



St. Margaret's School Handbook 2011-2012

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Table of Contents

WELCOME TO ST. MARGARET'S SCHOOL	5
MISSION STATEMENT	5
PHILOSOPHY	5
CHARTER OF RIGHTS AND RESPONSIBILITIES	7
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY.....	8
BEHAVIOUR EXPECTATIONS	9
PARENT/SCHOOL COMMUNICATION.....	9
SCHOOL UNIFORM DRESS CODE	11
Early Childhood Education Centre Uniform	13
Kindergarten Uniform	14
Grades One, Two and Three Uniform	15
Grades Four, Five and Six Uniform	16
Senior School Uniform	17
AWARDS.....	19
SCHOLARSHIPS AND BURSARIES	20
GENERAL INFORMATION.....	21
Communication Channels.....	21
School Calendar.....	21
Student Agenda.....	21
Transportation To and From School.....	21
Visitors.....	22
PRESCHOOL AND JUNIOR KINDERGARTEN PROGRAMS.....	23
Getting Started.....	23
Gradual Entry.....	23
Parent Information Evening.....	23
Early Childhood Education Centre Curriculum	23
The Classroom Schedule	23
Arrival.....	24
Absences and Late Arrival.....	24
Dismissal.....	24
Authorized People to Pick-Up Students	24
Late Pick-Up (Morning Program):	24
Outdoor Play.....	25
Snack.....	25
Birthday Party Snacks.....	25
Additional Afternoon Program.....	25
Lunch	25
Snack.....	25
General Information.....	25
Cubbies	25
Lost and Found	25
Play Area & Supervision	25
Guidelines for Wellness.....	26
In Case of Sickness.....	26
Infopack Notices on the Junior School Website.....	26
Written Progress Reports.....	26
Observations	26



St. Margaret's School

Ongoing Communication.....	26
JUNIOR SCHOOL.....	27
General Information.....	27
First Week of School.....	27
Daily Schedule Throughout the Year.....	27
Arrival.....	27
Absences & Late Arrival.....	27
Dismissal.....	28
Student Pick-up.....	28
Late Pick-Up.....	28
Sick Child.....	28
Break (Recess).....	28
Lunch.....	28
Term Dates.....	29
Assembly.....	29
Telephone Privileges and Messages.....	29
Lockers.....	29
Lost and Found.....	29
Play Area and Supervision.....	29
Administration Offices.....	30
Administration.....	30
Report Cards.....	30
Meet the Teacher Evening.....	30
Student-Led Conferences.....	30
Extended Holidays.....	30
Junior School Athletics.....	31
Junior School Outdoor Education.....	31
Fall Activities.....	31
Winter Activities.....	31
Spring Activities.....	31
Field Trips.....	31
Special Occasions.....	32
After School Care.....	32
Supply Lists.....	32
SENIOR SCHOOL.....	33
Student Services.....	33
Counselling Services.....	33
Learning Support.....	33
Peer Tutoring.....	33
Tutoring.....	34
Post Secondary Liaison.....	34
SAT/TOEFL Preparation.....	34
Post Secondary Opportunities.....	34
Guidance Centre.....	34
Graduation Standards.....	35
General Information.....	35
Academic Marking Grid - Senior School.....	35
Alexis Hall Lunches.....	35
Attendance and Absences.....	35
Illness.....	35
Lateness.....	35



St. Margaret's School

Lockers	36
New Student Orientation	36
Off Property Privileges	36
Outweek Trip	36
School Supplies	36
Study Block	36
Use of English.....	37
Yearbook – <i>The Cardinal</i>	37
Extra-Curricular Offerings.....	37
Sports	37
Clubs, Committees and Activities	37
Annual Activities	37
RESIDENCE	38
Suggested Packing Requirements.....	38
Allowance and Points Disbursements	38
Contents Insurance.....	38
Health Care Information	39
Homestay Program - General Rules and Practices	39
Hospital/Medical Coverage Information	40
Internet Access.....	40
Off-Property Privileges.....	40
Overnight Leave Procedures For Boarders.....	41
Safe	41
Telephones.....	41
Travel Arrangements	42
Visitors.....	42
ST. MARGARET'S SCHOOL CAMPUS MAP	43



WELCOME TO ST. MARGARET'S SCHOOL

MISSION STATEMENT

St. Margaret's School for girls is a community that values diversity and inspires excellence of mind and strength of spirit. We embrace our motto, "servite in caritate" in both individual pursuits and shared responsibilities.

PHILOSOPHY

St. Margaret's School, an international, non-denominational school for girls, provides a learning environment that is both challenging and fostering of the individual strengths of each student, inspiring girls and young women to flourish in all aspects of school life. Promoting self-discipline and independent thought in an international environment prepares young women for leadership on the global stage.

The St. Margaret's academic program prepares students for the challenges of post-secondary education. It holds all members of the school community to both high academic standards and high expectations of personal responsibility. Rigorous academic programs are customized to meet the unique needs of each student, including Honours programs. St. Margaret's provides a myriad of opportunities for every student to excel in an array of Fine Arts, Athletics and Information Technology, with character development and leadership pervasive in all aspects of a St. Margaret's education. Outdoor Education, leadership in the local and international community, volunteerism, international exchange and celebration of cultural diversity within our student population are all integral elements of the St. Margaret's experience.

St. Margaret's sets realistic behavior expectations to foster all of the elements of outstanding citizenship and character development, including personal responsibility and respect for individual differences. Academically and socially, students are encouraged to evaluate alternatives and to accept the consequences of their actions and decisions. As an important element of learning within a supportive environment, students are encouraged to take risks in order to foster and develop confidence in themselves and trust in others. The enriched academic program, paired with excellence in teaching provides students with a myriad of experiences and perspectives that allow students to develop the skills necessary for intelligent questioning and critical thinking – essential 21st century skills.

St. Margaret's graduates have both the academic ability and the personal confidence to succeed in their personal endeavors and professional pursuits. Every St. Margaret's graduate is confident in her value as an individual, secure in her ability to support her ideas and able to accept the consequences of her decisions. Finally, every St. Margaret's graduate is conscious of her responsibility to be informed, to think and to question, and cognizant of education as a life-long process that can be facilitated by others but only pursued from within.

*"Where girls who want to change the world,
become women who do"*



CODE OF CONDUCT

HONESTY

Honesty includes truthfulness, trustworthiness, and integrity. Therefore, any infringement of this value through theft, disrespect for another's property, flagrant dishonesty, including cheating, plagiarism, extortion, and/or bribery will not be tolerated, and will be met with appropriate consequences.

DIVERSITY

Acceptance and celebration of diversity is encouraged, and the community is challenged to increase its knowledge and experience of other cultures and beliefs. Therefore, discrimination on the basis of race, ethnic or religious background, gender, class, appearance, sexual orientation, or "ableness" will not be tolerated. Similarly, put-downs, or ridicule concerning any aspect of diversity will be met with appropriate consequences.

SAFETY

St. Margaret's School believes that each member of the community has the right to an educational environment that is free from physical and emotional danger. Therefore, physical, verbal, or emotional acts that engender fear or cause one to feel unsafe will not be tolerated and will be consistently met with appropriate consequences. Violations of safety include: **PHYSICAL AGGRESSION**, such as punching, shoving, pushing, tripping, hitting, spitting, destroying property, or use of a threat or weapon; **VERBAL AGGRESSION**, such as aggressive teasing, name calling, mocking, insults, put-downs, sarcastic remarks, or threats; **INTIMIDATION**, including dirty tricks, graffiti, deliberate encouragement toward inappropriate action, and **HARASSMENT**.

COURTESY

All members of the St. Margaret's School community have the right to be treated with courtesy. Courtesy means that we strive to express ourselves positively, in a way that will empower others, despite differences of opinion or power. Therefore, insolence or overt rudeness, including put-downs, inappropriate challenges; disregard for the feelings and opinions of others, including snickering, glaring, making faces, or intimidating gestures will not be tolerated and will be met with appropriate consequences.

PERSONAL RESPONSIBILITY

All members of the St. Margaret's School community have the right to make appropriate choices. All members are, therefore, encouraged to develop and demonstrate responsibility, and to become reliable and accountable for those choices.

PRIVACY

All members of the St. Margaret's School community have the right to privacy and the right to personal space. Therefore, infringement of these boundaries, whether of possessions or physical space will be met with appropriate consequences. Infringement includes borrowing without permission, anonymous notes in lockers, books, or personal possessions, and disrespect for personal space.

TEAMWORK AND CO-OPERATIVE LEARNING

The St. Margaret's School community works collaboratively, and individuals interact in a spirit of encouragement and support. Therefore, **SOCIAL ISOLATION**, including ostracism, ridicule, isolation, rejection, exclusion from groups, malicious gossiping, spreading rumours or public humiliation will not be tolerated and will be met with appropriate consequences.



CHARTER OF RIGHTS AND RESPONSIBILITIES

WE HAVE THE RIGHT to an education that is relevant to our social and intellectual development.

WE HAVE THE RESPONSIBILITY to take ownership of our education by being actively involved in our learning.

WE HAVE THE RIGHT to be educated in an environment having mutually respectful relationships.

WE HAVE THE RESPONSIBILITY to treat others with respect and dignity.

WE HAVE THE RIGHT to participate in school activities in safety.

WE HAVE THE RESPONSIBILITY to promote a safe and positive school environment.

WE HAVE THE RIGHT to an environment that is free from hostility, ridicule or threats.

WE HAVE THE RESPONSIBILITY to be proactive and vigilant in protecting our rights and the rights of others.

WE HAVE THE RIGHT to participate in the decision-making processes that affect our education, health and safety.

WE HAVE THE RESPONSIBILITY to be aware of activities that are available for student participation and to become informed of the issues and abide by the decisions implemented through these processes.

WE HAVE THE RIGHT to appeal decisions made by school personnel that affect our education, health and safety.

WE HAVE THE RESPONSIBILITY to follow a process that protects the integrity of all individuals involved.

WE HAVE THE RIGHT to freedom from physical or emotional invasion of our personal space.

WE HAVE THE RESPONSIBILITY not to invade, physically or emotionally, the space of others.

WE HAVE THE RIGHT to be treated with respect and courtesy by our teachers.

WE HAVE THE RESPONSIBILITY to treat our teachers with respect and courtesy.

EVERY MEMBER OF THE ST. MARGARET'S SCHOOL COMMUNITY has the responsibility and obligation to deal in a prompt and positive manner with any infringement of this charter.



INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of this Acceptable Use Policy (AUP) is to provide a foundation for responsible use of St. Margaret's School (SMS) Information Technology (IT) facilities and services. Use of these facilities and services is not a right, but a privilege. Each student and her parent, or guardian, must sign the school form agreeing to abide by the school's AUP prior to accessing the school's IT facilities and services.

