

# Maryland Park School

## Handbook

2021 - 2022



700 Maryland Ave.

Brandon, Manitoba

R7A 7X9

204-725-7770

[marylandpark@bsd.ca](mailto:marylandpark@bsd.ca)

# **WELCOME TO OUR SCHOOL COMMUNITY!**



At Maryland Park School, we look forward to working with families to ensure that each student is engaged in a variety of positive learning experiences that support their academic and personal growth. As we work together to build a strong school community, we encourage our families and community members to become actively involved in school activities by supporting students' learning at home, attending and participating in school/community events, becoming involved with Parent Council, and volunteering in our school. Please accept this as your invitation to be an active participant in your child's education. We believe that communication and teamwork are the key to developing and maintaining a strong partnership between school and families.

We have prepared this handbook to share information about our school, which we hope will help you become familiar with our expectations, protocols, and programming supports. If you would like any further information or need clarification, at any time throughout the year, please contact your child's teacher and/or a member of our student support team. We look forward to working with your family to facilitate a strong partnership between home and school.

## **Maryland Park School Mission Statement**

Maryland Park School is a safe and welcoming community that works together to ensure every student achieves high levels of academic, social, and emotional success.

## **Our Learning Beliefs and Collective Commitments to our Students and Families**

We believe all stakeholders have a voice in our school community.

We will listen and consider all perspectives when making decisions that positively impact our school community.

We believe positive relationships provide the foundation for learning and foster a sense of belonging.

We will build meaningful connections with our students, colleagues, families, and community.

We believe every child deserves to feel safe, welcome, and valued.

We will provide an environment of respect and sense of belonging that supports the social-emotional needs of each child.

We believe students need to be independent learners who problem solve, think critically, and reflect on their learning.

We will ensure students have access to activities that foster exploration and discovery.

We believe students and staff need to have a growth mindset.

We will model and celebrate resilience, perseverance, risk taking, and an "I can" attitude.

We believe every child has strengths, gifts, and talents.

We will provide a variety of opportunities for students to further develop their strengths and share their unique gifts and talents while celebrating their individual growth.

We believe each child is an active partner in the learning process.

We will involve students in their learning by goal setting, identifying clear learning targets, self-assessment, and reflection.

## School Hours



8:40 a.m.	Entrance Bell Rings
8:45 a.m.	Classes Begin
9:45 - 10:00 a.m.	Staggered Recess Break - Group #1
10:15 - 10:30 a.m.	Staggered Recess Break - Group #2
11:30 a.m. - 12:30 p.m.	Lunch
12:30 p.m.	Entrance Bell Rings
1:35 - 1:50 p.m.	Staggered Recess Break - Group #1
2:05 - 2:20 p.m.	Staggered Recess Break - Group #2
3:20 p.m.	Dismissal

Parents are asked to send their children to school just before the entrance bells. This is especially important during COVID to limit their close contacts outside of the school day, as well as during cold and rainy weather.

Please ensure that your child is dressed appropriately for the weather. Weather permitting, all students are expected to go outside at recess.

## Office Hours

**The school administrative assistant is available from 8:00 a.m. - 4:00 p.m. to assist you.**

For the safety of all our students, we operate in primary access during the course of the day. This means only our front doors and our parking lot doors are unlocked throughout the day and all parents/families/community members are expected to check in at the office when they arrive at school.

## Attendance

Regular attendance is a **key factor** in your child's **success** at school! If your child is going to be absent or late, please contact the school at **(204) 725-7771**. There is an answering machine that is available to record your message 24 hours a day/7 days per week. If you prefer, you are welcome to send a note or an email to your child's teacher. If your child needs to leave school early, please contact the office and someone will notify the classroom teacher to have your child come and meet you at the office. Please remember that only designated people may pick up your child, so please notify the school if someone other than yourself is picking up your child.

