

HARROW SCHOOL

**550 Harrow Street
Winnipeg, Manitoba
R3M 3A2**

**Telephone: 453-3347
Fax: 453-1135**

**Laurie MacDonald—Principal
Heather Nielsen—Secretary**

WELCOME TO HARROW SCHOOL

The Harrow School Handbook is intended to provide families with information about our school. We hope you can use it as a handy reference guide to the school. Please take a moment to read the booklet and acquaint yourself with our policies and programs.

Harrow School is a special place, as it offers children a safe and secure environment in a small community school setting. As a small school, we offer the benefit of knowing all of our children and the staff is therefore able to give immediate and effective support for the best possible academic planning. We consider ourselves a family of learners, striving to meet the academic, social and emotional needs of your children.

Students, teachers and parents working together is the key to our successful school planning. The staff of Harrow School joins with you in a partnership to provide a productive, positive and stimulating learning environment for your child. Please feel free to voice your support, ideas, questions or concerns with us at anytime. By working together we can accomplish much.

MISSION STATEMENT

As a staff, we are committed to providing our students with the opportunity to learn and to thrive in a safe environment of acceptance and encouragement, where respect is the norm. We are the facilitators and with parental support, we strive to help each child achieve their potential and to help them become responsible and contributing members of society.

GUIDING PRINCIPLES

At Harrow School, we promote and celebrate individual differences. We also accept and respect the diversity of cultures and lifestyles. This involves the cooperation of our staff and parents in programming for the academic, social and emotional needs of each child. Parental support is essential, as it is through the commitment of both the parents and teachers, that the children will benefit most from the education that they receive.

The expectation for all students is that they come to school ready to learn and to develop their skills to the best of their abilities. The staff is committed to providing instruction of the highest quality.

Emphasis is placed on the student's ability to accept responsibility for his/her actions and to maintain a standard of self-discipline while recognizing the rights of others. Children and adults must respect each other at all times.

We encourage community involvement to enrich the programs of Harrow School and to become involved with Parent Council.

HARROW SCHOOL STAFF 2008—2009

Principal	Ms. Laurie MacDonald
Secretary	Mrs. Heather Nielsen

Nursery a.m.	Rm. 2	Mrs. Anne Gudmundson
Kindergarten p.m.	Rm. 4	Mrs. Anne Gudmundson
Grade 1	Rm. 1	Mrs. Kati Devlin
Grade 2/3	Rm. 8	Mrs. Marianna Cuda & Ms. Tristin Burrows
Grade 3/4	Rm. 9	Mrs. Susan Kirkby
Grade 5	Rm. 12	Ms. Kate Byman
Grade 6	Rm. 10	Mrs. Sarah Daeninck

French	Mrs. Susan Chernetz
Computer	Mrs. Susan Chernetz
Physical Education	Ms. Cathy Cullen
Music	Mrs. Roz Russell-Turk
Custodians	Mr. Dan Gouthro—day Mr. Bill Forrest—evening

Educational Assistants

Mrs. Paula Antifaiff
Mrs. Dana Campbell
Mrs. Kim Con
Mrs. Rissa Lang
Mrs. Shelly Marchand
Mrs. Shelli Michalchuk
Ms. Susie Weimar

Child Guidance Clinicians

Mrs. Kathi Van Gunten—Social Work
Mrs. Carol Hryniuk Adamov—Reading
Mrs. Bev Geddes—Speech & Language
Ms. Bettina Nyman—Psychology

GENERAL SCHOOL INFORMATION

Harrow School is a warm, secure and community based learning environment. We are a small school with approximately 170 students from Nursery to Grade 6, which allows each child to be known by all staff, and therefore be given immediate and effective support at all levels. We consider ourselves a family of learners and strive to meet the social, emotional and academic needs of each child.

Please feel free at any time to voice your support, ideas, concerns or questions with us. By working together we can provide the best possible learning environment for your child and much can be accomplished.

At Harrow School, students are expected to:

- Come to school prepared to learn.
- Be courteous and helpful to each other, to staff and visitors in the building.
- Take good care of their school and respect their property and the property of others.
- Behave in a way that does not endanger the safety of themselves or others.
- Move around the building in a quiet and orderly way.

CODE OF CONDUCT

There are three main beliefs that are continually stated throughout the school.

