

## 2009-2010 SCHOOL CALENDAR

School Opens	Sept. 8
Non-Instructional Day	Sept. 28
Thanksgiving Day	Oct. 12
Non Instructional Day	Oct. 23
Remembrance Day	Nov. 11
Winter Break begins	Dec. 18
Schools Re-open	Jan. 4
District Pro-D Day	Feb. 22
Non Instructional Day	Feb. 23
Spring Break begins	Mar. 5
Spring Re-open	Mar. 15
Good Friday	April 2
Easter Monday	April 5
Non Instructional Day	April 26
Victoria Day	May 24
Last Day of classes	June 28
School Based Pro D Day	June 29
Admin Day-School closed-	June 30

### School Hours – Grades 1-7

8:44 a.m.	School starts
8:45	GUTT-Guaranteed Uninterrupted Teaching Time
11:15 to 12:00	Activity Time
12:00-12:15	Lunch eating time. Students are read to or watch a video
1:15-1:30	Recess
2:40	Dismissal (Mon -Thurs)
1:30	Dismissal (Friday)

### School Hours – Kindergarten

Morning Session	8:44 to 11:08
Afternoon Session	12:00 to 2:38
Friday Afternoons	12:00-1:30

**Office Hours:** Mon.-Friday from 8:00 a.m. to 3:00 p.m.

## OUR MISSION STATEMENT

The Mission of Cinnabar Valley Elementary is to provide an inclusive learning environment, which fosters the development of:

- Knowledge and skills
- Creativity and critical thinking
- Emotional and social responsibility

**We believe** education is the joint responsibility of staff, students and their families.

**We believe** education will enable students to become responsible citizens who contribute effectively to the global community.

## SCHOOL EXPECTATIONS

Parents, teachers and children all have expectations of one another. The following lists are expectations that we, as a school community, have on one another:

### **Expectation of Students:**

- To obey all school rules.
- To be courteous, to practice good manners and to exercise a sense of responsibility appropriate to their age.
- To respect the rights of others.
- To respect school property and the property of others.
- To come to school properly equipped and willing to work.

### **Expectations of Teachers and Staff:**

- To work with students and parents to plan and carry out a suitable educational program for each student.
- Respect personal worth, dignity and needs of each student.
- Keep parents adequately informed of the performance of each child.

### **Expectations of Parents**

- To ensure the school is informed of any major changes regarding family information.
- To ensure that students attend regularly and punctually whenever possible.
- To ensure that the child is prepared to work while at school and is prepared to behave in an acceptable manner.
- To be prepared to supervise and help the child with his/her homework assignments.

### **Expectation of Parent Volunteers:**

- You will be expected to get a criminal record check from the RCMP.

## STUDENT DRESS CODE

School District #68 Policy No. 3590 adopted February 28, 2001 states, "Each school will establish its own student dress code policy and will publish such policy in its School Handbook for parents/students/staff."

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to staff or other students to the detriment of the educational process of the school. Students are to wear attire which:

- is safe
- is free of any reference to alcohol, drugs, gangs, hate, obscenity, profanity, racism/discrimination, sex and/or violence

- is not disturbing or distracting to others within the school setting.
- shirt straps need to be the width of 3 fingers
- skirts and shorts need to be mid thigh

Half tops and/or “beach wear” (Spaghetti straps) are not appropriate attire. When a student’s appearance is felt to be detrimental, the parent/guardian will be contacted and asked to bring appropriate clothing for the student. If the problem persists, a parent/administrator conference may be requested.

## CINNABAR VALLEY ELEMENTARY SCHOOL’S CODE OF CONDUCT

### **Statement of Purpose**

- To establish and maintain safe, caring and orderly environments for purposeful learning.
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location.