POLICY

1. The function of IT facilities and services as provided by SMS is primarily to serve the education and administrative purposes of the school.
2. All users must adhere to school policies and all laws that govern the use of the school's computing and communication facilities. Applicable legislation includes, but is not limited to, the Criminal Code of Canada, the B.C. Civil Rights Protection Act, the B.C. Freedom of Information and Protection of Privacy Act, and the B.C. Human Rights Code.
3. The school specifically prohibits discrimination, harassment and bullying on any of the grounds as identified under the B.C. Human Rights Code, including but not limited to, age, ancestry, colour, family status, marital status, physical or mental disability, political belief, place of origin, race, religion, sex, sexual orientation, and unrelated criminal conviction.
4. The school retains the right to decide whether usage is consistent with the requirements of the school, and is in accordance with the AUP.
5. The school retains the right to monitor and control all aspects of usage of the IT facilities and services.
6. SMS maintains sole discretion in the determination of appropriate usage and content.
7. In addition to the installed hardware, wired and wireless systems, SMS owns all systems, software, and other material stored on the network.
8. Breaches of this policy are subject to the full range of disciplinary and other formal actions up to and including withdrawal of computing privileges and network access, suspension or expulsion.

AGREEMENT

I will:

- identify myself honestly in any communication environment.
- use only SMS designated email accounts.
- use only SMS approved applications.
- respect the work and privacy of others throughout the SMS network.
- properly cite all materials, paper or electronic, that I use in my work.
- abide by all the terms and conditions of the school's Acceptable Use Policy.
- contact the IT system administrator prior to using the IT facilities or services if uncertain about whether the intended usage will be in breach of this policy.

I will not:

- share my password with others, nor login others.
- use the IT services or facilities to do anything illegal.
- use the IT services or facilities to bully, harass, or discriminate against others.
- use SMS printers or photocopiers for personal use.
- vandalize or tamper with any SMS equipment.
- deliberately perform any act which will negatively impact the operation of SMS IT facilities or services.
- use the IT services or facilities for personal gain, personal business, or to commit fraud.

Please note: *Each student and her parent or guardian **must sign the Information Technology Acceptable Use (AUP) form** contained in the Summer Information Package, thereby agreeing to abide by the school's AUP prior to accessing the school's IT facilities and services. Additional forms are available at the Main Office in the Senior School.*



BEHAVIOUR EXPECTATIONS

St. Margaret's School fosters self reliance and self discipline, preparing students for leadership roles in society. The distinctive excellence of the school is its ability to provide a challenging, yet supportive learning environment that encourages each student to pursue her academic, cultural and personal goals.

In accepting a place at St. Margaret's, each student also accepts her responsibility for understanding and meeting the school's expectations regarding behaviour. These expectations have been developed for the wellbeing of all members of the school community. Students will:

- exhibit courtesy and respect for others
- exhibit awareness of and respect for others working in the same area
- use English only during school day and in all designated areas
- accept responsibility for punctuality and for attendance
- accept responsibility for being prepared for all classes and for completing all work assigned, including that which is assigned while the student is absent from class

DISCIPLINE: The school's expectation is that students choose to attend St. Margaret's and wish to conduct themselves in a manner which is acceptable to all members of the school community. Students who cannot meet the school's expectations regarding behaviour will, at the discretion of the Head of School or her designate, be warned, suspended or required to leave.

SMOKING, DRUGS AND ALCOHOL: St. Margaret's is a designated "NO SMOKING AREA." There is no smoking in the school buildings, on the school grounds or in the adjoining neighbourhood. In addition, smoking is not permitted at any school-sponsored event. Possession and/or use of alcohol or narcotic drugs is illegal. Students who smoke and/or possess or use alcohol or drugs will, at the discretion of the Head, be warned, suspended or required to leave the school.

PARENT/SCHOOL COMMUNICATION

The process outlined below is intended to ensure that parents' questions are responded to promptly and accurately and with a minimum duplication of effort. Should questions, in fact, be concerns or complaints, the process is designed to preserve the integrity of the response process and to ensure fairness to all concerned.

When parents have a concern, they are expected to:

- Address a question or concern to the teacher/coach/staff member involved first. We believe that most issues are best resolved directly with the individuals concerned. A telephone message can be left on any Senior School staff's individual voicemail - your name, your telephone number or email and a brief explanation of your reason for calling - or each staff member can be reached by email (first initial, last name@stmarg.ca).
- Should the situation not be resolved at the initial stage, please contact the appropriate individual below:

Junior School

Individual Grade/Specialist teacher



St. Margaret's School

Senior School

Academic Program: Grades 7-9
Grades 10-12
IEL or Bridge

Dana Reid
Cecilia Penner
Rona Archer

Learning Support:

Darlene DeMerchant

Post-Secondary Liaison:

Kris Botten / Cecilia Penner

School Counselor:

Ingrid Rueffel

School Nurse:

Julie Bernhardt and Heather Simonson

Residence:

Cathy Mingo

Should the concern remain, contact:

Principal of Senior School

Mary Cameron

Principal of Junior School

Megan Hedderick

Should the concern remain, contact:

Deputy Head of School

Pat Giommi

Head of School

Cathy Thornicroft

Upon contacting staff, she/he will:

- Clarify the concern and ensure that she/he has the knowledge to respond in an effective manner.
- Note the name, telephone number(s) and email address of the parent and promise a response within a stated and reasonably short period of time if it is necessary to gather information or to verify facts.
- Record and date the concern.
- Consult the Senior or Junior School Principal if she/he is unsure of the process to follow or the action to take, or if the urgency or complexity of the concern demands it.

We ask that all persons involved:

- Preserve appropriate confidentiality, particularly with respect to the situation of a student.
- Maintain a positive and constructive civil dialogue which ensures mutual confidence and trust.

APPEALS PROCESS

In the event that there is an issue not resolved at the School level, there is an appeals process based on the following principles:

- In recognition of the fact that the Board of Governors is the ultimate authority for official decisions and actions of St. Margaret's School, and in the interests of ensuring justice and due process, it provides an appeals process.
- Normally, the responsibility for justice and due process is discharged by the Board in its appointment of the Head and other officers of the School.
- The appeals process is not intended as a mechanism of assessing or addressing the wider issue of executive or pedagogical judgment, but rather to safeguard due process and substantive justice.
- The appeals process is to function solely to provide a court of last resort, rather than as a standing mechanism to be employed in the normal operations of the School. Therefore, it is not to be employed unless, and until, other avenues of redress have been exhausted.
- The appeals process will be employed only when there is evidence of real and substantial illegality, injustice or lack of due process.

Further information regarding the appeals process, and its procedures, is set out in the St. Margaret's School Policy Manual available at the School.



SCHOOL UNIFORM DRESS CODE

Uniforms can be seen as an essential bond for a group and as a respect for a higher standard. A key objective is to release students and parents from the bonds of fashion and status, so they may focus on their personal and academic attributes.

All students are to adhere to the uniform requirements and wear the uniform properly. (The uniform requirements are also available on our school website.) Parents are requested to work with the school to ensure that students have the required items and wear the uniform appropriately. There is a wide variety of optional uniform items available to students, but every student must have the complete Number One Uniform, polishable black shoes and a navy-blue or black coat or jacket (no additional colours or logos) for outerwear.

Number One uniform is mandatory on **Wednesdays** in Junior School and for all **X-days** in Senior School, as specified by the School, for assemblies and important events.

Students must wear the complete student uniform to and from school. They are not to wear running shoes with their Number One Uniform. However, if Senior School students have PE during first period they may come to school in their PE uniform, but must change into the School uniform at the end of the PE class. As well, if Senior School students have PE during the last period of the day, they may leave the school in their PE uniform.

Exceptions to uniform attire will only be made if discussed with the Principal of Senior School/Junior School or another Administrator and a note is provided from home or the school nurse. Teachers will then be notified of individual uniform adjustments.

Students may wear the following items (no additional exceptions are allowed):

- Make-up and nail polish must be subtle and natural in appearance (pale pink or clear nail polish, a small amount of light and discreet lipstick).
- Small, discrete jewellery (e.g., a watch; a single, plain, small necklace to be worn underneath the uniform shirt; single discrete bracelet; a simple discrete ring; a small pair of earrings in the ear lobe; a modest and discrete nose stud) no eyebrow or tongue studs or rings allowed; visible tattoos are not allowed; appropriate school pins only should be worn on blazer lapels.
- Scrunchies or hair clips must be in school colours (navy, red, tartan).
- Hairstyles must be neat and conservative, hair colouring is permissible but must reflect subtle and natural hair colour.
- Kilts should be worn at an appropriate length and neat in presentation.
- Flat shoes are mandatory and must be black and polishable.
- Students may not mix the Number One Uniform with PE or athletic strip or non-uniform items.
- No bright coloured t-shirts to be worn under blouses or polo shirts.
- Lost items must be replaced promptly.
- To show pride in our school and its uniform, students must wear the uniform neatly.

Please Note:

The School reserves the right to request students to wear only regulation uniform items. Non-uniform items may be taken away from the student and returned at the discretion of the Principal of Senior School, Junior School or Administration. Students who do not meet the expected uniform standards will be subject to Administrative review.



St. Margaret's School

Uniform Infractions:

St. Margaret's School has a commitment to ensure that all students wear their uniform consistently and with pride that reflects the high standards for which the School strives in all aspects of school life. Failure to respect the uniform may result in one or all of the following:

Senior School

- A warning to remove the non-regulation item and change into appropriate school uniform.
- The non-uniform item may be confiscated and returned at the discretion of the Principal of Senior School or Administration.
- A student may purchase a proper uniform item (if the school store is open) or may be asked to go home or to residence and return in proper uniform.
- Parents / House Staff may be notified by the Principal of Senior School and appropriate consequences will be prescribed.

Junior School

- Reminder by the teacher to wear appropriate uniform items.
- Parents may be notified by the teacher or Principal of Junior School.

Labeling:

ALL items of clothing, including PE strip and shoes, should be labeled with the student's name in full. Items which are misplaced throughout the year can be found in the Lost and Found Box in the Senior School student workroom or the Junior School MPR. Those items that are properly labeled can easily be returned to their owners. The remainder of items will be cleared out at the end of each month. These items will either be given to the School Store or to a local charity.

School Store - Dudley's Closet:

All uniform and sports apparel must be purchased from the school store, Dudley's Closet, and may be charged to student accounts. The School Store is located by the South Gym. Please check the school website for hours of operation. For additional information about the school store please visit our website at: www.stmarg.ca, or email the store at: schoolstore@stmarg.ca.

Mufti Days:

On occasion, the School will have a "Mufti" day. On these days, students may wear regular clothes that follow the sponsored theme (crazy hair, sports/ house colour, Halloween, etc). Students need to remember that there is still a standard of acceptable dress: Bare midriffs, skimpy tops, shirts with inappropriate words or images, and very low rise pants or skirts are not permissible. If a student arrives wearing inappropriate clothing, she will be asked to return home (day students) or to residence (boarders), and to dress in a more appropriate manner.



