



*Shamrock*



# Welcome to Shamrock School

2016/17 School Year  
@shamrockLRSD

# Welcome from Administration

Dear Families and Students:

Welcome to Shamrock School within the Louis Riel School Division. The school's administrative team and staff are eager to build on student success and are excited about the new opportunities that await us this year. *The 2016-2017 Parent and Student Handbook* is designed to guide you and your child through this exciting time. We encourage you to read this handbook thoroughly and to discuss topics with your child.

*The Parent and Student Handbook* includes contact information for the school's leadership team, general information about provincial curriculum and instructional design, and specific school procedures and guidelines.

Should you have a question that is not answered within these pages, please feel free to contact Rick Haley, Shelly Hopper, or your child's teacher.

At Shamrock School, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Regards,

Rick Haley

Shelly Hopper

Principal

Vice Principal



# Mission Statement

- Shamrock School is committed to creating an inclusive community where successful student learning within a safe and respectful environment is the focus for all.
- Louis Riel School Division Priorities
  - Shamrock School programs and learning activities support and promote the three divisional priorities of:
    - Academic Achievement
    - Engagement
    - Citizenship

# Who's Who

## Administration & Student Services

- ❖ Principal – Mr. Haley
- ❖ Vice Principal – Ms. Hopper
- ❖ Student Support Services Teachers
  - ❖ Ms. Hopper – K
  - ❖ Mrs. Wilson – Gr. 1-4
  - ❖ Mr. Weidenbacher – Gr. 5-8

## Specialist Teachers

- ❖ Music Education Teachers
  - ❖ Mrs. Tole-Henderson – General Music | K-5
  - ❖ Mrs. Meunier – Band Gr. 6-8
  - ❖ Mr. Barron – Guitar Gr. 6-8
- ❖ Physical Education Teachers
  - ❖ Mr. Cutrone
  - ❖ Mrs. Colfer
- ❖ Teacher Librarian – Mrs. Fache
- ❖ Skills for Living Program Teachers
  - ❖ Ms. Farrant
  - ❖ Mrs. Wright
  - ❖ Mr. Steingart



# Who's Who

## Early Years Multi Level Teaching Team

- ❖ Kinder Room 1 – Mr. Gowing
- ❖ Gr 1/2 Room 10 – Mrs. Wilson/ Ms. Tanchak
- ❖ Gr 1/2 Room 11 – Ms. Petras/ Mrs. Kremski
- ❖ Gr 1/2 Room 12 – Mrs. Allard-Li
- ❖ Gr 1/2 Room 14 – Mrs. Rudnicki
- ❖ Gr 3/4 Room 17 – Mrs. Weisensel
- ❖ Gr 3/4 Room 15 – Mrs. Naherniak
- ❖ Gr 3/4 Room 16 – Ms. Guttormson
- ❖ Gr 3/4 Room 18 – Ms. Farkas

## Middle Years Multi Level Teaching Team

- ❖ Gr 5/6 Room 22 –Mrs. Weber
- ❖ Gr 5/6 Room 23 – Mr. Figsby
- ❖ Gr 5/6 Room 24 – Mrs. Silman
- ❖ Gr 5/6 Room 26 – Mrs. Payne
- ❖ Gr 7/8 Room 30 – Mr. Gowriluk
- ❖ Gr 7/8 Room 31 – Mr. Wood
- ❖ Gr 7/8 Room 32 – Ms. Friesen
- ❖ Gr 7/8 Room 33 – Ms. Karalash

# Daily Schedule

- 8:35 a.m. School Entry Bell
- 8:45 a.m. Start of Classes Bell & Announcements
- 10:15 - 10:30 a.m. Morning Recess
- 11:30 a.m. Lunch Hour Bell
- 12:25 p.m. Afternoon Bell
- 12:30 p.m. Start of Classes
- 2:00 - 2:15 p.m. Afternoon Recess
- 3:18 p.m. Dismissal Bell



# Educational Programming

Shamrock School offers a balanced program of academics and extracurricular activities which aim at helping all students to develop self-awareness and a love of learning. The philosophy is child centered, offering a challenging yet supportive learning environment.