## CONDUCT EXPECTATIONS

### Acceptable Conduct

- Respect for self, teachers, EA’s, students, parents, duty teachers and the school
- Helping to make the school a safe, caring and orderly place
- Demonstrate courteous behaviour
- Reporting to an adult, in a timely manner, incidents of bullying, harassment, intimidation, or violence
- Accepting responsibility for your own learning
- Co-operate willingly with others
- Respect own property, and that of others
- Accept responsibility

### Unacceptable Conduct

The following points are examples only and are not an all-inclusive list

- **Behaviours that:**
  - Interfere with the learning of others
  - Interfere with an orderly environment
  - Create unsafe conditions
  - Create a negative climate
- **Acts of:**
  - Bullying, harassment or intimidation
  - Physical violence
  - Retribution against a person who has reported incidents
  - Dishonesty, disrespect
- **Illegal acts, such as:**
  - Theft of or damage to property
  - Possession, use or distribution of illegal or restricted substances
  - Possession or use of weapons.

## **Bullying**

Cinnabar Valley School believes that all students, staff and volunteers should be provided a safe, secure and welcoming learning and working environment. To that end, acts of bullying and harassment will not be tolerated.

Bullying is defined as an intentional action on the part of an individual, which causes emotional or physical distress of a victim. Bullying implies a power difference of one individual over another. It may involve a single incident or a series of incidents over time.

Barbara Coloroso, the author of, “**The Bully, The Bullied and The Bystander**”, says, “bystanders are the supporting cast who aid and abet the bully through acts of omission and commission. It is important that kids recognize that they are all responsible for helping to create a safe, caring, respectful and bully-free environment. Bystanders will have consequences if they don’t accept the responsibility of reporting incidences to teachers or supervisors.”

Bullying takes three main forms:

**Physical bullying** – involves hitting the victim in some way or taking or damaging a victim’s property.

**Verbal bullying** – using words to hurt or humiliate others.

**Relational bullying** – trying to convince their peers to exclude or reject a certain person or people, and cut the victims off from their social connections.

## **Rising Expectations**

Expectations will increase for students as they become older and more mature, and as they move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline and there will be increasing consequences for inappropriate behaviour.

## **Consequences**

- Responses to unacceptable conduct are pre-planned and consistent e.g. 3 steps (below)
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct, e.g., participating in working through a “problem-solving sheet”

## **Step 1**

Discussion between student and staff member. When students choose not to meet behavioural expectations, there will be natural, logical and consistent consequences. Minor indiscretions are handled by staff.

Frequently the consequence will be in the form of a time-out. It may also involve completion of a "Think Sheet" where students can reflect upon their actions and consider better choices next time. Parents are informed and are required to sign the "Think Sheet".

### **Step 2**

Office Referral Forms are issued for major offences (i.e. rough play, bullying, fighting, physical abuse of others, throwing objects, defiance of authority, disrespectful/abusive language) and continual defiance of school rules. Students are referred to the Principal. Parents are informed.

### **Step 3**

Parents are contacted for serious incidents of misbehaviour or if minor incidents persist beyond step two. Depending on the severity or frequency of the misbehaviour, students are given in-school or home suspensions for:

- Persistent inappropriate behaviour, which disturbs, interrupts or disquiets the usual, orderly operation of the school
- Inappropriate behaviour judged to have a harmful effect on the safety of other pupils.

For the following, students can expect to be suspended immediately, from between one to five days: fighting, overt rudeness, alcohol and/or drug use, stealing, vandalism and any action that deliberately endangers the health and safety of others.

## **LATE TO SCHOOL**

We would like to thank all our parents who make a big effort to get their children to school on time whether they drive or walk. When students are here on time, it sets the tone for the day. They can start relaxed and ready to face the day in an organized fashion. When you make sure your child arrives on time, you model values that help support learning.

Students who are chronically late could be "chronically on time" often by getting an earlier start. Ten minutes in the morning can make a big difference! We encourage students to organize themselves the night before in order to make the morning run smoother. Suggestions that seem to help are:

- Make lunches the night before
- Pack school books and put them by the door
- Lay out your clothes before going to bed

These simple tips can prepare your child for a smoother, happier start to the day.

Please check in with the office to obtain a late slip so both the secretary and teacher knows that you are now here. Students who are late will be asked to make up for

the time missed after school unless it is an excused late (dentist/doctor).