Early Childhood Education Centre Uniform

Number One Uniform worn on Wednesdays all year and for special occasions

- Malcolm tartan jumper*
- red mock SMS turtleneck* or red SMS T-Shirt*
- navy or black dance/bike shorts (available from Dudley's and worn only with jumper/knee socks combo)
- navy knee socks
- navy opaque tights
- black **polishable** leather or leather-like Oxford style lace-up, Velcro or buckle shoes (Please, no zippers, suede, nubuck, patent, or platform soles - maximum 2.5 cm. or 1 inch heel measured from the sole)

Coat/Outerwear

- any plain navy blue or black coat or jacket (NO colored trim) - reflective strips are encouraged

Note: *No outerwear is to be worn in class. On cold days girls should wear their sweaters.*

P.E. Strip

- 4 year olds (JK) only - SMS t-shirt* and shorts*, SMS sweatpants* and sweatshirt*, white ankle socks
- All ECEC students - good quality athletic running shoes (non-marking soles)

Optional

- navy **v-neck** cardigan sweater*
- SMS plain navy waterproof jacket* or SMS navy fleece jacket*
- boots for wet weather
- navy toque, Dudley toque*, Dudley scarf*, SMS bucket hat* or SMS ball hat*

Summer Uniform (optional) May be worn September - Thanksgiving and after Spring Break - June except on Wednesday's

- red SMS t-shirt*
- navy culottes*
- white ankle or knee socks
- see #1 Uniform for shoes

NOTE:

All uniforms items are available at Dudley's, the School Store

* Denotes all items that MUST be purchased from Dudley's, the School Store

Dudley's Closet. Used and New Uniforms

During regular school days:

Hrs: Monday and Wednesday 8 am-1 pm & 2-4 pm

**** No one other than SMS is authorized to embroider the SMS logo on any clothing items.**



Kindergarten Uniform

Number One Uniform worn on Wednesdays all year and for special occasions

- Malcolm tartan jumper*
- white one-button short-sleeved or long-sleeved blouse*
- navy or black dance/bike shorts (available from Dudley's and worn only with jumper/knee socks combo)
- navy knee socks
- navy opaque tights
- black, **polishable** leather or leather-like Oxford style lace-up, Velcro or buckle shoes (Please, no zippers, suede, nubuck, patent, or platform soles - maximum 2.5 cm. or 1 inch heel measured from the sole).

Coat/Outerwear

- any plain navy blue or black coat or jacket (NO colored trim) - reflective strips are encouraged
Note: No outerwear is to be worn in class. On cold days girls should wear their sweaters.

P.E. Strip

- SMS t-shirt* and shorts*, SMS sweatpants* and sweatshirt* or hoodie*, white ankle socks
- good quality athletic running shoes (non-marking soles)

Optional

- plain (no ruffles or decorative stitching) white turtleneck with or without SMS crest*
- navy v-neck cardigan sweater* or navy v-neck pullover sweater* or vest*
- SMS plain navy waterproof jacket* or SMS navy fleece jacket* (worn outside only)
- boots for wet weather
- navy toque, SMS toque*, Dudley toque*, bucket hat* or SMS ball hat*
- red and white striped scarf*, navy scarf*, Dudley scarf* or Centennial scarf*

Summer Uniform(optional) May be worn September - Thanksgiving and after Spring break - June except on Wednesday's

- white one-button short-sleeved blouse* or white SMS polo shirt*
- navy culottes*
- white ankle or knee socks
- see #1 Uniform for shoes

Hair Accessories

- Hair ribbons, barrettes, hair bands, etc. – SMS tartan, navy or red only (no brand logos)

NOTE:

All uniforms items are available at Dudley's, the School Store

* Denotes all items that MUST be purchased from Dudley's, the School Store

Dudley's Closet. Used and New Uniforms

During regular school days:

Hrs: Monday and Wednesday 8 am-1 pm & 2-4 pm

**** No one other than SMS is authorized to embroider the SMS logo on any clothing items.**



Grades One, Two and Three Uniform

Number One Uniform worn on Wednesdays all year and for special occasions

- Malcolm tartan jumper*
- white one-button short-sleeved or long-sleeved blouse*
- SMS red blazer*
- navy or black dance/bike shorts (available from Dudley's and worn only with jumper/knee socks combo)
- navy knee socks
- navy opaque tights - *Required for performances*
- black polishable leather or leather-like Oxford style lace-up, Velcro or buckle shoes (Please, no zippers, suede, nubuck, patent, or platform soles - maximum 2.5 cm or 1 inch heel measured from the sole)

(Please note: if a girl in Grade Three outgrows her jumper, **after** Spring Break she may begin wearing the Grade Four Number One uniform as per requirements listed on the Grade Four list. The full Grade Four uniform must be worn.)

Coat/Outerwear

- any plain navy blue or black coat or jacket (NO colored trim) - reflective strips are encouraged
Note: No outerwear is to be worn in class. On cold days girls should wear their sweaters.

P.E. Strip

- SMS t-shirt* and shorts*, SMS sweatpants* and sweatshirt* or hoodie*, white ankle socks
- good quality athletic running shoes (non-marking soles)

Optional

- plain (no ruffles or decorative stitching) white turtleneck with or without SMS crest*
- navy v-neck cardigan sweater* or navy v-neck pullover sweater* or vest*
- SMS plain navy waterproof jacket* or SMS navy fleece jacket* (worn outside only)
- boots for wet weather
- navy toque, SMS toque*, Dudley toque*, bucket hat* or SMS ball hat*
- red and white striped scarf*, navy scarf*, Dudley scarf* or Centennial scarf*

Summer Uniform (optional) May be worn September - Thanksgiving and after Spring break - June except on Wednesday's

- white one button blouse* or white SMS polo shirt*
- navy culottes*
- white ankle or knee socks
- see #1 Uniform for shoes

Hair Accessories

- Hair ribbons, barrettes, hair bands, etc. – SMS tartan, navy or red only (no brand logos)

NOTE:

All uniforms items are available at Dudley's, the School Store

* Denotes all items that MUST be purchased from Dudley's, the School Store

Dudley's Closet. Used and New Uniforms

During regular school days:

Hrs: Monday and Wednesday 8 am-1 pm & 2-4 pm

** *No one other than SMS is authorized to embroider the SMS logo on any clothing items.*



Grades Four, Five and Six Uniform

Number One Uniform worn on Wednesdays all year and for special occasions

- Malcolm tartan kilt*
- white shirt style blouse - long or short sleeved to be tucked in (students may wear the “Out Blouse”* if it fits appropriately and does not hang below the blazer)
- red school tie* or red zipper tie*
- SMS red blazer*
- navy knee socks
- navy opaque tights - *Required for performances*
- black **polishable** leather Oxford style lace-up or buckle shoes (Please, no zippers, suede, nubuck, patent, or platform soles - maximum 2.5 cm or 1 inch heel measured from the sole)

Coat/Outerwear

- any plain navy blue or black coat or jacket (no coloured trim) - reflective strips are encouraged. No hoodies permitted

Note: No outerwear is to be worn in class. On cold days girls should wear their sweaters, red SMS micro-fleece or fleece vest.

P.E. Strip

- SMS t-shirt* and shorts*, SMS sweatpants* and sweatshirt* or hoodie*, white ankle socks
- good quality athletic running shoes (non-marking soles)

Optional

- navy v-neck cardigan sweater*, navy v-neck pullover sweater* or vest*
- red SMS 1/4 zip micro-fleece*
- SMS plain navy waterproof jacket* or SMS navy fleece jacket* (worn outside only)
- navy toque, SMS toque*, Dudley toque*, bucket hat* or SMS ball hat*
- red and white striped scarf*, navy scarf*, Dudley scarf* or Centennial scarf*

Summer Uniform (optional) May be worn September - Thanksgiving and after Spring break - June except on Wednesday's

- white SMS polo shirt*
- navy culottes* (Grade Six students may wear the Senior School navy skirt April - June)
- white ankle or knee socks
- see #1 Uniform for shoes

Hair Accessories

- Hair ribbons, barrettes, hair bands, etc. – SMS tartan, navy or red only (no brand logos)

NOTE:

All uniforms items are available at Dudley's, the School Store

* Denotes all items that MUST be purchased from Dudley's, the School Store

Dudley's Closet. Used and New Uniforms

During regular school days:

Hrs: Monday and Wednesday 8 am-1 pm & 2-4 pm

**** No one other than SMS is authorized to embroider the SMS logo on any clothing items.**



Senior School Uniform

NUMBER ONE UNIFORM		
ITEM	DESCRIPTION	TIMING
Kilt*	Malcolm Tartan No shorter than 8 cm above the knee	Every X Day all year
Blazer*	Red With SMS Crest	
Shirt	Fitted out blouse White shirt-style blouse Long sleeve, 3/4 sleeve, or short sleeve	
Tie*	Red Heads List, Grade 12 and Prefect Council Ties presented to students at awards ceremonies	
Knee Socks or Tights	Navy (smooth finish) Grade 11 & 12 may wear plain navy stockings	
Shoes	Black polishable leather Oxford style lace up or plain black leather loafers. No canvas, patent leather, buckles or bows Flat shoes are mandatory - boots, platforms or heels are not permitted	

SUMMER UNIFORM (Optional)		
ITEM	DESCRIPTION	TIMING
Skirt*	Navy box-pleat	<i>September – Thanksgiving & after Spring Break – June</i>
Shirt*	White SMS Polo Shirt	
Socks	White or Navy knee high (smooth finish) *no ankle or cuff socks	
Shoes	(1) Black polishable leather Oxford style lace up or plain black leather loafers. No canvas, patent leather, buckles or bows Flat shoes are mandatory - boots, platforms or heels are not permitted (2) Clean, white athletic runners	

COAT / OUTERWEAR		
ITEM	DESCRIPTION	TIMING
Coat	Navy or Black only Wool dress coat, waterproof jacket, SMS fleece jacket*, plain coat or jacket (no coloured trim or logo)	All year, to and from School



OPTIONAL ITEMS		
ITEM	DESCRIPTION	TIMING
Sweater*	Navy V-neck cardigan or pullover	With all uniforms
Sweater Vest*	Navy V-neck pullover	
Micro Fleece*	SMS Red ¼ zip.	With all uniforms but not on X days
Pants*	Navy Dress Slacks	
Hat*	Navy bucket hat, Navy toque, SMS toque, or SMS ball cap	
Scarf*	SMS red and white striped, SMS Centennial or SMS navy fleece	

P.E. STRIP		
ITEM	DESCRIPTION	TIMING
T-Shirt*	SMS logo (short or long sleeved)	<i>P.E. class, Sports Events, Dance Class, Sports Mufti Days</i>
Shorts*	SMS logo	
Sweatpants*	SMS logo	
Sweatshirt or Hoodie*	SMS logo	
Socks	White ankle	
Shoes	Good quality athletic runners with non-marking soles	
Track Suit*	SMS logo Jacket & Pants	Sports Events & Sports Mufti

NOTE:

All uniforms items are available at Dudley's, the School Store

* Denotes all items that MUST be purchased from Dudley's, the School Store

Dudley's Closet. Used and New Uniforms

During regular school days:

Hrs: Monday and Wednesday 8 am-1 pm & 2-4 pm

** *No one other than SMS is authorized to embroider the SMS logo on any clothing items.*



AWARDS

Awards are given at St. Margaret's to recognize the accomplishments and contributions of students in the areas of Academics, Service, Athletics and Fine Arts.

