

ALBION ELEMENTARY SCHOOL

10031 240th STREET • MAPLE RIDGE, BC • V2W 1G2
Ph: 604-463-4848 • Website: <http://elementary.sd42.ca/albion/>

Principal: Mrs. Tanya Dailey
Vice-Principal: Mrs. Melissa Fuller

STUDENT & PARENT HANDBOOK

Student Name: _____ Phone #: _____

Term 1

Goal:	How I am going to achieve that goal:
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Term 2

Goal:	How I am going to achieve that goal:
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Term 3

Goal:	How I am going to achieve that goal:
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MISSION STATEMENT

We are all stars! We care about learning together and celebrating together. We are diverse, creative, positive, courteous, respectful, and hard-working.

2018-2019 ALBION SCHOOL CALENDAR

Schools opening day for students – dismissal 11am	Tuesday, September 4, 2018
<i>Non-instructional day</i>	<i>Monday, September 24, 2018</i>
Thanksgiving Day	Monday, October 8, 2018
<i>Non-instructional day</i>	<i>Friday, October 19, 2018</i>
<i>Non-instructional day</i>	<i>Friday, November 9, 2018</i>
Remembrance Day	Monday, November 12, 2018
Student Inclusive Conferencing - early dismissal 11:30am	Thursday, November, 29, 2018
Student Inclusive Conferencing – no regular classes	Friday, November 30, 2018
Schools close for break	Friday, December 21, 2018
Winter break	Monday, December 24, 2018 to Friday, January 4, 2019
Schools reopen after break	Monday, January 7, 2019
<i>Non-instructional day</i>	<i>Friday, January 25, 2019</i>
<i>Non-instructional day</i>	<i>Thursday, February 14, 2019</i>
<i>Schools not in Session</i>	<i>Friday, February 15, 2019</i>
Family Day	Monday, February 18, 2019
Student Inclusive Conferencing - early dismissal 11:30am	Thursday, March 7, 2019
Student Inclusive Conferencing – no regular classes	Friday, March 8, 2019
Schools close for break	Friday, March 15, 2019
Spring break	Monday, March 18, 2019 to Friday, March 22, 2019
<i>Schools not in Session</i>	<i>Monday, March 25, 2019 to Friday, March 29, 2019</i>
Schools reopen after break	Monday, April 1, 2019
Good Friday	Friday, April 19 2019
Easter Monday	Monday, April 22, 2019
<i>Non-instructional day</i>	<i>Monday, April 29, 2019</i>
Victoria Day	Monday, May 20, 2019
<i>Non-instructional day</i>	<i>Tuesday, May 21, 2019</i>
Last day for students – dismissal 12:00pm	Wednesday, June 26, 2019
Year-end administrative day	Thursday, June 27, 2019
Schools close for Summer vacation	Friday, June 28, 2019

Code of Conduct for Albion Elementary School 2018-19

The Albion Elementary Code of Conduct has been created to maintain a safe, caring and orderly school environment. We value a working and learning environment that is safe, inclusive, and respectful of diverse individual, social, and cultural needs.

The purpose of our Code of Conduct is:

1. To encourage the development of socially responsible behaviour 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 behaviour 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 regardless of location, or any circumstance/activity that will have an impact on the school environment. Our hope is that our Code of Conduct and C.A.R.E. chart will be used by families to develop positive behaviours at home and in the community.

Conduct Expectations

We believe in treating others the way we want to be treated. All relationships and interactions at Albion should be respectful, polite, courteous, kind and inclusive. All relationships are important, and we have high expectations for:

- Interpersonal interactions between students, staff and parents
- Electronic interactions, including the use of the internet, texting, cell phones, computers, and other electronic devices

At Albion we promote a climate of understanding and mutual respect where all are equal in dignity and rights. All are entitled to the accommodations, services and facilities they require. We do not tolerate discrimination towards others that prevent them from having their needs met. We do not allow any publication or display of signs, symbols, or other representations that discriminate against others because of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender identity, sexual orientation or age.