Students in Kindergarten through Grade 4 follow an “early years multi-level” curricular approach. At the heart of this philosophy is a commitment to structured inquiry and subject integrated approaches as an ideal vehicle for learning.

Students in Grade 5/6 and grade 7/8 follow a “middle years multi-level” approach with more subject specialization taught by teachers.

Through a program based on Manitoba Education curriculum and by implementing inquiry processes in our classrooms, we enable children to gain skills and to view their world with understanding, sensitivity and fairness. We want our students to develop knowledge and skills, the ability to solve problems and recognize the need, value and appropriateness of sharing and co-operation as world citizens, valuing our differences and our similarities as human beings. For more information you can visit Manitoba Education & Advanced learning:

<http://www.edu.gov.mb.ca/k12/cur/index.html>

<http://www.edu.gov.mb.ca/k12/docs/support/multilevel/chap1.pdf>

<http://www.edu.gov.mb.ca/k12/mychild/index.html>

# Literacy Curricular Information

The language of instruction at Shamrock School is English. Children have daily opportunities to develop listening, speaking, reading and writing skills. We offer a balanced literacy program that includes: guided reading when teachers teach specific reading skills and strategies; independent reading when children develop reading stamina by engaging with books at their independent reading level; reading aloud; and shared reading when students develop comprehension skills through book discussions. Independent reading time is an important part of each grade as are home reading programs. Progress is carefully monitored and is dependent upon individual strengths and targets.

<http://www.edu.gov.mb.ca/k12/cur/ela/index.html>

The development of writing skills is integrated into the units of inquiry or themes wherever possible. Children write daily for a variety of purposes. The writing engagements include: interactive writing, when children and teachers develop a text collaboratively; shared writing when the teacher models different writing genres; guided writing when the teacher teaches specific skills and strategies; and independent writing. Opportunities are provided for developing ideas through brainstorming with peers, writing rough drafts, editing, revising and publishing or sharing final copies. Students learn from an early age that writing serves a communicative and expressive purpose. Grammar, punctuation and spelling are taught to all ages as appropriate, frequently using students' writing as a starting point.



# Numeracy Curricular Information

## Instruction in Numeracy

Children are taught mathematics by their homeroom teachers in K- 6. A more specialized approach of teacher delivery in mathematics is offered at the grade 7/8 level. The school expects all students to become fluent users of the language of mathematics and to be able to recognize, understand and apply numeracy concepts and processes. Specific learning outcomes in mathematics for each grade level and in each mathematical strand number, shape and space, patterns and function, data handling and measurement, are available on the Manitoba and Advanced Learning Education website.

<http://www.edu.gov.mb.ca/k12/cur/math/index.html>

## Numeracy Strategies

Whenever possible, students apply their mathematical understanding to solve problems within the units of inquiry. Learning in this area is supported by manipulatives, online practice sites such as Reflex Math, and Manitoba curriculum supported resources. While appreciating that different techniques will be chosen by individual teachers, all teachers in our school aspire to promote inquiry through the following strategies:

- Active, hands-on learning
- Conceptual learning that leads to understanding along with the acquisition of facts
- Meaningful, relevant learning experiences
- Interaction between students and teachers
- Co-operative learning

# Balanced Curriculum

## Specialist Classes

At Shamrock School we believe that children learn through a variety of experiences and disciplines. In order to provide a balanced curriculum the following specialist classes form part of our learning schedule.

- Visual Arts for K - 8
- General Music for K - 5
- Band Program Grades 6 - 8
- Guitar Program 6 - 8
- Physical Education & Health for K - 8
- ICT (Information and Communication Technology) and Library are integrated into the curriculum and students access the resources in these areas on a regular basis
- Exposure French for K - 3
- Basic French for Grades 4 - 8
- Practical Arts Program for Grade 7/8

## Learning Support

Student Support Services provides academic, social, emotional and/or behavioural support to students either directly or through a collaborative and consultative process with classroom teachers.

