away from any school, playground, sports field or picnic area, unless otherwise indicated by city signage. Dogs must also be kept on leash at all times unless otherwise indicated by city signage. Please also remember to pick up after your pet. For further details you can contact the City of Edmonton Animal Services at 311 or see the City of Edmonton's [Responsible Dog Ownership](#) information pamphlet. Please remember to be respectful to both the dog owners and non-dog owners as we all share the community. If issues arise that you feel cannot be resolved by simple and reasonable communication to those persons involved, please feel free to contact Animal By-Law at 311. Thank you all for your patience and considerations in this matter.

We ask for your consideration of other's feelings and our efforts to ensure the safety of our students. Thank you, in advance, for your assistance and support.

DRESS CODE

At Edmonton Public Schools, students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment.

At Michael Strembitsky School, students are expected to wear clothing that is respectful, appropriate and safe for the learning environment. They are encouraged to choose clothing that prepares them for the future and projects healthy student role models.

EMERGENCY PROCEDURES

In the unlikely event of an emergency in the school, staff and students are trained in emergency response procedures. These procedures cover fire alarms, natural disasters (i.e., tornadoes), and intruders in the school (security alert procedures). In the event that the school must be evacuated, our receiving school is Jan Reimer School. Parents would receive notification through a phone fan out.

Jan Reimer School - 360 Orchards Blvd SW, Edmonton AB T6X 1A2

Phone: 587-489-4716 Email: janreimer@epsb.ca

ENTRANCES

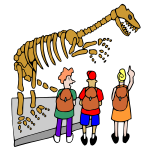
Students will be instructed on the first day of school as to their designated entrances for arrival at school. Designated entrances will also be communicated on our school website and on SchoolZone. Students arriving after 8:30 a.m. will be expected to use the front entrance to report to the office for attendance and a late slip. For the safety of our staff and students, all other exterior doors (and our inner foyer doors) will be locked after the bells and students have entered.

FEES

Please ensure that any payments for fees are paid as per established deadlines and prior to any fieldtrip or special event. **Student fees are charged for items that are not covered by the school budget.** Fees are paid through the business office (room 118), or in School Zone with a debit card, Visa or MasterCard. We request that all fees be paid in full by the first week of October. Your timely attention to this matter is always greatly appreciated.

FIELD TRIPS

Field trips are among the most memorable of school experiences. They enhance the curriculum and research indicates that field trips make it possible for children to have firsthand experiences, thus extending the classroom learning.



Parents will be notified of all field trips requiring private and public transportation prior to their occurrence. This notification will indicate the purpose, the curricular component it addresses, cost, and other requirements for the field trip. Parents are required to submit the consent form and associated fees to the school **prior** to fieldtrip, otherwise students will not be permitted on the fieldtrip. (No child will be refused the right to participate in field trip experiences due to a lack of funds if the situation is brought to the attention of the teacher or principal. If a student is not able to participate in a field trip due to any other reason, they will be accommodated in other classes.)

Students **must** return a **parent signed permission form in order to participate in each field trip.** It is a district expectation that the consent form be signed before your child is allowed to go on any fieldtrip. To avoid disappointment, please ensure that the consent form is signed and returned to your child's teacher by the due date.

To facilitate field trips within the community, a standard permission form covering all excursions is filed in the office. However, according to district administrative policies, the school administration may deny students access to a particular activity or fieldtrip.

FOOTWEAR

Boot racks are located at several entrances throughout the school for students in our elementary program. Outdoor footwear should be left on these racks near the classroom, or in student lockers (grades 4 – 9). All students must have an extra pair of shoes for indoor use. These shoes must have non-marking soles. **All footwear should be marked with your child's full name.** The school cannot assume responsibility for lost footwear, but will make every effort to assist students in recovering their property. We ask that all visitors coming into the school respect our effort to keep the floors clean for our students and remove their dirty shoes at the door. Shoes with wheels in the sole are not allowed in the school. Proper footwear (no barefeet) must be worn at all times due to safety regulations.

