

# Sargent Park School

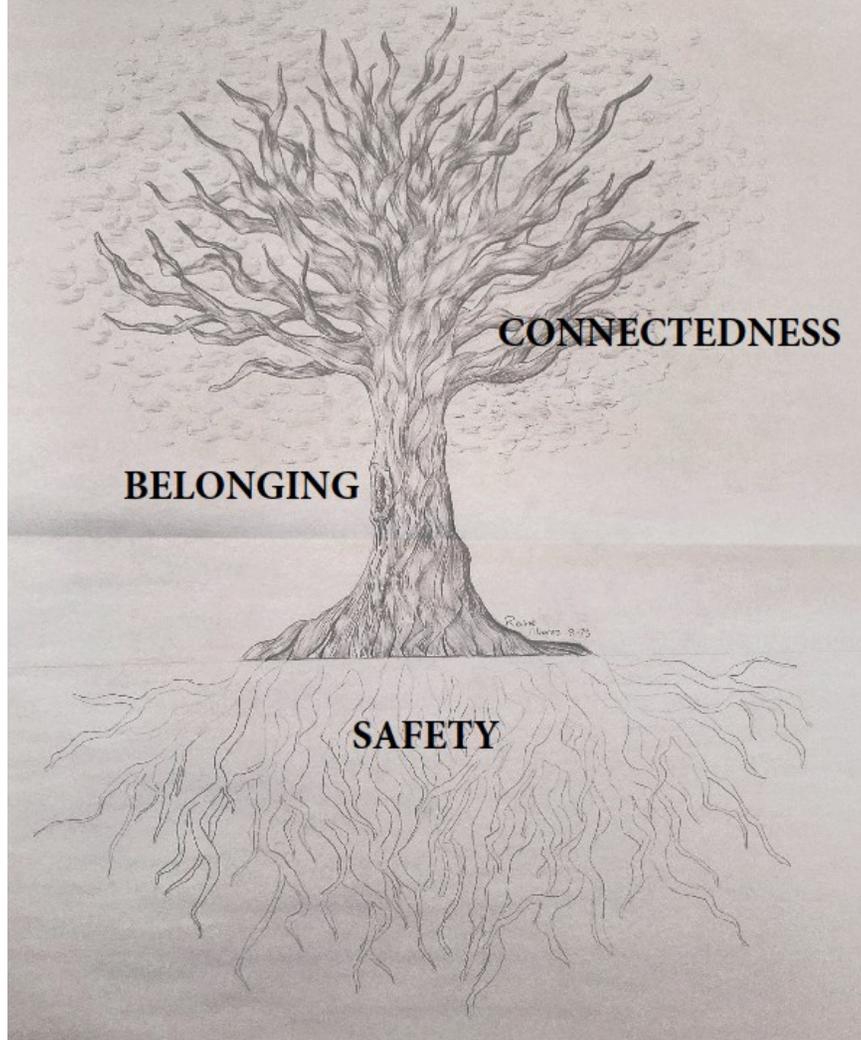
## Handbook



**2 Sargent Park Place  
Winnipeg, MB  
R3E 0V8  
Phone: 204-775-8985**



# SARGENT PARK SCHOOL WELLNESS TREE



### Safety (the roots)

At the very root of the tree the element of safety functions as the secure base and safe haven for an individual.

### Belonging (the trunk)

Within the trunk of the tree is the sense of belonging and feeling accepted for who you are. It is what we all have in common rather than what may separate us.

### Connectedness (the branches)

“Connection is the energy that is created between people when they feel seen, heard, and valued; when they can give and receive without judgement.” - B. Brown

**It is fundamental for a child to adapt and move with flexibility and fluidity across all three elements within the wellness tree.**



## Sargent Park Behaviour Pillars



SARGENT PARK SCHOOL

*be*

# RESPECTFUL

re·spect·ful • \ri-'spekt-fəl • *adjective*  
Showing you value others by treating them in a courteous and considerate way.

*be*

# RESPONSIBLE

re·spon·si·ble • \ri-'spän(t)-sə-bəl • *adjective*  
Making good decisions and caring for others.

*be*

# SAFE

safe • \sāf • *adjective*  
Keeping yourself and others free from risk, danger, harm or damage.

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Consequences are clearly identified for failure to meet the behavioural standards. Such behavioural action plans are documented, with copies provided to all concerned parties.

### FORMAL ADMINISTRATIVE PROCEDURES

Incidents will be documented and parents will be notified. In-school suspension is maintained until parents, administration, and appropriate staff have met. The student must commit to a written plan of action designed to modify the underlying behaviour. Behaviour will be monitored and documented over a period of time, after which a follow-up conference will take place. Under extreme cases the child will be suspended.

