



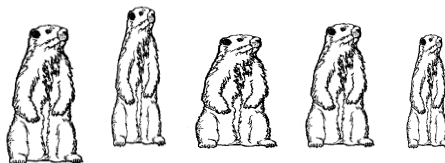
School Hours

School Day	8:45-2:38pm (Mondays 8:47)
Before School-Supervision	8:30-8:45 a.m.
Bell	8:47a.m. (Mon) 8:45 a.m. (T,W,TH,F)
Class Time	8:45-10:04 a.m.
RECESS-Supervision	10:04-10:19 a.m.
Class Time	10:19-11:51 p.m.
LUNCH-Supervision In	11:51-12:11 p.m.
LUNCH-Supervision Out	12:11-12:36 p.m.
Bell	12:36 p.m.
Class Time	12:36- 2:38 p.m.
After School Supervision	2:38 – 2:53 p.m.

School Goals for 2011-2012

1. To continue to increase student connection to school as well as improve understanding of and demonstration of respectful, responsible actions.
 - a. Review of lining up, hallway and lunchtime behaviours.
 - b. Provide specific focus on playground and washroom behaviours.
 - c. Develop common language around problem solving using conflict resolution/restitution approaches.

2. To improve the quality of procedural or report writing using the Smartlearning framework (e.g. strategies such as: PWIM, partner talk, chunking, etc.) within the non-fiction context of Science.



District Mission Statement:

The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

École Marigold School Mission Statement:

Marigold Elementary School is a community that encourages learners to be capable, committed, caring and confident individuals.

Marigold School Staff

Principal Mrs. L. Bender
 Vice Principal M M. Harris
 Admin Asst. Ms J. Buchanan
 Custodian Mr. R. Hirst
 (evening) Mr. G. Dev

Classroom Teachers

Mlle A. Skinner Mme S Harrison
 Ms. C. Mullen Mrs. J. Carruth
 M F. Brémaud Mrs. P. Keenan
 M J. Bélanger Mme L Roberts
 Ms. D. Callendar Mme F Bédard
 Ms. C. Hart Ms. B. Hearsey

Speech & Language Therapist

Mrs. L. Denley

Supervision Assistants

Mrs. M. Shaw Mrs. A. Graham
 Mrs.M. Stewart Mrs.L. Antonsen
 Ms. K. Casselman Ms A Roberston

Office and Library Assistant

Mrs. L. Antonsen

Occupational Therapist- Ms C. Otter

School Based Resource Teachers

Mrs. M. Mark

Physical Therapist

Ms. V. Macaulay

Librarian- Ms. B. Hearsey

Psychologist – TBA

Counselor- Ms. C. Bradshaw

Saanich Police Liaison Officer

Cst. B. Walsh

Tech. Assistant – Ms. A. Phan

Special Student Assistants

Mrs. M. Shaw Mrs. A. Graham
 Mrs. M. Stewart Ms. K. Casselman
 Ms. A. Robertson





École Marigold School Guidelines for School Behaviour

Revised June 2011



We welcome you to Marigold Elementary School and wish you every success for this school year. These Guidelines for School Behaviour are given to you so that you can understand what is expected of you as a student of École Marigold School. You are encouraged to go over these Guidelines with your parents, and if any parts of the Guidelines are not clear to you, please talk with your teacher, principal, parent or guardian. Each class creates their own Code of Conduct to be sent home for a parent signature.

