

JOHN A. MCDOUGALL SCHOOL

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This is my agenda

It is a tool used for: recording homework
Tracking achievement
Communicating between school and home

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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John A. McDougall School



EDMONTON PUBLIC SCHOOLS

Vision, Mission, Values and Priorities

VISION

Transforming the learners of today into the leaders of tomorrow

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 2014-2018

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.

JOHN A. MCDOUGALL SCHOOL

Welcome and congratulations for choosing to be part of John A. McDougall School!

We believe education is a responsibility shared between students, staff, parents and the community, and that by working together, children will be successful in school and in life. This handbook will provide information about John A. McDougall School, our expectations and about school life in general. (Please take time to read this booklet and keep it for future reference.)

We look forward to the coming year, and to helping all students have a successful year of learning. If you have any questions or concerns, now or throughout the school year, please do not hesitate to call the school.

JOHN A MCDOUGALL SCHOOL VISION STATEMENT

John A. McDougall School is a culturally diverse community with tremendous courage and desire for growth. In an environment of safety and caring, we work together to ensure success for all students. At John A. McDougall, we practice the 3Rs (Respect for self, Respect for others and Responsibility for all actions). We celebrate and recognize students showing citizenship attributes weekly and at our monthly assemblies.

John A. McDougall School Programs and Organization

At John A. McDougall we offer a comprehensive literacy model through quality classroom literacy instruction and multi-tiered literacy intervention at all grade levels. Our programming focus is on literacy (K-6 Balanced Approach to Literacy; Lucy Calkin's Readers' and Writers' Workshops; Kindergarten LLI; RR; LLI; MYLI) and numeracy. We offer full day Kindergarten; half day Early Learning Program; smartboard technology in all classrooms; 2 portable chromebook labs; library as a vibrant learning resources center and leadership opportunities for all students.. Every year, our students participate in different Inquiring Minds School Programs such as University School, Museum School, City Hall School, Green School and Active Living School. We also offer various after school programs.

City Centre Education Partnership CCEP Mission Statement

- Students will complete high school.
- Students in the City Centre will receive excellent education with enriched environments and experiences.
- Equality of opportunity requires INEQUALITY of resources.
- Strong relationships and partnerships are the foundation of our success

The City Centre Education Partnership (CCEP) is an innovative educational partnership that allows four city centre schools (John A. McDougall, Delton, Norwood and Spruce Avenue) to collaborate and combine resources in order to provide high quality teaching and learning and cutting edge research based literacy instruction. Our focus is on improving student achievement and ensuring all children and youth get the support and the resources they need to meet their full potential. To do this we need parents and community partners to share their energy, their ideas and their inspiration.

Partners for Kids- PFK

John A. McDougall is a Partners for Kids School (PFK) providing services and supports for families and children to enhance their opportunities for school success. As a result we are able to offer in school

mentoring and quality after school programs, an on site Family Therapist and a Roots and Wings Worker, School Lunch Program, snack program, an on-site Capital Health nurse and Dental treatment at the UOA Dental Clinic.

JOHN A MCDOUGALL SCHOOL INSTRUCTION FOCUS

A school-wide collaborative effort to have all John A. McDougall students demonstrate measurable growth in literacy by implementing best practices in a literacy balanced environment as measured by interim school-based assessments, district Highest Level of Achievement Tests and Provincial Achievement Tests.

STUDENT CONDUCT AND BEHAVIOR

It is expected that students at John A. McDougall School will act as people of character who exhibit the following virtues in all aspects of school life. It is important to note that students' behavioral expectations extend to any situation on or off school property and affect the school reputation.

The character virtues are:

Courage - the act of stopping people from hurting themselves and others (i.e.: telling staff about the presence of bullying)

Diligence - The act of beginning a task, then working without distraction, until it has been successfully completed.

Empathy - the act of putting oneself in the place of a person who is suffering or has suffered a loss or setback.

Forgiveness - the act of bearing no malice to someone who has, intentionally or unintentionally hurt them, physically or emotionally.

Generosity - the act of rationally helping others. (i.e.: welcoming new students, substitute teachers)

Honesty - the act of presenting the facts without distortion.

Justice - the act of making decisions and solving problems where everyone involved wins.

Responsibility - the act of carrying our prescribed roles and duties (being a good student) with minimal supervision.