### SUSPENSION

Suspension from school is a serious consequence that is imposed subject to Board Policy and Procedures. See School Division Policies and Procedures.

### OUTSIDE AGENCIES

Whenever necessary, the appropriate outside agency will be notified. (Child and Family Services, Student Services, Police, Truancy Officer, etc.)

### EXPULSION

At the discretion of the Board of Trustees.

All students at Sargent Park School receive Internet Safety awareness. Students practice responsible use of technology systems, information, and software following the Winnipeg School Division Policy JFCBA - Appropriate use of Communication Devices and On-line Information. Students develop the understanding of the ethical, cultural, and societal issues related to technology.

The Internet Safety and Health classes include discussions on anti-bullying through Restorative Practices, Kids in The Know, Roots of Empathy, Skillstreaming, and Second Step Programs. Presentations, small group and whole class activities are used to review anti-bullying information and reinforce concepts and strategies for students. Additionally we offer further bullying prevention resources throughout our Safe and Caring school-based mental health initiatives, programs and strategies. Creating a safe school is a major focus and priority. (e.g. Speak Up program, Thrival Kits, Pink Day....)

Bullying physically, socially and or psychologically will not be tolerated. This includes: harassment, intimidation and or threats made verbally or through electronic media or social networks.

If parents would like to appeal disciplinary decisions, or if they have any questions or concerns, please speak to the person who gave the consequence. If not satisfied, please contact the principal, and if still not satisfied, contact the district superintendent.

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#### INFORMAL CONTACT

All concerned parties will meet with the student to reach an agreement regarding the student's behaviour.

#### STUDENT CONFERENCE

A conference will be held with the student, teacher, administrator and appropriate staff to develop a plan for changing the student's behaviour. Parents may be notified/involved.

#### PARENTAL/GUARDIAN INVOLVEMENT

The parent will be contacted to discuss the specific behaviour of the student and steps that must be undertaken to change the behaviour. The nature of contact could vary from a telephone conversation to a formal conference at the school involving the parent, student and school personnel.

#### DETENTION OF STUDENT

The student will be detained at the school according to Division policies and procedures (Elementary - maximum 20 minutes with parents/guardians notified; Jr. High - maximum 45 minutes with parents notified after 4:00 p.m.). If students have commitments, alternate arrangements will be made.

#### WITHDRAWAL FROM CLASSROOM SETTING

The student will be temporarily withdrawn from the classroom setting and relocated to a supervised alternate location.

#### IN SCHOOL SUSPENSION

The student will be withdrawn from a classroom setting to a supervised alternate location for half a day or more. Parents will be notified.

#### REMOVAL OF PRIVILEGES

Access to playground, lunchroom, canteen, vending machines, and participation in field trips, extra-curricular activities, and special events will be removed. The school will notify the parent when such privileges are removed. Access to the use of technology and online resources can be removed.

#### RESTITUTION

The student or parent may be required to compensate for damages incurred. Such restitution may be monetary in nature but could take alternate forms.

#### BEHAVIOURAL/PERFORMANCE CONTRACT

In some instances, the student will be required to meet specific behavioural standards. Such expectations are developed between the school, the parent, and the student.

# CODE OF CONDUCT

Behaviour	Student	Parent/ Guardian	School	Range of Consequences
<b>Substance Abuse</b>	Is prohibited from trafficking, possession and use of tobacco, alcohol, illicit drugs and solvents on school property or attending school under the influence.	Enforce the laws regarding possession and use of illegal substances.  Keep communication open with child and provide positive healthy role models.	Demonstrate positive health choices.  Provide appropriate role models and encourage positive health attitudes.  Provide clear outline or policy on substance abuse.	Seize materials  Withdraw student from situation  Parental involvement  Suspension  Outside agency  School Resource Officer - SRO
<b>Possession of a Weapon</b>  (any object designed or used to injure, threaten or intimidate another student or staff)	Shall not possess a weapon for any purpose.  Will not be tolerated on school property.	Discourage violence in the home, school and community.  Instill acceptable social values and respect for the law.  Be aware of school division policies. Support and endorse these policies.	Seize all objects meant to threaten, intimidate, or injure.	Withdraw student from situation  Parental involvement  Suspension  Expulsion  Outside agency  SRO Involvement
<b>Respect for Authority</b>	Recognize and accept the levels of authority within the school.	Encourage respect for the authority levels within the school.	Enforce school policies.	Formal administrative procedures
<b>Respect for Others</b>	Contribute to a safe, secure learning environment. Respect the rights of others. Intimidating gestures, words, actions that threaten the safety of another person will not be tolerated. Inappropriate language against race, religion, ethnic background, and gender will not be tolerated. Respect others online at all times.			Formal administrative procedures
<b>Respect for Property</b>	Encourage respect and responsibility for public and personal property. Encourage pride in the school.  Any physical, out of control aggression with intent to hurt and injure where a student does not respond to adult intervention will result in a visit to the office, an incident report filled out and parents contacted. If the principal/designate observes that a pupil of the school has been harmed as a result of the unacceptable conduct, the principal will, as soon as reasonably possible, notify the pupil's parent or guardian of the nature of the harm, the cause and steps taken to ensure the pupil's future safety. Administration will review the incident and decide on a consequence and inform both parents/guardians			