HOMEWORK AND ASSIGNMENT COMPLETION

Research indicates that students receive valuable feedback when they complete homework and therefore learn more. Homework provides the teacher, student and parent with information to determine if the student has the necessary knowledge or skills to challenge the next set of curricular objectives or if further review or clarification is needed. Regular homework helps to develop good lifelong study habits, enables parents to monitor their child's progress, and strengthens the ties between home and school.



At Michael Strembitsky School, we expect students to be responsible for recording their homework in their student agenda (in early grades, with the assistance of their teacher). Students and parents should check SchoolZone on a regular basis.

Late work shall be handled as follows: Teachers may set due dates and deadlines for all marked work that will be part of a student grade. Students who have not completed homework or have outstanding assignments for the week will be required to complete their work. This may include before or after school, or lunchtime, make-up or tutorial sessions.

Absences shall be handled as follows: Absent students shall be given make-up opportunities for all missed summative assessments without penalty. This may include before or after school, or lunchtime, make-up or tutorial sessions and/or a follow-up conversation with parents/guardians.

Incomplete work shall be handled as follows: Work that is not submitted will be identified as *incomplete*. Students are expected to complete all required work and will be given opportunities to do so. In determining grades, teachers must decide whether they have sufficient evidence of achievement. If not, the grade recorded on the official interim or progress report will be recorded as “Unable to Assess.”

HOURS OF OPERATION:

ELEMENTARY AND JUNIOR HIGH

8:20	Warning Bell, Entry
8:25 - 9:17	Period 1
9:19 - 10:11	Period 2
10:11 - 10:26	Recess/Wellness Break
10:26 – 11:18	Period 3
11:18 – 11:43	Lunch Div. 2 outside/ Div. 3 outside, Learning Commons, Gym
11:43 – 12:07	Lunch Div. 1 outside/Div. 3 Shark tank
12:02	Entry Bell
12:07 – 12:59	Period 4
1:01 – 1:53	Period 5
1:53 – 2:08	Recess/Wellness Break
2:08 – 3:00	Period 6

*We do not have an early dismissal day at Michael Strembitsky School.



ILLNESS / INJURIES

If it is deemed that a student is ill or injured while at school, we will attempt to contact the parent/guardian or the person listed as the emergency contact to send the child home. In the interim, the child will be made as comfortable as possible in the school office. If it is deemed that the illness or injury appears to be serious, medical advice will be sought and followed.

Where exemption from recess or physical education activities is required for a student, a medical certificate is required from your doctor if the exemption exceeds 3 days. For exemption of 3 days or less, a note from a parent/guardian is required.

For injuries or accidents, first aid will be administered as needed, and an attempt will be made to notify the parent(s) if the situation warrants it. When a parent or guardian cannot be reached, and the injury is serious, a staff member will accompany the student to the nearest clinic or hospital. If necessary an ambulance will be called (at the expense of the child’s parent/guardian) to transport a critically injured child to hospital. Every effort will be made to contact the parent first. A member of the school staff will accompany the student and stay with the child until a parent has been contacted. For minor injuries, such as bumps and scratches, first aid is administered at school and no contact is made with the parents. It is important that we always have your current phone number(s) and that all parents provide an alternative phone number or contact person. Office staff have current Emergency First Aid and CPR.

INSURANCE

Parents are reminded that insurance protection to cover costs that may be incurred as a result of accident or injury to a student is the personal responsibility of the home. The school does not provide insurance of this nature.

LATES

Punctuality is recognized as being an important lifelong habit and research indicates consistent lates/absenteeism does impact high school completion rates. Students are late when they are not in their homerooms by the second bell in the morning and afternoon. Tardiness is a form of absence and interferes with teaching and student learning. Late arrivals interrupt the learning environment and daily procedures, and a student arriving late misses a valuable portion of the school day. A student who is late must report to the general office in order to be admitted to class. Student need to sign in and take a late slip to class after check into the office. **Students arriving late must enter the building by the main (front) entrance. Only the front entrance remains unlocked during the school day.**

For students who are habitually late, the classroom teacher will notify parents and they will collaboratively come up with a plan to address the situation. If this plan is not effective, a meeting with administration, parents, teachers and students may be arranged to discuss possible solutions.