In the event that your child is absent without the school being notified, you will be contacted by our automated call back system (**School Messenger**). If your child is absent and you have not contacted the school to let us know, an automated phone message will be sent out at 9:05 a.m. and 12:55 p.m. to your home phone or designated cell phone number. When you receive a recorded message, please listen to the entire message and contact the school to let us know that your child is absent with your knowledge/permission. Student safety is everyone's responsibility and needs to be a priority!

## **Code of Conduct**

Maryland Park School's Conduct Policy is based on the expectation that all students are capable of making positive choices by being respectful, responsible, safe learners on a consistent basis. All students, staff, and community members must comply with the Brandon School Division Conduct Policy. Teachers review the behavioural expectations with their students on a regular basis.

Bullying, harassment, and physical aggression are unacceptable behaviours and will be dealt with by a staff member and will be referred to the principal/vice-principal. Serious or repeated unacceptable behaviours will be addressed by the principal/vice-principal. The guidance counsellor or social worker will become involved with students (and their families) who engage in repeated bullying, assaultive or harassing behaviours.

Discrimination on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code is unacceptable and will be addressed with students and their families. Consequences will be determined on a case by case basis.

Using, possessing, or being under the influence of alcohol or illicit drugs is unacceptable and will be dealt with in accordance with the Brandon School Division Student Conduct Policy.

Gang involvement will not be tolerated and will be dealt with in accordance with the Brandon School Division Student Conduct Policy.

Possession of a weapon as defined in Section 2 of the Criminal Code (Canada) is prohibited and will be dealt with in accordance the Brandon School Division Student Conduct Policy.

The use of cell phones and recording devices (cameras, video recorders, etc.) are not to be used during instructional time, which includes all breaks.

Students are expected to dress appropriately at school and while attending school events. Jackets are not to be worn during class time and hats/caps/bandanas are not to be worn in the school. Clothing must be free of inappropriate words, phrases, images, and must be modest in nature.

All students are expected to be at school consistently and on time. All students are responsible for checking in with the office if they are late and parents are responsible for contacting the school if their child is going to be late or absent for any reason.

All students are responsible for identifying themselves immediately when asked to do so by any staff member.

Violations of the code of conduct are referred to the school principal/vice-principal for disciplinary actions. These office referrals are recorded and a parent meeting is scheduled when appropriate. Ongoing parent contact is maintained for students who need assistance managing their own behaviour. Either the classroom teacher or a member of the student management team will communicate disciplinary actions to parent/guardians, as appropriate. In the event of a suspension, parents/guardians are offered the opportunity to appeal a suspension through the Superintendents' Department at the Brandon School Division Office.

Please Note: The Brandon School Division Student Conduct Policy 7004 can be reviewed on the division's website.



## Threat Assessment Information

At Maryland Park School, the safety and security of all students is our number one priority. At this time, we would like to share the protocol and procedures that Brandon School Division has in place to assess and deal with potentially threatening behaviours. All threat-related behaviours will be taken seriously. Threats may be written, verbal, drawn, posted on the Internet, or made by gesture only. Threats may be overt, conditional, or veiled. There is a school threat assessment team that will assess the potential risk and the response levels will vary in relation to the assessed seriousness of a threat. Any type of threat will not be tolerated and will be taken seriously. All students have been informed that threatening behaviour is not acceptable under any circumstances.

## Use of Electronic Devices



The use of cell phones is not permitted during school hours. Students are welcome to use the phone in the office **with permission from a staff member**. If you need to contact your child at school, please contact the office (204) 725-7770.

Students are not permitted to use personal digital recording devices (cameras, DS, PSP, iPod, etc.) during school hours without the consent and supervision of school staff. At no time are students permitted to take pictures of other students or school events and post them on the Internet (Snapchat, Facebook, Twitter, Instagram, etc.).