## WELCOME TO SARGENT PARK SCHOOL

2 Sargent Park Place  
Winnipeg, MB  
R3E 0V8

Phone: 204-775-8985 Fax: 204-786-5859

Website: <http://www.winnipeg.ca/schools/sargentpark>

Twitter: @SargentParkSchl

Dear Parents/Guardians and Students:

The purpose of this handbook is to provide you with pertinent information about the operation of our school. We would like to encourage you to review it as a family and use it as a quick reference throughout the school year. Additional information such as newsletters, specific reminders, and pertinent divisional information will also be distributed to students to keep you fully informed.

We believe in the partnership between home and school and we look forward to keeping these lines of communication open at all times of the year.

Sargent Park School Staff



**SARGENT PARK SCHOOL  
MISSION STATEMENT**

*Sargent Park School,  
in close partnership  
with its parents/guardians  
and community,  
provides a nurturing  
and active academic  
learning environment  
in which students become healthy,  
creative, life long learners  
and cooperative, responsible, global citizens.*



**CODE OF CONDUCT**

**Sargent Park Code of Behaviour, Responsibilities and Expectations**

Behaviour	Student	Parent/Guardian	School	Range of Consequences
Readiness	<p>Have all materials (books, homework, student organizer etc.) and assignments completed for active participation.</p> <p>Have supplies ready and be focused to learn in all classes.</p> <p>Be responsible for completion of missed assignments.</p>	<p>Prepare students for school and encourage a productive school day.</p> <p>Contribute to the overall well-being of the child.</p> <p>Remind students of the organizer (and supplies) to ensure proper use of it.</p> <p>Student Agendas</p>	<p>Assume the responsibility to deliver the program.</p> <p>Provide a clear outline of expectations and required materials.</p> <p>Keep accurate and appropriate records.</p>	<p>Informal contact</p> <p>Parental Involvement</p> <p>Withdrawal from classroom setting</p> <p>In-school suspension</p> <p>Student conference</p> <p>Removal of privileges</p> <p>Behaviour contract</p>
Attendance and Punctuality	<p>Attend school and classes regularly and punctually.</p> <p>Leave the school grounds promptly when dismissed.</p>	<p>Encourage and ensure regular, punctual attendance.</p> <p>Contact school by note or phone when the child will be absent.</p>	<p>Keep accurate records.</p> <p>Adhere to call back policy.</p> <p>Determine reasons for absence.</p> <p>Adhere to daily schedule.</p>	<p>Informal contact</p> <p>Parent interview</p> <p>Detention</p> <p>Outside agency</p>
Proper Dress	<p>Dress appropriately: (Examples of inappropriate clothes are gang-related clothing, offensive t- shirts, revealing clothing, hats, bandanas and hoods.)</p>	<p>Provide your child with appropriate and adequate seasonal clothing.</p>	<p>Provide appropriate role models.</p> <p>Clearly define appropriate dress for specific areas and activities such as Industrial Arts and Physical Education.</p>	<p>Informal contact</p> <p>Withdrawal from classroom setting</p> <p>Parental involvement</p> <p>Attendance Officer</p>
Internet and E-Mail	<p>Respect appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing materials that the school has determined to be objectionable.</p> <p>Respect others online at all times.</p>	<p>Remind students that access to computers, email, and the Internet is for educational purposes.</p> <p>Acceptable Use Policy JFCBA</p>	<p>Provide a clear outline of expectations and prohibited content.</p> <p>Acceptable Use Policy JFCBA</p>	<p>Withdrawal of computer privileges.</p> <p>Parental involvement.</p> <p>Suspension</p>

## A TYPICAL DAY AT SARGENT PARK SCHOOL

### SECURITY PROCEDURES

Sargent Park School and the Winnipeg School Division believe the safety and security of students and staff is a major priority. While schools cannot prevent a crisis situation from happening, they can be prepared to respond quickly, efficiently and appropriately. Knowing what to do in an emergency situation helps to ensure the safety of all students and staff.