Everyone has:

- The right to learn
- The right to be safe
- The right to be respected

Unacceptable behaviours, which will be immediately consequenced, are as follows:

- Bullying behaviours which include verbal or physical threats or actions
- Physical, sexual or psychological abuse in any manner
- Discrimination on the basis of any characteristic as set out in subsection 9(2) of the Human Rights Code

- Using, possessing or being under the influence of alcohol or illicit drugs at school

Any involvement in gangs or possessing a weapon will not be tolerated on school property. An immediate suspension will follow the discovery of any type of weapon that may be used to cause bodily harm.

DISCIPLINARY ACTION

The basis for Harrow's discipline policies are to teach students the meaning of cooperation and responsibility. We expect students to take ownership for their own behaviour. Students need to feel they are trusted to assume responsibilities and need to be given opportunities to make important decisions throughout their school years.

- At Harrow Scholl everyone has the right to learn and to be safe.
- I am responsible for myself and the things I say and do.
- I will come to school prepared to learn and to do my best.
- I will respect and care for myself, other people, my school, and my neighborhood.
- I will behave in a safe manner at all times.

Consequences for misbehaviour are varied. The seriousness of the action, age of the child and the frequency of the misbehaviour are some of the points that are considered. Teachers handle the situations, involving the principal when necessary. Parents are phoned or asked to come to school as necessary. Possible consequences include:

- Loss of privileges, recesses or time out
- Written or oral apologies
- Restitution
- In or out of school suspensions

SCHOOL INFORMATION

Entrance and Dismissal Times

8:55 a.m. school entry (Nursery to Grade 6)
11:30 a.m. dismissal for Nursery students
11:55 a.m. – 12:55 p.m. Grade 1-6 lunch hour
12:55 p.m. – 3:30 p.m. Kindergarten to Grade 6

Students should not arrive at school before 8:45 a.m. or 12:45 p.m. as there is no outdoor supervision before these times.

Recess Periods – Grade 1 to 6

Morning: 10:30 a.m.– 10:45 a.m.
Afternoon: 2:15 p.m. – 2:30 p.m.

PROGRAMS

We are pleased to provide a wide variety of Programming for your child at Harrow School. We offer an automated library, computer lab and technology teacher, French for Grades 4 to 6, music, art, physical education, resource and counselling. A daycare for preschool and school-aged children is also housed in our school.

This year curricular and extra curricular programs have included:

- Access to the newest school based technologies
- Sports Clubs (basketball, volleyball, speed skating, soccer, running and baseball)
- Dance Club
- Leadership Program
- Literacy Activities
- Winter Concert
- Chess Club
- Buddy Reading
- Book Fair
- Grade 3- 6 Camp Experience
- Artist in the School
- Field Trips
- Theatre experiences and more

ATTENDANCE AND CALLBACK SYSTEM

Please note that all students who are not in attendance at school during any given day, are part of the school-wide call back system. In order to ensure the safety of our students it is imperative parents notify the school of their child's morning or afternoon absence or teachers will report the names of these children to the office. Parents will then be notified by phone. Students who arrive at school late are instructed to report to the office before going to their homerooms.

HOME AND SCHOOL COMMUNICATION

Communication between the home and school is done on a regular basis and is critical in establishing an effective home-school partnership. Our monthly newsletter goes home at the beginning of each month. Please check the newsletter for important information and calendar updates.

As well, the school and classroom teachers often send home notices and information sheets. Please check your child's backpack daily for any school news.

SEVERE WEATHER CLOSURES

In the event of severe weather conditions which may necessitate a school closure, the decision for closure will be made by the Chief Superintendent of the Winnipeg School Division. An announcement will be broadcast over local radio stations.

LUNCH PROGRAM

The supervision of students during the lunch hour in all Winnipeg School Division Schools is the responsibility of the Parent Councils or Parent Run Lunch Programs.

All children attending the Harrow School Lunch Program **must** complete a registration form in order to attend. Registrations are available in the office.

The cost of the Lunch Program is \$20.00 a month, milk is supplied daily for an additional \$5.00 a month

STUDENT ASSESSMENT AND REPORTING

Teachers are continually evaluating and assessing the progress of their students. There are two Parent-Teacher conferences scheduled during our four reporting periods.

Two-way communication is essential to help plan and provide your child with the best possible learning environment. We encourage parents to be actively involved with their child's learning and to contact the teacher whenever possible if they have any questions or concerns. We also ask that the teachers contact the home if they need to communicate for any reason with the parents regarding issues or progress.

