



PARK AVENUE COMMUNITY SCHOOL

Welcome to a new school year!

Your planner is an important tool to help you be successful at school. Each day:

- Fill in your homework and any information for your parent(s).
- Bring your planner home for your parent(s) to read and sign.
- Return your planner to school
- Refer to your planner for events and assignment due dates.

Planners enable students to use their time effectively and to keep up with assignments and homework or nightly reading. They ensure parents, students and staff communicate with each other about work completion, upcoming events and activities.

***Don't miss a thing!
Be on time for school every day!***

School Hours

Students arrive between 8:30 and 8:45 unless they attend a practice, are in the breakfast or daycare programs or there are other special school arrangements.

Breakfast Program	8:15 – 8:45 am
Morning Bell	8:45 am
Instructional Time	8:45 – 11:30 am
Long Recess	11:30 am-12:05 pm
Instructional Time	12:05 – 1:05 pm
Short Recess	1:05 – 1:20 pm
Instructional Time	1:20 – 2:20 pm

Students,

Welcome to a new and exciting year at Park Avenue Community School. We look forward to working with you and your families in a safe, responsible and caring learning community. We will do our best to use our skills, talents and dedication to help you develop your strengths and learn strategies that can help you.

We want to see you increase your academic, athletic, artistic, personal and social successes. To help you reach your learning potential, we ask you to be a ready learner and to be an active participant in your school community.

As a student at Park Avenue Community School, we count on you to model and teach our school-wide expectations. You will be hearing a lot about Positive Behaviour Intervention Support (PBIS) as we look to recognize you for safe, caring and responsible behaviour at all times and in all places.

Parents, We welcome your involvement in our school community through our PAC, our School Planning Council and with classroom, school and community activities. The interest and involvement you show in your child's learning community helps your child understand that we are all working together.

Please review the general policies, code of conduct and expectations in this planner with your child throughout the year. Should you have questions, speak with your child's teacher or with me. Working together, we can make an important difference in increasing the level of success and the feeling of pride in all of our students!

Karina Younk, Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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Park Avenue Mission Statement

At Park Avenue Community School, we are committed to working together with parents and families in a safe, caring and responsible learning community that enables all students to reach their full potential as life-long learners and contributing global citizens.

Values

At Park Avenue Community School, we value respect for others and ourselves, respect for learning and respect for the environment. We teach, model and practice these guiding expectations:

Be Responsible

We are responsible for our actions and behaviours in creating a positive and respectful learning environment

Be Caring

We are caring and respect the rights, emotions, dignity and property of others.

Be Safe

We must act with the safety of others and ourselves in mind, in the school, on the playground and in our community.

Be a Ready Learner

We come to school with our supplies, ready to participate and give our best effort.

Vision

Our vision is that all of our students be able to reach their full potential as caring, self-regulating, responsible citizens with good self-esteem, motivation and high standards. Our students are preparing to be contributing members of their global communities by developing life-long learning skills and empathy for others.

Concerns or Questions: *Parents and staff are encouraged to communicate with each other. Please call and set up a time to meet!*

District Calendar Dates

Sept	6	Schools open
Oct	10	Thanksgiving
Oct	11	Non-Instructional Day
Oct	21	Non-Instructional Day
Nov	11	Remembrance Day
Dec	16	Schools Close for Holidays
Jan	3	Schools Re-open
Feb	20	District Based Pro-D
Feb	21	School Based Pro D
Mar	16	Schools Close for Holiday
Mar	26	Schools Re-open
April	6	Good Friday
April	9	Easter Monday
April	23	School Based Pro-D
May	21	Victoria Day
June	27	Last Day of Instruction
June	28	School Based Pro-D
June	29	Administration Day
Minimum Days of Instruction:		186
Non-Instructional Days:		6
Administrative Day:		1

Safe School Information

Student Information Forms

We must have a completed student information form in the office for your child with up-to-date emergency numbers (local) and pertinent health, safety and legal information on file. Please see the secretary if your child has a specific medical need or plan, or if your contact information changes.

Safe Student Arrival and Departure

When dropping off or picking up your child, please ensure you use his/her exit door. Give your child instructions where to meet you or how to contact you after school. Please inform the school or day care if pick up plans change.

We ask adults who will be picking up primary students introduce themselves at the front office and to their child's teacher.

Late or Absent

For the safety and protection of your children, please contact the school between 8:00 and 8:45 am if your child is late or absent from school for any reason. We will contact parents of children who are not in school and have not phoned.