Respect - the act of showing courtesy through both words and actions.

Trust - the act of being dependable.

Throughout the year, students at John A. McDougall School will be rewarded for earning the 3 R tickets;

- Respect for self
- Respect others
- Responsibility for all actions.

AGENDA BOOKS

All students will be given a free student agenda which will serve as a day-timer, homework book and communication book. Students are expected to bring it to school every day and parents are asked to read and initial each day's entry. Notes to the teacher may be written directly in the book. Teachers check the agenda books daily. Students who lose their agenda books will be expected to purchase another at a cost of \$5.00 each.

ASSIGNMENTS and HOMEWORK

It is our expectation that each student will arrive for school prepared to succeed. This includes coming with the necessary materials and having assignments completed. While many of the students complete their work during class time, some work may be assigned for completion at home. Students in Division II

will find homework assigned on a more regular basis than the younger children. In addition to work assigned by teachers, here are some other examples of work students can do at home to support their learning at school:

- read every day
- listen to someone else read aloud
- watch the news on television (particularly important for students in grades 4 to 6)
- study spelling words
- practice handwriting
- keep a daily journal
- make a scrapbook about a favorite topic
- practice basic math facts
- study an atlas or world map
- collect factual information about Canada
- review notes and assignments to refresh your memory
- read ahead in your textbooks

ATTENDANCE

Success in school is directly related to regular and punctual school attendance. All students are expected to attend everyday the school is open and to report on time. When students are absent from school for any reason, we ask parents to telephone the office to let us know. If a student is absent because of illness for 3 or more consecutive days, a medical note is required. It is important for students who arrive after the assembly bells in the morning or in the afternoon to report to the office for a late slip.

Attendance Checks

If a parent or guardian does not call to report an absence a John A. McDougall staff member will contact the home of students who are absent. The attendance check program ensures that students reach school safely and keeps both the home and school informed when an absence occurs

DRESSING FOR THE WEATHER

Except in inclement weather, students are expected to remain outside for recesses. Please make sure that your child dresses for the weather.

EARLY LEARNING PROGRAM

This is a half-day program taught by a certified teacher for children 3 ½ - 4 ½ years old and who will be entering Kindergarten the following school year.

EDMONTON SCHOOL LUNCH PROGRAM

Every child from Kindergarten to Grade 6 can register for the lunch program. Families are asked to contribute to the cost of the meals by paying the monthly cost listed on the menu or as much as they can afford. The lunch program payments are done through an anonymous double envelope system. Registration can be done anytime throughout the school year. Each lunch is made up of one serving from each of the four food groups. This provides approximately one third of a child's daily nutritional requirements. Substitutes are not given if you child has allergies, religious beliefs, DISLIKES, or special needs. "A FULL TUMMY IS GOOD TO THINK ON"

EXTRA-CURRICULAR ACTIVITIES

Students at John A. McDougall School have many opportunities to become involved in extra-curricular activities. These may include participation in sports, music, library clubs or leadership. We encourage all students to participate.

FIELD TRIPS

Permission forms are sent home with your child when there is a fieldtrip. For your child to attend the fieldtrip, the form must be signed and returned to the school. No verbal permission will be accepted. Parents are asked to give a minimum of \$5.00 to help cover the cost of bussing.

FIRE DRILLS

Fire drills are conducted at random times throughout the year. All students must be prepared to leave quickly, quietly, and in an orderly fashion when the fire bell rings. Because the fire alarms, for real or drill purposes, may sound at any time including times when it is wet or snowy outside, shoes must be worn at all times.

HOURS of OPERATION

The front door is open by 8:00 each school day. Other school doors are locked and only opened by teachers to let classes in. Students should arrive at school just before the first bell at 8:39 a.m. A second bell will ring at 8:41 a.m. for morning classes and at 12:30 p.m. for afternoon classes. Students arriving after the second bell will require a late slip from the office.

Staff are assigned to outdoor and hall supervision 15 minutes prior to the morning bell, during recesses, the lunch hour, and up to 15 minutes bus supervision after school.

Except in inclement weather, students are expected to remain outside until the first bell rings. On bad weather days, students will be allowed in to their entrance for short periods to warm up and then go back out.