## Allergen Aware Environment

We have students and staff in our school who have severe/anaphylactic allergies to **tree nuts, peanuts, seafood, and fish**. Even exposure to a tiny amount of this item could be potentially serious and life threatening. We can play a role in preventing a dangerous and frightening situation at school. Although the specific child and their family must take responsibility to avoid exposure, staff, other children and their families can also help to make the school environment safer. Your cooperation is asked as follows:

- Please check the list of ingredients on items you send to school.
- Do not send fish or items that contain tree nuts or peanuts to school with your child for snack or lunch.
- Students are not able to share lunch or snack foods at school.
- Teach your children to respect this very serious situation and the students who have these life-threatening allergies.

**FOOD ALLERGY  
ALERT!**



Someone in this area has food allergies.  
Please do your part to keep them safe.

This may feel like an inconvenience for your family, but your cooperation is essential to help ensure a safe environment for all of our students/staff. Thank you for your cooperation. If you require more information, please call the school and speak with our principal.

# **Student Support Services Team**

## **Resource Teacher**

Our resource teacher provides assistance to teachers when students require Student Specific Programming to support their academic, physical, social/emotional and behavioral needs. This is a consultative and collaborative process that focuses on differentiated instruction to provide access points for all students and targeted interventions to meet their individualized programming goals. In carrying out this work, the resource teacher communicates with teachers, parents, students, divisional personnel, as well as outside agencies. If you have concerns regarding your child's academic progress please contact your classroom teacher to discuss your concerns. If your child is receiving specific programming interventions, you can contact our resource teacher Ms. Nektaria Drakou by phone (204) 725-7782 or by email at [drakou@nektaria@bsd.ca](mailto:drakou@nektaria@bsd.ca)

## **Social Worker**

Students are facing an increasing number of challenges both in and out of school. Our social worker focuses on creating a safe space for both students and their families to seek education or support with a variety of issues. Our social worker consults with teachers and families, makes referrals to outside agencies, meets with individual students and small groups, provides educational workshops and class presentations throughout the school year. Students may seek out support on their own or may be referred by family or staff. For more information please contact Ms. Walker at 729-3994 or by email at [walker.kelly@bsd.ca](mailto:walker.kelly@bsd.ca)

## **Social/Emotional Coach/Guidance Counsellor**

Our guidance counsellor works collaboratively with staff and support agencies to address the needs of students individually, in small groups, and through classroom-based programming. The counsellor is a vital member of our team and works alongside teachers to maintain a safe and healthy environment for students. If your child is experiencing a social emotional challenge, please talk with your child's teacher. If your child is engaged in programming with our guidance counsellor, Ms. Hood, can be reached by phone at (204) 725-7779 or by email at [hood.sherry@bsd.ca](mailto:hood.sherry@bsd.ca)



## **Reading Recovery**

Reading Recovery is an early intervention program for grade one students. This program is designed to provide targeted intervention in reading and writing that some young children require to jump start their literacy learning. Children selected for the program receive reading/writing lessons for 30 minutes each day with a teacher specifically trained in early literacy development. Regular school attendance is key to supporting your child in their literacy learning and maximizing the gains they will achieve through this intervention.



## **Academic Support**

Our academic support team works alongside our teachers to implement programming to address the academic needs of students within their classrooms. Our focus is on small group instruction that is targeted to the learning needs of our students with ongoing progress monitoring.



## **Teacher Librarian/Continuous Improvement Coach**

We have a teacher/coach who works with teachers to support and enrich students' learning experiences while exploring a variety skills through differentiated instructional practices within the classroom learning environment. In addition, this teacher works with classroom teachers to ensure students have access to quality children's literature in the library and in their classrooms. We always appreciate the support of parent/community volunteers to help shelve books and other circulation tasks. Training is provided to all of our volunteers.

Please contact [wyzlic.brian@bsd.ca](mailto:wyzlic.brian@bsd.ca) if you are interested in volunteering in the library.