Students who Become Ill at School

We will call parents or emergency contacts should a student become ill at school. Students will be cared for in the medical room in the interim.

Visitors to our School

We lock school doors during the day except for the main entrance and washroom entrance to ensure student safety. We ask all school visitors to check in at the office.

Leaving School Grounds during the Day

Students must remain on school premises during school hours unless a parent or guardian provides written permission.

Noon Supervision

Qualified supervision aides oversee the playground during the main recess break under the direction of the principal or designate. The supervisors provide direct supervision in key outdoor areas and washrooms. We ask children to report any unsafe situations to the supervisors on duty.

Student use of cell phones and telephones

Students may use the school telephone for emergency or safety situations. Students must have a phone pass from their teacher. Students turn cell phones off and put them away when they arrive at school and leave them away until the end of the school day.

Care of School Property

We expect students to treat our building and books or equipment with care and respect. We expect anyone wilfully damaging school property to cover the cost of replacement. If you witness someone

damaging our school property or equipment after hours, please contact the police.

Bicycles, Skateboards and Scooters

Students must walk or run at all times on school grounds. Wheels are stored in class or locked at the bike racks during the day.

Internet Safety

To ensure students are safe on the Internet, we ask students to adhere to our Internet and computer use guidelines and we require adult supervision. Please ensure your child is aware the Internet is a communication network that extends across the globe.

Head Lice

Head lice show up in classrooms and can become a nuisance if not treated. Should head lice appear, we send notices home with information for treatment and prevention. We recommend regularly ‘wet combing’ hair with an inexpensive conditioner and a specific lice comb. For more information regarding head lice, please call VIHA or the school.

School Dress Code

In accordance with School District 68, we expect students to dress in a manner that is appropriate and conducive to a positive and safe learning environment.

We consider appropriate dress to be:

- Safe
- Free of any reference to alcohol, drugs, gangs, hate, obscenity, profanity, racism/discrimination sex and/or violence
- Not disturbing or distracting to others within the school setting
- Not displaying excessive amounts of skin – i.e. No halter-tops with spaghetti straps, tube tops or backless tops, short skirts.

We view the school setting as a workplace and believe students and adults must wear clothing that is suitable for learning.

School Emergencies

We have monthly fire, earthquake and lockdown drills throughout the year to ensure students know the safety procedures. All staff members have training to support children in the event of an emergency.

Emergency Procedures

In the event of an emergency (earthquake, fire, etc.) requiring closure of the school, we will follow these procedures:

- No student is dismissed from school until a parent (or guardian designated by the parent) signs for him/her.
- No student is allowed to leave with an unknown person, even a relative or babysitter, unless written permission to that effect or that person is listed on the student's emergency form in our files.
- All parents or designated guardians who come for students must have them signed out at the office or Student Release Station at the entrance to the schoolyard. Signs will be posted if this alternative location is being used.
- We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school.
- We will supervise unclaimed children at school for up to 24 hours. After that time, we will post the specific arrangements at school.

General Guidelines

Learning Readiness

To get the most out of each school day, we expect parents ensure their child:

- Has a regular bedtime
- Eats nutritiously
- Arrives to school on time each day
- Wears suitable clothing for outdoors
- Comes to school with a positive attitude and with the materials needed to be a ready learner
- Completes homework or reads every night as part of the home routine
- Comes to school with planner signed.

Attendance

Regular attendance at school is important: we teach new skills and concepts every day and a child's sense of belonging is linked to self-esteem, confidence and feelings of being successful.

We ask parents to consider carefully the impact of taking your child out of school for reasons other than those stated in the Provincial School Regulations. Please remember that these absences also create additional work for classroom teachers who then must take time from other teaching responsibilities to assist the student upon his/her return to school.

Homework

Primary: There is no formal homework in the primary grades. This follows Ministry of Education guidelines. However, reading each evening with your child is highly recommended during these early years.

Intermediate: Ministry guidelines indicate that approximately 30 minutes of homework each day is appropriate during the intermediate grades. It is essential that students keep up with daily assignments or projects, as each year's skill development builds the capacity for following years. *Please assist your child by setting up a specific homework routine each night and checking their planner to ensure they are up to date.*

Assessment of Student Progress

We measure individual student progress through teacher observations, classroom work and curriculum-based tests. Parents are encouraged to contact their child's teacher to discuss their child's progress. Teachers issue *three formal written reports* in a school year in November, March and June. *Parent-teacher conferences* are in October and parents or teachers may request a meeting at other times during the year. Regular home-school communication plays an essential role in a child's progress.

