

YENNADON ELEMENTARY

Student - Parent Handbook

2017 - 2018



23347 128th Avenue

Maple Ridge, BC V2X 4R9

Phone: 604-463-8871 FAX: 604-463-0228

Website: <http://yennadon.sd42.ca>

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Teacher's Name: _____ Home Phone Number: _____

Mom's Work Phone Number: _____ Mom's Cell Number: _____

Dad's Work Phone Number: _____ Dad's Cell Number: _____

Other Contact: Name: _____ Phone Number: _____

Welcome to Yennadon Elementary!

The Yennadon Staff wish to welcome you to the School Community. Our common goal is to provide the best educational opportunities for your child through which they acquire the skills and esteem they need now and throughout their lives.

We value the mutual respect shown by students, parents and staff. Teachers and parents work together as partners in the education of the children. We would like to encourage you to be actively involved in your child's school life. In addition, most children bring home work to share. Intermediate students will bring home work on a regular basis and your interest and support will show your child the value you hold for education.

Communication between home and school is most important. Please be sure that the office has your current email on file. Watch for our newsletters, which are sent out electronically every month and keep in contact. We look forward to sharing in your child's success with you.

MESSAGE FROM YENNADON PAC

Yennadon Elementary has an active PAC working in a number of roles within the school community. As a parent or guardian of a student at Yennadon, you are automatically a member of the PAC.

While fundraising is an important part of our activities, it is by no means the only thing we do. At Yennadon, you will find parents volunteering everywhere - in the library, in the classrooms, on field trips, at special events - the list goes on.

PAC fundraising activities over the past few years have enabled the funding of many things, including iPADS, PE equipment, buses for field trips, a new playground and most recently our brand new rock wall in the gym. The PAC holds informal general meetings usually every month. The dates and times of these meetings are printed in the school newsletters. The purpose of these meetings is to keep parents informed of PAC activities, and to give parents the opportunity to provide input and ideas. We also post regular updates on our PAC Facebook page - Yennadon Elementary PAC. If you have any comments or questions, please feel free to contact the PAC Executives by email at:

yennadonpac@gmail.com

2017 ~ 2018 SCHOOL CALENDAR

School Opens.....	Tues. Sept. 5
District Non Instructional Day.....	Mon. Sept. 25
Thanksgiving Day Stat Holiday	Mon. Oct. 9
Provincial Non Instructional Day.....	Fri. Oct. 20
School Non Instructional Day	Fri. Nov. 10
Remembrance Day Stat Holiday	Mon. Nov. 13
EARLY DISMISSAL 11:30 (conferences) Fri .	Dec.8
NO SCHOOL (reporting conferences) Mon.	Dec 11
Last Day Before Winter Vacation	Fri. Dec. 22
Winter Break	Mon. Dec. 25 - Fri. Jan. 5, 2018
School Reopens	Mon. Jan. 8
District Non Instructional Day.....	Fri. Jan. 26
Schools Not In Session	Fri. Feb. 9
Family Day Stat Holiday	Mon. Feb. 12
District Non Instructional Day.....	Tues. Feb. 13
EARLY DISMISSAL 11:30(conferences)Thurs.	Mar.1
NO SCHOOL (reporting conferences) Fri.	Mar. 2
Last Day Before Spring Break.....	Fri. Mar. 9
Spring Break (2 weeks).....	Mar. 12 - 23
School Reopens After Break	Mon. Mar. 26
Good Friday	Fri. March 30
Easter Monday.....	Mon. April 2
Non Instructional Day.....	Mon. April 30
Victoria Day.....	Mon. May 21
Non Instructional Day.....	Tues. May 22
Last Day for Students.....	Wed. June 27
School closed for Summer.....	Thurs. June 28

BELL SCHEDULE, HOURS OF OPERATION

Kindergarten - Grade 7

8:25	-	Warning Bell for students
8:30	-	School begins
10:10 -10:25		Westcoast Recess
12:00	-	Lunch Begins

*(students play outside for first 20 minutes
and eat their lunch from 12:20 - 12:37)*

12:40	-	Afternoon instruction begins
2:20	-	Dismissal

Students and parents are requested to wait for the bell before entering the building. The school doors do not open until 8:25 a.m. and class does not start until 8:30 a.m. Please have your children arrive just in time for the bell.

VISION, MISSION AND VALUES
SD #42 (Maple Ridge - Pitt Meadows)

Mission Statement

Our Mission is to fully support all individuals in their personal development as successful learners and respectful contributors to society.