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.

At Albion we believe that all students should behave with Courtesy, Attitude, Respect and Empathy (C.A.R.E.). It is our expectation that students demonstrate these behaviours in all school locations, including field trips and community outings.

We use the following "C.A.R.E. attributes" to reinforce positive behaviours:

At Albion we practice CARE!	Courtesy	Attitude	Respect	Empathy
	Be polite to others	Use kind words	Use kind and appropriate language	Care about how others feel
	Be helpful	Remember to use your manners	Listen to adults and supervisors	Listen to those around us
	Include others	Smile	Look after one another and our school	Include others
	Make safe choices	Have positive body language	Respect personal space	
		Use your 'WITS'	Hands and feet to self	
		Try your best	Have respect for yourself	
		Come ready to learn		

Expectations for student conduct for younger students differ from those for older students, as they do for students with special needs who are unable to meet expectations due to a disability. We expect our students to become more socially responsible as they move through successive grades and become older and more mature.

Failure to Respect:

Certain behaviours will be considered unacceptable in both interpersonal and “cyber” interactions. Examples of these include, but not limited to:

- Persons- Arguing, disobeying, lying, misleading, taunting, teasing, intimidating, threatening, harassment of any form, bullying, cyber bullying, etc.
- Personal Space- Violence in any form such as grabbing, pushing, tripping, wrestling, fighting, snowballing or assaulting, etc.
- Property, the community, or environment- Vandalism to school or its grounds, vandalism to neighbouring property, littering, stealing, etc.
- Law- Any illegal activities including but not limited to drugs, alcohol, smoking, theft, vandalism, fireworks, weapons or replicas, intruders or trespassing, verbal/physical/sexual abuse, etc.

Responses to Conduct Issues

Responses to unacceptable conduct will be thoughtful, consistent, and fair.

The focus of any intervention will be preventative and restorative in nature, rather than merely punitive. Wherever possible, 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.

Every effort will be made to support students. However, if there are ongoing conduct issues after having implemented interventions, progressive discipline may include, but is not limited to, referral to an intervention committee, suspension, change of program, change of school, or involvement of the police when behaviour includes a criminal code violation.

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.

Using Your WITS

At Albion Elementary we use our WITS. The WITS Programs bring together schools, families and communities to create responsive environments that help children deal with bullying and peer victimization. It gives all of our staff, students and parents a common language to help work through problems that may arise.

WITS stands for..
Walk away
Ignore
Talk it out
Seek help

Student Dress Code

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activity;
- Do not represent or promote alcohol or drugs;
- Use respectful language;
- Do not depict or promote violence, racism, sexism or discrimination; and
- Are not intimidating to others.

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school district guidelines.

ELECTRONIC DEVICES

As a school we believe that technology is an important tool for enhancing learning and we expect students to use technology tools in a responsible and respectful manner. Considering how these technologies impact upon students' levels of physical activity, interactive play, and social interactions, the following policy for personal technological devices has been established:

- a. iPads, iPods, tablets, and other personal technological devices are permitted at school but students bring these at their own risk as we cannot guarantee their safety and will not accept responsibility for loss or damage.
- b. Students can only use these devices during instructional time and breaks **with teacher permission**. Students are strongly encouraged to use recess and lunch for outdoor activities and not use electronic devices.
- c. Cell Phones and personal learning devices are permitted at school but they must be switched off and packed away throughout the school day. The school has a school phone for emergency purposes. Due to privacy concerns, students taking pictures, either with a cell phone or a camera, is not permitted at school unless the student is under the direction of a teacher or staff member.
- d. At no time should students post, publish, or text information about other students or staff on the Internet without the consent of a teacher.
- e. Use of electronic devices must be consistent with the general guidelines of our Code of Conduct. Harassment or bullying using electronic devices is prohibited. Students are reminded that even if harassing or bullying occurs away from school, the school may be required to act in any situation that impacts our learning environment.