Student Recognition

We believe in nurturing a child's sense of self through positive recognition and acknowledgment of growth and progress. This is done in the classroom by teachers and peers, at assemblies, on morning announcements, or for specific focus areas (teams, clubs, achievement, excellence, etc) are part of Park Avenue school life.

Assemblies

At our regular month-end assemblies, students have an opportunity to show leadership and skill and to appreciate leadership and skill in others. Each month a class has a short presentation. Parents are welcome to attend. We call special assemblies at various times during the year for any number of reasons: student performers, outside groups or theme related activities.

Healthy Snacks and Lunches

We ask children to bring healthy foods to school. Fruit, vegetables and non-pre-packaged foods provide optimum nutrition to help children focus and learn. Students do not have access to microwave ovens, so please send hot food in thermos containers.

Meals Programs

We provide a nutritious breakfast, snack and emergency lunch program for all students whose families request it. For more information, please call the school.

Toys and Technology at School

Park Avenue School focuses on developing positive, appropriate relationships with others. Electronic gadgets are to be stowed away in backpacks during the school day.

Student Leadership

Older students provide leadership through:

- Morning announcements, attendance
- Assemblies, recycling, snack program
- Spirit days/special events
- Technical, sports, library, playground

Lost and Found

Please label items students bring to school. We cannot accept responsibility for lost or misplaced articles or valuables unless students check them into the office for safekeeping. We keep small found items in the office and put larger items in the lost and found box in the hall. Either students or parents may claim them. We take unclaimed items to the Salvation Army.

Parent Volunteer Opportunities

We have an active Parent Advisory Committee that provides great support for student learning. PAC funds have provided opportunities for field trips, lessons, new resources and participation in special events. Join the many parents who meet monthly and become involved in this positive, supportive group.

Park School Planning Council consists of three parents, elected by PAC and the principal. The SPC meets before the regular PAC meeting to provide meaningful involvement in the preparation of our School Growth Plan, the supporting budget and the progress toward our goals. We present the School Plan to the Board of School Trustees for approval. The Board reviews each school plan and trustees may accept the plan, return the plan for revision, or direct the principal to develop an alternate plan.

School District Policies

SD 68 has numerous policies that direct and safeguard the school's operation and the students who attend our schools. A complete set of policies is available at every school or online (www.sd68.bc.ca).

Parent Volunteer Vehicles – Policy 4410

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. The principal or delegate shall inform in writing the volunteer driver/owner that the vehicle must meet all standard safety requirements, including a seat belt for each passenger. All volunteer drivers for any school event must complete a “Volunteer Driver Form” which will be provided to the driver by the teacher involved in the trip.

BC Child Passenger Regulations

SD 68 will be aligning with the Provincial regulations regarding child passengers. These include the following:

- Drivers are responsible for complying with all child restraint requirements.
- Infants are to be secured in a rear-facing child seat away from an active frontal airbag until at least 12 months old and 9 kg (20 lb).
- Children under 18kg (40 lb) are secured in a child car seat with harness.
- Children over 18kg (40lb) are secured:
 - In a booster seat, in a seating position equipped with a shoulder harness.
 - In a lap belt only, (no booster), if a seating position equipped with a shoulder harness is not available. Up to their 9th birthday or 145 cm (4’9”) tall, whichever comes first.
- Children at least 9 years to 16 years are secured in a seating position equipped with a shoulder harness or in a lap belt, if a seating position equipped with a shoulder harness is not available.

School-Wide Behaviour Management

We expect all adults and children to be safe, caring and responsible. Staff will teach students specific behaviour expectations throughout the year following PBIS (Positive Behaviour Intervention Support), our Code of Conduct and our school-wide expectation matrix. We teach:

- Safe, caring and responsible behaviour at school and in our community;
- Friendship skills (greeting, helping, including, cooperating, taking turns, speaking and acting in a kind way);
- The difference between teasing and taunting, complimenting and criticizing, reporting and tattling;
- Problem solving, conflict resolution and calming strategies;
- Core virtues like honesty, respect, forgiveness, thankfulness, empathy.

Park Avenue Code of Conduct

Purpose

- To establish and maintain a safe, caring and responsible community of learning;
- To clarify and publish expectations for student and adult behaviour at school, going to and from school and while attending any school function or activity at any location.
- To outline our School-Wide Positive Behavior Intervention Supports.

School-Wide Expectations

We expect all children and adults in the school to practice and model the school-wide expectations. Classes discuss the classroom expectations and post them.