Vision Statement

Our vision is for every individual to feel valued, and for all learners to reach their full potential.

Core Values

- * Responsibility to All Learners
- * Uniqueness of Each Individual
- * Diverse Learning Opportunities.
- * High-Expectations and Success
- * Personal and Social Responsibility
- * Culture and Community

Yennadon

Our goal at Yennadon is to provide a safe and supportive learning community in which all members have opportunities to achieve and celebrate their full personal and intellectual development. We believe that a solid foundation of respect and self-esteem promotes the flexibility and confidence that students need to become life-long learners, problem solvers, and responsible decision makers for the future.

Code of Conduct

It is our expectation that all students, parents and staff will conduct themselves in responsible and ethical ways. We appreciate your help in making Yennadon Elementary an enjoyable and safe place for your child to develop and learn. The purposes of the Code of Conduct are:

1. To encourage the development of socially responsible behavior resulting in a positive reputation for students and the school community.
2. To foster a safe, respectful and welcoming learning environment for all students, staff and parents.

3. To clearly communicate behavioural expectations to the school community.

The Code of Conduct applies to all members of the school community at school, traveling to and from the school, at any school related activity at any location, or any circumstance/activity that will have an impact on the school environment.

The 5 Points of Courage

At Yennadon, we have five key values that define the characteristics of courage and social responsibility:

Respect Valuing others, Being Courteous

Fairness Not favoring one over the other;
observing the rules

Compassion Helping others and being kind

Honesty Being truthful and acting with integrity

Responsibility Doing the right thing; being dependable, all fortified with the Courage to act in these ways.

Students will be taught these key values through reinforcement modeling, direct teaching, assemblies and all aspects of the education process.

Conduct Expectations

As members of the school community, we believe in:

- A school where everyone can work and play safely
- Speaking and acting towards others in a respectful and non threatening way
- Completing work to the best of our ability
- Avoiding disturbing others during class time
- Using common areas within the school quietly
- Following School District #42 policy regarding weapons, replica weapons, matches, lighters, laser pointers, cigarettes, violence, alcohol, and drugs
- Playing without fighting
- Staying on the playground unless going home for lunch or picked up by a care giver
- Walking bicycles, skateboards, scooters, roller blades and "wheelies" while on the school grounds
- Leaving expensive and valuable items at home (ie IPODs, Computer Games, Cameras, Wallets)

Our policy with regards to personal electronic devices is...

- a. iPods, iPads and other personal devices are permitted on school grounds but it is recommended that these devices remain at home as we cannot guarantee their safety. Students are not to have these devices out during instructional time unless deemed beneficial to a particular activity by the classroom teacher.
- b. Cell phones, (Iphones, Smart phones etc.) are permitted on school grounds but they must be switched off and packed away during the school day.

Failure to meet expectations for conduct and/or certain specific behaviors are unacceptable. The following are examples only and are not an all inclusive list.

Failure To Respect

Certain behaviors will be considered unacceptable, including but not limited to:

- Any language (oral or written) or behaviour that deliberately degrades, denigrates, labels, stereotypes or incites hatred, prejudice, discrimination or harassment towards students or employees on the basis of their real and or perceived sexual orientation, gender identity, gender expression, appearance, capacity, disability, colour, ethnicity, or religion will not be tolerated.
- Threatening behavior towards others (i.e. swearing, hurtful remarks, gossiping, inappropriate gestures)
- Physical altercations of any kind
- Continuous repetitive disruptive behavior
- Defiance towards staff
- Theft, vandalism, or mistreatment of school or others personal property
- Dressing in clothing which is inappropriate for an elementary school and learning (i.e. no clothing referencing drugs, alcohol, sex or foul language, no tummies or underwear showing, no spaghetti straps)
- Teasing and/or bullying, on or off school grounds, including telephone, computer and e-mail messages

During non instructional times students are expected to:

- Enter and exit the school by assigned doors and refrain from loitering in hallways or washrooms
- Follow recess and lunch hour school rules and listen to supervisors.

Expectations for student conduct for younger students differ from those for older students as they do for students with special needs. It is expected that as students move through successive grades, become older and more mature that they will be more socially responsible.

Responses To Conduct Issues

Responses to unacceptable conduct will be thoughtful, consistent and fair. In many cases and at the discretion of school staff, interventions may be preventative and restorative in nature, rather than merely punitive.