## **CLASSROOM VISITATION PROTOCOL**

As parents, many of you have no doubt experienced the challenges of keeping your child(ren) on task for a period of time. You can imagine trying to keep 25 or more children on task. I am sure you will agree this could be daunting indeed. We really encourage parents to come to the school however, interruptions during instructional time make it very difficult to have a valuable discussion with you at the same time that we are teaching the children.

We would ask parents to help us by following these protocols:

1. Make an appointment to meet with your child(ren)'s teacher:
  - Call the school and leave a message to have the teacher call
  - Put a message in the child's planner
  - Stop by the classroom during non-instructional times to set up a mutually agreeable meeting time/date
2. Requesting homework for children that are absent from school:
  - When you call the school to advise of a student's absence, ask that homework be prepared that can be picked up or sent home with another student
  - If the absence is a planned one, give the teacher enough notice to prepare the appropriate homework material.
3. If you are dropping off forgotten homework, lunches or other important items, please leave it at the office. The students should be told to pick it up at the office, or it will be delivered at an appropriate time.

As always, we want your experience at the school to be a positive one. If you have any questions, please drop by to see us at the office. Your cooperation in this regard is greatly appreciated.

## **GUTT (Guaranteed Un-interrupted Teaching Time)**

Most classrooms GUTT time is 8:45 – 11:15 am. Please do not interrupt us at that time. If you have a message to deliver or materials to drop off, please visit the office and ask someone there to follow through for you. If you have a question for teachers, no matter how brief, please try to catch them before or after their GUTT time or leave a message for them to contact you later in the day. If possible, please arrange appointments for doctors or dentists, etc. for the afternoon and your efforts to ensure that your child is here promptly at the beginning of the day are appreciated. This will allow us to spend the most concentrated amount of quality teaching and learning time with your child. Thank you for your assistance.

## **HOMEWORK POLICY**

Purpose of Homework:

Homework is a task assigned to the student to do on his/her own time, after school hours, as an extension of his/her classroom work.



**Homework can be of many types:**

- completion of tasks
- long range projects
- daily or weekly reinforcement or practice of newly learned skills
- reading

**Teachers assign homework with the hope of:**

- encouraging self-discipline and responsibility
- fostering good study habits
- motivating students to want to learn more

Homework can also keep parents informed of the work done by the students.

### **Student Responsibility**

Students are required to record homework assignments listed on intermediate classroom boards. Additional monitoring is necessary for some students. A parent's signature on a reminder note may be requested to help students establish an acceptable routine.

On rare occasions there are legitimate reasons, which make it impossible to complete some homework assignments. A note from a parent is appreciated. Legitimate reasons however should not be confused with excuses. Parents are informed when these occur.

If there is little or no improvement in the student's attitude towards the completion of homework, a conference of all concerned will be held to help the student resolve his/her problem.

### **Time Spent on Homework**

At the primary and intermediate grades, reading at home should be the main focus. Students from time to time will be assigned homework for the practice of skills learned and/or for completion of unfinished tasks. For example: arithmetic facts – addition, subtraction, multiplication and division; weekly spelling words; reading practice.

Regular homework assignments are not part of the primary program.

In the intermediate grades, time spent on assigned homework will vary according to the students and the nature of the assignment. It is, however, recommended that all intermediate students set aside a certain place and time each day for doing homework. Homework is not a

punishment. It helps students develop self-discipline and a sense of responsibility for their own learning.

### **Homework Suggestions for Students and Parents:**

- Choose a quiet place. **No TV or music.**
- Always use the same place. You will not have to waste valuable time searching for pens, pencils etc.
- Sit at a table or desk. Beds and couches will tempt you to daydream or sleep
- Save phone calls until after you have finished.

## **SCHOOL WORK POLICY WITH REGARDS TO MID-YEAR VACATIONS**

Children are legally required to be in school according to the School Act unless they are ill. Unless a child is ill, the school cannot be responsible for preparing work packages for such things as family holidays that are taken outside of the regular school calendar. The reasons for this are that:

- A large amount of class instruction is done orally through demonstrations and discussions and therefore cannot easily be made up through work sheets unless considerable explanations take place
- Vocabulary development and understanding of the concepts in Science, Language Arts, etc. is tightly linked to the active participation of the student
- It is difficult for a teacher to assign work ahead of time and to know exactly what will be covered two or three weeks down the road. As the approach at the elementary level is more child-oriented than content-oriented, many variables constantly come into play such as the children's pace, difficulties, interests, unexpected special events, etc. which all effect the day to day planning.