Marigold's Code of Conduct

At École Marigold we promote a climate of understanding and mutual respect where all are equal in dignity and right in accordance with the BC *Human Rights Code*. We believe that everyone at École Marigold has the right to feel both physically and emotionally healthy and safe. To ensure this we will be adopting the following code of conduct: At École Marigold we commit to playing and working safely, respectfully and responsibly. We will support the children in making positive choices through teaching empathy, conflict resolution and anger management. To support our school goal, to increase student achievement in social responsibility, we will develop our knowledge regarding positive behavior supports. As adults we model our code in our interactions with each other and with the children of this community. When students make choices contrary to the code of conduct staff may sort with some or all of the following interventions:

- | | |
|---|--|
| 1. On-the –spot conference or redirection. | 6. Additional time for the student with the teacher or office (detention/missed recesses) |
| 2. Follow-up meeting between the students. | 7. Referral to counseling, administration, and/or community support services. |
| 3. Contact with parent or guardian. | 8. Serious or repeated indiscretions are reported directly to the vice-principal or principal. |
| 4. Restitution, including a logical remedy for the problem and supporting anyone who is a victim or who suffers as a result of the student's actions. | |
| 5. Supportive intervention and/or service to school. | |

In order to ensure the safety of all children at École Marigold School we deal firmly with any actions that involve: physical or emotional violence, including bullying, profane language or significant uncooperative or defiant behavior. When students do not act in a responsible manner, it is the responsibility of the adults working with them to intervene. Occasionally, our school Police Liaison Officer may be called to assist the staff, students and parents. When supporting a student to deal with the poor choices they may have made we place emphasis on restitution—how to undo, or make the injured party feel okay while honoring that all children are responsible for their choice and we approach the situation in a respectful way. Adults at Ecole Marigold School may use the following questioning process:

1. What happened?
2. What were you thinking/felling at the time?
3. What were you thinking/feeling now?
4. Who has been affected by what you have done? In what ways?
5. What are you going to do to make things right?
6. Why is this a better plan?

Retaliation Prevention -- all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of our code of conduct will be taken.






Positive Behavior System

During the 2009/2010 school year we embraced positive behavior system. Students are being “taught then caught” demonstrating respectful, responsible, safe behavior. Following is the matrix that we continue to work on.

	Safety	Respectful	Responsibility
Lining Up	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Line up in a straight line 	<ul style="list-style-type: none"> • Respect everyone’s “bubble” • Keep hands, feet and objects to yourself • Line up quietly 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Line up promptly
Hallway	<ul style="list-style-type: none"> • Walk on right-hand side • Stay in line • Use stairs properly 	<ul style="list-style-type: none"> • Walk on right-hand side • Watch out for others using the hallway 	<ul style="list-style-type: none"> • Keep your line together • Walk on right-hand side • Walk with pride
Classroom	<ul style="list-style-type: none"> • Follow classroom expectations 	<ul style="list-style-type: none"> • Listen when others are speaking 	<ul style="list-style-type: none"> • Be prepared
Lunchtime Inside recess	<ul style="list-style-type: none"> • Wash hands with soap and water • Sit while eating • Don't share food 	<ul style="list-style-type: none"> • Treat others with kindness • Talk with inside voices • Use good manners 	<ul style="list-style-type: none"> • Listen to your monitor • Clean up personal items • Clean desk before going outside
Playground	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • WITS • Line up in a straight line 	<ul style="list-style-type: none"> • Treat others with kindness • Listen to staff and peers • Line up quietly 	<ul style="list-style-type: none"> • Play fairly • Tidy your playground • Line up promptly
Washroom	<ul style="list-style-type: none"> • Wash hands with soap and water 	<ul style="list-style-type: none"> • Respect others' privacy • Whisper 	<ul style="list-style-type: none"> • Keep bathrooms tidy • tell an adult about accidents





Personal Appearance

Clothing or items with offensive words, slogans or pictures are not acceptable on school grounds or in the building. Clothing or items that promote racism, sexism, violence, gangs, alcohol, drugs, or tobacco products are not acceptable on school grounds or in the building. Halter tops, or shirts that show the midriff are not acceptable on school grounds or in the building. Except for theatrical use, student use of make-up is not appropriate at school.

Student Use of the School Building

Before School: The students should arrive at school no earlier than 8:30 am unless involved in a supervised program or by special arrangement.