LEARNING ENVIRONMENT

When students are taught in an orderly and structured setting they can excel. The development of good work habits and organizational skills is a priority. We must ensure a working environment that is disciplined and non-distracting. To ensure this, the school sets high standards for student conduct and behaviour. Consequences for inappropriate actions are clearly and promptly communicated to parents and students.

Instruction is delivered in the overall atmosphere of firm, but fair discipline. Good manners are modeled and mutual respect is expected. Praise is given when due and encouragement is given to persevere. Students learn skills such as **how** to listen, make good decisions, follow directions, apologize, ignore distractions, and share. Throughout the year, the same skills are modeled and consistently reinforced. Our work related to the development of 21st century competencies will support the development of citizenship qualities in our students.

LEAVING SCHOOL EARLY

If for any reason it is necessary to leave school early, we request that students adhere to the following:

- Bring a note from parents requesting the early dismissal.
- Show the note to the teacher of the class that will be missed (a note in your child's agenda will suffice). However, without written permission to leave, students will remain in their classes until the parent checks in with the office.
- Students must sign out at the General Office prior to leaving the building.

LIBRARY LEARNING COMMONS

Our Library Learning Commons supports ongoing project-based, inquiry, collaborative and interdisciplinary learning both in real-time and online. We are continuing to work towards building the collection – fiction and non-fiction books, graphic novels, picture books, eBooks, online resources, film, multi-media, personal/mobile devices, etc. – to create a media-saturated and technology-rich environment that will continue to grow and reflect the diverse interests and learning needs of our school community. It is our hope that the Library Learning Commons provides both an inviting and productive learning environment where students and Faculty have access to a wide variety of digital and print resources for research and enjoyment.

In addition to regularly scheduled instructional time, the Library Learning Commons is also open during the first half of the lunch hour and after school from 3:00 – 3:30 p.m.

Library Learning Commons patrons are to check out all items they borrow, and are responsible for returning them on time and in good condition. Charges are incurred for lost and damaged books or materials. Detailed procedures for use of the Library Learning Commons will be shared with all students and Faculty early in the school year.

LOCKERS

Personal belongings, for Grades 4-9 students, are stored in a locker that will be assigned to them by their homeroom teacher. As junior high students move from class to class throughout the day, they will need to carry the books and materials that they need. Leaving them in a desk in a classroom won't work, because several different classes use the same space over the course of a day. Students should not share the locker or the combination number code of their lock with other students. Students may purchase a lock for their hallway locker.

Students are responsible for appropriate care and maintenance of their locker. The cost of locker repairs necessitated by a student causing damage (including graffiti) will be charged to the student who is assigned to the locker. Lockers are the property of Michael Strembitsky School and an administrator or board agent without notice may search them at any time.

LUNCH

Our school provides a supervised lunch program on a regular or drop-in basis as a service to parents of students in grades 2 - 6. A lunch fee is mandatory for any student from grades 2 – 6 who stays for lunch (fee covers supervision costs only - we do not provide food). However, we encourage parents if at all possible, to make other arrangements for lunch. Children benefit from a break in school routine. Getting away from the school environment provides a needed break – physically, mentally and socially. If your child normally goes home for lunch, we would ask that you continue this practice.



Lunch Program Expectations

Students staying for lunch are expected to behave in a respectful, responsible manner. Students who are not cooperative will be asked to eat their lunch with another class, closed supervision, or they may be temporarily or permanently suspended from the lunch program. To ensure student safety and to respect parental expectations, elementary students must remain on school property during the lunch hour unless we receive written parent permission to leave the grounds.

- All students are expected to behave appropriately and eat lunch quietly at their own desks.
- Students are not to share food (due to possible allergies).
- Students need to bring their own utensils for eating. No glass containers are to be brought to school because of the safety factor. Students will need to bring a cold lunch or use thermoses for hot items. Due to Occupational Health and Safety regulations, **there will be no microwaves available in the lunch program.** We highly encourage the use of thermoses if you wish to send warm food.
- After lunch, students should clean up their own area and put any trash in the garbage and recyclables in the provided bins.
- Students should listen to the lunch supervisor and follow all instructions.
- Students need to move quickly between eating and going outside or vice versa.
- Students are to remain on campus unless they have been signed out by a parent or guardian at the office.