In the past, teachers sometimes spent time preparing work for a child to take along while traveling. The teacher would expect the work to be completed upon the student's return. However, frequently, the student would inform the teacher that they were too busy during their trip to do this. Therefore, if a child has to miss school, it is usually more feasible to do some catching up after they come back to class.

This being said, we recognize that certain trips can offer excellent learning opportunities. We also realize that parents are the ones who ultimately make the final decision on whether to take their child out of school to go on trips after all things have been considered. We hope that this helps you understand our position no matter what your decision may be.

## **WHAT TO DO IF YOUR CHILD IS HAVING PROBLEMS**

Should you feel that your child is having educational, emotional, or social problems at school, please contact your child's teacher immediately.

In consultation with you, your child's teacher will make the appropriate referral for either learning assistance testing, psychometric testing, sight, speech, hearing testing, or counseling services.

You should never feel intimidated or shy to come and discuss your concerns for your child with your teacher. The teacher, the principal and all of the support staff are here to serve your children. Together, the school and the home can help children over problems and/or problem times.

If you feel that more is needed, please contact the teacher and make an appointment to discuss your concerns. What can be done will be done. While resources are often at their limits during the year, we will do our best to see that children with verifiable needs get the attention they require.

## **SCHOOL DISTRICT # 68 (Nanaimo/Ladysmith) PARENT/STUDENT APPEALS**

In accordance with Section 11 of the School Act, a student or the parent of a student entitled to an educational program in the School District may appeal a decision of an employee of the School Board which significantly affects the education, health or safety of the student. The failure of an employee to make a decision shall be deemed to be a decision for the purpose of bringing an appeal.

The Board advises that the proper channeling of complaints involving instruction, discipline, safety, and health is as follows:

- Teacher
- School Principal
- Superintendent of Schools
- Board of School Trustees

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

## **EMERGENCY PROCEDURES**

Should your child have a serious injury during school hours, the following procedure is followed:

- The nature and seriousness of the child's injury is determined.

- If the time is not an important consideration, the home is contacted and the parents are asked to come for the child.
- If the home cannot be contacted the emergency number provided to the school is called.
- If no contact is made, the school will take the necessary action to ensure the child gets medical attention. The school will continue in its attempt to contact parents/guardians.
- If emergency care is required the school will do so as quickly as possible. In such cases the parent may have to meet their child at the hospital.
- Remember, your earthquake contact should be someone who can reach your child. Your child will not be released to anyone else.

### **School District 68 has an emergency closure policy.**

The decision to close schools is made by the Superintendent in conjunction with school principals, the transportation supervisor, the RCMP and the Ministry of Highways. The following emergency School closure situations are possible:

- School bus morning runs may be cancelled but schools may stay open. Announcements will be on local radio stations (WAVE 102.3 FM and WOLF 106.9 FM) by 7 a.m.
- Both schools and bus runs may be cancelled in the morning. Again, this will be announced by 7 a.m. on local radio stations.
- Schools closed in the morning may re-open in the afternoon, if conditions improve. Announcements will be on local radio stations by 11 a.m.
- Although it is unlikely, it is possible that in some extreme emergency a school or schools may be dismissed during the day, and students sent home. Radio stations will have announcements. Individual schools will attempt to notify parents. Parents should make sure the school has current telephone numbers and that students have an alternate place to go, if necessary.

### **EARLY DETECTION SYSTEM** **-“for your child's safety”**

The purpose is to detect as soon as possible the whereabouts of each student not in class. For the system to operate effectively and efficiently, parents are requested to do one of the following:

- **Phone the school** (716-1030) if your child is late or absent from school for any reason. We have an answering machine so you do not need to wait until the school opens to call.

- **Send a note** with another child in the family.
- **Give advance notification**, preferably written, of dental/medical appointments, or any changes from the usual routing: e.g. staying/going home for lunch, early music lessons, etc.