Each year the school takes several precautions to help prepare students and staff for possible situations. Fire Drills are practiced in order to prepare students for a possible emergency. The school also prepares for security issues and also practices for possible emergency security situations with a lockdown procedure. Should security of the school be put into danger the school will implement a lockdown procedure. If this is required an announcement will be made stating:

**"Attention all staff and students, Attention all staff and students. Activate lockdown, Activate lockdown -NOW!"**

**When school is under a lockdown, parents/guardians should remain in the school until the all clear is given.**

In the event of a possible threat or safety issue outside of the school the school may implement a Hold and Secure procedure. If this is required an announcement will be made stating **"Attention all staff and students, Hold and Secure is in effect."**

**When school is under a hold and secure, all doors will be locked and hold and secure signs will be posted. Parents/Guardians should not leave the building or enter until signs are removed.**

It is important to be prepared for any possible emergency. Sargent Park strives to provide a safe and welcoming environment for our entire school community.

### SCHOOL BELLS

The morning bell rings at 8:50 a.m. Students begin classes at 9:00 a.m. Students are expected to use this time before the announcements to organize their books and supplies needed for the morning classes and to report to class in time for attendance.

Outside supervision for elementary students starts at 8:40 a.m. Please do not send children to school before this time unless they are expected in a supervised activity.

8:50 a.m.	Bell rings - Entry into school
9:00 a.m.	Announcements/Attendance
10:20-10:35/10:40 - 10:55 a.m.	Recess
11:45 - 12:40 p.m.	Jr/Sr high Lunch Break
12:00 - 12:55 p.m.	Elementary Lunch Break
2:05 - 2:20/2:25-2:40 p.m.	Recess
3:30 p.m.	School Dismissal for all Students