Honour Roll is awarded to students in Senior School who achieve an overall average of 79.5% or higher in all subjects.

Head's List is awarded to students in Grades 10-12 who achieve an overall average of 89.5% or higher in all subjects.

Achievement Pins are earned by students who achieve and maintain a pre-determined improvement in their final averages. The pins will not usually be awarded for achieving and maintaining Honour Roll.

Athletics Awards: In addition to the Meilicke-Moore Bursaries and the Sportsmanship Award, recognition is given to all students for their participation and achievements in the field of athletics. Trophies are presented to the top athletes in all sports offered at SMS.

The Robertson Salver Award is awarded to the girl in Grade 12 who has given the most of herself to the School. This highly prized achievement is only awarded when a student or group of students has earned a high degree of recognition in the school.

The Daorong Vijitchuen International Citizenship Award is awarded to a senior student who fosters in both attitude and action, the spirit of internationalism and the ideals of citizenship that we promote and value at St. Margaret's. This award will only be presented when a student is highly recognized for her contributions in these areas.

The Fiona Grant Award is awarded for outstanding endeavour in a chosen field culminating in recognition at a national and/or international level.

The Valedictorian Award is awarded to the graduating Grade 12 student who has been chosen by her peers to be their Valedictorian and best represents the spirit of the graduating class.

The Head Girl Award is given to the Head Girl by the SMS Staff in recognition of her leadership efforts and level of commitment to the whole school.

The Deputy Head Girl Award is given to the Deputy Head Girl by the SMS Staff in recognition of her leadership efforts and level of commitment to the whole school.

The Rocky Award is given to a senior student in recognition of her exceptional school spirit.

The Bette Marshall Award is given to the Grade 12 student who has demonstrated the greatest athletic sportsmanship and contribution to SMS sports teams.

The W. A. Kelly Memorial Awards are awarded for all round contribution and citizenship in the Senior and Junior Schools.



SCHOLARSHIPS AND BURSARIES

The Margaret Barton Scholarship is presented to a student entering Grade 12. The candidate must have achieved Honour Roll standing on their February report card, not withdrawn from any courses after the specified drop dates, demonstrated excellence in academics, leadership, service in keeping with the school's motto "Servite in Caritate" and extra-curricular involvement. This scholarship is valued at \$5000 towards tuition.

Internal Scholarships for Students Entering Grades 7-11 and Transition

Six internal scholarships of \$3,000 awarded to well-rounded returning students who are entering Grades 7-11 and the Transition Program who demonstrate excellence in academic achievement, leadership, service in keeping with the school's motto and extra-curricular involvement.

The Grace Vincent Language Arts and English Award recognizes SMS student(s) who excels in Language Arts/English. The total value of this scholarship is \$2,000 towards fees.

The **Centennial Scholarships** were created to celebrate one hundred years of education for young women. The award is given to new external applicants and represents full tuition fees until graduation.

Alumnae/Old Girls Scholarship and Bursary

A \$1,000 scholarship awarded to a returning student entering Grades 6, 7, 8, 9 or 10 who demonstrates service, school spirit, extra-curricular participation, academic effort and model behaviour.

The Margaret Smith Award is awarded to the student in Grades 7-9 who contributes to the spirit of international citizenship, exemplifies the school motto and values academic effort. The award represents \$500 towards the fees for a returning student.

The Anthea Waterfield Award is awarded to a returning Junior School student whose behaviour reflects the school's qualities and ideals. The award represents \$500 towards fees.

Staff Sponsored Scholarship

Two \$250 scholarships awarded to a returning Junior School and Senior School student who demonstrate service, school spirit, extra-curricular activity, citizenship, academic effort and improvement, and a mentor or example for their peers.



GENERAL INFORMATION

Communication Channels

Accurate and precise communication is necessary at all levels of community interaction. In recognition of this, several means of communication are available at St. Margaret's:

- Homeroom (JS) and Morning Advisory (SS)
- Daily Announcements (which are posted on our website)
- Assemblies
- Report Cards
- Prefect Council and Grade Reps
- Student Agendas
- E-Newsletter
- Parent Net Directory
- Academic/Personal Counselling
- Parent Portal

School Calendar

The up-to-date School Calendar is posted on our school website, www.stmarg.ca. Please refer to it regarding important dates and events throughout the year. Parents making flight arrangements for holidays should refer to this calendar for dates. When making holiday travel plans please keep in mind: Flight reservations must not be dated prior to the school break periods and students are expected back in classes on time following breaks. Students writing provincial exams need to ensure that they are at school until their exams are finished in late June.

Student Agenda

A Student Agenda will be provided in September for Grades 3 - 12 and IEL students. The agenda is an important informational and organizational tool which students are expected to use. Sections include School Philosophy and Expectations, Information Technology Acceptable Use Policy, Rules and Regulations, Student Services, Dress Code, Calendar and Timetable Information. Students who lose their agendas may be issued a replacement while quantities last, but will be charged the cost of the book.

Transportation To and From School

School Bus (as space is available):

A morning School Bus Service is available. If you wish to use the School Bus please contact the Bus Coordinator, at 250-888-8240 or 250-652-9524, for more information or to register. The location and number of subscribers for this service will determine the route and cost each year.

BC Transit Buses:

The B.C. Transit bus to St. Margaret's from Yates Street is #6 Quadra. Students should stop off at the Quadra-Ambassador Street bus stop. There is also a #26 Cross-Town bus along McKenzie Avenue. It is a ten-minute walk to St. Margaret's from the stop at the corner of McKenzie and Borden. Students are not permitted to cut across the Lake Hill School property.



Senior School Student Vehicles - (Grades 10 - 12):

As there is limited parking at St. Margaret's, we encourage students not to bring vehicles to school. In the interest of the environment, we encourage all members of the school community to car pool, bus or walk when possible. A student who must bring a vehicle to school must complete the Student Parking form available at the Main Office and is permitted to park at the bottom of the staff parking lot, near the Health clinic. A student's privilege of bringing her vehicle to school will be suspended or withdrawn if:

- she is observed to be driving unsafely;
- she allows inappropriate behaviour in her car;
- she is becoming habitually late or causes others to be habitually late;
- she fails to attend classes on a regular basis, or
- she fails to park in the designated parking area.

Visitors

All visitors must sign in at the Senior School or Junior School office and wear a visitor nametag.

Guests who are student visitors to the Senior School from other schools are restricted to the open areas, such as the student lounge, front lobby or upper parking lot area. Classrooms or private offices are out of bounds.

Appropriate attire is required for all visitors to the school.



PRESCHOOL AND JUNIOR KINDERGARTEN PROGRAMS

Getting Started

It has been our experience that a short period of gradual entry is a key factor in contributing to a smooth start to the program. At this time, each child has a chance to explore the room, meet the teacher, and become familiar with the routines. In addition, by having a shorter session children are able to adjust more easily without becoming overwhelmed.

Gradual Entry

We have a scheduled gradual entry for the first week of school to help your daughter adjust to the school environment. A one-hour orientation session is planned for all Junior Kindergarten and Preschool children on the first day of school. Refer to current school calendar. The class is divided into two groups with one group scheduled for 8:30 - 9:30 am and the other group coming at 10:00 - 11:00 am. Staff from the ECEC program will contact you with your daughter's orientation time. While your daughters are with the ECEC teachers in the classrooms, you are invited to attend an information session. If you have any concerns or questions about your daughter settling into the group, please take the opportunity to consult with the ECEC teachers.

On the second day of school, there is a half-day of school from 8:30 am - 12:00 noon, followed by regular school hours starting the next day. In addition to a snack, if your daughter is staying for the afternoon session, please bring a lunch, pillow, blanket, stuffy and a spare pair of clothes to be stored in her cubby basket.

Parent Information Evening

Early in the school year, we will have a Parent Evening for all ECEC parents. This evening will be a great opportunity to "meet and greet" with other parents and the ECEC teaching team as well as to provide you with the information that you require about the Junior Kindergarten and Preschool programs.

Early Childhood Education Centre Curriculum

The SMS Early Childhood Education Centre curriculum is offered as a ten-month or twelve-month program. The Centre has four one week closures throughout the year: December (Christmas week), March (Spring Break), last week of June and last week of August. Additional details about the curriculum will be distributed to parents during the parent information session on the first day.

The Classroom Schedule

Following a regular schedule each day is an essential feature of the Early Childhood Education Centre program. A predictable routine helps children to feel secure and removes their fears about facing the unexpected as the day progresses. The schedule can be adjusted as necessary and need not be rigidly adhered to each day, but any changes will be made with the full understanding of the children. This is particularly likely to happen when special projects and activities are being carried out.

Daily Schedule - Morning Program

- Greeting Time - welcome and settling in, engage in planned pre-class activities, meet parents
- Morning Group Meeting - greeting, sharing, discussion and planning
- Learning Centres Exploration - Art, Science, Puzzle, Block, Music, Library, Dress-up, Media, Language Arts, Water, Sand, Fine Motor Manipulatives
- Tidy Up
- Story Book Reading



St. Margaret's School

- Specialty subjects – French (JK only), P.E., Music, Mandarin, Library
- Snack
- Circle Time - songs, instruments, movement, drama and dance
- Outdoor Play - playground
- Dismissal to parents from classroom

Additional Afternoon Program

- Lunch
- Rest time
- Learning Experiences – free play
- Dismissal from classroom to parents or to After School Care Program

Arrival

It is essential that each Early Childhood Education Centre child is **escorted by an adult into their classroom** and that contact is made with the teacher. Under no circumstances should children be dropped off at school or left alone outside in the playground. The classroom is open at 8:00 am and parents are asked not to bring their daughters into the classroom earlier than this time. Class formally begins at 8:30 am with the group Morning Meeting circle.

Arrival time is an opportunity for the teacher to individually welcome the girls and their parents to school. A relaxed and informal beginning to the morning contributes to the children settling in, allowing time for greeting friends and time for parents to chat with other parents. Parents and their daughters may engage in the planned pre-class activities if time permits. Daily communication with parents is maximized as it is an opportunity for staff to meet with parents during this portion of the morning. Updated St. Margaret's Junior School "Infopack" will be posted each Wednesday on the school website.