The Student Support Services Team (SSST), which includes the Student Services Teacher, Classroom Teacher, and the Principal and/or Vice Principal, meets with parents to evaluate all information and to create an individualized or adapted learning plan for the child.



# Balanced Curriculum

## **ICT** Information Communication Technology

- At Shamrock School, we integrate the use of technology into the curriculum. Technology integration helps students understand concepts and show what they have learned. We have a range of resources including three portable labs of laptop computers, I-pads for each grade band, digital cameras, microscopes and other devices.
- All Shamrock students sign and follow the guidelines of our Acceptable Use Agreement regarding the use of Information Communication Technology.

## **Personal Devices** - Smart Phones, I-pods

- Students in the upper grades who bring personal devices to school should leave them with their homeroom teacher, or in their lockers. They may use the personal devices during the school day for educational purposes if directed and monitored by their teacher.
- Students may use the Shamrock School office telephone if they need to contact a parent.
- The school cannot be responsible for the loss or damage of personal devices.

# Balanced Curriculum

## Field Trips

- Periodically throughout the school year children take field trips into our surrounding community. These trips range from attending a play to visiting museums. They are connected to curriculum and offer valuable learning experiences.
- Some field trips require a fee and/or cost to cover entrance/admission and/or transportation.
- You will be sent a field trip permission form each time with all relevant information.

## Presentations/Assemblies

- Varied guest presenters/artists and/or workshops add even more relevance and meaning to student learning. Throughout the year many very engaging presentations and workshops are scheduled to support deeper learning.
- Gathering together as an entire school for an assembly on a regular basis is a tradition at Shamrock school. At assemblies we sing songs, celebrate learning, honour and participate in celebrations and enjoy student performances. We appreciate parent support and participation in these events.



# Extra Curricular Activities

## Athletics

- Shamrock School offers a range of athletic activities beyond the regular physical education curriculum
  - Marathon Club Grade 1-8
  - Intramurals Grade 7/8
  - Interschool Sports Grade 7/8
  - Volleyball & Basketball Club – Grade 5/6
  - Badminton Club

## Additional Activities

- Many other activities occur during the course of the year including:
  - Knitting Club
  - Crafts Club
  - Gourd Painting Club
  - Choral
  - Dance Club

# Reporting and Conferences

- Reporting to parents takes many forms. Open and ongoing two-way communication is crucial for developing and sustaining an educational partnership.
- Written provincial reports on student progress are sent home three times a year; November, March and at the end of the school year in June.
- Three conferences are held during the school year, one in September at the very start of the school year which is an opportunity for the teacher and parents to exchange information, another in November and the last one in March when the conferences include students sharing evidence of their learning.
- Throughout the school year, teachers and administrators will make additional contact if academic, emotional or behavioral concerns develop.
- Parents are encouraged to contact their child's classroom teacher at any time during the school year if they have questions or concerns!



# Code of Conduct

- Shamrock School has a defined set of aligned expectations for monitoring and supporting positive student behaviour. The aim of our conduct guideline is to help students take ownership for any problems and develop responsibility to change behaviors or choices that are unsafe.
- The core principles that guide our behavior expectations are:
  - Students have a right to learn in a safe and secure environment and the schools' responsibility is to uphold this right.
  - Students act in good conscience, honestly and with integrity.
  - Students value excellence in the pursuit of knowledge; be it academic, social or sporting.
  - Students are loyal to the school and supportive of its mission and belief statements.
  - Students support human diversity and work to build unity within that diversity to create a harmonious community.

# School Fees

- Instructional materials for all children are purchased each school year by the school. As such, cheques should be made payable to Shamrock School. If at all possible, we ask that fees be paid during the first week of school. Should you require special arrangements for payment, please don't hesitate to contact the school office.