Noon Hour: Students are to remain on school property unless written permission is provided by a parent, guardian, or teacher.

Washrooms: Student who need to use the washroom when they are outside on the playground are to enter and exit through the main entrance doors and use the washrooms by the office.

After school: The students should leave the school grounds by 2:53 pm unless involved with a supervised program by special arrangement.

Please note that adult supervision is provided from 8:30 am until 2:53 pm.

Noon Recess

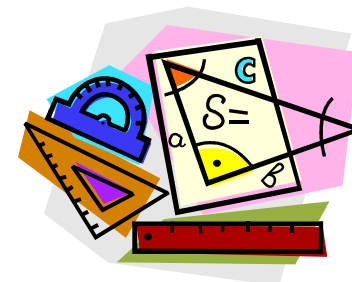
1. 11:51 to 12:11 is a quiet time for the students to remain seated in their classroom to eat their lunch. Supervision assistants and student monitors assist students in the following expectations for eating in the classroom. The students are expected to:
 - remain seated while eating their lunch
 - quietly chat with friends- be respectful and polite to classmates, monitors and supervisors
 - use proper table manners while eating their lunch- leave the desk and floor area clean
 - use the garbage cans provided, eat their own food; (for health reasons, students are encouraged not to trade or share food)
 - recycle or reuse appropriately when possible, deposit snack wrappers in receptacles before going outside
 - compost or take home uneaten food
2. Students who bring their lunch to school must eat the lunch at school in their enrolling classroom.
3. Students are not to leave the school grounds at noon recess for any reason unless they have written permission from their parent or guardian, or in special cases, permission from their teacher, the principal or vice-principal.
4. **If parents are picking up children during the school day, they are asked to check in at the office before taking their child and use the sign-out sheet.**



Medication at School

Students who are required to take prescription drugs or over the counter drugs while at school, must have signed consent from the Doctor (form is available from our school nurse). School staff cannot administer any form of medication unless authorized by the student's doctor. EpiPens – new regulations require two EpiPens are left at school, one for child's backpack and the other for the school office.

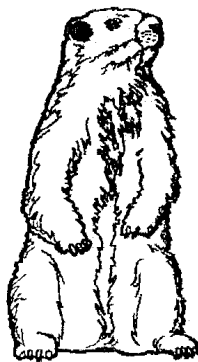
Personal Equipment and Belongings



- Students who bring their roller blades to school are to remove them on the front steps before entering the school.
- Students are not to use bicycles, scooters or skateboards on school property. Students are to dismount as soon as they arrive on school property. Students who bring bicycles or ride scooters to school are to wear helmets and have a good lock for their bicycle.
- Students are discouraged from bringing valuable equipment or large sums of money to school. If students bring any **valuable** items to school for a special reason, they will be expected to give it to the teacher or the office for safe keeping during the school day. The school does not provide insurance for lost, damaged or stolen articles.

School Based Team

The School Based Team meets after school, to provide a coordinated approach to meeting the needs of children and to support teachers in program planning for students needing additional support. The School Based Team consists of the School Counselor, Ms C. Bradshaw, the School Based Resource Teachers, Administration, Ms. L. Bender and /or M Murray Harris. The services of specialized District Staff such as the District Psychologist, Teacher Specialists, Public Health Nurse and Speech Therapists are often utilized.





The Marigold Parent Advisory Council

The Parents Advisory Council (PAC) represents the parents and guardians of Marigold students in a number of ways. The PAC acts as a liaison between the parent body and school administration both on routine matters and on significant educational planning. The PAC supports the school and staff and provides opportunities for parent involvement.

Every parent is a member of the PAC. Each parent has a say in what the PAC should focus their attention. The more parents involved the better. The PAC meetings are the first Wednesday of the month in our library, starting at 6:30 pm. These dates are marked for you in the calendar.

