

## **Information Package 2024-2025**

*Principal - Mr. Lakusta*

*Assistant Principal - David Wong*

### **School Philosophy**

At Michael A. Kostek School we are committed to developing successful, independent learners and leaders who are prepared to live as compassionate, engaged and ethical citizens. We work collaboratively as a staff and in partnership with parents and the community to provide a safe, caring and inclusive learning environment that fosters resiliency, exemplary character and healthy, active lifestyles. Our instructional practices are based on an inquiry approach and differentiation for all learners. Our goal is to provide exceptional learning experiences for all students.

### **Academic Focus**

Learning and achievement are a focus at MAK. Our instructional practices include:

- An emphasis on literacy and numeracy
- Inquiry-based project learning at all grade levels to foster discovery, creativity, reflection, exploration, and critical thinking
- Small group literacy and intervention provide differentiated literacy instruction
- Daily writing across all grades to develop excellent writers
- Implementing concept-based teaching and learning
- Commitment to daily physical education
- Effective use of technology
- Social Thinking language incorporated into whole class and small group conversations

### **Artist in Residences**

Each year, Michael A. Kostek school staff and parents collaborate to bring in an Artist in Residence and special presentations to enrich our students' learning experiences in music, art, dance, and drama.

### **Music Program**

Students receive weekly music instruction from our music specialists. Music learning activities include the following: singing, learning of musical elements, reading and writing music, memory work, listening, improvisation, movement and playing instruments. Students may have opportunities to perform at our winter concerts and assemblies.

## **French as a Second Language**

Students at MAK learn French as a Second Language starting in Grade Four. Students in grades four, five, and six receive 150 minutes of French instruction each week.

## **Attendance, Lates, and Absentee Check**

We check for absent children each morning and afternoon. We will be using an automated callout system which will make phone calls home every morning of each day for students with unconfirmed absences.

Please call 780-489-7277 (or send an email to [makostek@epsb.ca](mailto:makostek@epsb.ca)) to leave a message if your child will be away.

Please leave:

- Your child's full name
- Their teacher or homeroom teacher's name
- The reason for their absence

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home, work, or emergency contacts.

The School Act provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if the reason is sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstances. Please note that family holidays, extension of school vacation periods, or any other parental excused absences must be recorded as confirmed but unexcused absences, as provided by the School Act.

A great deal of learning occurs in the classroom through the use of guided questions, dialogue, problem-solving, and so on. We therefore request that parents try to schedule family holidays during school breaks. Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period of time. Home education imparts responsibility to the parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we ask that you provide notice well in advance to allow teachers an opportunity to share what learning your child will be missing. Please note, that teachers are not required to develop handouts or specific lessons for extended holiday time.

If students are late, they are to report to the office for a late slip and our office staff will update their attendance record. For students who are habitually late, the classroom teacher or the school administration will work with families to come up with a plan to address the situation. Punctuality is essential for your child's success in learning and in life. Let's work together to ensure your child's success.

If your child needs to be excused from school before regular dismissal time (doctor, dentist

appointments, etc.) we ask that you meet your child at the school office. Students will not be sent to wait outside for parents. This allows the school to ensure that an appropriate adult has safely picked up and signed out a child. No child will be allowed to leave early without a note or call from a parent.

### **Assessment & EYE-TA**

In the fall, you will receive feedback regarding an assessment that is unique to Kindergarten called “the Early Years Evaluation” or “EYE-TA”. Once this assessment is complete the teacher will host a teacher-parent conference time to discuss individual progress.

### **Communication ~ SchoolZone**

The main source of communication regarding school news, homework, field trip consent forms, progress reports, etc. will be available through a secure website called SchoolZone. At the beginning of the year, you will be given a user I.D. and password for yourself and your child. Keep this login information in a safe place. You will use it every year your child is enrolled in an Edmonton Public School. Also note that fees can be paid via SchoolZone, under the “fees” tab, all fees should be paid by the last business day of the month.

Please check SchoolZone on a regular basis as learning news, information on school-wide events, and report cards are posted here. You will receive email notices when there have been new postings.

### **Technology for Learning**

Each classroom has an interactive display and a document camera. Additionally, our classrooms have sound systems. We are fortunate to have multiple sets of Chromebooks, iPads, and Robotics for students to use.

### **Parking and Traffic Safety**

The school parking lot is for staff vehicles only. Parents park on the streets around the school. Please consider walking to school or sending your child on the school bus to help the congestion around our school. Make it a priority to only cross the streets at the designated crosswalks. Please DO NOT make left turns into the drive-thru or leave the drive-thru to help keep the traffic flowing.