General Supplies /Instructional Materials - \$40.00

- Lunch supervision is an accommodation that Shamrock School provides for Grade 1-8 students through the hiring of Lunch Supervisors. Students participating in supervised lunch must comply with the school's code of behaviour/conduct and other divisional policies.
  - Lunch Program Yearly Fee - \$100.00



# Attendance

- “Daily attendance is important for all students. Students who attend school regularly are more engaged in learning, have a greater sense of belonging in their communities, and are more likely to graduate.” (Manitoba Association of Parent Councils & Manitoba Education)

[http://www.edu.gov.mb.ca/k12/attendance/mapc\\_brochure\\_en.pdf](http://www.edu.gov.mb.ca/k12/attendance/mapc_brochure_en.pdf)

- Absences

If your child will be absent from school for any reason, please be sure to call the office (please see number below). We will then notify their teacher. It will be extremely important for you to report any contagious diseases to our receptionist.

In the event your child becomes sick during the day, we will contact you. In order to do so, it is critical that we have up-to-date phone numbers, email addresses and an emergency contact number. Please be sure to inform clerical staff when any changes are made to this information.

- Extended Absences – Vacations, Trips

Please advise the office clerical staff, as soon as possible, of any planned or exceptional circumstances that require your child to be absent from school for an extended period of time (3 consecutive days or more). A form indicating the specifics of the absence is required to be submitted to our office.

# Arrival & Dismissal Procedures

Please be sure to read the procedures carefully as the co-operation of everyone will support the essential need for safe and orderly arrivals and dismissals.

- Students should arrive at school between 8:15 and 8:35. There is no supervision provided until 8:15
- Classes begin at 8:45.
- Students are to enter and exit **at their assigned doors** in an orderly and safe fashion.
- Please be sure to communicate with your child's teacher any changes in dismissal routines. In an emergency, and for last minute change of plans, you may call the office and we will inform your child's teacher.
- Unless informed in writing or by phone, your child will follow normal procedures. Please also send a note to your child's teacher if your child is to be picked up by a person other than a parent.
- If your child arrives late or needs to leave early he/she is required to come to the office to complete sign or sign in procedures.
- Students who arrive late are to enter the front door and report to the office.



# Communication

- Any difficulties or concerns involving your child, curriculum, or other school programs should first be discussed with the teacher or teachers concerned. Teachers who work with your children are in the position to answer questions and to help resolve difficulties. The goal is to solve problems together and to develop open lines of communication.
- To see or speak to a teacher, please make an appointment via e-mail or phone call to the teacher.
- If you have any questions or concerns to be addressed to the Administration, please call the Office to make an appointment.
- Parents who are having concerns regarding their child's progress should not wait for formal reporting periods.

# Safety & Security

Here at Shamrock School we believe that learning is optimized in safe and welcoming places. As such we have the following standard safety practices in place:

- Students have been assigned doors for both entry and exit to and from the building. Staff welcome students from the assigned entrances into the building at the beginning of each school day, at recesses and at the start of the afternoon classes
- All visitors, including parents are asked to please check in to the office upon entry into the school.
- A clean and dry floor is important to the safety of everyone. Students and visitors are asked to remove wet or soiled outside foot wear at the entrances. Students require indoor footwear available to change into.
- Students should not arrive before 8:15 (unless bussed). Students should dress according to the weather and stay active as they will be expected to remain outdoors until the bell goes.
- All side and back doors will remain locked during the day. The parking lot door remains open in the morning until 8:50 and then is locked for the remainder of the day. The front doors will remain unlocked for parents and any students who arrive late.
- Students at Shamrock practice fire and lock down procedures on a regular basis. Marshaling areas are assigned for each class in the event of a fire alarm. If there is a need to keep our students outside for an extended period of time and we need protection from the elements, the students will go to JH Bruns Collegiate. LRSD Transportation will be notified to assist with transportation.
- Parents who pick-up and drop off their children at the drop- off zone, must respect proper procedure.