HOMEWORK

Homework is viewed as an integral part of the lifelong learning process. Homework is to be recorded in the agenda planner (Grade 4-6) on a daily basis or as set out by the classroom teacher.

It provides self-discipline, organizational and responsibility building skills for the students. It also helps them develop a sense of time management, while providing parents the opportunity to be involved with their child's education.

ADMINISTERING MEDICATION TO STUDENTS

It is a Winnipeg School Division policy that any medication required to be administered during school hours, must be accompanied with a note from the physician indicating the name of the drug, the dosage required and any other instructions necessary for the prescription to be given appropriately.

The medication will be kept in a locked cupboard and dispensed by staff personnel.

VALUABLES

Students are asked not to bring valuables to school. Toys or games should be kept at home as well unless requested for a special event.

Students bringing valuables or toys to school do so at their own risk.

Electronic equipment as in ipods, cell phones, etc. are not allowed at school.

STUDENT LEADERSHIP OPPORTUNITIES

The older students in our school have many opportunities to actively participate in a variety of roles where leadership skills are trained and encouraged.

These include:

Patrols

Library Monitors

Student Leaders.

There are also opportunities for leadership students to work with young students on basic motor skills, as Book Buddies and to referee or help out at intramural sports.

Harrow School encourages students to get involved in the responsibilities and programs provided by the school.

FIELD TRIPS

Field trips are a valuable way to enhance the learning experience of our students. As these are seen as school in a different setting, we expect all students to attend, unless there is a specific reason why a student cannot.

From time to time we may be asking parents to pay part of the transportation and entrance fees for those field trips. Our school budget and fundraising look after part of the costs as well.

INDOOR RUNNERS OR SHOES

Students are required to have a clean pair of runners for gym classes and indoor use. Students are required to wear their indoor runners or shoes at all times in school in case an emergency exit is required.

INSERVICES AND ADMINISTRATION DAYS

There are 10 days of the school year set aside for inservices and administration use including Parent Teacher Conferences. The use of these days will vary from school to school. At these times individual classrooms or the entire school will be closed. Notices will be sent home in advance.

REGISTRATION

Children who will be four years old by December 31 can be registered for the Nursery Program. Children who will be five years old by December 31 can be registered for the Kindergarten program.

A birth certificate, landed immigration papers or a student visa is required for proof of age and citizenship.

VOLUNTEERS

Parents, relatives, neighbours, and friends are welcome to volunteer at Harrow School.

All volunteers will receive guidance and orientation to familiarize them with the activities with which they will be involved. If you can spare the time, please phone the school at 453-3347, or fill in the form included with the September Newsletter. We appreciate your support and valuable help.

Some places that we use volunteers are in the Library program, in the Resource program, at special event days to share an area of expertise and on field trips.

PARENT COUNCIL

The Parent Council is open to all parents and guardians of children attending Harrow School, as well as staff members. Meetings, which are held once a month, are very interesting and give ample opportunity to learn more about how the school and school system works. Any issues or ideas pertaining to school and community are discussed. Anyone with questions, concerns or interest please attend.

HARROW CO-OPERATIVE CHILDRENS CENTRE KINDERGARTEN TO GRADE 6

A reminder to parents who use the Harrow Co-op Daycare: the school permit calls for children to have access to the building at 7:00 a.m. not before.

Also, children must be picked up from the center no later than 6:00 p.m., the closing time stipulated on the permit. Entrance to the Daycare is only through Ebby doors before 7:30 a.m.

We believe the program is performing a valuable service for our community and look forward to continued cooperation from staff and parents.

Mihaela Mujcinovic, The Director, can be reached at 453-0507.

SCHOOL CALENDAR YEAR 2007 – 2008

School Opening:	Tuesday, September 2, 2008
Students return:	Wednesday, September 3, 2008
Thanksgiving Day:	Monday, October 13, 2008
Remembrance Day:	Sunday, November 11, 1008
Winter Break:	Friday, December 19, 2008

School resumes after Winter Break on Monday, January 5, 2009

STAT holiday:	Wednesday, February 18, 2009
Good Friday:	Friday, March 27, 2009
Spring Break:	Friday, March 27, 2009

School resumes after Spring Break on Monday, April 6, 2009

Victoria Day:	Monday, May 18, 2009
---------------	----------------------

The last teaching day of the school year is Friday, June 26, 2009
Classes are dismissed at 11:30 a.m. on that day.