Absences and Late Arrival

If your daughter is ill or not coming to school for other reasons, the family should call the Early Childhood Education Centre at 250-704-4678. If you need to call the School before 8:00 am, please leave a message on the answering machine, stating your daughter's first and last name and the reason for her absence, e.g. illness, dental appointment, vacation, etc.

When a child needs to leave the school before the end of the day, e.g. medical or dental appointment, parents must sign out prior to leaving the school.

Dismissal

The Early Childhood Education Centre students are **dismissed individually** by the teacher to parents or authorized adults via their classroom entrance. Morning program only children are dismissed at noon to parents. Additional Afternoon Program children may be picked up by parents any time between 2:45 and 5:30 pm.

Authorized People to Pick-Up Students

Please notify the ECE Centre if you (parent/guardian/caregiver) will have someone other than those on the authorized list pick up your daughter from school. This may be done via handwriting or phone.

Late Pick-Up (Morning Program):

If you are late picking up your daughter from the morning program, please call 250-704-4678.



Outdoor Play

Daily outdoor play is an important part of the Early Childhood Education Centre curriculum. Riding tricycles, throwing balls, running, balancing, etc. are opportunities for the girls to enjoy gross-muscle activities necessary for healthy growth and development, within a safe, protected environment. Outdoor play also stimulates social and language development; it is an integral part of the Early Childhood Education Centre program and a natural extension of classroom experiences. Concepts and skills that are presented in other areas of the curriculum may be strengthened and reinforced during outdoor activities. Please remember to provide your daughter with appropriate outerwear and an appropriate helmet for tricycle riding.

Snack

Parents are requested to provide a daily nutritious snack for their daughters with a beverage (water or a juice box). Snack bags may be stored in student cubbies. It is recommended that individual water bottles be clearly labeled with the student's name.

Birthday Party Snacks

Birthdays may be acknowledged in the classroom, as long as appropriate arrangements are made in advance with the staff. A special snack may be brought by the family. Avoid bringing party favors or decorations. Please consider any children with allergies in preparing the snack which must not have any ingredients containing peanuts or peanut by-products.

Additional Afternoon Program

Lunch

Early Childhood Education Centre students enrolled in the *Additional Afternoon Program* eat lunch in their classroom. Lunches are provided by parents and may be stored in student cubbies. Food requiring refrigeration should be sent in an insulated bag with an ice pack and hot food should be sent in a thermos. All bags, thermoses, utensils, etc. should be clearly labeled with the student's name.

Snack

If your daughter is staying past 2:45 pm please provide an additional snack for her.

As a fundraising activity, the Parents' Auxiliary serves pizza or sub sandwiches for lunch one day a week. Although this opportunity varies from year to year, families wishing to participate are required to pay by the term (before Christmas, after Christmas). There are no Pizza Days for the first few weeks of school in the fall or immediately after Christmas.

General Information

Cubbies

Students enrolled in the Early Childhood Education Centre have storage cubicles called "cubbies" in their classrooms.

Lost and Found

There are lost and found boxes in each classroom in the Junior School. There is also a lost and found box in the Multi-purpose room and in the P.E. office for items left in the gym.

Play Area & Supervision

The ECEC playground is located adjacent to the classroom and is used exclusively by the ECEC girls. The playground equipment includes a climbing frame, slide, playhouse, tricycles and wagons. The playground is completely fenced and a variety of ground material consisting of bark mulch, grass and brick is used. The girls are supervised by ECEC staff at all times.



Guidelines for Wellness

There are three important issues in determining when a child is too ill to attend the Early Childhood Education Centre:

1. The protection of other children from communicable disease.
2. The comfort and safety of the child who is ill.
3. The inability of the school to look after a sick child.

Please Note: A complete Wellness policy is available for parents at the orientation session.

In Case of Sickness

If your child falls ill during the day, you will be notified and asked to pick her up from the Early Childhood Education Centre classroom.

Infopack Notices on the Junior School Website

This is the Junior School's primary means of communicating notices and other materials directed at parents. Every Wednesday Junior School notices for the week are posted on the School Website by 3:00 pm.

Written Progress Reports

Written Progress Reports are issued twice per year (January and June) for the older students (4 year olds) and reviewed with the parents during the mid-year Parent-Teacher Interviews. The progress reports are written in the form of anecdotal comments on all six areas of child development. The progress of the younger children (3 year olds) is discussed verbally during the Parent-Teacher interviews.

Observations

Various methods of observation are used to analyze and keep track of child behaviours and to monitor the progress of the program. These methods include: Single-child observations, observations of partner play, group interactions and keeping check-lists to record which activities different children are involved in throughout the day. The observation records are prepared in a written progress report and discussed with parents for future consideration and planning of each child's development.

Ongoing Communication

Daily Oral Communication: Staff members are available on a daily basis, particularly at arrival time, to chat with parents regarding their daughter's progress. Individual meetings may be scheduled as requested.

Early Childhood Education School Notes inform parents about what the children have been exploring and learning. School Notes can be accessed on the School website .

Documentation of Children's Work: Display boards are assembled throughout the classroom documenting the projects the children have explored, the concepts and learning activities, and their responses. The displays also consist of drawings, paintings and other pictorial representations of their creative and investigative thinking. Parents are encouraged to observe and discuss the displays with their daughter.

St. Margaret's Early Childhood Education Centre Binder: The binder is distributed to each family with program information at the beginning of the school year. Additional handouts and notices are sent home throughout the year and may be added into the binder information.



JUNIOR SCHOOL

General Information

First Week of School

Kindergarten – Grade Six

Students should arrive at school by **8:25 am and be picked up at noon on the first day of school.**

Parents are invited into school to meet their daughter's homeroom teacher, to drop off any books and to then accompany their daughter outside. At the first bell, homeroom teachers will meet their students outside and escort them to their classroom. Parents are encouraged to stay to meet members of the Parents' Auxiliary who will be serving coffee and refreshments at this time.

Schedule for first day of school

8:25 – 8:30 am	Homeroom
8:30 – 10:30 am	Classes
10:30 – 10:55 am	Break/Recess, Return to Homeroom
10:55 – 11:55 am	Assembly

Students are dismissed at **12:00 noon**. After School Care is available for registered students from noon until 5:30 pm The next day will be a normal full school day. After School Care is available for registered students from 3:00 - 5:30 pm

Daily Schedule Throughout the Year

8:20	<i>Warning Bell/Homeroom</i>
8:30 - 9:30	<i>Period 1</i>
9:30 - 10:30	<i>Period 2</i>
10:30 - 10:55	<i>Snack and Recess</i>
10:55 - 11:55	<i>Period 3</i>
11:55 - 12:30	<i>Outdoor Play/Intramurals/Clubs</i>
12:30 – 1:00	<i>Lunch</i>
1:00 - 2:00	<i>Period 4 + Attendance</i>
2:00 - 3:00	<i>Period 5</i>

Arrival

One outside supervisor is on duty between 7:45 - 8:25 am Parents are asked not to bring their daughters to school before 7:45 am as they must not be left at school unsupervised. All classes begin at 8:20 am To help avoid congestion in the parking lot, we ask that children from Grades Three - Six be dropped off unless a parent needs to communicate with the child's teacher. The younger students can either be dropped off or walked in.

Absences & Late Arrival

Regular and punctual attendance is a major factor contributing to student success. If your daughter is ill or not coming to school for other reasons, parents should call the Junior School office, 250-727-7163 or the main office, 250-479-7171 by 8:30 am. Parents will be contacted to confirm an unexcused absences. If you need to call the School before 8:00 am, please leave a message on the answering machine, stating your daughter's first and last name, grade and reason for her absence, e.g. illness, dental appointment, vacation, etc.



St. Margaret's School

Late arrivals are recorded as part of the record keeping required by the Ministry of Education. All students or parents must check in with the office or sign the "in/out" log book when a student arrives late.

When a child needs to leave the school before the end of the day, e.g. dental appointment, parents must advise the Junior School office and sign the "in/out" log book prior to leaving the school.

Dismissal

All students in Kindergarten to Grade Six are dismissed at 3:00 pm.

Occasionally, the School will close at 12:00 noon. An example of this is for Student-Led Conferences. Advance notice will be given and parents will be informed whether After School Care will be available.

Student Pick-up

Please notify the school if you (parent/guardian/caregiver) will have someone else pick up your daughter from school. This may be done via handwriting or phone (before 2:30 pm). Students will be escorted and dismissed as follows:

*Kindergarten: at Kindergarten classroom door
Grades One & Two: handed off to parents in main lobby or at front door
Grades Three - Six: dismissed from classroom to meet parents at main door*

Children not immediately picked up are required to check-in with the outside duty supervisor. When parents arrive, children must check out with the duty supervisor.

Late Pick-Up

If your daughter is not registered in After School Care, and she has not been picked up by 3:45 pm, she will be brought to After School Care. A drop-in fee will be charged to your account starting at 3:45 pm.

Sick Child

If your child falls ill during the day, you will be notified and asked to pick her up. In special cases or if the parents cannot be contacted, the children may be brought to our Health Clinic located at the lower level of Alexis Hall.

Break (Recess)

The Junior School takes recess outside from 10:30 am to 10:55 am. This gives girls of a variety of ages a chance to play together. Supervisors are on duty at all times. Refer to **Play Area and Supervision** for a description of the supervised areas.

Remember to provide your daughter with appropriate outerwear as recess is outdoors unless it is raining hard.

Lunch

Lunches are stored in student cubbies within the classroom. Food requiring refrigeration should be sent in an insulated bag with an ice pack and hot food should be sent in a thermos. All bags, thermoses, utensils, etc. should be clearly labeled with the student's name. A microwave oven is not available for student use in the Primary grades.

Primary girls (Kindergarten - Grade Three) eat lunch in the multi-purpose room. An adult, sometimes accompanied by leadership students or some Grade Six students, supervises the Primary lunch area. Parents should encourage shy daughters to seek assistance for any of their needs.



St. Margaret's School

Intermediate girls (Grades Four - Six) eat lunch in Alexis Hall, the School's dining hall, where they are offered the opportunity to purchase a hot lunch. Salad bar, soup, hot entrées (vegetarian and non-vegetarian), desserts and beverages are available. The cost of these items are “punched” on a pre-purchased lunch card as follows: soup, salad bar, dessert and beverage = 1 punch. The whole buffet, or any item(s) from the main entrée portion of the buffet = 2 punches. Lunch cards are available at the Junior School Office and billed to your account at a cost of \$55.00 for a 20-punch card. The lunch cards are kept in the Junior School office and are monitored by the Grade 5/6 council members and by the supervisors on lunch duty. If your daughter has any allergies, please notify the School so that the staff in Food Services at Alexis Hall can be informed. Intermediate students may still bring bagged lunches from home, which are also eaten in Alexis Hall.

