



Millstream Handbook

626 Hoy Lake Road, Victoria BC V9B 3P7
Phone: 250-478-8348 ~ Fax: 250-474-5736

Principal: Martha Gerow - mgerow@sd62.bc.ca

Vice Principal: Samantha Ogrodnik - sogrodnik@sd62.bc.ca

Secretary: Cindy Latimer clatimer@sd62.bc.ca

Website: <http://millstream.sd62.bc.ca/>

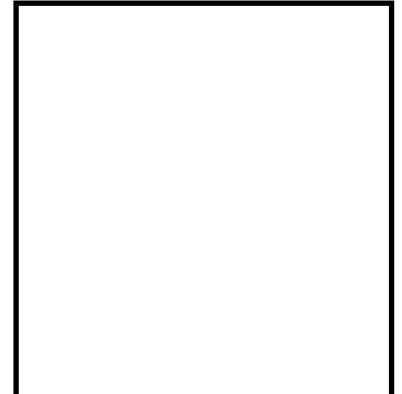
School Administration:



Martha Gerow, Principal



Samantha Ogrodnik, Vice Principal



Cindy Latimer, Secretary

School Hours:

- ★ Office Hours: 8:00 to 3:36
- ★ Warning Bell: 8:25
- ★ Classes Begin 8:30
- ★ Recess Break 10:10 - 10:30
- ★ Lunch Break 12:10 - 1:05 (Play first, eat at 12:35)
- ★ Dismissal: 2:36



School Mission Statement:

The Millstream School Community endeavours to help students develop into caring, socially responsible, engaged learners.

A Brief Overview:

Ecole Millstream School, built in 1959, services the Millstream/Westshore area and enrolls approximately 250 students from kindergarten to grade 5. The school has a principal, vice-principal, 17 teachers, 6 education assistants and a school secretary. We have teachers and teaching assistants that provide many special services to support student learning. We have a French Immersion program that currently provides learning for students K-5.

Principles of Learning:

Three Principles of Learning guide educational practice at Millstream Elementary:

- ★ learning requires the active participation of the learner,
- ★ people learn in a variety of ways and at different rates, and
- ★ learning is both an individual and a group process.

Information About Instruction:

Our mandate regarding curriculum, the way we teach, and the learning resources we use, comes from the Ministry of Education. School District Policy clarifies program emphasis. Within the context of the curriculum, individual teachers exercise professional judgment in the selection and use of materials and in the organization of class work and assignments. Current directions in education cannot be easily stated in a few words, but a summation from the Ministry states:

Characteristics of the Educated Citizen:

- ★ thoughtful, able to learn and to think critically, and to communicate information from a broad knowledge base;
- ★ creative, flexible, self-motivated and possessing a positive self image;
- ★ capable of making independent decisions;
- ★ skilled and able to contribute to society generally, including the world of work;
- ★ productive, able to gain satisfaction through achievement and to strive for physical well being;

- ★ co-operative, principled and respectful of others, regardless of differences;
- ★ aware of the rights and prepared to exercise the responsibilities of an individual within the family, community, Canada, and the world.

School Goals:

Millstream School's goal for 2018-2019 is:

School Culture:

"To continue the development of our school culture that enhances student learning and social responsibility aided by the support of the broader school community."

School Organization & General Information:

Office:

Students' Use:

- ★ If students are injured or concerned they may come to the office to seek help.
- ★ Students arriving late or leaving early must sign in/out at the office.
- ★ Students should be arranging after school engagements prior to coming to school. These arrangements should not be made from the school office on school phones.

Parents' Use:

- ★ Parents/Visitors should sign in and out at the office when they come in to the school.
- ★ If you need to use the phone or leave messages please check with the secretary.
- ★ When picking up children from the medical room it is imperative that parent check with either the secretary or the principal and then sign the

student out before taking the student out of the school.

Contacting Teachers:

Via Telephone:

- ★ Unless it is a message or you want your call returned at a set time please make sure you call teachers when they are available - prior to 8:30 a.m., between 12:00 p.m. and 1:00 p.m. and after 2:45 p.m.