The PAC is one of the resources used by parents, teachers and students to ensure our school continues to provide the highest quality of education for our children, now and in the future. The PAC has parents who attend and report on meetings for VCPAC (Victoria Confederation of Parent Advisory Councils), Canadian Parents for French and Marigold's School Planning Council.

Through a variety of fundraising efforts in the past, the PAC has been able to provide funding to support many activities, resources and programs at Marigold. The following list is a sampling of what the parents have organized/participated in the 2010/2011 school year; the school calendar, morning watch, book fair, food days, fundraising, classroom assistance, drivers for events and field trips, food hampers, volunteer resources, parent resource library, baking, library books, software and learning resources, the purchase and installation into classrooms of 6 "technology carts", presentations by authors Kenneth Oppel and Dianne Bonder, new bike racks, increased music opportunities through the purchase of ukuleles, risers, busing, and shirts, purchase of new sports equipment, Emergency Food Program.

If you are interested in participating or helping out in any of these events, please contact the PAC President or Vice President by leaving a message at the school office.

School Planning Council

Our School Planning Council meets throughout the year to review and revise our School Growth Plan in consultation with Marigold staff and parents. The new PAC representatives to the School Planning Council will be elected in the fall.





PAC Programs

Callback 479-8256



Parents call the office before 8:45 and leave a message with office staff or on the answering machine to report an absence. The office staff listens to the answering machine and records the student's name, teacher's name and reason why the child will be away on a steno pad. The Callback parent stands at the front door and writes down all students that come in late **beginning at 8:47**. The office completes BCeSIS info into computer and then prints the list of absences for parents. We give the PAC callback person the names called in and the BCeSIS printout. The parents cross reference the late list and the names called in with the BCeSIS print out and phone any students who are not accounted for. The BCeSIS printout has the home number and some other work numbers on it. If the callback volunteer is still unable to contact the parents they come to the office and we can check for other numbers. We then start with first contact until we speak to them and let them know their child is absent. Absences are entered into BCeSIS for attendance records.

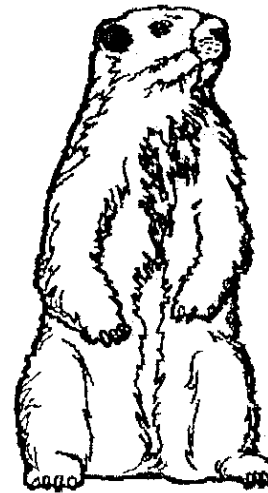
***Remember ~ School begins at 8:45**

Parent Resource Library

The parent resource Library is supported by the Marigold PAC and has reference material for parents on parenting as well as education. The books in the Parent Resource Library may be checked out for as long as you need the book(s).

Snapshot of PAC achievements 2010/11

- Scholastic Book Fair
- Special food days
- Fundraising
- The purchase and installation into classrooms of 6 "technology carts"
- Presentations by authors Kenneth Oppel and Dianne Bonder
- New bike racks
- Increased music opportunities through the purchase of ukuleles, risers, busing, and shirts, purchase of new sports equipment,
- Emergency Food Program.





Home / School Communication Newsletters

The school newsletter is published the first Thursday of the month, with updates as needed. We encourage all Marigold families to receive their newsletter via email. You can also view a colour version of the newsletter on our website. Please contact the school administrative assistant if you wish to receive a paper copy. If you have items of community interest for our newsletter, please submit to the PAC newsletter coordinator.