\*Bell times subject to change

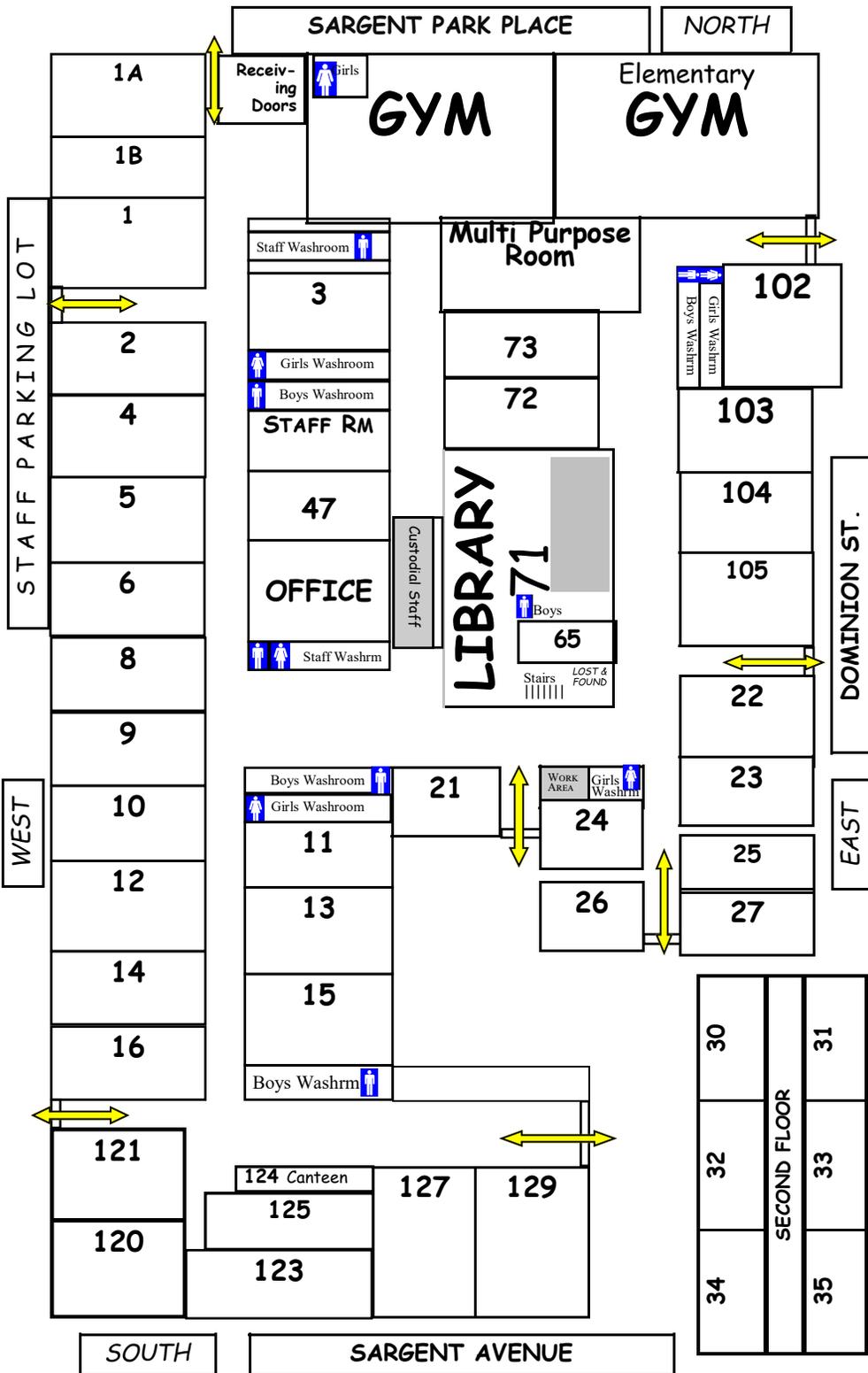
### 3:30 DISMISSAL

All students not involved in supervised extra-curricular activities must leave the school grounds promptly. Parents/guardians please ensure that there is a plan for your child in case there is nobody at home.

### CLASS CHANGES

Classes run on a 6-day cycle. Jr/Sr high students have 6 periods per day:

Period 1	9:00 - 9:55 a.m.
Period 2	9:55 - 10:50 a.m.
Period 3	10:50 - 11:45 a.m.
Period 4	12:45 - 1:40 p.m.
Period 5	1:40 - 2:35 p.m.
Period 6	2:35 - 3:30 p.m.



## SCHOOL SAFETY PLAN

Sargent Park has a detailed school Safety Plan that addresses different types of emergency and crisis situations. A copy is kept in the office for parental perusal.

### EMERGENCY EVACUATION

In the case of an emergency, students from Sargent Park School would be taken to Cindy Klassen Recreation Complex, at 999 Sargent Avenue phone 204-986-3923. Prince Charles ERC will be an alternate location if needed, 1075 Wellington Avenue phone 204-788-0203. If these sites are not available, the division will provide school buses to remove the students to a safe place. In the event of such an emergency, staff takes with them emergency contacts for all families. It is of the utmost importance that all families return the student description forms EVERY year to update all contact information (and inform the school throughout the year if information changes). In the event of an evacuation, information would be passed to the public through the school division communication officer.

### PHOTOS/VIDEOS

Reminder to Students, Parents, Guardians and Family members: To help our students stay safe please remember that publication of the photos and videos you take is restricted. We ask that you consider the privacy and safety of ALL students, and if publishing to your social media, use only those photos that feature your own children. We recognize that capturing these moments is rewarding for both your family and our school, but we must always remember the security of our children, especially those who are in protective care, when it comes to sharing their image on the internet. Thank you for your cooperation in this important matter.

### **ABSENCE REPORTING**

Parents are to enter absences in the Safe Arrival system. Call 1-855-278-4513 or download the app to your smart phone.

### **FUNDRAISING**

Sargent Park School raises funds to offer students an opportunity to participate in a wide range of activities. Fundraising benefits every student in the school in many different ways. We engage in fundraising to help students reduce the costs in the many activities that are not funded in whole or in part, by the school division. Funds are also used to support technology, performing arts, and athletic programming.

### **DRIVING CHILDREN TO SCHOOL**

The safety of your child(ren) is very important. Dropping off or picking up your child(ren) by vehicle on Dominion St. and Sargent Park Place is dangerous. We encourage you to arrange alternate locations.

Parents/Guardians are reminded that stopping on the east side of Dominion heading north is illegal, as well as being dangerous for your children. Parents/Guardians cannot use the driveway off Dominion Street at the receiving doors or the driveway that leads on to the school playground - this is where the school bus stops. The parking lot is for staff only and is not to be used as a drop off or pick up point. This is also a dangerous practice.

### **DRESS CODE**

When the warm weather arrives please ensure your children dress appropriately for school. It is impossible to make a complete list of all items that may be appropriate or not appropriate, therefore, we rely on you to help your children make good judgments. Clothing with offensive language, or exposed midriffs are a few examples of inappropriate school clothing. Hats are considered outside attire and are not to be worn in the school. Beach attire is also considered not appropriate for school.

### **LEARNING LIBRARY COMMONS**

Sargent Park Learning Library Commons understands that the heart of 21st century learning is the School Library. (2) Our school is committed to promoting a life-long learning of literacy amongst students and staff by providing a balance of literature, exploratory materials, and online resources. Our library's main priority is to be a Literacy Centre that allows students to connect to literacy in a meaningful way outside of the classroom. The library offers learning services and access to a wide range of materials and resources to support the development and practice of literacy skills. The library contributes to a love of reading and the development of a literate school culture. All classrooms from grades 1 through 9 access the library collection once a cycle. The Library Assistant program is the link between literacy and service learning. Students are trained in library procedures such as scanning materials and shelf reading.