Wherever possible and at the discretion of school staff, students will be encouraged to participate in the development of meaningful interventions through discussion and mediation.

Decisions will be made with respect to the individual. Responses to conduct issues will take into consideration the student's age, maturity and past conduct. Interventions will not discriminate against a student who cannot meet an expectation because of a disability.

Reasonable steps will be taken to prevent retaliation against the person who reported a Code of Conduct issue.

When responding to breaches in the Code of Conduct, school officials may inform a student's parent(s), the parents of other students who were involved, school district officials, the police or other agencies or the parents of all students when the whole school community needs to be reassured that a serious situation is being addressed.

Responses to Conduct issues may include:

- A) counseling by the supervisor, teacher/ counselor
- B) counseling by the Principal/Vice Principal
- C) contact with parents (initially by telephone; subsequently by telephone, electronically and/or letter)
- D) conferring with parents-teacher and/or Principal
- E) consultation with district and/or community personnel (where appropriate)

Note: In some situations, the parent will be contacted and then the pupil may be sent home.

General Routines and Information

Student Absences

Regular attendance and punctuality are critical factors in student achievement. In the event that students are going to be absent or late, please be sure you inform the school office. For your convenience an answering machine is available 24 hours a day, 7 days a week. As well, parents/guardians may log into the Parent Portal and indicate electronically that your child will be absent or late. Simply click on the Report Absence tab at the top and enter the information as requested. Parent portal only takes about 1 minute. It is our policy to investigate any unexplained absences, in the interest of your child's safety. If we do not know the reason why your child is not in school, we will phone all contact numbers we have in an attempt to confirm that your child is safe. Your phone call or electronic message before school ensures that teachers know quickly if children are missing. Students arriving late are required to report to the office and obtain a late slip.

Student Entry/Exit

All students are assigned entry and exit doors. Students are expected to use these doors. We ask that if parents are coming to meet their children after school that they use the assigned doors as waiting and meeting points.

Picking Up Students During School Time

If you are picking up your child during school hours, please remember to sign them out at the office. In the case of a fire drill or other emergency, the "sign out sheet" is an important tool to determine if a student is missing or has left with a parent/guardian. If your child returns to school during the day, please have them sign themselves back in for the same reason.

Students Leaving The School Grounds

Students are not permitted to leave the school grounds unless they are signed out by a parent/guardian.

Guests/Visitors to School

For the safety of our students, all visitors and volunteers are required to sign-in and sign-out at the office, and wear a "visitor" tag while in the school.

To ensure an uninterrupted learning environment in classrooms, parents or visitors with lunches or messages are asked to leave them at the office

and they will be forwarded at a convenient time. **Parents or visitors are not to go directly to classrooms.**

Messages at the Office

The office receives numerous phone calls each day from parents wanting the office to give a message to their child to walk home, go home with someone else, go straight home, etc. Please make after school arrangements with your child BEFORE coming to school. We realize that sometimes emergency situations arise, and those messages are delivered promptly. We cannot always ensure that non-emergency messages reach their intended recipients.

Student Phone Use

Students who have been given permission to use the office phone must bring a phone slip to the office. Students who wish to make after school arrangements need to do that from home BEFORE they come to school. The office phone is for emergency use only, as we have only two phone lines and we need to be able to receive incoming calls. Students will not be given permission to make after school and lunch social arrangements as miscommunication can occur which may compromise student safety. ****Please do not text your son/daughter during school time.**

Student Planners

All students in grades one through 5 (except for Cyber School students) have a Student Planner, which is intended to be a communication tool between home and school. Assignments to be completed, upcoming events and deadlines are recorded to help students organize their time and to keep you informed of classroom activities and expectations. As well, you can refer to the school calendar for upcoming holidays and school closures.

Homework

At the intermediate level, the completion of some assignments at home is important preparation for the independent study habits needed at secondary school. Homework is not necessarily assigned daily, and is often a continuation of work started in class.

Primary students may be asked to participate in reading programs, or complete assignments from time to time as the need arises. The regular sharing at home of stories and games is very beneficial.

Communication

Please remember that open communication with your child's teacher is the best way to enhance your child's school experience. If you have questions or concerns, please take them directly to the teacher or administration. In an effort to conserve paper and reduce our costs, our monthly Newsletters are sent home electronically. **Please be sure the office has your current email address as all fieldtrip notices and monies collected are done electronically via the School District Portal.** Emergency notices and district mandated letters will be sent home when necessary.

