



Lady Mackenzie Public School

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Kirkfield, ON K0M 2B0

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Twitter: @LadyMackenziePS



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School Mission Statement

At Lady Mackenzie PS, we strive to create an inclusive learning environment that is respectful and caring in order to ensure our students feel safe and valued. We focus on developing character values, critical thinking skills, confidence and healthy lifestyles while supporting a passion for lifelong learning. We believe in finding innovative strategies to engage students, staff, parents and the greater community because we are better together.

Welcome to Lady Mackenzie Public School for the 2015-16 school year!

At Lady Mackenzie, we are dedicated to providing our students with a rewarding and memorable learning experience.

This handbook provides you with important information about Lady Mackenzie's routines, procedures and expectations. You will also find information located on our School and Board websites, as well as on Twitter.

Please know that you are welcome to contact the school any time. Open communication between families and school staff is an important part of student success.

Together, we can ensure that our students are equipped with the knowledge and skills needed for lifelong success and happiness.

Mrs. Jennifer Johnston
Principal, Lady Mackenzie Public School

SCHOOL INFORMATION

Arrival & School Entry

Our buses unload when outdoor supervision begins at 8:45 am. Students remain outside in the morning until the bell rings for school entry at 8:55 am.

Students are expected to come to school each day and arrive on time. Once the National Anthem begins, they are considered late.

Student Absence

When students are too ill to come to school, parents/guardians need to call the Safe Arrival Line (705-438-3449 or 1-855-838-3371). This number is in operation seven days a week, twenty-four hours a day. Before 8:30am, the answering machine will record your message. Your message should include the student's name, the name of the person calling, the name of your child's teacher, the reason that the student is absent and for how many days.

Regular School Attendance

Regular attendance at school is necessary for academic success in all grade levels. If your child will be away from school for more than five days in a row for a family trip or other reason, please let the office know in advance so that a Temporary Excusal Form can be completed with the Principal.

Our approach to addressing attendance concerns, such as frequent lates or absences, is individualized for each situation and we aim to be supportive of individual student and family needs. We try to intervene early to support good attendance habits before the problem become more chronic.

Breakfast Program

Breakfast is the most important meal of the day! Each day, every classroom has a bin of fresh and healthy snack items, such as white milk, fruits and breads. The breakfast program is available to all students.

Nutrition Breaks and Recesses

Two nutrition breaks will occur during the school day schedule. Students go outside for a 20 minute recess first, which is followed by a 20 minute period within which to eat their lunch and snacks. Food and drinks are not taken outside at recesses.

We encourage parents to follow Canada's Food Guide by sending healthy foods to school for lunch and snacks.

School Visitors: Safe Welcome

Parents and visitors are always welcome at Lady Mackenzie. Please start your visit at the front office where you will sign in and obtain a visitor badge.

Our school is installed with the Safe Welcome System. The purpose of this system is to help to provide a safe and secure learning environment for students, staff and the school community. There is a doorbell and security camera at the front door of the building. Office staff can see who is at the front door when the doorbell is pressed. Staff will unlock the door and permit entry if the individual is known to the school community. If the individual is not known or recognized, there is an opportunity for office staff to speak to the individual before they access the school building. If you arrive at the school during regular school hours, please attend to the front door of the school and 'buzz in' to gain access to the school.

Changes to Dismissal Routines

Please keep us informed of any changes to the regular dismissal routines for your child(ren). For example, a clear plan must be communicated with us regarding whether or not your child(ren) will ride the bus home or attend our afterschool program. This helps to keep our students safe. The best way to keep us informed is to write a note in the home communication book, which is shared with office staff.

Student Drop Off and Pick Up

When a student is being dropped off after the school day has begun, parents are asked to come to the office with their child to sign in. This will ensure the child's safety.

For safety reasons, parents picking up students from the school during the school day must report to the office rather than going directly to the classroom or yard area. The student will be called to the office while the parent completes the sign-out book. Some form of communication is required (note, telephone call, personal request) for a child to be released to anyone other than their legal guardian/parent. A custody list is kept in the office for reference. It is essential that parents keep us informed of any restricted custody or changes in custody.