The library serves as a vibrant open space where students and staff embrace learning and exploration. Our STEAM Makerspace area supports Inquiry-based learning opportunities which is open to all classrooms for Instant and Design Challenges. Makerspaces are collaborative spaces where students can create, tinker, invent and learn by making. STEAM learning is represented and enhanced in the areas of Science, Technology, Engineering, Arts, and Mathematics. The library space is also home to our latest creative area, our Lego Tree. Research has shown there are incredible benefits from playing with Lego. Students learn teamwork and apply their language and social skills when given a building challenge with Lego.

(2) eSchool News- Innovations in Educational Transformation, 2020

### **Innovation and Technology**

Sargent Park is equipped with computers, Chromebooks and iPads in most classrooms. Technology is infused into the everyday life of the school as well as introduces staff and students to innovative technologies. It strives to increase the Information and Communication Technology literacy of students and staff, so they are better able to acquire, evaluate, organize, synthesize, create, and communicate information. Students are supported in learning Digital Citizenship skills and accessing virtual resources in a safe, responsible, and respectful manner.

## GUIDANCE COUNSELLORS

Sargent Park School has a full time guidance counselor that is available to help students. Primary services of the school counsellor include the following responsive services:

- \* Academic Development
- \* Personal/Social Development
- \* Preventative Services
- \* Career Development

The program also consists of a variety of services and activities including individual and group counselling, consultation with parents/guardians, teachers, administration and other pertinent professionals, guidance curriculum instruction, information services, referral assistance to other agencies in the community, and student assessments.

The guidance counsellor considers the educational, social-emotional, and interpersonal dimensions relevant to the students' ability to succeed. In doing so, the guidance counsellor also seeks to help students with transitions from one grade to another, from one school to another, and through many significant decisions and events.

The guidance counsellor is committed to providing a safe and caring space for sharing. Students may stop by the counselling area within the school at any time. Parents/guardians and families are welcome to reach out at any time.

## CLINICAL SUPPORT SERVICES

The Clinical Support Services (C.S.S.) is a multidisciplinary educational support service that seeks to address the behavioural, social, emotional, and educational needs of students who are of concern to their teachers, parents, and/or health professionals in the community. Sargent Park School has access to a C.S.S. team that consists of a social worker, a speech/language pathologist, a reading specialist, an audiologist, a psychologist, and community workers. The members of the team work both independently and in collaboration with each other to provide service to Sargent Park School, its students and their families. Assistance from the C.S.S. team can be obtained by contacting the school at 204-775-8985 or by contacting the Clinical Support Services directly at 204-786-7841.



## GENERAL INFORMATION

### CANTEEN

The school offers a lunch hour canteen for students and staff. The canteen offers a variety of products. The canteen opens for Jr/Sr high students at 11:45 a.m.—12:00 and remains open for elementary students till 12:15 p.m.. Parents/guardians are reminded not to send an excess of money with students.

### JUNIOR/SENIOR HIGH LUNCH HOUR

Jr/Sr high students are dismissed for lunch at 11:45 a.m. They are expected to go home or to a location designated by their parents. Sargent Park School allows students to stay at school free of charge for lunch if they are involved in supervised activities or if they wish to use the Computer Lab.

Students who stay at school during the lunch hour are expected to be out of the hallways by 12:00 p.m. Students are to eat lunch in the gallery in the gym. At 12:15 p.m. students are expected to go outside if they are not involved in a supervised activity. Students eating lunch in the hallways or washrooms, not cooperating in the gallery or eating in unsupervised locations will be suspended from staying for lunch and using the canteen. Administration will set the length of suspension and parents will be notified.

### PICKING UP NURSERY - GRADE 3 STUDENTS

Parents/Guardians waiting for students to be dismissed are asked to wait by the door your child is assigned to exit by.

## PARENT TEACHER ASSOCIATION

Parents, teachers and administrators bring together ideas and energy at P.T.A. meetings. Information is exchanged, plans for school events are made, educational changes and school board policies are discussed. Parent concerns, educational workshops and fundraising activities are brought forward.

A dedicated combination of executive council members and other parents work and contribute to school and council sponsored events throughout the year. Such events are important in promoting school spirit, community involvement and fundraising for equipment and additional materials, resources and programs for students.

PARENTS ARE WELCOME TO JOIN THE COUNCIL AT ANY TIME DURING THE YEAR. FREE BABYSITTING IS PROVIDED FOR IN-PERSON MEETINGS.