KINDERGARTEN

Children turning five years old before March 1st. are eligible to register for kindergarten. New students should provide proof of legal name, birth date and immunization records. Please note that we offer a full day kindergarten program. Kindergarten children may also register for the Edmonton School Lunch Program. There are no Kindergarten fees at John A. McDougall School.

LUNCH BREAK

- All students staying at school for lunch must eat either in the lunch room or in a supervised classroom.
- From 12:05- 12:30 students must be outside, or inside at a supervised activity.

LUNCH TIME BEHAVIOUR

Rules and expectations for the lunch hour are as followed:

- Remember to show respect to the lunchroom supervisors and to follow their instructions.
- Students in the lunch program are asked to line up and wait politely to be served, and then carry their tray carefully to the table.
- Remain seated while eating, and use your best manners.
- Use a quiet voice.
- Do not leave the lunch room unless you have permission from a lunch room supervisor.
- Remember to clean up your area before being dismissed from the lunch room.
- Bring your outdoor clothing to the lunchroom.
- When dismissed from the lunch room, go outside or to a supervised activity.

NUTRITIOUS SNACK PROGRAM

The Edmonton City Centre Church Corporation is once more providing funding for a nutritious snack for

all students. The purpose of this program is to provide a nutritious morning snack to children from Kindergarten to grade 6.

NEWSLETTERS

Monthly school newsletters will be sent home on the First Friday of the month informing parents of school activities, accomplishments and items of interest. Please take the time to read these newsletters with your child.

PARENT INVOLVEMENT

Parent helpers are needed in many areas at John A. McDougall. If you have time to work with children, read to children, help in the library, prepare food for the snack program, or act as a chaperone on field trips, please contact your child's teacher.

The Parent Advisory Committee is a group of parents, school staff, and community members who work together to promote the well-being and effectiveness of the entire school community. It is important for parents to be involved in the policies and decisions that affect their children, and the Parent Advisory Committee is one way to be involved. Together, we make education everyone's business!

PERSONAL BELONGINGS

If your child brings money to school, it should be given to the teacher for safe-keeping. Children who wear a key chain around the neck should tuck it under their clothing for personal safety. Please make sure to put your child's name on all of their belongings.

REPORTING STUDENT PROGRESS

There are three formal reporting periods in the school term. Report cards provide important information regarding your child's achievement, attitudes, behaviour and attendance.

Conferences between parents and teachers regarding any aspect of your child's schooling can be arranged at any time throughout the school year; you do not need to wait until formal reporting periods. At John A. McDougall School we believe that the home and school are partners in education.

RESPECTFUL LEARNING & WORKING ENVIRONMENTS

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

SCHOOL LIBRARY

The school library is our centre of discovery and learning. It is also a place where students are encouraged to read, share, discuss, research, write, view, listen, discover, explore and express their joy of learning. In general, students may borrow three books for a period of up to two weeks. However, students may make other arrangements with library staff to meet their individual learning needs. Students are encouraged to exchange books more often if they wish. The library is considered a part of every classroom at John A. McDougall School. It is open during regular school hours.

SCHOOL ORGANIZATION

Educational experience and research indicates that students are most successful when they receive instruction with other students their own age. Therefore, organization for student learning at John A. McDougall School is based on age appropriate placement.

SCHOOL SUPPLIES

Parents are asked to provide a pair of indoor shoes and a pair of outdoor shoes. Students must change to indoor shoes when they enter the school. These may be their gym shoes, which must be kept at the school. Please mark all shoes, boots and backpacks with the student's name using a permanent marker.

John A. McDougall School is part of the City Centre Education Partnership. CCEP provides the students in our school with the BASIC school supplies needed. Parents wishing their children to have extras (markers, pencil crayons, etc.) must provide them on their own. Most classrooms will have a set of supplies that can be shared in the classroom.

SMOKING

Edmonton Public School property has been designated a tobacco free area for students, staff, parents and members of the public.

TELEPHONES

A telephone is available in the office for students to use for emergencies only. Students must ask office staff for permission to use the phone. Students will not be permitted to use the phone during class time unless a teacher has requested it.

For the safety and well being of your child the rule at John A. McDougall School is that all students are expected to go straight home after school.

Different arrangements for after school activities need to be discussed with parents the day before and a note from the parent brought to the classroom teacher. Without a permission note your child will be expected to walk home or get on the bus immediately after dismissal. The telephone is for emergency situations only. Your child will not be permitted to call and make alternative arrangements such as visiting friends.