Expected Behaviours for Park Avenue

Rising expectations for appropriate behaviour apply to all individuals as they become older and more mature and move through successive grades and on to adulthood. Intermediate students and adults experience increasing personal responsibility and self-discipline and expect increasing consequences and restitution for inappropriate behaviour.

Examples of acceptable behaviours would include, but are not limited to, individuals:

- Respecting others, self, environment;
- Attending school on time; explaining absences and doing missed work;

- Engaging in purposeful learning activities in a timely manner;
- Helping to make the school a safe, caring and responsible place;
- Quickly informing an adult of incidents of bullying, harassment or intimidation;
- Acting in a manner that brings credit to Park Avenue Community School.

Examples of undesirable behaviour would include but are not limited to behaviours that:

- Interfere with others' learning or their self-esteem;
- Interfere with a respectful, orderly, welcoming environment;
- Create unsafe conditions for others or self.

Unacceptable behaviours would also include acts of bullying, harassment or intimidation, physical violence or retribution against a person who has reported an incident. Illegal acts, such as possession, use or distribution of illegal or restricted substances; possession or use of weapons and theft of or damage to property will be reported to the RCMP.

Consequences

We will take the severity and frequency of unacceptable conduct, as well as the age and maturity of the individual into consideration in determining appropriate consequences for unacceptable behaviour. Consequences are:

- Pre-planned, consistent and fair;
- Preventative and restorative rather than punitive wherever possible;
- Created with the direct involvement of the individual so the consequences are purposeful and meaningful;
- Considerate of any special needs that may impact an individual's ability to comply with the expectations (*see BC Human Rights Code pertaining to discrimination in accommodation, service and facility*);

- Respectful of the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Minor Misbehaviour

We will respond to individuals who make poor choices that interfere with the learning of others, are uncaring or disrespectful in this manner:

1. The adult noticing the poor choice will make a verbal request for the individual to follow the school expectation and wait for the individual to demonstrate the expected behaviour.
2. If not effective, the adult will pause, turn to the individual and give a minimal verbal request to stop the inappropriate behaviour, clarify if necessary and finish with "Thank you".
3. If not effective, the adult will have a dialogue with the individual and direct the individual to a different location (safe spot, triad room) for time to complete work and to think. The adult will record the incident.

Escalating Misbehaviour

If an individual continues to make choices that are unsafe, uncaring or disrespectful after the adult has followed the steps for dealing with minor misbehaviour, the adult will refer the student to the office.

Office Referrals

1. The sending adult directs the student to complete a problem-solving form.
2. Using the problem-solving form, the student and principal discuss the event, the poor choice, better choices and what the student can do to make things right.

- The principal may decide to withdraw school privileges for a time.
- Students discuss the problem-solving form at home with parents and explain how they have resolved the problem. Parents sign the form and students return it to their teacher. If a student forgets to return the form, the teacher will send the student to the office to call home the next day.
 - If a student receives three office referrals for the same type of behaviour, the principal will contact the parent(s) to set up a meeting at school to discuss the matter in person. Other staff may be involved to develop a behaviour plan. Some school privileges are withdrawn.

Suspension and Notification

For severe offences, in accordance with district and school policy:

- an adult brings the student to the office,
- principal/designate contacts the parent
- a formal letter of suspension describing the incident, the length of suspension (usually 1-3 days) and restitution plan and responsibilities is sent home.

School officials have a responsibility to advise other parents of serious breaches of this code of conduct.

- Parents of student offender(s) in every serious incident
- Parents of student victim(s) in every serious incident
- School District Officials as required by School District Policy
- Police and/or other agencies as required by law
- All parents when deemed to be important to reassure community members that school officials are aware of a serious situation or incident and are taking appropriate action to address it
- School staff members may involve parents earlier.

It Takes a Whole Village

It takes a whole village to raise one child
 In love and beauty undefiled
 To grow in wisdom or to run wild
 It takes a whole village to raise one child.

It takes a whole city to care for the poor
 The homeless and hungry at our front door
 Open your hearts,
 you'll receive much more
 It takes a whole city to care for the poor.

It takes a whole nation to build our pride.
 Working together, side by side,
 Respecting all people we have to decide,
 It takes a whole nation to build our pride.

It takes a whole planet to set us free
 From fear and extinction and misery,
 We'll cherish our children,
 each river and tree
 It takes a whole planet to set us free.

It takes a whole village to raise one child
 In love and beauty undefiled
 To grow in wisdom or to run wild
 It takes a whole village to raise one child.



***Do your best to be a positive contributor to Park Avenue Community School!
 Do the right thing! Be a ready learner!
 Be safe, caring and responsible!***