School Procedures and Routines

School Day Start and Entry

The warning bell for morning class goes at 8:23am. Students are expected to be in their classroom no later than 8:30am. If a student is not in the classroom the student will be marked as absent and the home will be phoned to confirm the child's whereabouts (unless contact from the parent or guardian has been previously made). Entry past 8:40am requires the student to report to the office. He/she will receive a late slip to give to the classroom teacher.

Supervision Before and After School

Except in the case of an emergency or a pre-planned activity, students are permitted to enter the school building in the morning right after the warning bell at 8:23am. Parents are responsible for providing or arranging supervision for their child prior to 8:23am.

Our school day ends at 2:20pm. Students will be dismissed according to the exit routines established by the classroom teacher. For safety reasons and also to ensure that the learning of our students is not being disrupted, we request that parents and caregivers please not wait in our hallways. We request that you either wait in the front entrance or at your child's designated outside door. After dismissal, students are encouraged to go straight home for there is no formal supervision provided at the school unless the student is in a designated after-school club or activity.

Students Attendance

In the event that your child is ill or late, please advise the office before 8:30am either by email al_reception@sd42.ca or by calling **604-463-4848**. To ensure that all students are safe every day, we have a phone home program and will contact you or the emergency contacts if we have not been informed of an absence or late arrival. It is much more efficient and helpful to the office if families contact the school.

Students Leaving School During the Day

If your child has lunch at home on a regular basis, please inform the office or the classroom teacher in writing. We will keep the information on file to assist us with student safety. If your child usually remains at school during the lunch hour, please send a signed note for each occasion you give permission to leave the school ground. We strongly recommend that parents not give children permission to visit local stores during school hours because of safety concerns. Students leaving the school grounds during the day are expected to have parents sign children out and back in at the office, as we need to be able to account for all students in the event of an emergency or fire drill.

Illness or Accident

For their own comfort, and to minimize the risk to other students and staff, students who are not well should stay home. Students who become ill during the school day will be monitored in the office until parents or a designated emergency contact can be reached.

The School Act gives teachers the same responsibility as that of prudent parents. "Prudent practice" varies from parent to parent, but we try to be overly cautious. When, in our judgment, an injury or illness appears to be more than "minor or casual", we will contact parents. **Please remember that it is critical that the school have current phone numbers for parents and alternate emergency contacts.**

Medication for Students/Medical Conditions

From time to time students require medication at school. To facilitate this, parents are required to complete a Medical Intervention form and provide a supply of the medication, in its original container, to the office. Please note that students may not be in possession of any medication at school unless specifically authorized by the Principal, and staff may not administer medication to students unless the required form is completed and signed by a parent.

If your child has an existing medical condition such as, but not limited to, diabetes, allergies, etc., that we should be aware of, parents must complete a Medical Intervention form. These forms can be obtained at the office.

Parent Volunteers

Many parents and occasionally, others from our community volunteer in classrooms or assist teachers and students in a variety of other ways. School District No. 42 Board Policy requires all volunteers in schools complete a "Volunteer's Safety Check Application" form. If you are planning to help at any time please take a few moments to complete this form.

The staff and students of Albion rely on parent drivers for a variety of class outings. School District No. 42 requires prospective volunteer drivers to provide the school principal with a current copy of their Driver's License Abstract for approval. Prospective volunteer drivers must also complete and sign the School District form entitled "Volunteer Driver Application". Our secretary can provide you with these forms and can help you with any questions you may have.

Visitors or Dropping Items off

For safety reasons, all visitors to the school are asked to report to the office by way of the main entrance to sign in and pick up a visitor's badge. This is a safety and security measure as it is important for us to know who is in the school. **If you have a message or something to drop off for your child, you may do so through the office.**

Student Verification Forms

At the beginning of the school year you will receive a copy of your child's official "Student Information Verification Form". Please take the time to carefully check this form and make necessary changes. Once completed, please return this form to your child's classroom teacher.