Notes for the Teacher:

Teachers appreciate correspondence about students in their classes. Please send a note if:

- ★ alternate travel or after school arrangements have been scheduled
- ★ the child has an appointment
- ★ they have had an important event in their life that may impact them academically, socially or emotionally.
- ★ you request/require any information or correspondence

Supervision:

Outside supervision of students is undertaken by Teachers and Supervisory Assistants (paid adults), according to the following schedule:

- ★ Before School (8:00 - 8:25 a.m.) - two supervisors
- ★ Recess (10:10 - 10:30) - two supervisors
- ★ Lunch (12:10 - 1:05) - three supervisors
- ★ After School (2:36 - 3:15) - one supervisor

Please Note:

- ★ A teacher is on duty starting at 8:10 a.m., therefore, students should not arrive before that time as there is no direct

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supervision. As well, students are not to enter the school building unless given permission by a duty supervisor or teacher.

- ★ Teachers are on duty during recess both for "in-days" due to weather, and "out-days" on regular days.
- ★ At lunchtime, adult supervisors monitor the classrooms while students eat their lunch and then supervise the playground. Any problems that arise during this time are reported to the classroom teacher or Principal.
- ★ Most students eat lunch at school and responsible behaviour is expected. Three adults supervise the hallways and classrooms during lunchtime in addition to student monitors in each grade 1 to 4 classrooms.
- ★ Students who bring lunch are expected to remain on the school property. Students who would normally eat lunch at school and who need to leave the school grounds for any reason must have a note from home giving them permission to do so and must sign out and in at the office.
- ★ After school, any students still on school grounds after 2:45pm will be asked to wait in the office for their ride home.

Cell Phones in the School:

- ★ Cell phone use in the school is not permitted.
- ★ Students who bring cell phones to school are also asked to ensure that they are turned off and left in their backpacks.

Indoor Shoes:

- ★ To protect the carpet in our classrooms, we ask that students have an "indoor" pair of shoes that they can change into.

Change of Clothes:

- ★ Please send a gym strip bag to school filled with a clean change of clothes to hang on your child's coat-hook.

Student Placement:

- ★ Classes are organized based upon all available information relating to student progress.
- ★ We endeavour to place students in the most appropriate instructional group.
- ★ If a parent wishes to advise the school about the kind of learning environment they perceive would be best for their child, they must put it in writing and send it directly to the Principal, Martha Gerow: mgerow@sd62.bc.ca.
- ★ A reminder is printed in the school newsletter in April and May.

Assemblies:

- ★ School-wide assemblies are held frequently throughout the school year.
- ★ Parents and families are welcome to attend.
- ★ Assemblies are announced in each school newsletter
- ★ Guest speakers and special presentations such as class/student presentations are enjoyed by all. Themes to

support school goals and to enhance social responsibility are used to give additional meaning to these assemblies.

Computers:

- ★ We have a mobile lab consisting of 35 chrome books with internet access which all students use regularly.
- ★ Classroom computers are mainly used for educational programs and the use varies from class to class.
- ★ Students and parents are required to approve an on-line consent form "Internet Access Consent" and "Google Apps For Education Consent" agreement prior to supervised access being allowed at school.

Library:

The library program at Millstream School has three major goals:

- ★ to encourage students to read for pleasure and
- ★ to teach them to become effective library users.
- ★ to support student understanding of the Core Competencies.

To meet the first goal, each class has one scheduled library period per week. During that time students are introduced to various forms of literature, given the opportunity to select books of personal choice, and taught basic library skills. To meet the second goal, the librarian works in conjunction with the classroom teacher on projects which integrate the use of library/research skills and the curriculum. Parents are encouraged to visit the library with their children

Field Trips:

To make the curriculum as meaningful as possible, field trips are held as part of our integrated program. Whenever there is space available, parents are welcome to attend field trips with the students. To make arrangements, please contact your child's teacher. In addition, here are some important field trip reminders:

- ★ parents will be informed of any field trips and asked to provide permission for their child to attend by signing a form,
- ★ parents may be needed to help supervise and/or drive,