### **Drive-thru**

The **drive-thru is only open to parents in the morning for morning drop-off**. From 8:20-8:35 we have staff members in the drive-thru directing traffic and opening doors to help keep the traffic flowing. Please DO NOT get out of your vehicle as this slows down the flow of traffic, instead allow us to help your child get out of the vehicle in the morning.

**After school, the drive-thru is for buses only.** Our buses have to pick up students at another school and it is essential that we help the buses keep on schedule.

**Transportation**

Students from Cameron Heights, Wedgewood and Edgemont South areas can access yellow bus service to receive transportation to school. An attendance boundary map can be found with more information on our [website here](#).

If you require yellow School Bus service, please follow this [link to apply](#).

All students who ride the bus pay a monthly transportation fee. Please note that on SchoolZone there is a link with more information with regards to Deadlines to request a Yellow Bus Route Change. Please reach out to us first if you need to make a change to your current yellow bus route at [makostek@epsb.ca](mailto:makostek@epsb.ca)

**School Times**

Michael A. Kostek morning supervision begins at 8:15 a.m.  
If students are dropped off before 8:15 a.m. students should be supervised by a parent until supervision begins.

**Please do not walk or park in the staff parking area at any time.**

**Please do not jaywalk, use the crosswalks at all times**

If your child arrives after the 2<sup>nd</sup> bell (8:35 a.m.) they will need to go to the office and check in with the office staff and get a late slip.

**School Bell Times for 2024-25**

**Kindergarten to Grade Six**

Monday, Tuesday Wednesday & Friday		Thursday	
8:30-8:35	Warning Bell, Entry	8:30-8:35	Warning Bell, Entry
8:35-9:10	Period 1	8:35-9:10	Period 1
9:10-9:45	Period 2	9:10-9:45	Period 2
9:45-10:15	Period3	9:45-10:15	Period3
10:15-10:30	Recess	10:15-10:30	Recess
10:30-11:00	Period 4	10:30-11:00	Period 4
11:00-11:30	Period 5	11:00-11:31	Period 5
11:30-11:55	Lunch (eating)	11:30-11:55	Lunch (eating)

11:55-12:14	Lunch (recess)	11:55-12:14	Lunch (recess)
12:14-12:19	Warning Bell, Entry	12:14-12:19	Warning Bell, Entry
12:19-12:55	Period 6	12:19-12:55	Period 6
12:55-1:30	Period 7	12:55-1:30	Period 7
1:30 - 2:05	Period 8	1:30 - <b>2:12</b>	Period 8
2:05-2:20	Recess		
2:20-2:55	Period 9		
2:55- <b>3:26</b>	Period 10		

## Interactions Program Students

Monday, Tuesday Wednesday & Friday		Thursday	
8:30-8:35	Entry	8:30-8:35	Entry
8:35-11:30	Instruction	8:35-11:30	Instruction
11:30-12:00	Lunch	11:30-12:00	Lunch
12:00- <b>2:34</b>	Instruction	12:00- <b>2:12</b>	Instruction

## 2024 - 2025 School Calendar

Can be found by clicking [this link](#).

## Staggered Entry for Kindergarten

In order to get to know our kindergarten students and to help introduce them to their new school, we will have a small group orientation for the first 3 days of school on August 29th, 30th, September 3rd, and 4th. This will enable the students to tour the school and become familiar with routines in a smaller group. All students will attend on Sept. 5th, 2024.

## Drop-off and Pick Up for Kindergarten

There is a supervisor outside fifteen minutes before the morning bell. Kindergarten children will line up **outside the main front doors of the school** until their teacher greets them and walks them to class. At pick-up time, parents wait in front of the school. The kindergarten teachers will not allow the children to leave unless they see you, a caregiver, or a daycare provider. If students ride the bus then school staff will walk students to their bus.

## Fees

**School Supplies:** In Kindergarten, parents have the option of having the teachers do the shopping. Parents can pay \$35 for all the supplies for the year and the teachers will purchase what is needed. Or if parents prefer they can get a list of supplies, purchase the supplies and

send them in. Supply lists for Grades 1-6 are created in the spring. Parents can order through a stationary company set up by the school or families can purchase the necessary supplies and send them in.

**Homework Pouches:** Kindergarten to Grade 3 students all use a homework pouch to bring books and papers back and forth from school. Home reading, artwork, news, library books, and finished assignments will be sent home in the pouches. All students new to Michael A. Kostek will be asked to purchase a Kanga Pouch. Pouches can be purchased from the school office or families have the option to bring in their own homework pouch. The fee for the pouch is \$

**Field Trip Fees:** Families are responsible for paying for their child's field trip fees. Specific information outlining all costs will be sent home at the end of September once things are booked. Fees can be paid on SchoolZone.