Any student who exhibits inappropriate behavior will be dealt with immediately by the lunchroom supervisor, teacher or administrator. If the behaviour persists, a student may have their lunch program privileges suspended and alternate arrangements for lunch would need to be made by the parent.

MEDICATION

Edmonton Public Schools' regulation titled *Administration of Medication* requires the following:

- All students requiring medication management for physician-prescribed medications must have a **student-focused medication management plan** to ensure that the medication information is complete & accurate.

This plan is for students who regularly or infrequently take physician prescribed medication at school. This medication will be locked and kept by the homeroom teacher.

- In cases where non-prescribed medications (such as Tylenol) are sent to school, parents must provide the following information to the teacher in writing:
 - date note is written (May 15, 20XX)
 - exact dosage (1 regular Tylenol)
 - frequency/time (twice a day, 9:00 am and 2:00 pm)
 - duration (twice a day for today & tomorrow – May 15 & 16, 20XX)

In these cases, medication must accompany the note and must be appropriately labeled in the **original container**. All medication must be locked. The office does not have a supply of, and cannot provide medication such as Tylenol, Aspirin, cough syrup, Midol, Benadryl, etc.

Teachers will work directly with parents to develop a medication management plan if required.

MONEY

The school collects money from time to time for various purposes (field trips, special events, fund raising, etc.). Please use an envelope, clearly marked with the child's name, room number, teacher's name and what the money is for and hand it in directly to their teacher.

Students are discouraged from bringing other monies to school, as it may be easily lost. When it is necessary to send money to school we would suggest you consider the following:

- Payment may be made by cheque, payable to *Michael Strembitsky School*.
- Parents may also make payments at the school using Interac, MasterCard or Visa. Online fee payment is also available through School Zone.

NUTRITION

In the interest of promoting good nutrition and dental care, the consumption of gum, candy, soft drinks, and "junk food" is not encouraged in the school or on the playground. We encourage parents to support our efforts and not include such foods in students' lunches. We wish to help our students make wise choices in their selection of foods by choosing foods in the "choose most often" and "choose sometimes" categories. Involving your children in the preparation of lunch and recess snacks provides an opportunity to talk about food choices. Your assistance in helping your child make healthy food choices and in supporting this focus on nutrition by not sending such foods would be most appreciated. Healthy eating habits make for a healthy body and mind. (Junior High students will also have a 15 minute wellness break each morning and afternoon.)

"O CANADA" AND MORNING ANNOUNCEMENTS



We start every Monday at Michael Strembitsky School with the singing of "O Canada" and the reading of any school announcements. We express our appreciation to students, staff, parents, and guests who stop whatever they are doing and stand when they hear "O Canada" playing over the intercom. These are important school practices that contribute to a consistent routine and reflective start to the school day. Upon completion of the announcements, our teachers and students immediately begin to engage in teaching and learning.

PHYSICAL EDUCATION

Our school supports the mandate from Alberta learning to increase students' physical activity levels so that students are better able to learn and to develop positive habits needed for a healthy, active lifestyle.

Procedure for students changing for Physical Education class:

- All students are required to wear appropriate clothing to participate in the regular program of physical education. This includes a t-shirt or long sleeve shirt, shorts, track pants or jogging pants that do not reveal a student's chest, abdomen, or underclothing. During outdoor activities this also includes a hoodie or long sleeve sweater, jacket, toque and mitts appropriate for the weather conditions. Students not wearing appropriate clothing for physical education class will be warned and parent(s)/guardian(s) will be contacted and further measures will be taken to ensure course requirements are being met.

