

# Sargent Park School Handbook



1070 Dominion Street  
R3E 2P4  
775-8985



## Table of Contents

### Mission Statement

### Code of Conduct

### A Typical Day at Sargent Park School

- School Bells
- Class Changes

### School Resources

- Library
- Birthday Book Club
- Technology
- Guidance Counselor
- Child Guidance Clinic
- Volunteers
- Patrols

### Program Descriptions

- Special Education/Resource Programs
- Classroom-Based Support/Resource
- Gifted & Talented Program
- English as an Additional Language (E.A.L.)
- Music
- Physical Education
- Art
- Practical Arts

### Policies

- Reporting/Promotion Policy
- Homework

### Extra-Curricular Activities

- Sports
- Music
- Student Council

## Year-End Awards and Celebrations

### Sargent Park Parent Teacher Association

- Lunch Program
- Volunteers

### General Information

- Canteen
- Junior High Lunch Hour
- Picking up Nursery-Grade 3 Students
- Call-back System
- Fundraising
- Driving Children to School

### School Safety Plan

- Emergency Evacuation

## WELCOME TO SARGENT PARK SCHOOL

1070 Dominion Street  
R3E 2P4

Phone: 775-8985 Fax: 786-5859

Website : <http://www.wsd1.org/sargentpark>

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 be distributed to students to keep you fully informed.

Our staff believes 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**

The general aim of education at Sargent Park School is to enable each individual to develop his/her fullest potential in all aspects of human growth and development:

intellectually: to provide stimulating learning activities in order to develop a community of learners, taking into account challenges and realistic, high expectations for all students;

emotionally: to assist students in developing feelings of self esteem through a supportive learning environment based on success oriented programs and evaluation procedures;

socially: to develop and demonstrate responsibility, good citizenship and a spirit of cooperation so that each person's rights are respected;

physically: to provide a safe learning environment in which a person develops the skills for personal safety and a healthy lifestyle, including nutrition and physical fitness;

aesthetically: to develop an appreciation for and skills in the performing arts.

The underlying premise of this statement and fundamental to its success, is that it can only be fully realized in a climate of cooperation, shared decision-making procedures, and the working toward common goals by all members of the student body, school staff and community.

# CODE OF CONDUCT

## Sargent Park Code of Behaviour , Responsibilities and Expectations

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

Behaviour	Student	Parent	School	Range of Consequences
<b>Substance Abuse</b>	Is prohibited from possession and use of tobacco, alcohol, illicit drugs and solvents on school property.	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
<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
<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.			Formal administrative procedures
<b>Respect for Property</b>	Encourage respect and responsibility for public and personal property. Encourage pride in the school.			Formal administrative procedures
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.				

## RANGE OF CONSEQUENCE

### 1. Informal Contact

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

### 2. 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.

### 3. Parental 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.

### 4. Detention of student

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

### 5. Withdrawal from Classroom Setting

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

### 6. 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.

### 7. 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.

### 8. 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.

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

#### **10. 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.

#### **11. Suspension**

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

#### **12. Outside Agencies**

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

#### **13. Expulsion**

At the discretion of the Board of Trustees.

## A TYPICAL DAY AT SARGENT PARK SCHOOL

### School Bells

The morning bell rings at 8:50 AM so that the students are ready to begin classes at 9:00 AM. Students are expected to use this time before the announcements to organize their books and supplies needed for the morning classes.

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
10:10 - 10:25 a.m.	First Recess (grades 1, 3, and 5)
10:40 - 10:55 a.m.	Second Recess (grades 2, 4, and 6)
11:45 - 12:40 p.m.	Jr. High Lunch Break
12:00 - 12:55 p.m.	Elementary Lunch Break
2:10 - 2:25 p.m.	First Recess
2:40 - 2:55 p.m.	Second Recess
3:30 p.m.	School Dismissal for all Students



### 3:30 Dismissal

All students not involved in supervised extra-curricular activities must leave the school grounds promptly. Parents 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. 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 Resources

### Library

The Sargent Park library supports programming and resource-based learning at all grade levels. The library is open to Junior High students from 8:00 a.m. to 4:30 p.m. every school day for students to read, do homework or work on school assignments on the computer. When students require usage of a computer before or after school or at lunch, they must inform the staff member in charge of the nature of their task. Students from Grade 1 to 9 take out books from our collection once per cycle and are responsible for the safe return of these books. Students begin taking library books home in Grade 2.

Once students reach Grade 7 the library staff puts no restrictions on the type of literature they borrow from the library. Books that are damaged need to be either replaced or worked off in the library, and until this is completed, student lending privileges are suspended.

The library has 35 computers for class use and students are required to sign in when they sit down at a computer station. Students save their work in a folder for their usage only. Any student who is suspected of trying to enter suspect sites, opening other students' work or any other disruptive or inappropriate behaviour will have computer privileges suspended for a period of time which matches the infraction. Disks from home may NOT be brought to school. No food or drink of any kind is allowed in the library.