### ELEMENTARY LUNCH PROGRAM (GRADES 1-6)

The P.T.A. runs a supervised lunch program for students in grades 1 - 6. Registration for the lunch program takes place in the spring and spaces fill up quickly. The lunch program offers a milk program. Being part of the lunch program is a privilege and students are expected to listen to the supervising adults and be on their best behaviour. There is a charge for attending the lunch program and the milk program. Lunch program registration forms are available in the school office.

### VOLUNTEERS

As a part of the Sargent Park School community, parent volunteers are an integral component to school life. Volunteers are parents, former employees, university students and seniors in the community. Their work is invaluable to the students and staff. Volunteers do clerical work, work with individual and small groups of students, accompany classes on field trips, and support a variety of special programs: motor skill, speech therapy, hearing and vision screening, immunizations, to name a few. Volunteers also assist library staff by repairing books, carding and shelving books.

If you are interested in being a volunteer please contact the school and the appropriate forms will be provided.

### PATROLS

The school safety patrols consist of squads of grade 5 and 6 students. These students volunteer their time to help ensure that the elementary school children are able to cross streets adjacent to the school safely. School safety patrols are on duty every school day of the year, rain, snow, wind or sunshine. They deserve the respect and thanks of ALL Sargent Park students, parents and community at large for the job they do.

Parents are reminded to ensure that their children do not come to school before the school safety patrols are on duty. Duty times for Dominion Street at Wellington Avenue, Sargent Park Place, and Sargent Avenue are:

8:40-8:55 a.m.	12:00-12:10 p.m.
12:40-12:55 p.m.	3:30-3:45 p.m.



### SEVERE WEATHER PATROL TIMES

Patrols will only be at their posts for 5 minutes before the bell rings in cases of severe weather. At  $-35^{\circ}\text{C}$  with windchill, patrols will not go on duty. Adults will cross students.

### QUICK EXIT PLAN FOR EXTREMELY DANGEROUS WEATHER

(e.g.:  $-45^{\circ}\text{C}$  with Wind Chill)

At noon and after school during extremely dangerous weather conditions the students will be gathered at a central location in the school, walked to the appropriate corner by an adult and crossed as a group.

## PROGRAM DESCRIPTIONS

*\*Subject to Public Health Regulations*

Students at each level are grouped in a homeroom with one teacher. This teacher is responsible for monitoring attendance and acting as a contact person for that group of students.

Jr/Sr high students are assigned a homeroom teacher, and these students will work with subject area teachers and other specialists.

All programs are guided by curricula provided by Manitoba Education and Training.

In addition to the regular program, the following are also available:

**Grade 4-8:** French

**Grade 7-9:** Art, Band, Dance, Guitar, Practical Arts

**Grade 7:** Computer Technology, Human Movement and Brain Science, Power and Energy

**Grade 8:** Technology, Power and Energy

**Grade 9:** Dance, Band, Choir, Concert Choir, Spanish, Life/Work Exploration, Jazz Band, Graphics Communication & Technology

### INCLUSIVE EDUCATION/RESOURCE PROGRAMS

Sargent Park School has a team of two inclusive education resource teachers who help to support elementary and secondary students. The philosophy of the program is on individual growth and development. This is achieved by integrating students in the regular classroom setting, with adaptations being made, when necessary, to the daily work. The inclusive education resource teacher and/or educational assistants work with students individually or in small groups within the classroom. An Individual Educational Plan is developed by a team that may consist of the inclusive education resource teacher, the classroom teacher, the parent, the Clinical Support Services team, outside agencies and Division personnel.

## EXTRA CURRICULAR ACTIVITIES

Sargent Park School provides many opportunities for students to participate in co-curricular and extra-curricular activities. Most of the following activities are available each year.

### SPORTS:

A variety of team games grades 6 -9 in noon hour intramurals

School teams for inter-school competitions in cross country, track & field, volleyball, basketball, soccer, ultimate frisbee, running club, marathon club, badminton

### MUSIC:

Choirs, musical productions

### OTHER:

Clubs/Programs

Recreational sewing

Library Assistants

Indigenous Youth Leadership Program

Art Club

QSA

### STUDENT COUNCIL

Being part of the student council requires a great deal of commitment and responsibility. Therefore, students who indicate an interest in being part of student council must be in good academic standing and good citizens.

Student Council runs a variety of activities during the school year. Dances, staff/student games, and spirit week are some examples.