Parents driving on field trips are reminded that:

- ★ the office must have on file latest documentation of your driver insurance, criminal record check, drivers abstract and registration form.
- ★ Insurance documentation to be replaced annually
- ★ Criminal Record Check to be submitted every 3 years
- ★ Driving Abstract to be submitted every 5 years.
- ★ to consider students' allergies and please do not bring pets
- ★ make sure students are not placed in seats protected with airbags.
- ★ make sure that each child wears a seat belt and after July 1, 2008 has the appropriate size booster seat.
- ★ To ensure fairness please do not make unscheduled refreshment stops.
- ★ As of July 1, 2008 smoking in

a vehicle with a child under the age of 12 is illegal, please refrain from smoking.

Daily Physical Activity:

As of September 2008, all schools in the Province of British Columbia will be required to provide 30 minutes of daily physical activity for all students. At Millstream we will meet this requirement through a variety of means, such as, intra-murals, extra-curricular, school-wide runs, and Physical Education classes.

Daily Physical Education is encouraged for all students at Millstream Elementary and occurs both in the school and in the community.

- ★ We require that students wear appropriate non-marking footwear (running shoes).
- ★ For safety reasons the students are not permitted to wear socks only, or non-athletic shoes.
- ★ We ask that parents provide a pair of non-marking gym shoes for their child, to be worn only inside the school building and to remain at school.
- ★ Please put your child's name in these gym shoes.

Lost and Found:

All lost articles of clothing, lunch boxes and miscellaneous items found at school are hung on hooks outside of the Library and Strong Start Room.

- ★ Please encourage your child to check this box for missing items.
- ★ All LABELLED ITEMS will be returned to the student - so please label your child's items, especially the expensive ones.

- ★ All lost small/valuable items found at school are placed in the office. They may be claimed at any time by asking the secretary.

- ★ Over the year, after much warning, any unclaimed lost and found articles will be given to charity.

Newsletters:

The school issues a newsletter, from the Principal, Martha Gerow, to parents on a bi-weekly basis on Fridays.

This newsletter outlines upcoming events and items of interest. The monthly newsletter is also placed on our school website at: <http://www.sd62.bc.ca/millstream/Home.aspx>

Throughout the year individual class newsletters are also sent home by your child's teacher.

Fee Waiver Procedure:

Parents who request financial support for student fees and/or activities may contact the teacher or principal at the school. All requests will be confidential.

If the fees cause financial hardship, the school may take payments by installment (one or more post-dated cheque(s)), or waive the fees entirely.

In-Days & Out-Days

Most days, students are to play outside. If, however, the weather is very inclement, an announcement will be made prior to the recess or lunch dismissal. If there is no announcement, it is an "Out-Day". Children are encouraged to dress appropriately for the weather so that, when possible, they can be outside at breaks. If students are outside and the weather changes, a "rain

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bell" will be sounded to alert them to come in.

Bicycles at School:

Students bringing bicycles to school are to place them in the bicycle racks provided. Students advised to bring a suitable locking device to secure their bicycle to the rack. The school is not responsible for any bicycle parked at the school. We will assist students in any way we can if they run into a problem. Students are not to ride their bicycles on school grounds.

Extra-Curricular Activities:

A variety of extra curricular activities occur at Millstream Elementary, depending upon the volunteer services of the Staff. We offer noon hour games where the objective is maximum participation, enjoyment, and student cooperation. Clubs and activities of a non-athletic nature operate throughout the year for students in all grade levels. In addition, we enter district wide competition where possible. The objective is to give interested students an opportunity to participate in events at other schools.

Safety and Emergency Procedures:

Fire & Earthquake Safety:

Each year the school will review procedures to ensure the safety of students should an emergency occur. The school has a number of supplies on hand to support students for longer periods of time should the need arise.

Each year the school holds three fire drills and one earthquake drill in each half of the school year. Students review

appropriate responses (e.g. "duck and cover") and evacuation routes.

In the case of a real earthquake or fire, search and rescue procedures will be undertaken if required. The Search and Rescue Team will make an initial assessment of the building.

