



Parent Manual

INTRODUCTION

Magnussen School is a child centered school located on the UBC campus; we are a private independent school recognized by the BC Ministry of Education. The school was created with a vision to provide students exceptional educational care.

Howard Eaton and Kristin Harbut have worked collectively to create our school and community. The school is named in honor of the late Mrs. Bjorg Magnussen and exemplifies her life philosophy of caring for others.

Our Philosophy

The philosophy of our school is reflected in the way our program unfolds each day. It is a school where children come and feel comfortable, challenged and supported in their learning.

Magnussen School provides the students with an individualized educational profile. Our curriculum is enhanced and modified to support and encourage the maximum academic potential and well being of our students. Magnussen School is a place where children enjoy authentic relationships with their teachers as well as peer friendships, pursue individual interests and participate in small group instruction.

The teachers are always ready to respond to the individual needs and interests of the children, and are sensitive to their learning profiles. All learning is regarded as valuable and children's interests are respected. Magnussen provides students with an opportunity to develop their academic skills, imagination and creativity. We provide ample opportunity for students to nurture their self-esteem by providing our students with the opportunity to learn valuable life skills. Our school is founded on respect.

Student's self concepts are influenced by the quality of their interactions with others, and the culture of our school. Helping children experience academic success and a sense of self worth and accomplishment is most important to the staff of Magnussen School. Through our daily contact with the students we will help to instill a

sense of mutual trust, confidence, and respect for each other as individuals. We, along with the students, create a culture which nurtures individual talent and aspirations.

Magnussen School provides students with an education that values the goals of our BC curriculum, but realizes the need and benefits of individualized educational planning. We strive to offer our students an education that values outdoor activity and movement, and respect the correlation that physical activity increases academic achievements. Magnussen School encourages students to engage in hands on learning activities and facilitates collaboration with the various faculties on our university campus.

Our school has a strong sense of community, both locally and globally – we teach using real world and current events. We value student input and provide students with choices to empower themselves and take an active role in their education and to pursue their passions.

Supervision

Teachers supervise the student's activities and must know where the students are at all times. During some classroom activities children are self-directed while in others the activities are teacher-led. Teachers monitor the students carefully during all outside activities. Students are responsible to report any frustrations during play time to supervising staff, students are aware where the teachers are located at all times. Students in Grade 8 + receive campus privileges for lunch and are expected to return to class on time for their academic period. Students are not allowed to leave the school to purchase anything from the store during school hours.

Celebrating Diversity

Magnussen School recognizes the value of a classroom which respects diversity. We celebrate a variety of cultural and religious events and traditions. We encourage families to share their ideas and materials with staff to help the children understand and respect all cultures.

We also LOVE to celebrate Birthdays, please feel free to bring in a special treat for your child and their peers. We encourage students to

bring a treat for all 30 students, but will accommodate special arrangements amongst homeroom classes.

Behavior and Guidance

Children are active and dynamic entities who display strong natural desires to belong in a group. Security or lack thereof is directly related to this feeling of belonging to a group. Each child needs to find his or her place at Magnussen School. Through encouragement the child grows in independence, develops a sense of belonging, self-respect and accomplishment.

At Magnussen we treat each child with respect for their needs, wishes and rights as an individual. In turn, the child will develop respect for others and their individual rights. We encourage children to verbalize their feelings, and teach appropriate use of language. Hurtful behavior is strongly discouraged and is dealt with immediately. Communication between teacher and child is of utmost importance so that together they can problem solve in order to improve the situation. Self discipline is encouraged and fostered, clear boundaries are set keeping in mind the safety and well being of all students.

Disciplinary Action

It is expected that all Magnussen School students respect their peers as well as employees of the school. Any physical or verbal abuse towards others is unacceptable.

In the event of a discipline concern, the staff member will inform the Principal and together they will meet to speak with the child(ren) involved about their actions and behavior. An effort will be made to find the most appropriate solution with the parties involved.

If behavior continues, the Principal will arrange a meeting with the parents to discuss further concern. Suspension from the school for a short period will result if the behavior continues after the meeting with the parents. However, the Principal will reserve the right to suspend a student without notice if the behavior warrants immediacy. Expulsion will occur at the discretion of the Principal and the Director of the school upon close evaluation of the situation.

Administration

Hours of Operation are 8:00-4:00 Monday to Friday.

