**ALBION ELEMENTARY SCHOOL**

**10031 240th STREET • MAPLE RIDGE, BC • V2W 1G2**

**Ph: 604-463-4848 • Website: http://elementary.sd42.ca/albion/**

**Principal: Mrs. T. Dailey**

**Vice-Principal: Mr. B. Henderson**

STUDENT & PARENT HANDBOOK

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Term 1**

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| --- | --- |
| Goal: | How I am going to achieve that goal: |

**Term 2**

|  |  |
| --- | --- |
| Goal: | How I am going to achieve that goal: |

**Term 3**

|  |  |
| --- | --- |
| Goal: | How I am going to achieve that goal: |

***MISSION STATEMENT***

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

**2022-2023 ALBION SCHOOL CALENDAR**

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| --- | --- |
| Schools opening day Grade 1-7 students 12:30-2:20 pm | Tuesday, September 6, 2022 |
| National Day for Truth and Reconciliation | Friday, September 30, 2022 |
| Non-instructional day (School Growth Planning Day) | Monday, October 3, 2022 |
| Thanksgiving Day | Monday, October 10, 2022 |
| Non-instructional day (province-wide) | Friday, October 21, 2022 |
| Non-instructional day (school-based) | Thursday, November 10, 2022 |
| Remembrance Day | Friday, November 11, 2022 |
| Student Inclusive Conferencing Early Dismissal 11:30 am | Thursday, December 8, 2022 |
| Student Inclusive Conferencing No Regular Classes | Friday, December 9, 2022 |
| Schools close for break | Friday, December 16, 2022 |
| Winter break | Monday, December 19, 2022 toFriday, December 30, 2022 |
| New Year’s Day Holiday | Monday, January 2, 2023 |
| Schools reopen after break | Tuesday, January 3, 2023 |
| Non-instructional day (district-based) | Monday, January 23, 2023 |
| Family Day | Monday, February 20, 2023 |
| Non-instructional day (school-based) | Tuesday, February 21, 2023 |
| Student Inclusive Conferencing Early Dismissal 11:30 am | Thursday, March 2, 2023 |
| Student Inclusive Conferencing No Regular Classes | Friday, March 3, 2023 |
| Schools close for break | Friday, March 10, 2023 |
| Schools not in Session | Monday, March 13, 2023 toFriday, March 17, 2023 |
| Spring break | Monday, March 20, 2023 toFriday, March 24, 2023 |
| Schools reopen after break | Monday, March 27, 2023 |
| Good Friday | Friday, April 7, 2023 |
| Easter Monday | Monday, April 10, 2023 |
| Non-instructional day (district-based) | Wednesday, May 10, 2023 |
| Victoria Day | Monday, May 22, 2023 |
| Last day for students- Dismissal 12:00 pm | Thursday, June 29, 2023 |
| Year-end administrative day | Friday, June 30, 2023 |
| Schools close for Summer vacation | Friday, June 30, 2023 |

**Daily Schedule**

Morning bell 8:23 am

Classes begin 8:30 am

Recess: 10:20 am -10:35am

Lunch 11:50 am - 12:30 pm

Dismissal 2:20 pm

**Code of Conduct for Albion Elementary School 2022-2023**

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.

In fostering a community of respect, inclusion, fairness and equity, we expect persons to not discriminate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

**The Human Rights Codes [RSBC 1996, c210]** will be respected:

**Excerpt from Section 7 Discriminatory publication**

**7** (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any

statement, publication, notice, sign, symbol, emblem, or other representation that

(a) indicates discrimination or an intention to discriminate against a person, a group, or class of persons, or

 (b) is likely to expose a person or a group or class of persons to hatred or contempt

**Excerpt from Section 8 Discrimination in accommodation, service, and facility**

**8 (**1)A person must not, without a bona fide and reasonable justification,

(a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or

(b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public.

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, some examples are…**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **At Albion we practice CARE!** | **C**ourtesy | **A**ttitude | **R**espect | **E**mpathy  |
|  | Be polite to othersBe helpfulInclude othersMake safe choices | Use kind wordsRemember to use your mannersHave positive body languageUse your ‘WITS’Try your best and come ready to learn | Use kind and appropriate languageListen to adults and supervisorsLook after one another and our schoolRespect personal space Hands and feet to selfHave respect for yourself | Care about how others feelListen to those around usInclude others |

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.

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| --- |
| **WITS stands for..** |
| **W**alk away**I**gnore**T**alk it out**S**eek 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 weapons, gang culture, 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:

1. 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.
2. 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.
3. 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.
4. At no time should students post, publish, or text information about other students or staff on the Internet without the consent of a teacher.
5. 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 arrrival. 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. 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 and on the PAC Facebook page at Albion Elementary PAC. Our PAC Executive welcomes volunteers willing to assist with a wide variety of activities and events throughout the year.

To contact the PAC executive, you can also send an email to albionelementarypac@gmail.com

Personal Possessions

All possessions should be labeled with a student’s full name. This will allow possessions to be returned it 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 is it is important to have on-going communication between the home and school. School newsletters/memos 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 2:00 pm until approximately 2:30pm. Exceptions will be made for registered daycares, medical situations, students with diverse needs, 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.