Students will be kept under school supervision until their parent picks them up or an authorized adult as listed on their emergency earthquake release form picks them up. Please note that the school telephones are not able to receive calls in the event of a power failure.

In September 2017, Millstream PAC purchased and filled a brand new Emergency Survival Bin for the School Community. Basic supply, food, first aid, water needs are covered. Student Comfort kits are stored in this bin as well.

Attendance:

- ★ If your child is going to be absent or late, you are asked to call 250-478-8348 or email ttreloar@sd62.bc.ca
- ★ Students arriving late or returning to school after an appointment are asked to sign in at the office.
- ★ A binder for this purpose is located on the front counter in the office.
- ★ Students leaving the school before the end of the school day are also asked to sign out in the same binder.

Illness or Injury at School:

When a child becomes ill or is badly injured during the school day, parents will be notified by

telephone and first aid will be administered if applicable.

If no one is available an emergency contact will be called.

The school office must have up-to-date telephone numbers where parents can be reached in case of emergencies, as well as two emergency contacts.

Keep the school office informed of any number changes.

Medication at School and Life Threatening Allergies:

Sooke School Board policy prohibits public school personnel from administering medicine in any form without appropriate documentation.

- ★ If your child has a health problem, please make sure that the teacher, school nurse, and office are aware of the situation.
- ★ A form supplied by the office has to be taken and filled out by your child's physician before any medication is administered by our staff. If this service is needed please contact the office. All such medications, are dispensed from the office.
- ★ A number of our students each year have serious allergies, including being anaphylactic to some allergens.
- ★ Millstream is a "NUT AWARE" School - which means that classes where students have a severe nut or peanut allergy are asked to refrain from bringing nut products into that classroom. However, we cannot guarantee that nuts/peanuts

will not enter the classroom or be present on the school grounds. Please remind your child not to share food at school for this reason.

- ★ At Millstream we work with the school nurse and with parents to provide a safe environment for these students. *Please remember to contact the school office or the school nurse if your child has such a condition.*

Early Closures/ Non-Scheduled School Closure (Snow):

In the event of questionable weather conditions listen to your local radio station.

- ★ School personnel will contact parents/guardians if early closure is required.
- ★ All children will remain at school until arrangements have been made for pick-up.

Drop Off Area:

Our drop off area is an extremely busy place especially at drop off and pick up times. We encourage everyone to avoid using a vehicle to get to school where possible.

Parents dropping off or picking up their child at the drop off area, are asked to establish safe routines for their children while in the parking area.

Our school is also an Idle-Free Zone. Parents dropping off or picking up are asked to shut off their engines to avoid the harmful effects of their exhaust.

Code of Conduct: R. E. S. P. E. C. T.

- ★ Responsible behaviour
- ★ Excellent manner
- ★ Safety First
- ★ Personal space
- ★ Effort and empathy
- ★ Cooperative play
- ★ Tolerance and understanding

The Code of Conduct is established for the benefit of everyone at Millstream. Our goal is to assist students in developing self discipline and a sense of responsibility towards others. Students must recognize that any behaviour which interferes with the safety and learning of others is unacceptable.

Our Beliefs

Millstream Elementary School believes that all students have the right to learn in a SAFE and RESPECTFUL environment. The responsibility for teaching appropriate acceptable behaviour is shared between the home and school. Only by working together can we promote positive and responsible student conduct.

Student Code of Conduct

Every student at Millstream School has RIGHTS.

With those rights come RESPONSIBILITIES.

- ★ I have the RIGHT to learn.
- ★ It is my RESPONSIBILITY to listen to instructions, to work quietly, and to raise my hand if I have a question or concern.
- ★ I have the RIGHT to be safe.
- ★ It is my RESPONSIBILITY not to engage in rough play, to threaten, bully or physically harm anyone else.

- ★ I have the RIGHT to hear and be heard.
- ★ It is my RESPONSIBILITY not to interrupt others or make unnecessary noise.
- ★ I have the RIGHT to be respected.
- ★ It is my RESPONSIBILITY not to tease, bother or upset other people or hurt their feelings.
- ★ I have the RIGHT to privacy and to my own personal space.
- ★ It is my RESPONSIBILITY to respect the personal property of others, and to accept their right to privacy.
- ★ I have the RIGHT to a clean, healthy environment.
- ★ It is my RESPONSIBILITY to dispose of garbage and keep my work and play area clean.