Lost and Found

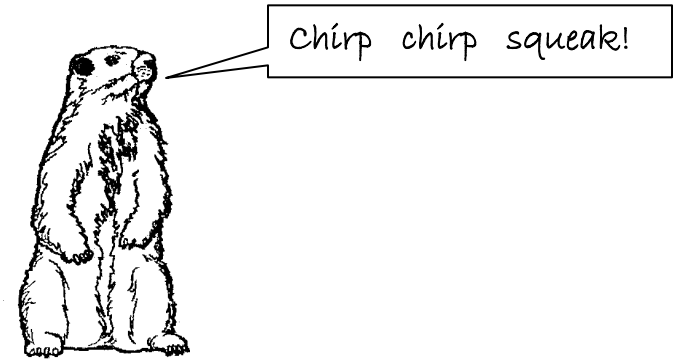
The Lost and Found box is located in the hall behind the Stage. Encourage your children to check there for lost items. The Lost and Found items are set out in the hallway by the stage several times a year - Interview Days, the week before Christmas Break, Spring Break and Summer Break. Items not claimed before June 30th are bagged and sent to a local charity. This may also happen at other times of the year as needed. A good time for you to check the Lost and Found is when attending the monthly Parents Advisory Council Meetings.

Classroom / Home Communication

Classroom teachers inform parents of classroom activities through any of the following: class newsletters, agendas, phone calls, letters and classroom websites. Parental authority for regular school journeys is captured in the initial pack-up going home during the first week students return to school in September. Notification of school journeys will be sent home prior to each field trip, if requested.

The Parent Advisory Council (PAC) includes a 'Class Rep' for the purpose of communications with the class and the PAC. Parents are also encouraged to check the PAC Notice Board on the wall by the stage door for notices of general interest to parents. You will also find information, including copies of the current newsletter and Parent Magazine in the literature rack by the main entrance doors.

If you are planning a vacation with your child while school is in session, we would appreciate you informing the teacher or the office. We encourage parents to first talk to the teacher regarding the impact on the child's school progress before making vacation plans during school time.





Areas of Student School Service

Marigold Students have many gifts that they can give back to Marigold. Students have several opportunities to develop leadership and citizenship skills through volunteering. We expect that students will provide service to their school in one or more of the following ways:

Lunch Room Monitors

In September grade 5 students are invited to volunteer at lunch hour to monitor classrooms. These students also supervise and coordinate activities in the classrooms on rainy day recesses and lunch hours. After March Break grade 4 students are invited to join the grade 5 students as lunch hour monitors.

Crossing Guards

There is an adult crossing guard at the corner of Grange and Burnside. Adult Crossing Guards are contracted through Beacon Community Services.



Green Team

Older students help our school be green by emptying the recycle and compost bins and leading our school community in new and improved green initiatives

School Teams and Activities

Watch our Newsletter for information on when and where extra - curricular activities are available at Marigold. These activities are offered on a voluntary basis by staff and parents. Some of these activities may include: Choir, Soccer, Badminton, Basketball, Cross Country, and Mini Rugby. If parents have an activity they would like to sponsor, please contact the school office. We welcome parent coaches and sponsors!

During the 20010/2011 school year, parents and teachers supported: fall and spring cross-country, basketball, swim club, track, rugby, choir, drama club, lunchtime activities and the Green Team.





Website Information

We keep our web page current by posting information that you may find useful or interesting.

Check out- <http://www.sd61.bc.ca/schools/marigold/>

Marigold Library

Marigold has a well equipped Library and Computer Lab. Our focus in technology is to expand the use of technology to:

- increase access to resources
develop applied research skills within curriculum
including internet information searches
- improve school wide literacy through writing,
editing and presenting written work
- student support programs

Our network is served by the PLN (Provincial Learning Network) to come in line with the new technology and software that is available to support student learning. We are guided by the District's technology plan and regulations for computers and internet use.





Reporting Student Learning

During the school year, each child will receive three written reports and at least two informal reports. Formal Reporting periods are marked in the calendar. Informal reports may include conferences, telephone calls or a written interim report or student led conferences. Formal reports in the Primary grades are in the form of written comments, while in the grades 4 and 5, formal reports include written comments plus letter grades for the Humanities (Reading, Writing, Social Studies) and the Sciences (Math and Science). All progress reports should tell the parent and the student:

- what the student is able to do in relation to the learning outcomes
- knowledge, skills and attitudes of the prescribed curriculum
- where further attention or development is required
- ways in which learning can be supported at home and at school



An essential part of the reporting process is the parent/teacher conference. Parents are encouraged to make appointments to review their child's progress at school, and to discuss or assist in planning for home support. Parent-Teacher-Student Conference times are noted in our school calendar.

