

*At Phoenix, We Care!*

# **PHOENIX SCHOOL**

## **Information Handbook**

**2020-2021**

**Phone: 204-889-5053**

**Website: [Phoenix School Website](#)**

### **Principal Contact Information :**

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***“Phoenix School is a community dedicated to learning.”***



## **WELCOME TO PHOENIX**

It is my pleasure to welcome you to Phoenix School.

Phoenix School is an early years school in the St. James-Assiniboia School Division with a current population of about 180 students. The staff and community work together to support the goal of lifelong learning in all of our students.

As principal, I have the privilege of working side by side with an educational team of teachers, support staff, students and parents that thrive on innovation and recognize the powerful role and responsibility of public education in an ever-changing world. The notion of continuous improvement permeates instruction and teaching pedagogy continues to be stretched by the most current educational research.

At Phoenix, we provide an environment that nurtures the creative spark in all learners. Students are encouraged to question the world around them and explore deeper ways of thinking in all areas of learning.

As we continue to work through these extraordinary times, our school and community will rise to meet any challenge as partners in learning.

Best wishes for a successful year!

  
Mr. Patrick Betz  
Principal

## **Phoenix Learning Environment**

The role of education is to support the whole child and to provide a safe, dynamic learning environment for all students. We believe that learning is a partnership between school and home. At Phoenix, we strive to prepare all students to succeed in a changing world.



## GENERAL INFORMATION

### Inservice and Administration Days

Please refer to the divisional calendar provided at the beginning of each school year. The calendar includes important dates such as early dismissal dates and in-service dates.

### Student Attendance

SJASD uses an absence management system called SchoolMessenger. Please see the end of this document for detailed instructions on how to use this system.

**Late:** Students must report to the office for a **upon arrival** before going to class.

**Sign out:** If students are leaving school early, **they must have a note from a parent/guardian requesting early dismissal** and they must report to the office before their departure. The student must be signed out in the office by the adult picking up the student.

**\*Bright Beginnings Educare:** If your child is leaving school early and attends Bright Beginnings Educare, parents are reminded that they need to contact Bright Beginnings Educare as well as the school office to inform of the early departure.

### Emergency School Closing

In the event that the school needs to be closed, communication with families will occur via SchoolMessenger (divisional automated messaging system) and Social Media from the school division and/or school.

### Indoor Recess

Students will be supervised indoors during inclement weather conditions such as rain or when there is a temperature or wind chill hazard of -28 degrees Celsius or colder. A shortened recess may be held when the temperature or wind chill hazard is between -25 and -28 degrees Celsius.

### Emergency Procedures

Practice fire drills, lockdowns and a tornado drill are held periodically during the year to familiarize students and staff with emergency procedures.

### Lunchroom Procedures:

Phoenix students are encouraged to go home for lunch whenever possible. When staying for lunch, students are encouraged to contribute to a safe and enjoyable environment for all.

In this regard, Phoenix students who choose to stay for lunch are reminded of the following expectations:

- Students are expected to wash/sanitize their hands prior to eating lunch.
- Students are also expected to clean up their eating areas
- Students are expected to demonstrate appropriate and respectful behavior in the school and on the playground
- Students are expected to follow the direction of all lunch supervisors.

Students who do not follow these expectations may have their lunch privileges suspended. When lunch privileges are suspended, a student is not permitted to be at school over their designated lunch hour.

Student lunch hours are divided into an inside eating time and outside recreational time. Students will only remain inside for the entire lunch hour if the outside temperature is lower than -28. A shortened outside period may be called when the temperature is -25 to -28 Celsius.

#### *Student Allergies:*

Students are not permitted to bring food products containing nuts/tree-nuts to school. Other food items may be discouraged/restricted based on student allergies from year to year.

#### **Staff Meetings**

Please refer to the divisional calendar for specific dates. Staff meetings usually occur the first Tuesday of each month. Students are dismissed at 2:25 P.M. during staff meeting days.

#### **Celebration of Learning Conferences**

Parent/Student/Teacher conferences are usually held twice a year (usually December and March) to allow students to share learning goals and provide a snapshot of assessment to date. These conferences may be held in an onsite or virtual format depending on public health protocols.

#### **Bus Safety**

A bus ridership program is conducted during the year to familiarize all students with safe school bus behaviour. Students who choose not to follow safety expectations may have their bus privileges suspended.

#### **Bike racks**

Bike racks are available for student use. Students are advised to have locks on their bikes. The school assumes no responsibility for damages to, or for loss of, students' bicycles. Students are reminded to wear helmets while riding their bikes to and from school.

#### **Lost and Found Articles:**

We encourage **labeling** of all student belongings, with their name. Lost and found items are located in the main hallway, in the green box outside the gym.

#### **Visitor's Sign-In:**

For safety and security reasons, all visitors must sign in when entering/leaving the building. All visitors must immediately report to the office upon entering the school.

#### **School Communication and Homework**

All Grades 1-5 students have been issued Agenda Books. The agenda book is a valuable tool used by teaching staff for communication with families. Students are reminded to bring their agenda books everyday.

#### **Examples of homework may include:**

- a) Reading for a specific purpose
- b) Reviewing previously taught concepts and skills
- b) Studying for tests
- c) Preparing for assignments, projects, etc.
- d) Finishing work not completed in class time

## **SUGGESTIONS FOR PARENTS:**

**Setting** - Homework should be done in a quiet place, free from distractions and noise.

**Timing** - Establish a homework routine by encouraging your child to do his/her homework at the same time each day, whenever possible.

**Organization** - Encourage your child to complete his/her assignments by the due date and to begin long-term assignments and projects well in advance.