## **Divisional Learning Support Services**

Our school has access to psychologist and a speech language pathologist who are a part of our divisional student support team. We can also access occupational and physiotherapy services to help the teacher and school team program appropriately for your child if needed as well.



## **Youth Revolution**

Youth Revolution is a student leadership program targeted to students in grades 5 - 8. Youth Revolution focuses on promoting healthy lifestyle choices and building awareness about the possible consequences connected to our choices. Youth Revolution activities take place in the school, as well as in conjunction with other schools in the division, and through community partnerships. Please encourage your child to be a part of this student leadership team.





# Strategic Planning: Response to Intervention Model

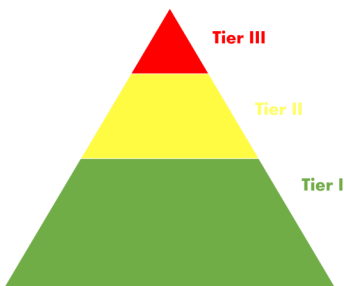
Brandon School Division has adopted a Response to Intervention Model (RTI) that is based on a tiered approach to addressing the needs of students within an inclusive environment. Within the Division's Strategic Plan, the focus has been on Responding to Diversity and Best Practices within the RTI Framework.

You will see the RTI model in action at Maryland Park School, through ...

- the development of our scope and sequence at each grade level with a focus on identifying foundational outcomes. These are working documents and can be reviewed on our website.
- implementing best practices in our classrooms with a focus on meeting the diverse learning needs of students through differentiated instructional strategies.
- a tiered approach to prevention and intervention with a focus on collective responsibility with the teacher as the instructional leader.
- Collaborative Teacher Time and Professional Learning Community work being at the heart of collective responsibility.
- A focus on student specific planning where the learning goals need to be adapted or changed to meet the specific needs of the learner within an inclusive learning environment.

We look forward to providing you with more information regarding our school planning process through updates at Parent Council meetings, newsletter articles, as well as on our website. The work we are undertaking through our school planning process provides the foundation for decision-making, resource allocation, staffing, and determining our professional learning focus.

## Strategic Planning at Maryland Park School



PLC 2.0





## Medication/Illness



In the event that your child requires medication of any kind, including aspirin or cough syrup, **we must have signed authorization by the parent/guardian**. Medication will not be given without a signed permission form.

The school staff will attend to minor injuries such as scrapes, bruises or cuts. In the event of a more serious illness/injury, all attempts will be made to notify a parent at home or work so that he or she can pick up their child. If a parent cannot be reached, the emergency contact person, as listed on the registration sheet, will be contacted.



Should professional medical attention be required and no one is available for us to contact, we will transport the child to the hospital by ambulance. An adult from the school will remain with the child until the parent/emergency contact person arrives at the hospital.

## Lockers

Lockers are provided for all students K - 8. We will order locks for the lockers that are located in the hallway and will provide them to student for their use when they arrive. Students are expected to keep their locker combination confidential. Lockers are the property of the Brandon School Division and are subject to searches by the school personnel if a situation warrants it. A locker form was sent home with the school registration package for you and your child to sign.



## Technology

We are committed to providing students with opportunities to use technology as a learning tool in the classroom. All students have access to technology within their classroom and may use technology to complete various learning activities. Students and parents must sign the Safe Use of Technology and Communications by Students form and return it to their homeroom teacher at the time of registration in order to be able to use technology at school.



## School Patrols

Patrols are students who volunteer for this very important job and are coached by School Resource Officer who works with the division from Brandon City Police. Our school patrols are supervised by a teacher. We hope to have school patrols on duty at the Traffic Circle on 9th Street and at the crosswalk at McLeod to assist students when they cross the street. The patrols are on duty 10 minutes prior to bell time and 5 - 10 minutes after school dismissal. School patrols are on duty for the students' safety and all students are expected to respect the patrols while crossing the street. Students are expected to walk their bikes when they cross the street. School Patrols will not be on duty, and recess will be indoors when the temperature is - 27° C or colder with or without a wind chill, or if it is raining/lightning.