- Proper footwear must be worn at all times due to safety regulations. All students (2-9) are required to have a pair of indoor and outdoor runners.
- The teacher is the final judge as to whether it is too cold to participate in an outdoor program for physical education (-23 with a wind chill or colder). Students must be properly clothed when participating in outdoor physical education activities. It is not excusable in cold weather for not having appropriate clothing, footwear, or outerwear.

OUT-OF-BOUNDS AREAS

During school hours students are **not** permitted to play in the following areas:

- all parking lots or front school lawn
- near the garbage dumpsters
- the bicycle rack areas
- the tobogganing hill

All students must remain on school grounds for the entire school day unless they are going home for lunch or have written parental permission.

PARENTAL INVOLVEMENT

Education is about relationships – within and outside of our classrooms. Successful schools promote the relationships among the parents, students, teachers, administrators, and other school members to develop a strong school community that focuses on student learning. At Michael Strembitsky School, we have the support and involvement of our parent groups. Parents are encouraged to attend parent meetings whenever possible. We also appreciate the involvement of parents with speaking to classes, tutoring, assisting in the Learning Commons, helping out with school functions, and in many other ways.

At this time, the parent groups associated with our school include:

- *Michael Strembitsky School Council*
- *Strembitsky Parent Foundation*

Meetings of the Michael Strembitsky School Council will be held on a Thursday each month. These meetings are held in the school Learning Commons and begin at 6:30 p.m. All parents of students in Michael Strembitsky School are welcome and encouraged to attend. These meetings provide opportunities to dialogue and provide the administration with input into school decisions. Please take the opportunity to be part of these dynamic groups of parents who continue to make a real difference in the lives of Michael Strembitsky School students and staff through their support.

PARKING AND STUDENT DROP OFF/PICK UP

Please use our new online Drop Off and Pick Up App located on SchoolZone (under Resources). Safe drop off and pick up of students at Michael Strembitsky School is of primary importance to us. Our school is a very busy place especially in the hour before school starts and the hour after school ends. In order to ensure the safest environment possible, we would ask you to follow these guidelines when arriving or departing our school.

There will be staff and/or volunteers in safety vests assisting the flow of traffic. Students, *please respectfully follow their instructions at all times.*

- Be aware of your surroundings! Cars move quickly - be on the lookout.
- When your parent or guardian comes to pick you up, let them move to the next available place in the line and wait until they stop before approaching the car. Once the car has stopped, quickly get in and buckle up so the next student can be picked up.

Suggestions to help make coming to school or getting home easier:

- Walk or bike to school!
- Carpool - share a ride to school!

- If you must drive, ask your parent or guardian to park a block or so from the school and walk with you the rest of the way.
- Enjoy the benefits of an active lifestyle!

It is important to remember that as our community grows, we will also have a number of construction vehicles travelling around our school. Please take extra care when crossing the street by looking both ways before you cross and only crossing at designated crosswalks.

SAFETY AND SECURITY

Student safety is of utmost importance at Michael Strembitsky School. The following procedures have been put into place to ensure safety and security for all who are in our building:

- All school doors will remain locked throughout the day, with the exception of the front door. Tarmac entrances will be opened at recess and lunch so students can access the building.
- All visitors and volunteers are asked to enter the school building through the front door and to report to the school office upon entering and leaving the school. All visitors and volunteers are asked to wear a visitor/volunteer badge while they are in the school, and to sign in and out in the office binder. All volunteers must complete the district's volunteer form **prior** to working within the school or supervising a fieldtrip.
- Staff members have keys to access the school during the day from any door. During supervision, staff wear reflective vests to identify themselves as school personnel to our students.
- Students who arrive late must enter the building through the front door and report to the school office for a late slip.
- Any students who are to be excused from school prior to regular dismissal time (e.g., doctor, dentist appointments, etc.) will be met by their parent/guardian in the school office. Students are required to use the sign-out book located in the office. No student will be allowed to leave school early or at lunch without a note or call from a parent/guardian.

Security procedures are designed to keep the school population safe, calm and organized while the situation is being investigated and resolved. In security situations, we work with relevant authorities and communicate with parents and other stakeholders as needed. In accordance with the district's Emergency Response Plan, each school in the district has approximately six emergency evacuation (fire) drills and three security alert drills each year. If you have any questions about our Emergency Response Plan or school security alerts, please don't hesitate to contact your child's teacher or the school administration.