If your address or phone number (home/work or emergency contacts) should change, please inform the school at the earliest opportunity. This ensures we can make contact with you in case of an emergency. Also, please ensure your emergency contacts live close enough to come to school for your child if needed.

School Closures/Emergency Procedures

The decision to close schools due to extreme weather, or any other circumstances that may affect student safety, is made by the Superintendent of Schools. Emergency closures are announced on the radio stations (below) between the hours of 6:00am and 8:30am on the day of the closure:

CKNW (980AM) CKWK (1130AM) CBC (690AM) JACK (96.9FM)

If the school is closed during the day while students are present, our "Emergency Call Back" system will take effect and we will follow the instructions requested on the 'emergency closure' section of the student registration form.

Albion Parent Advisory Council (PAC)

The PAC at Albion Elementary is an active, supportive group involved in work with the Principal, staff and students in a variety of ways throughout the school. All parents are members and are encouraged to attend any of the monthly PAC meetings. PAC meeting dates and times are posted in the school newsletters. Our PAC Executive welcomes volunteers willing to assist with a wide variety of activities and events throughout the year.

Personal Possessions

All possessions should be labeled with a student's full name. This will allow possessions to be returned if they are misplaced. We strongly discourage students from bringing any "valuables" unrelated to their educational program needs. Beyond the risk of misplacing or losing something of value, we would prefer to see our students engaged in physical activity and social play as opposed to playing portable video games or listening to music in a solitary manner.

Students who ride bikes to school are asked to dismount at the entrance to the school grounds and walk their bikes to the bike rack. It is highly advisable that all bikes be locked while in these racks. Roller blades at school are treated much like bikes. Once on school property the roller blades should be removed, placed in a backpack and replaced by a pair of street shoes. Skateboards and scooters should not come to school as there is no suitable storage area available for them.

School Telephone Use

Since our school phone lines are usually very busy, especially at the beginning and end of the school day, we encourage students to make social arrangements at home. For special circumstances, students may request a phone pass from their classroom teachers.

Communication

At Albion we strongly believe that it is important to have on-going communication between the home and school. School newsletters/memos will be posted on our website at <http://elementary.sd42.ca/albion/> and will be sent electronically via the parent portal. Our newsletters/memos are designed to keep parents informed of school programs, events and accomplishments, as well as provide general information about the school and student learning.

Twice in the school year you will be asked to participate in Student Inclusive Conferencing where yourself, your child and the classroom teacher meet to discuss your child's progress, areas that need improvement and ways that learning will be supported (both at school and at home). At these conferences your child will also then set a learning goal for the term then at the end of the school year you will receive a summative report of your child's progress throughout the year. At least twice throughout the school year you will also receive an informal report on your child's progress.

If at any time throughout the year you have questions regarding your child's progress or have concerns it is important that you set up an appointment with your child's classroom teacher to address these. If you have questions regarding our district appeal process please ensure you visit our school district website at <http://www.sd42.ca/appeal-process/>.

Vehicles at School

Parents will quickly become aware that our parking lot is extremely busy before and after school. We encourage children to walk to school, or ask that parents park away from the school and walk to pick up their child. Not only does walking with your child promote physical activity, it also helps to ensure a safe environment for our students, allowing emergency vehicles and busses to enter the parking lot unobstructed.

Please be aware our parking lot is closed to vehicles during our after-school pick-up time, from 2:20pm until approximately 2:30pm. Exceptions will be made for registered daycares, medical situations, special needs students, or unusual circumstances. Please apply for a permit at the school office.

As well, we ask that parents drive throughout the parking lot in the mornings ONLY if they are dropping children off. If you need to park and come into the school, please park in the neighborhood.

The parking lot north of the school (behind the portables) is for staff parking only.