In accordance with the District Policy, the B.C. Human Rights Code and the Criminal Code, there will be zero tolerance for the following:

- ★ Threat or bullying
- ★ Disobedience or refusal to follow adult direction
- ★ Theft and vandalism
- ★ Violence of any form
- ★ Discrimination against a person or group of people on the basis of race, colour, ancestry, place or origin, religion, family/marital status, gender, physical/mental disability, sex or sexual orientation
- ★ Tobacco
- ★ Physical, verbal or sexual harassment
- ★ Possession or use of illegal substance (drugs, alcohol,

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- tobacco
- ★ Possession or use of weapons

Behaviour Goals

At Millstream Elementary we:

- ★ show consideration, courtesy and respect to others and their property
- ★ move, work and play safely.

These expectations are reflected in the following ways:

- ★ Keeping hands and feet to yourself (no fighting or rough play)
- ★ Using appropriate language.
- ★ Following instructions.
- ★ Showing respect to all adults, students and property.
- ★ Acting in a safe manner.

Should these rules not be observed, possible consequences may include:

- ★ completing a "social responsibility" evaluation
- ★ conferencing with all parties involved
- ★ developing a behaviour contract
- ★ contacting parents
- ★ cleaning up the playground
- ★ referral to the counsellor
- ★ referral to the administration
- ★ restitution of others' property or self- esteem
- ★ suspension from school for day(s)
- ★ temporary loss of lunchroom privileges
- ★ temporary loss of playground

- privileges
- ★ time out
- ★ walking with the supervisor
- ★ writing an apology letter, or lines
- ★ other consequences appropriate to the situation

This Code of Conduct concerning the rights and responsibilities of everyone at Millstream has been discussed with both students, staff and parents.

These rights and responsibilities will help me work with others to ensure Millstream Elementary School will continue to be a safe and happy place.

Restitution Focus at Millstream:

Restitution is an approach to discipline that aims to support students to fix their mistakes, learn from the experience and return to the community strengthened and confident.

An assumption when using this approach is that all behavior is purposeful and serves as a student's best attempt to meet their need(s) in a given situation.

Using this approach we teach all of the students the 5 basic human needs and we support the students to find positive ways to meet their needs.

The 5 basic needs are:

- ★ Power
 - ★ Belonging
 - ★ Freedom
 - ★ Fun
 - ★ Survival
- At Millstream, we will begin

by focusing on one strategy/approach related to restitution

This focus will be discussed and worked on in all classrooms in order to help foster understanding, consistency and a common language to further support all of our students.

Current Focus: My Job/Your Job:

For this activity students work with their teachers/support staff to develop a list of "responsibilities" for each individual. These lists are co-developed and serve as a guide for what each individual needs to do to be socially and academically successful and support others to do the same.

- ★ If we are all doing our job, we will be increasing the likelihood of success for ourselves and those around us.
- ★ This list is a reference point throughout the year and serves a living document to be revisited and revised.
- ★ Try this at home to further clarify/identify various tasks and or the way people should be together. Please check back for some classroom examples.

To learn more visit the following link: <http://www.realrestitution.com/>

Student Services

School Based Team (SBT):

Students who are experiencing difficulties academically, socially and/or emotionally, may be referred to the School-Based Team (SBT).

The Team will discuss the problem and make recommendations as to how the student might be supported.

Composition of the Team varies depending upon the circumstances, but generally includes an administrator, the Literacy Support and Integration Support teacher(s), the school counselor, school based social worker, and the student's classroom teacher. Parents are often involved in the conversation as well.

Referrals to the SBT may be made by parents or staff who have concerns about a child.

Literacy Support:
The learning assistance program is flexible in its service to students. It constantly changes, depending on the needs of a student, a group of students, or a class. Literacy Support may take place in the student's class or on a pullout basis. At all times, there is communication with the classroom teacher as to whether or not the student requires specific skill instruction or classroom curriculum support.