### Birthday Book Club

Our school is proud to offer a Birthday Book Club. Students who are celebrating their birthday are invited to make a \$5.00 donation to the school library and they then get to choose a book to put into the library with their name and year inscribed as a donation.

### Technology

Sargent Park is equipped with over 300 computers spanning three computer labs (an elementary lab, a junior high lab, and a lab in the Library); two math labs (Gr. 7 & 8); and a varying number of computers in each classroom.

The computer program integrates technology into the everyday life of the school, as well as it introduces staff and students to innovative technologies. The computer program strives to increase the Information and Communication Technology (LwICT) literacy of students and staff so that they are better able to acquire, evaluate, organize, synthesize, create and communicate information.

The information age and technology are bringing student-learning activity to the Internet for educational purposes. Sometimes, students will be directed to specific sites; other times, they will find things by using a search engine. The

World Book Encyclopedia - online is the newest activity available at school and at home with user ID and Password. Citation and reference of Internet resources is required in the projects and presentations.

Students are required to complete the "User of Internet Resources" form in which they agree to comply with the Sargent Park School 'Code of Conduct' and the WSD 'Rules and Regulations'. Teachers follow safe Internet practices that promote Internet safety online and in the WSD web messaging. The students are encouraged to follow safe Internet practices at home when using the Internet for schoolwork and for pleasure. Cyber tips and Safe Kids are some of the online resources available to assist users in safe practices and good 'etiquette' online. Through the Sargent Park newsletters and web page, current articles on safe Internet practices are published. Unsafe practices will result in a termination of access to the resources for the user.

### **Guidance Counselor**

Sargent Park School has a guidance counselor available to students at all grade levels. Service may be provided to students individually, in small groups or to entire classes. Some issues that are commonly addressed by the counselor are social-emotional concerns, relationship difficulties, attendance, bullying, adolescence issues and making choices about high school and further studies. Parents are invited to contact the counselor directly if they have concerns.

### **Child Guidance Clinic**

The Child Guidance Clinic (C.G.C.) 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.G.C. team that consists of a social worker, a psychologist, a speech/language pathologist, a reading specialist, an audiologist, a psychiatrist, 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.G.C. team can be obtained by contacting the school at 775-8985 or by contacting the Child Guidance Clinic directly at 786-7841.

### **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.
12:45-12:55 p.m.	3:30-3:45 p.m.

**Severe Weather Patrol Times** (e.g.: -35°C with Wind Chill)

Patrols will only be at their posts for 5 minutes before the bell rings.

**Quick Exit Plan for Extremely Dangerous Weather** (e.g.: -45°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 and crossed as a group.

## PROGRAM DESCRIPTIONS

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. Junior High classes 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:

French (Gr. 4 - 9), Computer Education, Band (Gr. 7 - 9),  
Practical Arts (Gr. 7 - 9), Advanced Placement Math (Gr. 9),  
Video Production Studies (Gr. 9)

### **Special Education/Resource Programs**

Sargent Park School has a team of three special 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 special education resource teacher and/or teaching assistant work with students individually or in small groups within the classroom or outside the classroom setting. An Adapted Educational Plan or Individual Educational Plan is developed by a team that may consist of the special education resource teacher, the classroom teacher, the parent, the Child Guidance Clinic team, outside agencies, and Division personnel.

### **Classroom-Based Support/Resource**

From time to time it may be necessary to adapt a student's program to meet individual needs to enable a student to be successful. Students in an adapted program remain in the regular classroom but may receive additional supports. The parents/guardians are informed and an Adapted Educational Plan is completed.

### **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 specific times there are special withdrawal programs in specialty areas such as Math, Physical Education, Art, Music, Research and Drama for students who display exceptional ability or have special interest in that area.

### **English as an Additional Language (E.A.L.)**

The EAL program at Sargent Park School "bridges the gap" between the EAL classroom and the mainstream classroom by adopting a "whole education approach" to integrating learning strategies, language, and content. This provides our EAL students with experiences which complement and parallel the curricula in their classrooms.

The goal of our EAL program is the successful integration of our EAL students within their classrooms.

### **Music**

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 choirs at each of the Grade 1 - 6 levels and a Junior High Concert Choir. The music program is optional for Grade 7 - 9 students. The Junior High students also have an opportunity to participate in a musical production every second year and there is a music trip group that goes on tour every other year.

### **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, in inter-room sports and in inter-school activities. The underlying philosophy of the phys ed. program is to enhance a healthy and positive lifestyle.

Students with injuries and/or illness are not to actively participate in phys ed. classes, inter-room competitions, school team practices and/or games. The condition is to be reported to their teacher and/or coach - total or partial exemption can be arranged, 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.

### **Art**

Art is considered essential to promote growth in a child's personal and social development. Art contributes to an understanding of life and humanity across time and place. It tells children about themselves and their world. The art program is optional for Grade 7 - 9 students.

### **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 electrical, graphic arts, foods, and clothing.

The practical arts dress codes apply to all shops areas. All clothes should NOT be loose fitting, NO shorts or sandals, remove all jewelry, and long hair must be tied back.