Most parents already inform the school and this is very much appreciated. If the school has not been notified of a child's absence by 9:00 a.m. or 12:30 p.m. the school secretary will try to contact a parent at home, at work, or at the emergency number provided. Hopefully it will not be necessary to ask the police for their assistance.

Students should:

- walk/bike to and from school with friends;
- be cautious of strangers;
- report suspicious events and people to parents or teachers;
- follow a safe route to and from school established with their parents;
- inform parents of participation in any after school activities (including detentions of more than 15 minutes).

Thank you for your cooperation

### **STUDENT MEDICATION**

- Teachers shall not be required to administer medical procedures, nor shall teachers be required to administer medications on a regular or predictable basis.
- The administration of medication and/or other medical procedures shall be the responsibility of appropriate health personnel except for those mature students capable and trained in self-administration.
- The Board shall ensure that schools establish systems for administering medication and other medical procedures.
- If isolation or other exceptional circumstances prevent the foregoing from being applicable and teachers are required to administer medical procedures, the following conditions constitute prerequisites:
  - teachers volunteer to provide the service;
  - teachers receive training appropriate to the required duties;
- Teachers have a duty to render assistance in an emergency.

If you have any further questions or concerns regarding medication for your child, please contact the school office.

### **SCHOOL INSURANCE**

Each year a private company offers the School District protection for school pupils at a reasonable rate. This coverage can cover damage to teeth as well.

### **LOST AND FOUND**

Many items are returned into the Lost and Found. Labeling of all clothing and other belongings with the owner's name will reduce losses. Unclaimed articles are sent to various charities.

### **FIRE DRILL**



All schools conduct fire drills several times throughout the year. Any continuous ringing of the fire bell must be treated as a real emergency (as it well could be). Pupils evacuate the school in an orderly fashion and gather at a designated place at a safe distance from the building. The deliberate activation of a false fire alarm is a very serious offence and will result in a five-day suspension.

### **EARTHQUAKE DRILL**

Earthquake drills are conducted on a regular basis. Students stay indoors (usually under desks). In an event of an earthquake, when shaking stops, the school is evacuated in an orderly fashion. Teachers and students move to a pre-determined open space away from buildings and overhead power lines.

### **PHOTOGRAPHS**

Photographs of pupils are taken, usually in the Fall, and class photos and team photos are taken in the Spring. Individual portraits are available in various pre-paid packages as well as the team photos at a specified cost.

### **FIELD TRIPS AND INSURANCE**

Our students may be on many field trips throughout the year. There is nothing better than experiencing something first hand and a great deal of learning in many associated areas happens on field trips. All of our students are required to have a signed permission slip before they can partake in these activities.

Often parents are called upon to drive a class to the field trip. Under our Board Policy, there is a special insurance rider that protects parents driving over and above their own policy. Parents also will need to complete a Volunteer Driver's Application.

Policy 4410 – Volunteer Vehicles

- The BC minimum third party liability insurance required on each vehicle is \$200,000.
- Volunteer vehicles are not to carry in excess of the number of passengers prescribed by law. Volunteer vehicles are to carry a maximum of nine passengers.
- Children may not sit in front seats with airbags.
- All children must use an age and weight appropriate child seat until their 9<sup>th</sup> birthday unless they have reached 4'9" (145 cm) tall.

- Children who are 20 lbs (9 kg) to 40 lbs (18 kg) should be restrained in a forward-facing child seat and children who are over 40 lbs (18 kg) should be restrained in a booster seat.
- The principal or delegate shall inform in writing the volunteer driver/owner that the vehicle must meet all safety requirements, including a seat belt for each passenger.

### **Field Trip Policy – Overnight Field Trips**

- An organizational meeting including the teacher, parents and students will be held in September. Suggested field trips will be discussed (location, cost, number of parent volunteers). A field trip will be selected.
- A schedule of fundraising events and dates will be determined at this meeting. This fundraising schedule will be forwarded to the PAC fundraising committee chairperson.
- During the year parents will be updated as to the status of the fundraising.