## **Food for Thought Program**



The Food For Thought, in partnership with our school, offers a snack program. Students who are hungry or are experiencing food security challenges may access this program through the office at school. If this is a service that would benefit your family, please contact your child's teacher, the social worker, the Home School Liaison, or one of our administrative team and we will make snack arrangements for your child.

## **Parent Council**

Maryland Park School established a Parent Council in May 2021. Our Parent Group has an important and active role in our school. Meetings are announced via the school newsletter, Instagram, and the website. All parents are welcome to attend these meetings. Parents are encouraged to come to our meetings and get involved in our school. This group serves our school community and is involved in providing a voice in the decision-making process. Our Parent Council President is Pamela Nowosad-Federowich. She can be reached via email at [pnowosad@mymts.net](mailto:pnowosad@mymts.net)



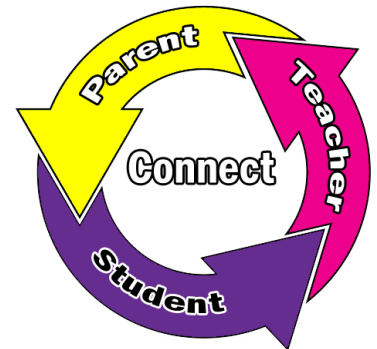
## **Volunteers**

At Maryland Park School, we welcome volunteers to assist in various school activities. If you are interested in volunteering at our school, you will need to complete a Child Abuse Registry Check and Criminal record Check. These forms are available in the office. Brandon School Division covers the cost of these checks for our volunteers.

## **Communication**

Communication between home and school is extremely important for the success of all students. We will keep you informed about school programs and activities through our website, newsletters, SeeSaw, twitter, Instagram, as well as School Messenger. Classroom teachers have established their communication protocols with their families that may include email, SeeSaw, agendas, Instagram, and monthly/weekly newsletters.

We encourage parents to keep in contact with their child's classroom teacher, as well as the school. Please do not hesitate to call if you have concerns about your child. Report cards are sent home in November, March, and June. In November and March, we have parent/teacher/student conferences, which is when parents are formally invited to meet with their child and the teacher to discuss progress and set goals for further learning. However, families are welcome to contact their child's teacher at anytime to discuss their child's learning needs/goals.



## **Newsletters/Maryland Park School Website/Instagram/Twitter/SeeSaw**

Newsletters are created on a monthly basis and will be e-mailed to each family, as well as posted on our school website <https://www.bsd.ca/schools/marylandpark> Should you require a paper copy, please email our [marylandpark@bsd.ca](mailto:marylandpark@bsd.ca) email address or let your child's classroom teacher know and we will send it home with your child.



The newsletter highlights student learning and events that will be happening over the course of the month. In addition, teachers may send home class newsletters, emails or use SeeSaw to highlight specific information that pertains to their students. When the Pandemic Response Plan permits, families are always welcome to attend events that are being held at our school.



You may also follow our school on Instagram and Twitter. We will be posting learning opportunities and curriculum enhancing activities on Instagram and Twitter throughout each week. It is a great way to see what is happening in the school!



## **School Closure/Emergency Procedures**

In certain emergency situations we may have to evacuate the building and may not be allowed to re-enter, or we may need to remain in the building using our Shelter-in-Place procedures. In extreme conditions, classes may be cancelled. School closures are announced on the Brandon School Division website [www.bsd.ca](http://www.bsd.ca) and local media.

In the rare event when an emergency does not allow re-entry to the building (such as a gas or water main break, a fire or a sudden loss of utilities), students and staff will be moved immediately to the Riverview Curling Club or Crocus Plains High School.