## YEAR-END AWARDS AND CELEBRATIONS

- Nursery and Kindergarten students have a year-end celebration in June.
- Grade 1-6 students have a Celebration of Learning in June
- The Jr/Sr High grades celebrate the end of the year with two ceremonies - the Grade 7 and 8 Awards and the Grade 9 Awards and Farewell. At the Grade 9 celebration all Grade 9 students participate in a farewell ceremony.

\*Parents/guardians are invited to all these celebrations.\*

## **HOMEWORK ELEMENTARY**

At the Elementary level some homework should be expected and parents should talk to their child's teacher to find out the expectations for that level. Students in grades 1 to 3 are required to do Home Reading every evening.



## **INTEGRATED GIFTED & TALENTED PROGRAM**

The staff at Sargent Park School recognize that all students have special skills and abilities. Opportunities for students to pursue their talents are provided within the classroom setting and at times there are special withdrawal programs in specialty areas such as Math, Physical Education, Art, Music, Research, Technology and Drama for students who display exceptional ability or have special interest in that area.

## **INTEGRATED ENGLISH AS AN ADDITIONAL LANGUAGE (E.A.L.)**

EAL students are supported in their regular classrooms. Language needs are assessed and Language Acquisition Education Plans are developed and implemented as appropriate.

## **THE PERFORMING ARTS: MUSIC/DANCE/DRAMA/BAND/GUITAR**

The goal of all music programs at Sargent Park School is to provide an opportunity for all students to develop skills in and an appreciation for music and the performing arts. The music program offers Jr. high Concert Choir. The music & band program is optional for Grade 7-9 students. Jazz band is also available for Grade 9 students. We strive to provide the Jr/Sr. High students with an opportunity to participate in a musical production every second year alternating with a band and choral music trip.

## **PHYSICAL EDUCATION**

The physical education program is designed to allow students to develop competencies by progressing through specific levels of activities. The components of the program are: technical skills, theory and practical application. Students participate in physical education classes, inter-room sports and inter-school activities.

The underlying philosophy of the phys ed. program is to enhance a healthy, active, and positive lifestyle. Any students with injuries and/or illness are to be reported to their teacher and/or coach to arrange total or partial exemption depending upon the concern.

A parental note, with medical support will be required if there are special circumstances and/or the condition is long term.

**VISUAL ARTS**

Visual Arts education provides unique and empowering ways of broadening perspectives. When students are able to think creatively, it opens up possibilities for them to find new solutions to problems. Art education teaches students to observe the world more closely. Students learn to create and see art through multiple elements and meanings. Through art education students learn to be more tolerant and empathetic. Learning about art from different communities helps students appreciate and accept differences in the world. Visual art also provides an opportunity to feel connected to one another and part of our school community.

**PRACTICAL ARTS**

The Sargent Park School program is attended by neighboring schools as well as our own grade 7, 8, and 9 students. It offers Electronics Technology, Graphic Arts Technology, Foods & Nutrition, and Textiles, Arts & Design. The Practical Arts dress codes apply to all Practical Arts areas, as specified by the Superintendent and Workplace, Health & Safety, 2022, due to safety concerns. All clothes should NOT be loose fitting, No hoodies, NO shorts, No sandals or open-toed footwear, No hats, remove all jewelry, and long hair must be tied back.

**REPORTING/PROMOTION POLICY**

Students in grades 1 - 9 have three reporting periods each school year: NOVEMBER, MARCH, and JUNE. Report cards are sent home during three of the reporting periods. Parent/Teacher Conferences and/or Student-Led-Conferences with portfolios are held in March. Parents are welcome to meet with teachers at any time during the year to discuss their child's progress. PLEASE CALL AT ANY TIME.

Promotion from one grade to the next is based on a combination of factors, including student achievement, attendance and age. A student who has successfully completed the year's outcomes will be promoted to the next grade level.

When students are working below grade level, they may be 'placed' in the next grade with appropriate programming and supports. When a student is 'placed' in the next grade, an Individualized Educational Learning Plan is completed, shared with the parents and passed on to the next year's teacher(s) to assist in appropriate programming.

Students in grades Nursery to 6 are involved in the Divisional Assessment Program at the beginning of every year. The goal of the program is to assess the progress of students and to give teachers the information they require to program for their students. Results of the testing are shared with the parents/guardians at the first Parent/Teacher conferences in November.

Provincial assessments are conducted at specified times in the year for specific grade levels. School and Divisional exams are written in June.

**HOMEWORK JR/SR HIGH**

At the Jr/Sr high level, homework is usually assigned on a daily basis. The Jr/Sr high school day is not just 5.5 hours spent in school; there is a certain amount of home time expected (approximately 1 hour daily), that is needed by a Jr/Sr high student to complete assignments and study for regular review.

Students who have been absent are responsible to find out what work needs to be completed and to make arrangements to make up any tests upon their return.