# Fire & Safety Drills

- As you may be aware each school must practice safety and fire drills throughout the year. These drills last approximately 15 minutes.
- A "Safety/Lock Down Drill" requires all students and staff members to remain in their classrooms for a specified period of time. Staff and students are briefed as to how this takes place. This drill helps to ensure the security of all students and staff in the building in the event of an in school emergency.
- A "Fire Drill" comprises of all students and staff exiting the building in a prescribed manner. The quietness, efficiency and the speed of leaving ensures that all arrive at designated attendance points safely. Our aim, as a first priority is to ensure the safety and security of all our students throughout this process. However it is possible that practice drills may leave some students feeling anxious. Please reassure your child or children of their safety and the necessity of these practices.
- Please take the time to explain that schools as well as businesses practice all types of emergency procedures so that everyone is well prepared and safe.
- Feel free to contact the school if you have any questions or would like more information regarding this matter.

# Drop Off / Pick Up Zone

- The bus lane off Shamrock Street area should never be used to drop off students.
- The "Drive Thru" area at the front of the school on Beaverhill Blvd has been designed for children to be dropped off safely at school and for the convenience of parents.
- To avoid traffic back up and to promote your child's use of the city side walk, please drive up to the end of the "drive thru" loop in front of the school to drop off and pick up your child. Please pay attention to the signage on Shamrock Blvd that restricts parking in the area required to be clear for safe entry and exit of school busses.
- Please pay attention to signage to parking restrictions on Beaverhill Blvd., in the Staff Parking Lot and the surrounding side streets.
- The Staff Parking lot is restricted to Shamrock Staff between 8:00 a.m. and 4:00 p.m. Monday to Friday. Please do not use the Shamrock Staff Parking lot for the pick-up and drop-off of children to and from school during these high traffic times. It is imperative that parent/guardian vehicles and children not be in the staff parking lot in order to help ensure everyone's safety, most importantly our children.
- Please pay attention to signage regarding speed limits surrounding the school i.e. 30km School Zone



# Dressing for School

At Shamrock School we come together to learn and grow. There are basic expectations of conduct and behaviour which reflect our values and attitudes towards a culture of learning and respect. As such, clothing for inside the school must provide appropriate coverage:

- body needs to be covered from shoulders to mid-thigh
- undergarments must not be showing
- language on clothing must be appropriate for a school environment.
- Indoor shoes are to be worn at all times
- Practical Arts classes require closed toe shoes and may require special safety equipment.

Recess times are a much valued time to get fresh air and to expend energy. Adequate and sufficient outdoor wear for the weather is required for each of our seasons.

# Cold Weather Information

Outdoor physical activity is essential to the well-being of all students, but their safety is paramount when inclement weather arises.

- Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches  $-27$  degrees Celsius, therefore it is essential that students are dressing appropriately for the weather outside. Please ensure your child is equipped with proper winter wear including jacket, snow pants, hat, mitts, boots, etc. They remain indoors when the windchill reaches  $-30$  degrees Celsius. During these times, students will also be invited to wait inside the school for the morning bell.
- When the temperature reaches  $-30$  degrees Celsius, students attending practical arts are encouraged to take public transportation to JH Bruns as well as Glenlawn to avoid the elements and frigid temperatures.
- Severe weather can also affect the safe operation of school buses. The LRSD Transportation department monitors windchill at 6:00 AM using environment Canada weather readings taken at the Winnipeg Richardson International Airport. At that time, if the windchill makes the temperature  $-45$  degrees Celsius or colder, a decision to cancel school bus transportation is sent to the media. This information can be found at CBC Radio One 990 AM and 89.3 FM and CJOB 680 AM, as well as on the divisional website and school Twitter account.



# Shamrock PAC

- All parents of students attending Shamrock school are automatically members of Shamrock PAC –Parent Advisory Council
- Shamrock PAC works to support student learning in partnership with students , school staff, trustees, and members of the Louis Riel School Division.
- Shamrock PAC meets monthly - 2<sup>nd</sup> Monday of each month
- Please contact the school for more information or check out shamrockpac on Facebook and follow on Twitter @shamrockpac

# Volunteers at Shamrock School

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and other community members can add enormous value to a student's learning opportunities and experiences. Our school protocol is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

- Please contact the school for more information as to how to get involved as a volunteer.