In the event that you hear news of any school emergency, please follow these procedures:

- 1) Listen to the radio or television. We will keep the media accurately informed of any emergency.
- 2) Please do not telephone the school. We have limited phone lines and they must be used to respond to the emergency. Please make all inquiries to the Brandon School Division Office at 204-729-3100.
- 3) Please do not come to the school unless requested. An emergency at the school may require emergency vehicles and workers must be able to get to the building.



## **Resources for Families**

Addiction Foundation of Manitoba	204-729-3838
Big Brothers and Sisters of Brandon	204-727-1787
Brandon Friendship Centre	204-727-1407
Brandon Literacy Council	204-729-9964
Community Mental Health	204-578-2400
Child & Adolescent Treatment Services	204-578-2700
Child & Family Services of Western Manitoba	204-726-6030
Children's Advocate	1-800-263-7146
Children's Special Services	1-800-230-1885
Crisis Pregnancy Centre	204-727-6161
Dakota Ojibway child & Family Services	204-729-3650
Dial-A-Dietitian	1-877-830-2892
Elsbeth Reid family Resource Centre	204-726-6280
Health Links	1-888-315-9257
Kids Help Phone	1-800-668-6868
Learning Disabilities Association of Manitoba	204-727-4669
Men's Resource Centre	1-855-672-6727
Mobile Crisis Unit (24 hour) Help Line	1-888-379-7699
Parent & child Advocacy Coalition of Brandon	204-726-9641
Parent Help Line	1-888-603-9100
Public Health Services	204-578-2500
Suicide & Crisis (Westman Mobile Crisis Centre)	204-725-4411
Suicide & Crisis Line (24 hours)	1-888-322-3019
Victim's Services	204-726-6515
Westman Immigrant Services	204-727-6031
Westman Crisis Services	204-725-4411/1-888-379-7699
Westman Women's Shelter	204-727-3644
Women's Resource Centre	204-726-8632



## **Food Banks**

Helping Hands Soup Kitchen	204-727-4635
St. Augustine's Church	204-727-4728
Father's Pantry Inc.	204-726-3312
Salvation Army	204-727-4334
Samaritan House	204-726-0758



**Community Food Bank**

# Maryland Park School Staff 2020 - 2021

Principal	Ms. Miller	Continuous Improvement Coach/ Teacher Librarian	Mr. Wyzlic
Vice Principal	Ms. Tillie		
Kindergarten	Ms. Rome Ms. Derlago	Academic Support/ Reading Recovery	Ms. Nykoliation Ms. Ginn Ms. Stewart
Grade 1	Ms. Denbow Ms. Forster Ms. Morrison	Physical Education	Mr. Queen Mr. Chranowski Ms. Husband
Grade 2	Ms. Laluk Ms. Bowslaugh Ms. Kinney	Music	Ms. Nohr
Grade 3	Mr. Salmon Ms. Conroy Ms. Askham	Resource	Ms. Drakou
Grade 4	Ms. Meadows Ms. Patsack Ms. Hood/Husband	Social Worker	Ms. Walker
Grade 5/6	Ms. Kelly Ms. Coates Ms. Copeland Ms. McDougald-Jones Ms. Bradco	Social Emotional <small>Coach/Guidance Counsellor</small>	Ms. Hood
Grade 7	Mr. McColl Mr. Beg	Administrative Assistant	Ms. Roziere
Grade 8	Ms. Alexander Ms. Steinke	Custodian	Mr. Volk-Ward ("Mr. R")
		Home School Liaison	Ms. Ji
		B.S.S.I.P	Ms. Cook-Martin
		Educational Assistants	
		Ms. Ji	Ms. Sumner
		Ms. Borillo	Ms. Dubois
		Ms. Marshall	Ms. Olinyk
		Ms. Kitz	Ms. Olson
		Mr. Morgan	Ms. Bugg
		Custodial Assistants	
		Ms. Cortes	Ms. Sangster
		Mr. Hadley	Ms. Rodriguez