SCENT SENSITIVE SCHOOL

Please refrain from excessive use of highly-perfumed products, colognes and hairspray in our school. Your respect for students and staff with asthma, allergies and other lung conditions is appreciated.

SCHOOL COUNCIL

A school council is a group of parents, teachers, principal, staff, students and community members who work together to promote the effectiveness of the entire school community and thereby enhance student learning. A school council facilitates cooperation among all those who have an interest in the programs and policies of the local school. School councils provide advice and consultation to the principal regarding educational issues across all programs. While the Council's goal is to form a working partnership with the school, the principal and school board will continue to be responsible for the day-to-day operation of the school and the ultimate responsibility of ensuring that decisions are in the best educational interest of the students in the school and the district. For more information about our school council, please visit: michaelstrembitsky.epsb.ca.

SCHOOL SUPPLY LISTS

Please refer to michaelstrembitsky.epsb.ca for Gr 2 - 9 School Supply Lists.

SCHOOLZONE

All parents and students are expected to regularly use SchoolZone. This is our *primary* communication tool between home and school. SchoolZone is a resource that assists students to take responsibility for their learning. Students are provided with online access to daily homework assignments and class news from their students' classroom

teachers in a convenient calendar format. Students have access to a valuable organizational tool to help them plan their time. Additionally, users will find attendance records, electronic versions of interim and progress reports, news of school and district events, timetables, school newsletters, and access to selected online educational resources.

Parents, by accessing the site, will receive timely information and will be able to be actively involved in their child's academic success. SchoolZone should be used as a first resort when:

- Parents or students are unsure about what homework is assigned.
- A student is absent and requires information about assignments.
- A student has left a teacher-created handout at school.

All students and parents will have a SchoolZone account created for them. Families without internet access at home, may login from any computer with internet access. Please contact the General Office if you do not have your account or password information. Parents will need to access their own account in order to pre-enrol the student (March-April) for school next year.

SCHOOL WEBSITE

The Michael Strembitsky School website is an ever-growing resource for students, parents and staff. You will find relevant information about school policies and expectations. Stay connected to staff members using the email addresses that can be found on the website. Information about programs and resources available to students and parents can also be found on our school's website. The Parent section will provide important notices and dates for upcoming meetings, as well as information about parking, lunch program, transportation, etc. Our website address is: <http://michaelstrembitsky.epsb.ca>

STREMBITSKY PARENT FOUNDATION

The Strembitsky Parent Foundation raises funds for events and programs that will assist Michael Strembitsky School and the Michael Strembitsky School Council to support and enhance student achievement. Bylaws are posted at: <http://michaelstrembitsky.epsb.ca/for-parents/parentgroups>.

STUDENT RIGHTS AND RESPONSIBILITIES

Please see the following document [Student Rights and Responsibilities](#) for information on Michael Strembitsky School's student success and safety priorities.

STUDENT LEADERSHIP AND EXTRA-CURRICULAR INVOLVEMENT

We value student involvement in our school and encourage students to participate as much as possible in school activities. Although grade restrictions may apply in some areas, we have activities for everyone. Involvement provides opportunities for students to accept and demonstrate responsibility. A variety of extracurricular opportunities will be offered at Michael Strembitsky School during the noon hour or after school. These opportunities will be cross-graded and on a volunteer basis. Extracurricular opportunities provide students with enriched educational experiences to enhance learning and to build upon our students' varying interests.

STUDENT-OWNED DEVICES

At Michael Strembitsky School, we believe that technology can be a powerful tool to enhance learning that enables students to access, work with and communicate knowledge and information. With the use of the Google platform, students are now able to access their documents, presentations and school-assigned Gmail account anywhere, anytime on any device. Students are encouraged to bring their own devices so that they may take notes, do research and have quick access to any of their stored data during the day. Devices that support Google Chrome, and therefore the Google platform include: Smartphones, Tablet computers, Chrome books and Laptops. Students who bring their own devices still fall under the Responsible Use of Technology Agreement when at school; however, our school continues to provide students from grade 1 to grade 9 with access to laptops and chrome books for class work as required.