**Supervision** - Offer assistance to your child when necessary, to see if the homework assignment has been completed, and share in the learning experience.

### **Phoenix School Healthy Living**

Phoenix Elementary School promotes a healthy active lifestyle through our nutrition education, positive mental health programs and physical education programs.

### **Library**

A library technician is available on a part-time basis. Students are scheduled for library book access once per school day cycle. During this period, students can sign out materials and keep them for one cycle. Students are expected to return their materials promptly on the due date. Books cannot be signed out if there are overdue books at home. Library privileges may be temporarily placed on hold until overdue books are returned or replaced.

### **Resource Programs**

The prime purpose of the Resource Teacher is to work collaboratively with the educational team to help students reach their learning goals. The Resource Teacher helps to program for student academic and social-emotional learning.

### **Math Enhancement Program**

Students in Kindergarten and Grade 1 receive small group support in mathematics . An Educational Assistant delivers this program in collaboration with the Kindergarten Teacher, Grade 1 Teacher, Resource Teacher.

### Reading Recovery

The Reading Recovery program is an intensive early intervention program designed to assist students experiencing reading difficulties at the Grade 1 level. Students in this program receive one-on-one instruction from a specially trained teacher for 30 minutes each day for approximately 20 weeks.

### Guidance Counseling

A Counselor is available to support students in Kindergarten through Grade 5 with social-emotional and academic needs. Counseling may involve working with individual students, small groups of students or or entire classrooms. The counselor is available for consultation with parents, students and teachers whenever necessary.

### Educational Support Services (ESS)

Our Educational Support Service clinical team consists of the following disciplines: Educational Psychology, Social Work, Speech Language Pathology, Occupational Therapy, and Physiotherapy. When appropriate, these services may be accessed by the educational team and family with permission from the parent(s) or guardian(s) of a student.

### Co-curricular Programs

Phoenix School staff strive to offer many different co-curricular opportunities with the goal of promoting student engagement. These activities may be academic, leisure and high-interest, as well as athletic. These programs may be limited in exceptional circumstances such as mandated public health protocols or other unforeseen circumstances.

## Phoenix Parent Council

### **“A Learning Partnership”**

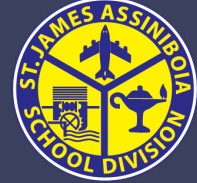
All parents of students who attend Phoenix School are automatically members of the Phoenix School Parent Council. The Annual General Meeting each year determines the structure of the parent organization at the school, a parent council or a parent advisory committee

The parent council meets regularly throughout the school year to learn more about the school, to offer insights and suggestions to improve school programs and school life, and to assist with issues that may make the school experience easier for the families in the school. Meetings may occur on-site or online depending on current public health protocols.

Parents are encouraged and are welcome to attend the Parent Council meetings. The first meeting (AGM) typically occurs in September of each school year.



# School Messenger



## WHAT IS SCHOOL MESSENGER?

School Messenger is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods:

### SchoolMessenger App (Free)

1. Provide your email address to the school.
2. Get the app from the Apple App Store or the Google Play Store (You'll find links to the apps at the School Messenger website at: [hCps://go.schoolmessenger.ca](https://go.schoolmessenger.ca)).
3. Tap **Sign Up** to create your account.
4. Select **AEendance** from the menu, and then select **Report an Absence**.

### Web and Mobile Web: [hEp://go.schoolmessenger.ca](https://go.schoolmessenger.ca)

1. Provide your email address to the school.
2. Go to the website.
3. Click **Sign Up** to create your account.
4. Select **AEendance** from the menu, then select **Report an Absence**

### InteracMve Toll-free Phone: 1-844-434-8116

1. Call the toll-free, interacJve telephone system.
2. Follow the instrucJons to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off Jme on the day of the absence.

Whenever an absence is reported or updated, you will receive a confirmaJon noJce by email and/or text message (assuming you have provided your contact informaJon to the school).

If you don't report your child's absence in advance, the automated noJficaJon system will try to contact you (using the communicaJon preferences if you have set them up in the SchoolMessenger app). You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

If an absence is not explained within approximately 20 minutes of the Jme that the school starts the noJficaJon process, school staff will follow-up to make sure that your child is safe. If you try to explain an absence using School Messenger, but are then told that it is past the cut-off Jme, please contact the school directly.



***If you don't want to receive notifications when your child is absent, be sure to report your child's absence in advance.***

***If you do receive notifications of your child's absence, be sure to provide the reason as quickly as possible, using one of the 3 methods listed above or during the phone call notification itself.***

#### **WHY DO I NEED A SCHOOL MESSENGER APP ACCOUNT?**

A SchoolMessenger app account is *not* required to use the toll-free phone line to report absences. However, we strongly recommend that you provide your email address to the school and set up your SchoolMessenger app account. This allows you to review and update absences, review your contact information and communication preferences and more.

Please see related SchoolMessenger app documentation for setting up your account, resetting your password, reviewing contact information, and specifying communication preferences. Once you have set up your account, choose ATTENDANCE from the menu.

If you cannot set up your account, you do not see the ATTENDANCE option, or you do not see your child(ren) listed in your account, please contact the school directly to check that your correct email address is associated with your child(ren).

#### **HOW DO I USE THE TOLL-FREE LINE?**

When you call the toll-free phone line, follow the instructions for reporting an absence.

If the phone number you are calling from matches a phone number on file with the school for your student(s), you will hear your student'(s) name(s). If the system doesn't recognize your caller ID, you will be asked to enter the student's home phone number.

If you have difficulty using the toll-free phone line, please consider using the SchoolMessenger mobile app or website. Otherwise, contact the school directly.