Policy for Cell Phones and Electronic Devices at School

It is now common for students to carry cell phones, iPods and other electronic devices to school. We recognize that for some families a phone is important for communication between students and parents/caregivers before and after school. However, we are finding that cell phones can be a source of disruption in the classroom, a safety concern on the playground and a cause for social difficulties, especially amongst older children. While students can carry cell phones to school, we ask that parents support our efforts for appropriate use by adhering to the following guidelines:

- **Do not allow your child to carry a cell phone to school unless it is necessary for before and after school student/parent communication.**
- Cell phones at school must be turned off and kept in zipped backpacks. Students may not use cell phones in classrooms, hallways or on the playground during the school day. Cell phones can only be used outside of our building and outside of school hours.
- The school office phone and the classroom phone are available during the day if it is necessary for parents to call in or students to call out with permission from the classroom teacher.
- Cell phones are often equipped with cameras. Students may not take pictures at school. In order to satisfy legal requirements around the protection of privacy, photography at school is

allowed only for school purposes and with the permission of a staff member. Permitted photos can only be used with parental consent.

- **The school takes no responsibility for loss or damage to cell phones, iPods and any other electronic device. Parents send cell phones to school at their own risk.**

Students who do not follow the above guidelines will be subject to the following progressive discipline procedures:

- First offense - the cell phone will be confiscated and sent to the office. Parents will be called to pick up the cell phone.
- Second offense - the cell phone will be confiscated. Parent will be called to meet with the principal.
- Third offense - the cell phone will be confiscated and student will lose permission to bring the cell phone to school.
- Subsequent Offense(s) - (defiance) - Additional parent contact and more severe disciplinary action -including but not limited to suspension.

Reminders

Late Arrivals

Students are expected to arrive at school on time and to enter by their designated door. This is the responsibility of the child(ren) and parents. The morning entry bell rings at 8:39 am and the afternoon bell rings at 12:30 pm. Students are expected to line-up outside at these times. Students should only use the front entrance if they arrive or leave school outside of regular entry and dismissal times. Children arriving late must check-in at the office to be admitted prior to entering the classroom. Students arriving late without their late slip will need to return to the office to be admitted

Lunchroom

Eating lunch at school is a privilege whether a child is in the hot lunch program or bringing their lunch from home. Appropriate lunch behavior is expected from all students. Students are expected to conduct themselves as if they were eating in a restaurant setting.

- Stay seated
- Use inside voices
- Clean up
- Wait patiently to be dismissed

Buses

Many of our students have bus transportation provided by the Board and are expected to obey the bus driver at all times and to conduct themselves properly to ensure the safety of all passengers. We are committed to making safety the top priority for children coming to/leaving school. It is imperative that students follow routines and meet all expectations related to safe arrival and departure. Students who do not follow bus rules may lose their bus privileges and be suspended from riding the bus.

Students will:

- Be seated promptly
- Remain seated for the duration of the ride
- Keep voices quiet and speak to the person seated next to you
- Keep aisles clear of school bags and feet
- Line up quickly and quietly when loading the buses at dismissal time

We ask that you do not park your car where it will interfere with the school buses at any time particularly in the winter, with dangerous road conditions and with snow banks interfering with visibility.

It is essential to keep the 107th Street Bus Zone clear particularly during drop off and dismissal times.

Incllement Weather

Students are expected to dress for the weather and will go outside at recess and at lunch unless conditions are extreme. During these extreme conditions, students will be permitted to enter the school at 8:30 am and will be supervised until the entry bell at 8:39 am. When the temperature drops below -23 degrees, students will have indoor recess

Lost and Found

The Lost and Found is located in the school's main hallway by the office. We also have another Lost and Found box outside the kindergarten area on the second floor. We encourage parents and students to look through the bins and take their lost items home. Items of value should be turned in at the office. Please label all of your child's belongings carefully. Any personal belongings brought to school are the child's own responsibility. We encourage children to leave expensive and valuable items at home to prevent possible loss. We donate all remaining items to charity throughout the year.

Punctuality

All students are encouraged to arrive to school on time and ready to learn. Please ensure that your child is outside in the schoolyard ready to line up with their classmates before the bell rings at 8:39 am and again at 12:30 pm. Students arriving late must report to the office to check-in before entering their classroom.