Assessment and Evaluation

Teachers carry out most assessment, evaluation and reporting through events which occur in the classroom. Documenting student progress in relation to the expected learning outcomes for each subject requires teachers to gather information about student learning using a variety of methods:

- observation of students, performances and learning processes
- discussion and conferences with students
- collection of samples of student work
- teacher made tests
- student reflection and self evaluation

Provincial Performance Scale

Teachers and students use the descriptors in the Performance Scale to indicate the student's level of performance in relation to the expected learning outcomes set out in the provincial curriculum for each subject and grade. Student performance is described as one of the following:

1. Not yet meeting expectations (not in Kindergarten)
2. Approaching expectations
3. Meeting expectations
4. Exceeding expectations





Marigold Elementary School Student Placement

Process 2011 - 2012 School Year

After the annual staffing has been allotted to the school (early May) the Principal, in consultation with the professional staff will develop a tentative school organization for the coming school year. We take into account the number of students at each grade level, class size and the needs of students. *The Principal, as per the School Act of B.C., will make the final decisions about student placement and school organization.*

Criteria considered by staff when placing students in classes: (not in priority order)

- male/female balance
- class size
- input from parents *
- the child's needs in social, emotional, behavioural areas
- child's physical and social maturity
- number of years the child has been with the teacher
- age of the child within the class
- child's need for learning assistance or special education services
- student friendships
- student learning styles
- student's general developmental level
- range of learning needs in the class
- combined grade classes **



* Parents who wish to have input for the 2012-2013 class placement of their child are to send a letter or email (marigold@sd61.bc.ca) to the Principal **before** May 15, 2012. The letter should provide information about the child that will assist the professional staff in making an appropriate placement. Please do not make requests for specific teachers because school organization and teacher assignments change yearly. **Parents are reminded that the final decision and authority for pupil placement remains with the School Principal, as per the School Act.**

**Combined grade classes

Combined grade classes are created for a variety of reasons, including: the number of students at a certain grade level and other organizational, instructional or learning needs. With all class placements, we aim to create a range of skills, attitudes and knowledge within each class.





School Health



Vision and Hearing Screening

Good vision and hearing is important for learning. All children in Kindergarten have their hearing and vision checked. Children who have difficulty seeing letters on the eye chart will be referred to your optometrist or ophthalmologist. Slight hearing losses may not be noticed at home but can affect your children in school. Those children who miss hearing all the beeps will be referred to the CHR audiology clinic for more discriminating testing. The purpose of this test is to detect hearing losses which may affect the child's classroom learning.

Health Promotion

The nurse can assist in locating health resources for teachers and is also invited to participate in classes. The nurse will assist with health promotion projects/activities of the school or the Parent Advisory Committee.



Emergencies and Medication

Children who have illnesses which may lead to urgent or life threatening episodes should be well known to the school. The school needs to be sure all staff know what should be done if a crisis arises. Please do not send medication to school (including over the counter drugs) until you have contacted our Public Health Nurse, at 744-5100. If your child requires medication to be administered at school, you will need to fill in a medical card available from the office and supply the medication in the original container.

Immunization

The school nurse is required to check the immunization status of all Kindergarten and Grade 1 students. This means she will need to locate records of shots that your child has had. School entry students are due for a booster of their Diphtheria, Pertussis, Tetanus (DPT) and oral polio around age 5 1/2 years. Kindergarten immunization clinics are held at the health unit (3995 Quadra St.) in the spring.

Referrals

Occasionally, teachers will ask the nurse to see students who may have health concerns. Some examples are skin rashes, colour blindness, communicable diseases, and chronic illnesses. Parents can also contact the nurse at the CHR Health Office at 744-5100.