All of our holidays and professional days can be found on our web-calendar at www.magnussenschool.com under the heading “calendar”

kharbut@magnussenschool.com – Founder and Teacher

rbrunson@magnussenschool.com – Principal and Teacher

jodonnell@magnussenschool.com – Academic Teacher
Green Homeroom and Social Studies

epoettcker@magnussenschool.com – Academic Teacher
Blue Homeroom and Language Arts/French

abonifacio@magnussenschool.com – Teacher
Red Division Homeroom and Science

Communication Between Parents and School

Management and Staff

If you have a concern that involves your child and a specific teacher, please send an e-mail or arrange a time to meet with the teacher as soon as possible. If, after meeting directly with the teacher, you have unresolved issues please contact the Principal with your concerns. The Principal will then arrange a meeting to discuss the issue with both parties. Please contact teachers individually to arrange a meeting time through e-mail.

If your concern is not directly related to academics, please contact the Principal by e-mail. Communication is essential; please do not hesitate to contact us with any questions or concerns. We appreciate your insight, and wish to work together with parents.

Parent Teacher Meetings

Parents will be given advance notice of these bi-yearly scheduled meetings. If you would like to speak with a teacher, we encourage you to make an appointment. Our teachers value discretion and will not discuss our students when we are in earshot of other parents or students. We will always make time to meet immediately to discuss concerns; pick-up and mornings are difficult times for teachers to discuss students. If you have an emergent issue at these times, please contact the Principal.

Parent Involvement

We aim to work closely with the families of Magnussen School, bridging the divide between school and home. Parents are encouraged to visit the school as “Guest Lecturers” offering insight into their fields of work or interest. Please contact the Principal with any ideas or collaborations, we welcome them!

If parents are needed for extra supervision an e-mail will be sent out for requests.

We value parent input on their children’s academic program, we will always take into consideration parent requests. However, we will always meet as professionals to discuss what we feel is the best solution academically for the child. This is exemplified in our homework policy, if a parent reports that homework is causing excessive frustration in the home we will work together to find immediate solutions. Our school does value the importance of reasonable and relevant amounts of homework, especially at the intermediate level. We strive to prepare our students for future academic endeavors.

Change of address/telephone/emergency contacts

Please contact the Principal of the school with any change of information.

Please strive to have your child at school on time. Late arrivals are disruptive to the student and class. If there is an extenuating circumstance that has caused upset to your child or family, please let us know immediately so we can meet the emotional need of the

student. We will offer a quiet environment and support for all situations that need extra care and attention.

Pick-Up/absence/special arrangements

All students will be walked down by their homeroom teacher; parents can pull through at the line-up or park and meet their child.

No student will be left outside without supervision; students can wait in their classroom and must be picked up by their parents upstairs. Please make special arrangements with a teacher if you are going to be late in picking up your child.

HEALTH AND SAFETY

Health

Please advise us of any health concerns immediately. We heavily encourage good hygiene and frequent hand washing. If you are aware that your child has a virus, please do not send them to school.

Medications

Teachers are not allowed to administer any drugs to students, this includes common pain medication.

Food

Students are encouraged to bring only healthy foods to school – with the exception of bringing a small amount of candy on Halloween!

Students should have a water bottle in their tub and are encouraged to replenish themselves during academics. Please do not send any nuts to school – we are a nut free school.

UNIFORMS

Students are required to wear a *Magnussen Shirt* accompanied by dark or khaki pants/skirt. Uniforms can be purchased from the EA reception desk during school hours.

OUR PROGRAM

Please see the attached schedule at the back of our manual. Changes to the schedule will be made throughout the year to accommodate special events.

FIELD TRIPS

Students are required to meet our high standard of exemplary behavior when on a field trip. All field trips are arranged and paid for by the school. Exceptions may include ski trips and year end activities. Students will use public transit or school busses as a means of transportation.

SPENDING MONEY

Students are not permitted to bring money on field trips unless it has been specified by the teacher. Special arrangements must be made in advance.

TOYS AND SPECIAL ITEMS FROM HOME

Students are permitted to bring special toys to show and share with the class. If the toy is acting as a comfort it should not be distracting to other students, teachers will reserve the right to hold distracting items until the end of the day. We do welcome items from home that help bring comfort to a student's school day. Students are not permitted to bring weapons or sharp objects to the school, even for show and share.

SPARE CLOTHES

Please send appropriate spare clothes for your child to have on their hooks. Students should have rain gear available to accommodate our West Coast weather and our strong desire to provide daily outdoor time.