## **POLICIES**

### **Reporting/Promotion Policy**

Students in grades 1 - 9 have four reporting periods each school year: NOVEMBER, FEBRUARY, MARCH/APRIL and JUNE. Report cards are sent home during three of the reporting periods. Parent Conferences and/or Student-Led Conferences with portfolios are held in March/April. 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, attitude, 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 'continue' in the same grade or be 'placed' in the next grade with appropriate programming and supports. When a student is 'placed' in the next grade, an Adapted Educational 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 Comprehensive 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 at the first parent conferences in November.

Divisional exams are also written in June for Gr. 8 and Provincial assessments for Gr. 7 and Gr. 8.

### **Homework**

At the Junior High level, homework is usually assigned on a daily basis. The Junior 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 Junior 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.

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.

## **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 4 -9 in noon hour intramurals

School teams for inter-school competitions in cross country, track, volleyball, basketball, soccer, softball

Life-time sports - tennis, badminton, table tennis

### **Music:**

Choirs, musical productions, Orff club, honour band, guitars

### **Other:**

Eco Club

Recreational sewing

Drama

Homework Club

Aboriginal Perspectives

Scrapbook Club

Library Assistants

Leadership Program

### **Student Council**

Elections for the Sargent Park Junior High Student Council takes place at the end of September/early October. Each class elects a president, vice-president, treasurer and a sports representative.

Positions require a great deal of commitment and responsibility. Therefore, students who indicate an interest to run in school-wide elections must be academically strong and good citizens.

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

## **YEAR-END AWARDS AND CELEBRATION**

Nursery and Kindergarten students have a year-end celebration at the end of June.

Grade 1 - 4 students have a Celebration of Learning on the last day of school.

Grade 5 and 6 students have an Award Ceremony at the end of June.

The Junior High grades celebrate the end of the year with two ceremonies - the Grade 7 and 8 Awards and the Grade 9 Awards and Farewell. Merit and excellence awards are given for citizenship, extra-curricular participation and academic achievement. Numerous other specialty awards are also presented. As well, at the Grade 9 celebration, all Grade 9 students participate in a school-leaving ceremony.

Parents are invited to all these Celebrations.

## **SARGENT PARK PARENT TEACHER ASSOCIATION**

Parents, teachers and administrators bring together ideas and energy at monthly 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 issues 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.

### **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 microwaves for heating up food and a milk program. Please remember that heating foods should not be a daily requirement as there are many children and time is limited. Also 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 intricate 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 and organize special events; motor skill program, speech therapy and academic drill are key programs that are implemented by volunteers, to describe just a few. The library staff are also assisted by the volunteers repairing books, carding and shelving books.

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

## **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 Junior High students at 11:45 a.m. and remains open for elementary students till 12:10 p.m. Prices range from \$1.25 - 2.50 for lunch foods and \$.50 - \$1.00 for treats. Parents are reminded not to send an excess of money with students.

### **Junior High Lunch Hour**

Junior 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 Library or Computer Lab. Students who stay at school during the lunch hour are expected to be out of the hallways by 12:00 p.m. The canteen for Junior High students opens at 11:45 a.m.

and closes at 12:00 p.m. Students not cooperating in the balcony will not be allowed to remain at school.

Students are to eat lunch in the balcony in the gym. Students eating lunch in the hallways or washrooms will be suspended from staying for lunch and using the canteen. The principals will set the length of suspension and parents will be notified.

Pizza days will result in the relaxation of lunch rules to accommodate the serving of large number of students.

#### **Picking up Nursery - Grade 3 Students**

Parents waiting for students to be dismissed are asked to wait by the door your child is assigned to exit by, or at the sitting area across from the library. Please do not stand outside the classroom door as this causes hallway congestion.

#### **Call Back System**

Parents are asked to call the school - 775-8985 - if their child is going to be absent from school. If the school has not been contacted, students will be expected to bring a note of explanation. Any unexplained absence will be followed up by the school call back system.

#### **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. Students who would like to participate, but are unable to do so, may make alternate arrangements with a member of our fundraising committee.

#### **Driving Children to School**

**REMINDER: DO NOT DROP OFF OR PICK UP YOUR CHILD IN A VEHICLE ON DOMINION STREET.**

Parents are reminded that stopping on the east side of Dominion heading north is illegal, as well as being dangerous for your children. Parents 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.

## **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, Jr. High students from Sargent Park School would be taken to Prince Charles School on Wellington Avenue, phone number 788-0203 and Elementary students would be taken to the Sargent Park Pool Complex, phone 986-3922. If these sites were not available, the division would 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 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 to the following radio stations:

<b>CBC - AM/FM</b>	<b>1290 FOX</b>
<b>CHIQ+Q94 - FM</b>	<b>CKIS - 97FM</b>
<b>CJOB - CHMM - FM92</b>	<b>CITI - FM</b>
<b>CKRC - CKWG -FM103</b>	<b>CKY - 58AM</b>