**Lunch and Nutrition Program:** We welcome all our students to have a choice in their lunchtime experiences. Families can either choose to go home for lunch and make arrangements with the school or stay at school using our lunchtime supervision service.

**All students who stay for lunch will need to:**

- Register for lunch supervision using the form on SchoolZone.
- Pay lunch fees for supervision.
- Schools will set lunch fees using a standard formula

Lunch-time supervision is a service many families need. Lunch Supervision Fees are consistent across all Edmonton Public Schools, so no matter which school your children attend, processes will be the same.

The Lunchroom supervision program begins on the very first day, so parents can plan accordingly that your child(ren) are able to bring their lunch and remain at the school. We do ask that parents log in to their parental SchoolZone accounts, go to "Forms", and "Additional Forms", find the "Lunch-time Supervision Service Registration Form", press "Submit Response" and then fill out the information.

Lunchroom fees cover the cost of lunchroom aides who supervise all students over the lunch hour period. Lunchroom Fees are paid by logging into your Parental SchoolZone account and selecting the "Fees" tab.

**All students who go home for lunch:** In an effort to ensure the safety of all of our students, we are asking the following. When students are going home for lunch, they are to leave the school through the front door and return from lunch through the front door as well. If a student goes home for lunch, they are expected to be gone from school for the entire lunch hour (e.g., lunch hour begins at 11:30 and students return to school at 12:15). Attendance is taken at the beginning of each lunch hour to ensure student safety and clear communication. If your

child returns early on a consistent basis, please communicate with the school office at 780-489-7277.

**Allergy Awareness:** Many children at MAK have severe and life-threatening allergies. To accommodate the medical needs of children with severe allergies at MAK School, we promote allergy awareness and are NUT AWARE. The safety of all children is our first priority. All snacks and lunches are strongly encouraged to be nut-free.

**Healthy snacks and lunch:** To encourage healthy nutrition, please avoid packing candy, chips, gum, and sunflower seeds (these can make a mess in the school).

### **Lunch program expectations:**

#### ***Please provide your child with:***

- lunches that do not require microwaving or hot water
- lunch bags that are labeled with your child's name and classroom number
- reusable containers or bags to help support our commitment of reducing garbage and waste
- utensils
- a plastic bag or containers for leftovers so you can see what your child is or isn't eating

#### ***Students are expected to:***

- eat quietly at desks or tables
- remain seated and not leave the designated lunch area without permission
- be respectful of each other and supervisors at all times (student behavior expectations for the lunch program are the same as classroom expectations)
- use indoor voices

### **Lunch Supervision Fees**

Full-time lunch attendance is paid each month.

Occasional lunch attendance is \$2 per student per day. (Students will be sent home invoices during the year for days stayed.)

### **Cold Weather, Air Quality Index & Recess**

Students have a morning and an afternoon recess break of 15 minutes outside. When the temperature reaches -23° C or below (with windchill), a green dot will be placed on the school doors and students will be allowed to wait inside until the start of school. Recess will also be held inside if the temperature is -23° C or below. It is important to dress your child for cold

weather, even on these “green dot” days, as they will be sent outside for recess if the temperature rises.

On days when Environment Canada issues an Air Quality Health Index rating that is at 7 or higher, students will be kept indoors, and school windows closed. Air conditioning and HVAC air systems should remain on.

### **Parent Volunteers**

Volunteers are very important to us at MAK. During the 2024-25 school year, we will be able to have volunteer support in the classroom and in the school.

### **School Council**

Michael A. Kostek is fortunate to have a strong School Council. The parents work collaboratively with the school administration and staff as well as the MAK Fundraising Society. The parent’s goal is to make Michael A. Kostek the best school for our children. We would love for you to come out this school year where you can either just attend a meeting to stay informed, join a committee and/or join our board. Meetings are held monthly and all parents are invited to attend. If you have any questions, please contact us at [makcouncil@gmail.com](mailto:makcouncil@gmail.com)

### **Michael A. Kostek Fundraising Society**

Michael A. Kostek Fundraising Society is a parent-run society that offers financial support for the school. MAK Fundraising Society holds monthly meetings on the same evening as our School Council as the two groups work very closely. All parents are welcome to attend meetings. As a board, they organize fundraisers and use the proceeds to enhance the educational experience in our school. If you have any questions, please contact us at [makfundraising@gmail.com](mailto:makfundraising@gmail.com)