As all student communication must come through the school's office, we ask that cellular phones, iphones and other electronic communication devices be "Turned Off" during school hours.

Peanut and Tree Nut Allergy Awareness

We have a number of students who have life-threatening allergies to peanuts and other tree nuts. While no school can guarantee a nut free environment, we ask that you please avoid sending your child with products that contain nuts. We do understand that many products, especially snack foods, contain traces of nuts or nut products and it is difficult to find products without them. However, this inconvenience is necessary for the safety of some children attending our school.

Westcoast Recess

A number of schools in our district have adopted a Westcoast Recess every day that children are at school. **All students at Yennadon Elementary School will be participating in a Westcoast Recess.** So what does this mean to your child? This means that all students will be going outside regardless of the weather (rain or shine). We will of course make exceptions (decided by the Principal) when there is heavy rain or extreme weather conditions. In order to make this work we will need your help in ensuring that your child is prepared for all weather conditions.

Clothing and Shoes

Please ensure that your children have a rain jacket and outside shoes or boots during rainy days and

warm clothing which may include mittens and a toque so that they will be comfortable outside on cold days. Going out to play helps children to be better focused during instructional time and encourages healthy physical activity. Students should expect to be outside for 15 minutes at recess and up to 20 minutes at lunchtime every school day. Please ensure that your children have adequate clothing to handle the temperature for that period of time. If your child often gets wet or dirty, please send a spare change of clothing to keep on hand at the school. To protect the gym floor dirty sneakers and boots are not permitted. **Students should leave a pair of clean, inside running shoes at school.**

Dress Code

Students are expected to dress in a manner appropriate for an elementary school. In the interest of good manners and with a focus on learning, the following are Yennadon's guidelines:

- Clothing, badges, slogans, etc., that in some way advertise or condone alcohol, drugs, sexual activity, violence, or gang related paraphernalia are not permitted.
- Half tops, skimpy shorts and muscle shirts are not permitted. Tank tops must have wide bands with a non-revealing neckline (e.g., no spaghetti straps, no cleavage, and no exposed undergarments).

Staff may use their discretion if they believe an article of clothing is not appropriate for an elementary school.

Reporting to Parents

Please refer to our School District website for detailed information regarding reporting.

<http://schools.sd42.ca/sd42reporting/parent-information/>

Parent Involvement

We invite parents to become involved in the school program in a variety of areas: as library helpers, home reading helpers or classroom helpers (including volunteer drivers for fieldtrips). We also welcome and appreciate help with special events and outings. If you wish to help in any of these areas, please let us know and we will do our best to match your offers of help to our needs.

Parent Appeal Process

If a parent is concerned about a decision made by a teacher, the parent has an obligation to raise the concern with the teacher directly. If the concern is not resolved, the parent may request a meeting with the teacher and administration to discuss the issue. If, after this meeting, the parent is still dissatisfied with the decision made or action taken, a meeting with the Principal and the Assistant Superintendent may be requested to resolve the matter. The School District's Bylaw 2-92 (under Policy JF) outlines the appeal process in detail, and copies of the process may be obtained on request from the Principal's office.

Show Interest In School Work

Research has shown that taking a real interest in your child's learning motivates him or her to do better. Here are some things you can do as a parent. Most importantly, be supportive.

- Talk about school each day
- Ask to see class work
- Have your child read aloud to you
- Read to and with your child from a variety of material in your first language
- Encourage your child to discuss new ideas and opinions
- Show appreciation for good efforts

School Closure

The decision whether or not to close schools due to weather conditions is ultimately the responsibility of the Superintendent who must balance the safety of students, staff and parents with the need to provide learning. The Superintendent will use her best judgment to make a school closure decision at any time. If circumstances warrant she might choose to close the schools during the day. The Superintendent might also monitor a situation throughout the day and if warranted may make a decision by late evening. In most cases the decision is deferred until the next morning, in which case the Superintendent will begin conferring with staff starting at 4:30 a.m. The decision making process is complicated by the fact that weather conditions can vary significantly between neighbouring communities, may change over time and may differ from original forecasts.

A final decision is made by 6 am so that a timely communication process can be initiated.

The decision is posted on the district website www.sd42.ca and forwarded to major radio and television outlets such as All News 1130 and CKNW 980.

STUDENTS / PARENTS WILL NOT RECEIVE A PHONE CALL IF SCHOOL IS CLOSED BEFORE THE START OF THE SCHOOL DAY.