STUDENT TRANSFER WITHIN EPSB

Students moving to another EPSB catchment may be asked to fill out the district registration form. You will be asked to provide proof of residency, as well as proof of birth (birth certificate, passport, etc.)

STUDENT TRANSFERS OUT OF DISTRICT

Once you have registered with the other school, they will contact MSS for the student records. We will then direct the school to our online request system (they will receive the file digitally).

Student leaving MSS for a school in another country can request confirmation of attendance letter. MSS does *not* provide a 'leaving or transfer certificate'. This is a foreign country document and is not an Alberta Education practice.

Letters, records and transcripts (ie. Canada Revenue Agency (for Child Tax), Citizenship and Immigration (for Permanent Resident Card), registering outside EPSB), can be requested here EPSB.CA.

SUPERVISION

We request that students arrive at school so that they will have a minimum amount of waiting time before beginning classes (**staff supervision outdoors does not start until 8:10 a.m.**). When the weather is very cold or wet, children will be welcomed into the main hallways until the bell rings. All students are asked to practice good behavior when waiting in the entrances. At dismissal time, students are to proceed directly home or to their after school care. At 8:10 a.m. all Junior High students may enter through their assigned door and go directly to the second floor.

TELEPHONE

There are phones in the general office and each classroom that students are permitted to use at appropriate times, upon request and when granted permission. Use of a cellular phone is prohibited during class time. Parents providing students with cell phones for emergency use are asked to remind their child that the cell phone is to be kept in their locker (and in backpacks for elementary students) until noon hour or after school. Previous arrangements with parents regarding the various after-school activities will minimize student phone use. Students should be reminded to make arrangements to "stay and play" or "go over to a friend's house" in advance as the school telephone is not available for this purpose. We expect students to be responsible about remembering to bring to school homework, lunches, and field trip forms. Student phone calls are permitted, if necessary, at recess or lunch breaks

VANDALISM

We request the support of all community residents in reporting any acts of a suspicious nature or vandalism. If you see someone on the roof of the school, throwing objects at windows or doors, destroying shrubbery or equipment, or committing any other acts of vandalism or of a suspicious nature, please call the Edmonton City Police Dispatcher at 780.423.4567. Give the name Michael Strembitsky School at 4110 Savaryn Drive, and a brief description of what is happening. Edmonton Public Schools officials will prosecute offenders. If further information on the school security program is desired, please call the security supervisor at 780.429.8295. Our school is protected by an alarm system. However this does not negate reporting vandalism procedures. Vandalism costs taxpayers large sums of money every year.

VENDING MACHINES

Michael Strembitsky School will have several vending machines located on the second floor. All of the vending machines are stocked with "healthy" drink and snack choices that adhere to the district's Healthy Foods policy. Drinks and food items vary in price. Only students in **grades 7 – 9** may use vending machines at recess and lunch breaks.

VOLUNTEERS AND VISITORS

Visitors, whether they are parents, guests, or people on official school business, are welcome in our school. However, the safety of the school's students and staff is paramount. Thus, in keeping with Board policy FBCE.AR, we require the registration of all volunteers in our school. Volunteers must complete a Volunteer Registration Form which is available in the main office or from your child's teacher. All volunteer coaches, volunteer chaperones of overnight field trips and volunteer drivers who transport students require a police records check. Please see Mrs. Grzech in the business office to obtain the required forms. You will also need to provide copies of the proper identification for the police check. Where information contained in a police certificate suggests conduct that brings into question the

suitability of the individual to volunteer in a school, the individual may not be allowed to volunteer. **We ask that all visitors sign in at the office and receive a visitor pass prior to going anywhere else in the school.**

Michael Strembitsky School values the contributions of our parent group and parent volunteers. Together we work to promote the well-being and effectiveness of our students and programs. We value any contribution you are able to make. Volunteering in our school is one way for parents to show their children that they value their education.