Literacy Support also includes the delivery of Early Literacy Intervention/Reading Recovery for Grade One english students and grade one french students. This program provides an intensive, one-on-one intervention to bring student reading skills up to grade level.

Integration Support:
The Integration Support Teacher works to provide appropriate educational programs for students with special needs identified through district screening tests. The teacher works closely with students and staff in providing skills and resources to ensure maximum success for each student.

E.S.L. Program:
The E.S.L. Program assists class-

room teachers by providing support for English as a Second Language learners in their language, cultural, and social development. The goal is to develop the learners' understanding of the English language so that they may participate actively and satisfactorily in school.

School Health Nurse:
The school health nurse is available to students, parents and staff for information, counselling and support about health related issues. Our school nurse is a community health nurse.. If you have any questions, please phone her at the school or at the Langford Community Health Office (250-519-3490).

School Counselor:
Ms. Michele Kiefert, a school district counselor is assigned to our school. She offers counseling to children and families regarding the social and emotional health of children. The counselor also provides support for the child and his/her family in a family crisis and shares information regarding community services and agencies. The counselor also teaches preventative programs in classrooms at teachers' requests (ie. Bullysmart, Health and Wellness). The counselor is scheduled to be at Millstream on a limited basis, however, if it is an emergency, and you need to contact her, please contact our office.

Speech and Language Pathologist:
Services are available to students for treatment of articulation, language, voice and stuttering disorders. Our Speech and Language Pathologist is Sandra Martell.

District Occupational

Therapy/Physiotherapy:
The district occupational therapist and physiotherapist work with students who have perceptual and/or motor difficulties. They provide suggestions for classroom adaptations and training exercises.

Parent Involvement:
Millstream Parent Advisory Council
The School Act of British Columbia establishes the right of parents of students to form a Parents' Advisory Council (PAC).

All parents or guardians of Millstream students are members of the PAC.
The PAC may advise the Principal and School Board respecting any matter relating to the school, such as parental views about school programs, policies and activities.

The Millstream PAC is composed of at least 15 members officially elected by parents: President, Vice-President, Secretary, Treasurer (General Account), Treasure (Gaming), Hot Lunch Coordinator, Emergency Coordinator, SPEAC Representative, Events Coordinator, Newsletter Committee, Sign Committee.

Objectives:
★ to create an atmosphere of mutual appreciation and understanding between school staff and parents
★ to be of assistance to the school by providing:
★ financial support
★ informational services
★ organizing volunteer program
★ supplementing our children's overall learning environment

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- ★ to promote active participation by both school staff and parents
- ★ to advise the Board, Principal, and Staff on any matter relating to the school
- ★ In addition, General Meetings are held each year, to allow for direct parent input and to update parents on association activities.

Parents Working to Support Learning:
At Millstream School we feel the learning environment for all students is enhanced when parents and community members are involved in supporting the children's learning. This support can take many forms:

- ★ Visiting the school
- ★ Observing your child in his/her

- classroom
- ★ Learning about the curriculum, teaching and evaluation methods
- ★ Sharing information about your child with his/her teacher
- ★ Participating in the Parent Advisory Council
- ★ Attending parent information sessions
- ★ Reading the regular school bulletins and newsletter
- ★ Listening to children read and reading to children
- ★ Assisting with clubs, sports, and special events
- ★ Helping with hot lunches, field trips, etc.
- ★ Helping and supporting fundraising projects
- ★ Being members on school and district committees
- ★ Being willing to communicate openly about concerns.

Parent Volunteers:
Schools which have high levels of student success also show high levels of parental involvement. Parents are a vital part of the educational process. We encourage parent involvement in the school in many ways. Some parents wish to volunteer in the classroom. These arrangements can be made with individual teachers. *The responsibilities of parent volunteers are:*
★ to maintain confidentiality at all times
★ have a criminal record check completed
★ to familiarize themselves with posted escape routes in case of emergency
★ to conduct themselves in a manner befitting an office/school environment.