In the rare circumstance when it becomes necessary to close the school DURING SCHOOL HOURS, announcements will be made by the Principal, who will have received direction from the Superintendent. Our EMERGENCY CLOSING PROCEDURES DURING SCHOOL HOURS are as follows:

- The custodial parent for each "family" will be contacted and given details for pick up. (Please remember to advise the office if any of your child's emergency contact numbers change throughout the year.)
- If you are unable to pick up your child, you must make arrangements for someone else to do so.
- When picking up, park your vehicle on the road way to reduce the congestion that parking in the drop off zone would cause.
- Parent (or authorized person) must go to appropriate classroom(s) and sign beside the student's name(s) that you have picked them up.
- Once you have picked up your child/ren, please exit the building as quickly as possible.

IMPORTANT: We will not send children from the school until we have contacted or received direction from parents / guardians / emergency contact person. Teachers will keep the children until they are provided with the information necessary for their safe dismissal.

Emergency Preparedness

In the event of an emergency where children would have to stay at the school for longer than the regular day, the PAC has been working closely with the school to provide a basic emergency kit for the school.

Lost and Found

Our Lost and Found bin is located next to the gym. Please remind your child(ren) to check it often. We ask that all students refrain from bringing articles of value to the school. This includes ipods, MP3's,

hand-held game systems, cell phones, iphones, itouches etc. The school does not have the time to monitor these items and they are best left at home.

Fire / Earthquake Drills

All classes practice both fire and earthquake drills. The goal is to exit the building quickly and in an orderly way in case of emergency. Proper behaviour and a serious attitude are expected from all students. The students will be expected to vacate the building immediately, regardless of the footwear they are wearing. For this reason, all students need footwear for inside the building.

During EARTHQUAKE DRILLS conducted in classrooms, children are taught the following basic rules:

- drop to the ground and cover head.
- seek shelter if possible (e.g. under desk);
- turn away from windows;
- stay under shelter until shaking stops;
- listen for instructions

Lock Down Drills

School District 42 is committed to promoting safe schools for all students and staff. Part of that commitment is ensuring staff and students are trained and prepared to respond to any threat, minor or serious, to our school population. To this end School District 42 staff and students periodically conduct 'practice drills' to simulate effective responses to potential safety threats. These drills are similar to our fire and earthquake drills with an added focus on staying safe within the school building.

At any time, should you arrive at your child's school and see a sign posted on the door that the school is in lockdown, this means we are in lockdown procedures.

- Please leave the area
- Please do not call the school and/or your child's cell phone (if they have one). Please understand that we are not able to answer the phone when we are in lockdown because we do not know what the situation is. When we are released by the RCMP, we will take down the sign.
- Make sure the contact numbers you have provided to the school are current.
- Bring identification with you.

- Make sure you have identified on the "Emergency Release" sheet, who can pick up your children.
- If your child asks questions or is unsure about 'lockdown', calmly listen to their feelings and discuss.

Field Trips

Field Trips are an important part of education as they provide real life examples of learning. Usually, these complement the curriculum and provide a connection between the formal learning in the classroom and very practical firsthand experiences within the community. Whenever a class or group of students goes on a field trip, teachers provide the principal with a review of the objectives of the field trip, transportation needed, costs and safety procedures. Permission forms are sent electronically via the School District Parent Portal to parents, and parents must give permission before we allow the child to participate. All drivers must have a completed Volunteer Driver Application Form and a Driver's Abstracts on file in the office. These procedures are set up to ensure student safety. Field trips are a part of the curriculum and all students are expected to participate. No student will be denied the right to participate on a field trip due to financial constraints. In such cases, parents are encouraged to speak to the teacher or principal (such information is kept in confidence).

2017 - 2018 PAC EXECUTIVE

PAC Co Chairs	Kellie Davis & Brianne Thorne
Secretary	Kim Farquhar
Treasurer	Billie Seneviratne
Fundraising Coordinator	Tracey Mumford & Anna Dominelli
DPAC Rep	Tina Collinson
Members at Large	Sarah Goudreau, Danielle Logue, Lozan Yamolky

PAC Email: yennadonpac@gmail.com

PAC Facebook:

<https://www.facebook.com/yennadon>

CONCLUSION

We hope you find this information helpful, and hope that you can become involved in the school events and activities.

We are proud of the strong parent support our school enjoys and we welcome comments or suggestions for improvements to this handbook.