As a fundraising activity, the Parents’ Auxiliary serves pizza or sub sandwiches for lunch one day a week. Although this opportunity varies from year to year, families wishing to participate are required to pay by the term (before Christmas, after Christmas). There are no Pizza Days for the first few weeks of school in the fall or immediately after Christmas.

Term Dates

<u>First Term</u> (Sept. 6-Nov. 25)	<u>Second Term</u> (Nov. 28 – Mar. 9)	<u>Third Term</u> (March 26 – end of school yr)
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Assembly

Junior School girls usually have one assembly each week. Junior School assemblies usually occur on Wednesdays. All students are expected to wear their #1 Uniform on assembly days.

Telephone Privileges and Messages

Students may use the telephone located at the front entrance of the Junior School but they must have a good reason and the permission of one of their teachers. Frequent use of the phone is **not** encouraged. Please arrange after school ‘play’ activities the night before whenever possible. Changes to, or arrangements for, After School Care should be made directly with the After School Care Supervisor, at 250-812-5324. Students are reminded that the use of cell phones and other electronic devices may be restricted to specific times and locations.

Lockers

Junior School students have cubbies located in their classrooms.

Lost and Found

There are lost and found boxes in each classroom in the Junior School. There is also a lost and found box in the Multi-purpose room, in the P.E. office for items left in the gym and another in the Grade Twelve lounge for items lost elsewhere in the Senior School. ALL items of clothing, including PE strip and shoes should be labeled with the student’s name in full. Items properly labeled can easily be returned to their owners. The remainder of the items will be cleared out periodically and will be either given to the School Store or to a local charity.

Play Area and Supervision

1. Before school, all children must go to the tennis courts – all other areas are out of bounds, including play equipment. In wet weather, children must remain on pathways.
2. During school hours, there must be a duty teacher supervising the play equipment area in order for the climbing frames to be accessed.



St. Margaret's School

3. After school, all children using the climbing frames must be directly supervised by their parent(s) or designated adult. Only students who have signed in will be supervised by the school duty staff.
4. Parents should ensure their daughters have appropriate warm, navy or black coloured coats/jackets for the winter season. It is important to send children to school with hats, mitts and boots when the weather demands it. Remember to provide your daughter with waterproof outerwear on rainy or potentially rainy days.

Administration Offices

The Principal of the Junior School, Mrs. Megan Hedderick and her assistant, have their offices just inside the front entrance to the Junior School.

The other administration offices, as well as the Head of School's office, are located in the Administrative wing of the Senior School nearest the main entrance parking lot. The Admissions and Advancement offices are also located in this area. The SMS Finance offices are located in the building opposite the main Administration wing.

Administration

The Principal of the Junior School is available before and after school almost every day. She is available by phone throughout the day and accommodates parent requests for interviews or meetings at times which may be more convenient for them.

The Head of School can often be found in or around the Junior School. She, too, is available to meet with you should you wish.

Report Cards

Formal report cards are issued three times a year: at the end of each term in November/December, March/April and June. These report cards are yours to keep - copies of report cards will be placed in your daughter's school file. Please sign the cover sheet of the December and March/April report cards and return it to School.

Meet the Teacher Evening

Meet the Teacher evening in September allows parents to meet the Junior School staff and to learn about the curriculum and other expectations for their daughter.

Student-Led Conferences

In the Spring term, students from Kindergarten to Grade Six participate in Student-Led Conferences. This is an afternoon when the children come to the classroom at a scheduled time with their parent(s) or parent designate. It is an opportunity for each student to explain her school day and demonstrate her abilities to her parent(s).

Extended Holidays

St. Margaret's provides ample holiday time for families. We ask parents to inform the Principal of Junior School and the classroom teacher of any plans to take your daughter on vacation at any other time of the school year. Although teachers may be able to give some suggestions to students while on these parent planned holidays, it is not reasonable to expect teachers to prepare work in advance. It is the students responsibility to catch up on missed work once they return from their holiday. When making holiday travel plans, please keep in mind the missed learning opportunities with their peers.



Junior School Athletics

There are many opportunities for SMS students to participate in extra-curricular and inter-scholastic athletics. Girls in Grade Three can participate in swimming, track and field and cross-country. Depending on league structure, girls in Grades Four - Six may participate in swimming, track and field, cross-country, soccer, basketball, volleyball and field hockey. Traditionally, seasons of play have been as follows:

Cross-country:	September-October	Soccer:	September-October
Volleyball:	October-November	Swimming:	January-March
Basketball:	January-February	Field hockey:	April-May
Track & Field:	April-May		

As well as the above, all students are given opportunities to participate in intra-mural activities.

Junior School Outdoor Education

Each year, students in Grades 4 through 6 participate in outdoor educational experiences that extend and reinforce the curriculum. Students develop skills in a variety of outdoor activities and foster a greater appreciation for the natural environment. They are provided with opportunities to set, achieve and perhaps exceed personal goals.

Fall Activities

Grade 6 students participate in Strathcona Park's Outdoor Education Program coordinated with the Senior School Outweek program. Students take part in outdoor adventure options which may include team initiative challenges, swimming, kayaking, canoeing, orienteering, ropes course or hiking.

Grade 4 and 5 students spend one day at a local camp. They participate in team-building activities, along with a variety of outdoor education pursuits which may include swimming, canoeing, hiking, orienteering and/or ropes courses.

Winter Activities

The Grade 6 class travels to Mount Washington for one day of downhill skiing or snowboarding.

Spring Activities

Grades 4 and 5 take an overnight trip to the Lake Cowichan Outdoor Education Centre. This program helps students experience nature in a hands-on fashion to develop an appreciation for the natural and cultural environment. Program options may include Bamberton Beach tidepool visit, Trans Canada Trail hike, forest ecology, nightlife study of owls and astronomy, aquatic insect study, kayaking, orienteering and First Nations' studies.

Field Trips

Classroom teachers organize field trips and in-school visitors as extensions to the classroom activities. Costs for field trips are included in your tuition fees. Should there be an extraordinary trip, such as a visit to Vancouver or the Grade Six Ski Trip, charges will be made to your account. A permission slip, allowing the School to take your daughter on field trips, must be on file before your daughter can attend. You will, of course, receive a letter outlining the details of any field trip your daughter will be going on closer to the planned field trip date. Information about the clothing to be worn on field trips can be found in the section on **School Uniform and Dress Code**.



Special Occasions

There are many activities and special occasions which occur throughout the school year which are indicated on the school calendar. These may include:

- Welcome Back BBQ – ECEC – Grade Twelve families
- Housewarming and Spirit Week - Kindergarten-Grade Twelve “in school” activity
- Halloween - Kindergarten-Grade Twelve ‘in school’ activity
- Parents' Auxiliary Family Halloween Evening
- Remembrance Day Assembly - Kindergarten-Grade Twelve and invited guests
- Carol Service – Kindergarten - Grade Twelve
- Open House
- Fine Arts Celebration
- Grandparents’ *Share a Lunch, Share a Book Day* - Kindergarten-Grade Six
- Awards & Graduation Ceremonies
- Athletic Awards Ceremony – Grades Three-Twelve
- Junior School Recognition & Closing Ceremony - ECEC-Grade Six and parents

Details about these events can be found in notices sent via the electronic Info-Packs on the SMS website. Should you have any questions about these events, please speak to your daughter’s teacher or any school staff member. We like to include the whole family in as many full-school functions as possible, however activities that occur in classrooms may require us to limit the number of guests.

After School Care

Formal supervision does not begin before 7:45 am and we ask that you do not drop your daughter off before this time. The school provides After School Care for registered students between 3:00 pm - 5:30 pm on school days. Registration forms are available by calling the After School Coordinator at 250-812-5324.

In addition, After School Care is available when school is closed for half days during Parent-Teacher Interviews, teacher Pro-D days, etc.

After School Care week-long camps are also provided, if there is sufficient interest, for a week during the December and March breaks, and for a week at the end of school in June. Information about these camps is available in Info-Pack on the SMS website.

Supply Lists

Returning students in Kindergarten to Grade Six may order classroom supplies that are needed the following year through a PAC fundraising activity as “School Supply Kits” at a specific time in May or June of each year. Parents also have the option of bringing their daughter’s school supplies from home.

New students starting at St. Margaret’s School in September need to bring their school supplies from home. Classroom supply lists are posted on the school website.



SENIOR SCHOOL

Student Services

St. Margaret's Senior School provides students with a variety of support services through the Student Services and Guidance Department. Each student has the opportunity to connect with those professionals who can help her with issues which will assist her in more easily achieving her potential. The specific areas include:

- Counselling Services
 - Academic Advisors
 - School Counsellor
- Learning Support Coordinator
- Peer Tutoring
- Tutoring
- Post Secondary Liaison
- Post Secondary Opportunities
- Career and Post Secondary Centre
- Athletics Opportunities
- Homestay Coordinator (for school breaks)

Counselling Services

At St. Margaret's, Counselling is available in regards to social, academic and personal matters. Academic Advisors are available throughout the day to assist with school related matters. All students can access the School Counsellor during the day and into the evening. Students are encouraged to discuss their counselling needs with their homeroom teacher who can direct them to the appropriate person. Appointments can be made with a counsellor at a convenient time.

Learning Support

St. Margaret's School strives to support all of its students and utilizes a number of services to assist in providing for these needs. The Learning Support Coordinator facilitates the school-based team and works with students, teachers and parents. The Student Support Team (SST) meets regularly to discuss strategies to assist students who are referred to them for a variety of reasons. Some referred students require assistance in specific subject areas, even though they may generally be strong students. Other students may have not had the opportunity to master certain skills that are necessary for success in some programs and require short-term assistance. Others require a more enriched course of study and are also supported. Therefore, students whose needs are not easily met solely by the subject teacher are often referred for learning support. Referrals are usually submitted by subject teachers but may also be made by parents, administrators, or the students themselves, in consultation with the subject teachers.

The Learning Support staff offer services through consultation, collaborative planning, and assessment. Direct instruction is available on an individual or small group basis. In some instances, Learning Support staff work with entire classes of students.

Peer Tutoring

Peer Tutoring is a free program where students are trained to assist other students in specific academic areas. Students seeking the assistance of a peer tutor must fill out a request form and have the request approved by their subject teacher. Then, depending upon the availability of tutors, they will be paired with a peer tutor for a specific period of time.



Tutoring

Outside of the SMS peer-tutoring program we offer access to a professional tutoring service for students needing additional assistance. The school has a Tutoring Coordinator for this program who may be reached at: 250- 479-7171.

Post Secondary Liaison

Post Secondary Advisors provide information about Post-Secondary Programs and Universities. In the Guidance Department (near the North Gym), there is information on education requirements for many different career areas and post secondary institutions. The Advisors work with students, helping them define and develop educational plans based on their education and career goals.

The Advisors are also available to assist students in the following areas.