School Communication

We communicate with our school community in a variety of ways. Please follow our Twitter account or go to our school website

for up to date information about school events and news. 'SchoolConnects' is a system that allows us to send emails, texts or voice messages to families. For regular updates about community events, please register on our website with PeachJar.

Progress and Report Cards

Students receive a Progress Report in November to provide feedback on how they are progressing towards the achievement of curriculum expectations for their grade level. At this time, families will be contacted to arrange an interview with their child's teacher(s).

Two Provincial Report Cards will be sent home; the first in February and the second in June. These Report Cards provide families with achievement information about students' learning skills and curriculum knowledge and skills

Notes, phone calls and meetings may also take place throughout the year to communicate student progress. Parents and guardians should feel free to contact teachers at any time to review their child's progress.

Special Education Services

We believe that all students can learn when provided with access to quality programming that is individualized based upon unique learning needs. If you are worried about your child's progress, it is important to discuss your concerns with the classroom teacher. When a student is experiencing challenges with academic achievement or social-emotional development, we believe in employing a team approach to support the student's success. While the classroom teachers are the key educators for our students, we are fortunate to have Special Education Resource Teachers and Educational Assistants at our school who are able to support the special programming that is required for some students. The education and welfare of students is a joint effort between school and home. Our programs are effective because we combine the support of parents with the excellent resources of our school and community. If you have specific questions about special

education services, please contact the school.

School Supplies

All basic school supplies will be provided by the school. Students in Grades 1-8 may choose to bring their own pencil cases with supplies, but this is not mandatory. We ask that every student have a clean pair of indoor running shoes with non-marking soles to keep our school clean and to ensure safety in the gymnasium during physical activities.

Physical Education

Regular physical education helps to promote a lifelong healthy active life style. Lady Mackenzie provides a comprehensive Physical Education program which takes place in the school gymnasium and in our outdoor spaces.

Co-Curricular Teams & Clubs

Lady Mackenzie offers a wide variety of co-curricular opportunities, including athletic teams and clubs. Students are encouraged to participate and be involved in these great opportunities.

Music Program

At Lady Mackenzie, we have a comprehensive Instrumental Music program. Throughout the grades, students learn about a wide range of musical instruments, as well as Music Theory and appreciation.

Student Leadership

Student voice and leadership is highly encouraged at Lady Mackenzie. Student leaders meet regularly to plan school events, celebrations and fundraisers. They are committed to promoting school spirit, community and global awareness.

Volunteers

An active volunteer program greatly enriches our school in many ways. We rely on volunteers for assisting with supervision on class trips, for in-class assistance, head lice checking, etc. If you would like to be a school volunteer, please call your child's teacher or the school office and let us know. All volunteers are required to obtain a Criminal Record Check. We will assist you in the office with this process.

All volunteers must sign in at the main office and obtain a visitor's badge. This is an important part of our safe schools procedures, and is necessary in order to maintain a safe environment for our school community. When leaving the school, please be sure to sign out and return the badge. Thank you for your volunteerism!

School Council

The purpose of School Council is to support and promote student learning at Lady Mackenzie. The School Council provides a forum for parents and other community members to participate in recommendations to the Principal for actions relating to school improvement.

Meetings are open for everyone to attend; the schedule for meetings will be available on our school website once they are set for the year. Elections for Chair, Secretary and Treasurer within the School Council take place each Fall. Your involvement is a worthwhile and appreciated investment!

First Aid

If there is an injury at school, appropriate first aid treatment will be administered. On rare occasions, emergency assistance is required. It is important that we have emergency numbers in order to reach parents or an emergency contact in these circumstances.

Head Lice

Early response and treatment of head lice is necessary in order to prevent the spread to others. If your son/daughter is discovered to have head lice and/or nits in their hair, it is important that they receive the appropriate treatment at home. If you are unsure of the appropriate treatment, our staff will be happy to provide you with information.

Financial Need

If your family is experiencing a financial need relating to any school service or event, please reach out to us for assistance. The Principal will be happy to find a way to help you if you have a need.