- Academic assessment
- Registration information and orientation sessions
- Information and planning for post secondary education and careers
- Graduation requirements, including the Graduation Transition Plan
- Career planning
- Employment information

It is strongly recommended that all senior students make an appointment with the Advisors early in their program and then again before graduation.

SAT/TOEFL Preparation

Before applying to college or university in Canada or the United States, most international students must write the TOEFL (Test of English as a Foreign Language) exam. In addition, all students applying to college or university in the United States are required to write the SAT exam.

Post Secondary Opportunities

St. Margaret's School has a variety of calendars from major universities and colleges in Canada, the United States and overseas. Further, many post-secondary institutions in Canada, the United States and around the world maintain Web files which are valuable up-to-date sources of program information. As well, the Guidance Department has career software and internet access including Education Planner Career Cruising and Type Focus which will assist students with post-secondary planning.

Throughout the year representatives from major universities come to SMS to meet with students and offer first-hand advice. Many Canadian, American and some international schools are involved in our post-secondary liaison program, notably McGill, Queens, University of Toronto, Boston Universities and the Swiss Glion Hotel School.

Guidance Centre

Come explore and discover! Services include:

- Career planning information
- Financial information
- Internet access
- Labour market information
- Personal development information
- Job search material
- Scholarships and bursaries
- Student exchange information



Graduation Standards

Graduation Standards include 150 minutes of physical activity per week for Grades 10, 11 and 12 (beyond the mandatory Physical Education 10 course), 30 hours of work and/or community service and the development of a graduation transition plan. Students will receive 4 credits and a percentage mark for meeting the standards.

General Information

Academic Marking Grid - Senior School

Students who complete Grade 12 normally pursue post-secondary academic studies. Academic courses will be awarded percentage grades based on the BC Ministry of Education standards for reporting.

A	-	86	-	100
B	-	73	-	85
C+	-	67	-	72
C	-	60	-	66
C-	-	50	-	59
F	-	0	-	49

I - In Progress or Incomplete is given to a student who is not demonstrating minimally acceptable performance in relation to the learning outcomes during the school year. This may be assigned for a variety of reasons that will be communicated to the parent/guardian and will be addressed accordingly.

Alexis Hall Lunches

Hot lunches are available for Senior School students in the School Dining Hall. Day girls who would like to have lunch in the cafeteria at the school can do so by purchasing a meal card for \$55.00 at the reception desk. Meal tickets may be charged to the student's account. Each meal card provides for 10 full meals or 20 light meals. Full meals include salad bar, soup, main dish, dessert and drink. Light meals include a drink, soup, salad bar and dessert. Individual tickets are also now available for \$5.50 each for the full lunch, or \$2.75 for the light meals. Although each ticket will be named and numbered, students are responsible for the security of their meal tickets. If a meal card is lost, another card must be purchased. If destroyed (e.g. pieces left after having gone through the washing machine) an accompanying letter from a parent is required before a replacement card will be issued.

Attendance and Absences

Regular and punctual attendance is a major factor contributing to student success. All students should attend all scheduled classes and activities. Students arriving at school late must sign in at the office. A parental note must be presented to the front desk immediately following any absences from school. The Ministry of Education requires all schools to report student attendance.

Illness

Any student taken ill during the school day should report to the office. A student who leaves the school for a medical appointment must have a note excusing her for the appointment and must check out at the main office. She must check in at the main office if she returns during that day.

Lateness

Senior students who arrive at school late in the morning, or following lunch or break must sign in at the main office.



Lockers

Lockers and locks are assigned to all students in September by Advisory Teachers. Students must keep their lockers locked. It is the responsibility of the students to keep their lockers clean. *No money or valuables should be left in lockers.*

New Student Orientation

All new students in Regular, Bridge and IEL programs, including all Grade 7s, Day and Boarding, must attend the New Student Orientation Session at the beginning of the school year. Students must be in school uniform or uniform-like attire if their uniform is on order. Please see the calendar for exact date and time.

Off Property Privileges

Students in Grades 9 – 12, T1, T2 and T3, may leave the school property at lunch time provided that they sign in and out appropriately at the main office. They are responsible for returning to school punctually for afternoon classes. This privilege may be suspended if a student is habitually late for or missing from classes.

Outweek Trip

Each September, Senior School students and teaching staff embark on five days of exploration, character development and team building. Returning students in Grades 9-12 have the option of participating in various specialized activities such as Creature Feature, S.A.L.T.S., Creative Pursuits, Wellness, Golf and Racquet Academy, and Strathcona. Students in Grades 7, 8 & T4 and those who are new to the School will be automatically registered in the Strathcona Outweek experience.

Returning students must complete an Outweek Option form in April stating their preferences for the Outweek activity they would like to participate in the following year. Outweek information packages will be given to families in early June for completion before the end of the school year.

For further information regarding St. Margaret's School Outweek Trips please visit the School Website at: www.stmarg.ca.

School Supplies

The following basic supplies are required in Senior School:

- | | |
|--|---|
| Duotang folders - for special projects | Geometry set - (ruler, compass, protractor) |
| Binders with dividers | Graphing calculator is required for Mathematics 10-12 |
| Loose leaf fillers, lined and plain | Scientific calculator is required for Mathematics 9 |
| Pencil sharpener | Pencils |
| Pencil case | Pencil crayons |
| Graph paper | Pens- blue, black, red |
| Tracing paper | Felt pens |
| Eraser | Glue stick |
| Ruler | Scotch tape |

Study Block

In general, Senior School students are expected to use a study period for academic work and should spend this time in the library, the student work room or the student computer lab. Students who are not able to use study time responsibly may lose the privilege. Students in Grades 11 and 12 may leave the school property during study blocks. They are responsible for returning to school punctually for all other classes, including assemblies. Signing out and in at the main office is required. Students in Grades 9 and 10 who have been assigned Study Blocks may not leave the property except for a scheduled appointment. A parental note must be provided.



Use of English

It is understood that English is the sole language of communication and instruction (in non-modern language classes) during the school day, in residence offices and in all public places on school property including field trips and whilst riding in school buses.

Yearbook – *The Cardinal*

The school yearbook is produced by the Yearbook 11 students. Every student will receive a copy. *The Cardinal* is distributed in the fall. Students who have graduated or who do not return to the school will have their yearbook mailed to them. Students should ensure that the school has their correct mailing address.

Extra-Curricular Offerings

Sports

There are many opportunities for SMS students to participate in extra-curricular and interschool athletics, as well as in-school intramurals. Extra-curricular sports are held after regular school hours and are grouped according to age and ability. The divisions are Elementary (Grades 3-5), Middle School (Grades 6-8) and Junior/Senior (Grades 9-12). St. Margaret's competes in both the Independent Schools Association (ISA) and British Columbia Secondary School Sports competition in: Basketball, Soccer, Volleyball, X-Country, Rowing, Badminton, Track and Field, Field Hockey, and Swimming.

Clubs, Committees and Activities

Student Government	Duke of Edinburgh Program
Outreach Committee	Fitness Club
Multi-cultural Committee	Intramurals
Newspaper Club	Rock Band
Jazz Combo	Environmental Club (Gr. 7/8)
Junior School Mentoring Club (Gr. 7/8)	Yearbook
Choir	Leadership

Annual Activities

Welcome Back BBQ	Cops for Cancer – Tour de Rock
Outweek	Speech Competition
Run for Cancer	Japanese School Visit
Spirit Week and Housewarming	Commonwealth Debates
Outreach Talent Show	Fine Arts Production
Annual Art Show	Sports Day
30 Hour Famine – World Vision	Closing Ceremonies
Residence Easter Egg Hunt	Parent Appreciation Brunch
Alumni Tea	Japan Exchange
Barcelona Exchange	Europe Trip



RESIDENCE

Suggested Packing Requirements

The following are recommended items that your daughter should bring with her from home in order to make her life in residence a little easier.

- | | | |
|----------------------------------|------------------|------------------------------------|
| Rainwear | Underwear | Laundry Marking Pen |
| Dress/Skirt | Nightwear | Face Cloths |
| Coat/Jacket | Housecoat | Toiletries |
| Dress Pants | Slippers | Towels |
| Tops/Sweaters | Laundry Bag | Plastic: bowl; mug; glass; cutlery |
| Casual Wear | Desk Lamp | |
| Shoe Holder | Quilt/Duvet | |
| Shoes | Small Sewing Kit | |
| Socks | Alarm Clock | |
| Minimum of 5 white school shirts | | |

International Boarders are encouraged to bring a traditional outfit with them in September; as well they must have nice dress clothes for attending international dinners.

We request that clothes be machine washable and dryable. Garments that require special attention are the responsibility of the student. Please note that the laundry/housekeeping fee does not cover dry cleaning or special care laundry service. We provide bed linens, blankets, pillows and mattress covers.

For their personal enjoyment, girls may bring a small radio, DVD player, iPod or MP3 player and a bicycle with a lock. The School is not responsible for loss of, or damage to, a student's personal belongings.

All items must be clearly marked with the owner's name. Space is limited, so we ask boarders to keep non-uniform clothing and other possessions to a minimum.

Please note:

** Fire Regulations do not permit food or beverage-making devices in the boarders' dormitory unless they have an auto shut off.

Allowance and Points Disbursements

There will be two base allowances given out each week:

- | | |
|-----------------|----------------------|
| Ages 14 & under | - allowance: \$15.00 |
| Ages 15 & over | - allowance: \$20.00 |

Each boarding student can earn more money through the point system which can supplement her base allowance each week.

POINTS AWARDS: will either be in the form of cash awards or earned extended curfew time.

- | | |
|------------|-----------------------|
| 97% - 100% | \$10.00 or 60 minutes |
| 92% - 96% | \$5.00 or 30 minutes |

Contents Insurance

It is recommended that students carry contents insurance for personal belongings and valuables brought to St. Margaret's School. The School is not responsible for loss of, or damage to, a student's personal belongings.



Health Care Information

At St. Margaret's it is our goal to promote and maintain the wellness of our students. Our full-time Registered School Nurse and Certified School Doctor work out of the Health Clinic, located on the lower level, behind Alexis Hall. We encourage you to provide, on your child's medical forms, as much information as possible and it is *most important* that parents discuss any *specific medical conditions* with the School Nurse, such that we may adequately and safely meet your daughter's health care needs while she is at school.

Our Health Clinic is located at the lower level, behind Alexis Hall and is available to students during school days from 8:00 am - 4:00 pm. If a student is injured or unwell, she is encouraged to be seen by the school nurse for assessment and care. If the student is determined to be too unwell to attend school, she may stay in the Health Clinic where she can be cared for. In the case of a day student who has an injury or illness and needs to go home or seek other medical care, the nurse will contact the parents/guardian. If the student is a boarder, the nurse will advise the residence staff of the student's status and needs. The clinic has a range of non-prescription medications and treatments which the nurse may administer at her discretion. There is no fee for this care.

Students and parents are welcome to share problems or issues which may be personal in nature and may be assured that discussions with the nurse will be kept in confidence.

The school nurse may be reached at the Health Clinic at 250-479-5755 or by email at: schoolnurse@stmarg.ca.

The Prevention Services Branch of Vancouver Island Health Authority provides hearing assessments, immunizations, education resources and other services at St. Margaret's. Our Public Health Nurse may be reached at 250-519-5100.

Homestay Program - General Rules and Practices

(For School Breaks Only - Winter, Spring and Summer)

The Homestay Coordinator at St. Margaret's School will assist with the placement of a student into a homestay and arrange the contract between the student and the host family. Once the student is in a homestay, it is the responsibility of the student's parents or legal guardian to liaise with the homestay host family directly, should the need arise. The Homestay Coordinator will provide the student's family with the contact information of the host family.

Conduct: Whilst in homestay, the student will be required to behave in the manner outlined by the host family and in accordance with the St. Margaret's School Code of Conduct and the St. Margaret's School Behaviour Expectations. In the event of an infringement of these expectations (such as the use of alcohol, drugs, or disregard of curfews) the host family will report to the Head of School. The student will not be permitted to go into homestay again.

Cancellation and changes: In the event of a student canceling her request for homestay before a placement has been made for her with a host family, a full refund will be made. In the event of a student canceling once she has been assigned a homestay family, the following will apply: If the student provides two weeks notice before her homestay begins, she will receive a refund of half of the fee paid. In the event of a student canceling her homestay, for any reason, with less than two weeks notice before her homestay starts, no refund will be given.

Host Families:

If you are interested in becoming a host family during the school breaks (Christmas, spring and summer) for a St. Margaret's School homestay student, below is some information regarding the homestay program.



St. Margaret's School

General Information: Many of our international students are familiar with Victoria. They are allowed to go out by themselves or with friends. Please give them a curfew (the St. Margaret's School residence curfew is between 9:30 pm and 11:00 pm, depending on age). In addition, ensure the student is aware of your house rules. You don't need to arrange entertainment activities for the student, but involvement with some family activities would be appreciated. The student must remain at her homestay during the agreed period indicated on her application form.

The Homestay Coordinator will assist in finding a suitable student. *Please contact the student's parents or legal guardian during the homestay period when circumstances require the involvement of someone who is more familiar with the student.*

Homestay Fee: The homestay fee includes three meals per day, snacks and gas for transportation. If a public bus service is available, most students can take the public bus for their personal activities. However, transportation to and from St. Margaret's School, summer school, the airport or ferry terminal is required.

If you have any questions, please contact the Homestay Coordinator before the start of the homestay. Thank you.

St Margaret's Homestay Coordinator
St. Margaret's School, 1080 Lucas Avenue,
Victoria, BC, V8X 3P7
Tel: (250)479-7171
Fax: (250)479-8976

Hospital/Medical Coverage Information

Parents of International students studying on a visa at St. Margaret's School are advised that British Columbia health insurance is mandatory. The cost is approximately \$711.00 for the school year, which will be deducted from the student's account in full at the beginning of the school year. As there is a 3-month waiting period for the Provincial Health Plan, St. Margaret's School will arrange for interim insurance during that period. The cost of the interim insurance is approximately \$120.00.

NOTE: All Canadian/Landed Immigrant boarders must provide their current Provincial Medical CareCard number to the school nurse upon arrival.

Internet Access

All St. Margaret's School boarders have access to the internet through the St. Margaret's School network only. No other external service providers will be permitted. This connection will be available in every boarder's room.

Off-Property Privileges

1. Weekdays: All students may go off the grounds after school hours from 3:30 pm – 5:30 pm if they have off property privileges.
2. Weekends: Off property privileges are arranged according to age.



Overnight Leave Procedures For Boarders

Only responsible adults can invite and sign boarders out for overnight leave, unless otherwise specified in writing by the boarders' parents or guardians.

Girls must inform staff of their intentions for weekend leave by the previous Tuesday night.

Weekend leave permission and invitations must be received by Thursday at 9 am for any weekend leave, with the exception of family emergencies. Phone: 1-250-479-7712, Fax: 1-250-479-5206.

To allow their daughter to stay with anyone other than their own families or families of St. Margaret's students, parents or guardians must give written consent, and invitations (written, emailed using the email address on file at SMS, or verbal) must be received by Thursday morning at 9:00 am

It is expected that boarders be picked up and returned by the adult(s) who are assuming responsibility for the boarder for the overnight stay. If this is not possible, House Staff should be consulted about alternative arrangements.

House Staff may, at their discretion, confirm by phone or email that the boarders are arriving and departing as stated on the leave forms.

Weekly room cleanups must be completed before the boarders leave for weekend leave.

Boarders must return to St. Margaret's by 5:30 pm on weekdays. On Fridays, Saturdays and holiday Sundays boarders must return to St. Margaret's by the designated curfew.

The school bus will leave St. Margaret's every Friday (or Thursday prior to a Friday holiday) at 3:45 pm so boarders going to the mainland for weekend leave can catch the 5:00 pm ferry out of Swartz Bay. In the event of early dismissals, alternate departure times will be announced. The school bus will meet the 5:00 pm ferry out of Tsawwassen (Vancouver) arriving at Swartz Bay at 6:35 pm every Sunday or long weekend Monday.

Boarders can bring receipts (ferry and PCL) from weekend leave for reimbursement from their accounts on Monday morning and will be paid on allowance day.

The Head of School or Director of Residence may refuse to grant any leave if a boarder's behavior is inappropriate either at or away from St. Margaret's or if accurate information is not received.

Weekend Leave: If a boarder sets up weekend leave, decides later not to go and then to go again, the parent or guardian must call the Residence staff again to reconfirm the visit before the boarder is allowed to leave the property.

Safe

Only passports and airline tickets will be kept in the school safe. It is recommended that parents open a personal bank account. There is a local branch of TD Canada Trust within walking distance of SMS.

Telephones

House staff may be contacted by telephone at: 1-250-479-7712, or by fax at: 1-250-479-5206. Girls are not allowed to receive or make personal calls on the office phone. There is a payphone in Fenwick House.



On all phone lines in the residence, calls should be avoided between 8:30 am - 3:30 pm, as boarders are in school. Boarders are not allowed to receive calls during prep (6:00 pm – 8:00 pm) or after curfew. Friends and relatives should also be notified of phone information.

Travel Arrangements

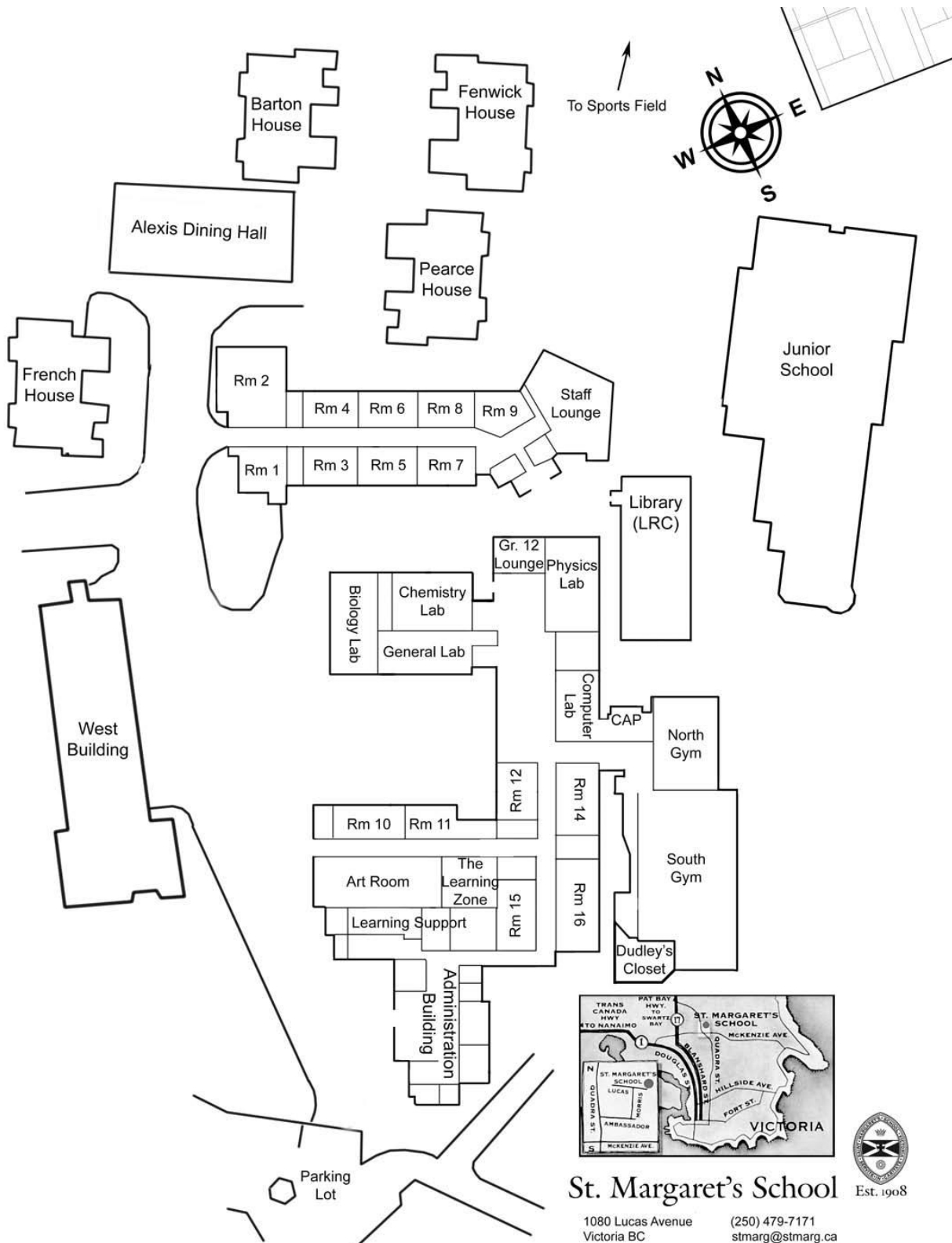
Ample notice of holiday dates is given and girls may not be given permission to leave school earlier than the stated dates and times. Parents/Guardians must give written permission for their daughter to leave. It must include dates they are leaving and returning as well as the destination(s). The School does not make travel arrangements for the boarders.

Visitors

All visitors to Residence must sign in at the Residence Office or House Office. Guests who are student visitors from other schools are restricted to open spaces, such as the common room, house office or Alexis Hall. Classrooms or private offices are out of bounds. Visitors are not to go into boarders rooms and must leave property by 5:30 pm on weekdays and 8:00 pm on weekends.



ST. MARGARET'S SCHOOL CAMPUS MAP



St. Margaret's School



Est. 1908

1080 Lucas Avenue
Victoria BC (250) 479-7171
stmarg@stmarg.ca