

# ALBION ELEMENTARY SCHOOL

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

Principal: Mrs. T. Dailey  
Vice-Principal: Mr. R. Sheridan

## 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*

## 2024-2025 ALBION SCHOOL CALENDAR

Schools opening day for students 12:30 pm- 2:20 pm	Tuesday, September 3, 2024
National Day for Truth and Reconciliation	Monday, September 30, 2024
Non-instructional day (School Growth Planning Day)	Tuesday, October 1, 2024
Thanksgiving Day	Monday, October 14, 2024
Non-instructional day (province-wide)	Friday, October 25, 2024
Remembrance Day	Monday, November 11, 2024
Non-instructional day (school-based)	Tuesday, November 12, 2024
Student Inclusive Conferencing Dismissal 11:30 am	Thursday, December 5, 2024
Student Inclusive Conferencing- No regular classes	Friday, December 6, 2024
Schools close for break	Friday, December 20, 2024
Winter break	Monday, December 23, 2024 to Friday, January 3, 2025
Schools reopen after break	Monday, January 6, 2025
Non-instructional day (district-based)	Tuesday, January 28, 2025
Non-instructional day (school-based)	Friday, February 14, 2025
Family Day	Monday, February 17, 2025
Student Inclusive Conferencing Dismissal 11:30 am	Thursday, March 6, 2025
Student Inclusive Conferencing- No regular classes	Friday, March 7, 2025
Schools close for break	Friday, March 14, 2025
Spring break	Monday, March 17, 2025 to Friday, March 21, 2025
Schools not in Session	Monday, March 24, 2025 to Friday, March 28, 2025
Schools reopen after break	Monday, March 31, 2025
Good Friday	Friday, April 18, 2025
Easter Monday	Monday, April 21, 2025
Non-instructional day (district-based)	Wednesday, May 14, 2025
Victoria Day	Monday, May 19, 2025
Last day for students (Dismissal 12:00 pm)	Wednesday, June 25, 2025
Year-end administrative day	Thursday, June 26, 2025
Schools close for summer break	Thursday, June 26, 2025

### **Daily Schedule**

Morning bell 8:25 am  
 Classes begin 8:30 am  
 Recess: 10:20 am -10:35am  
 Lunch 12:00 pm - 12:40 pm  
 Dismissal 2:20 pm

## Code of Conduct

The Albion Elementary Code of Conduct is focused the C.A.R.E attributes of courtesy, attitude, respect and effort and in creating 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. Staff teach a range of strategies to help students understand what respectful behavior looks like, sounds like, and feels like daily. The effective approach of W.I.T.S (Walk Away, Ignore, Talk about it, Seek Help) is one of the problem solving strategies taught frequently.

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

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.

### 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.

### Technology Policy:

\*The following school Technology Policy is an additional policy to School District #42 Policy No 5780 Appropriate Use of Information and Technology Communication Systems.

At Albion we believe technology is an important tool for enhancing learning and we expect students to use it in a responsible manner. The use of personal digital devices will be determined by each classroom teacher to support the teaching and learning that will occur in the classroom. If a teacher chooses to restrict the use of personal digital devices during instructional time, the use of devices will be permitted to support inclusion and accessibility to learning such as: digital literacy, communication, medical and health needs and as defined by an individual education plan.

When use of electronic devices is not permitted the device needs to be stored off and out of sight in a bag or backpack. The storing of electronic devices in bags should happen before the student enters the learning space.

Students can freely access their phones before 8:25 am and after 2:20 pm. If there is an emergency and parents need to connect to their student during school hours, please contact the front office at 604-463-3838.

Students who choose to bring cell phones and other personal devices to school do so at their own risk. The school cannot guarantee the safety of these personal devices.

## **GENERAL INFORMATION**

### **Attendance and Punctuality**

Regular school attendance is a major factor contributing to student success in school. We expect students will attend school regularly unless ill and will be punctual every day.

If your child will be absent, advise us via the student absence via the parent portal, email the office at [al\\_reception@sd42.ca](mailto:al_reception@sd42.ca) or call the school office prior to 8:30 am. Advise your child's teacher and the office ahead of time if your child will be absent for an extended period of time.

Students who are late after 8:40 am need to report to the office upon arrival. Students leaving the school early must be signed out at the office by parents or approved family contacts. Students must never leave the school grounds without first notifying their teacher and the school office.

For safety reasons, our office staff will call families for any child who is absent when we have not received a phone call or email confirming that the child is safe. Permission from a parent or guardian is required for students to leave school early.

### **Supervision**

Supervision at Albion is provided between 8:25 am and 2:25 pm. Several staff members are also always on duty during recess and lunch.

There is no supervision of students before or after school. The school is not responsible for children arriving early or staying late unless the teacher has requested it.

### **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 contact you in case of an emergency. Also, please ensure your emergency contacts live close enough to come to school for your child if needed.

### **Bicycles, Skateboards & Scooters**

For safety reasons, students are required to walk these items on school property when other people are nearby. Bicycles must be walked and locked in the designated area. Safety rules must be always followed. Students riding bikes must wear a safety helmet.

NOTE: The school cannot assume responsibility for personal property brought to school.

### **Emergency Closing of Schools**

For purposes of announcing emergency closures prior to opening of schools please check the SD42 website ([www.sd42.ca](http://www.sd42.ca)) and listen for updates on the following radio stations: CKNW (980 AM), CBC (690 AM), CFMI (101.1 FM)

### **Emergency Drills**

All classes practice both fire and earthquake drills. As per District and Fire Regulations, school FIRE DRILLS are held at least three times each semester. The goal is to exit the building quickly and in an orderly manner. Students are expected to vacate the building immediately, regardless of their footwear.

### **Field Trips**

Field Trips are an important part of a students' educational experience. These practical firsthand experiences within the community are meant to provide a connection to the learning in the classroom.

Parents must give permission before we allow the child to participate. Driver authorization and abstract forms are required for all drivers transporting children other than their own. Forms are available from 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 in 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).

### **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](mailto:albionelementarypac@gmail.com)

### **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.

### **Communication**

At Albion we strongly believe that it is important to have on-going communication between the home and school. As the year progresses, please stay in close contact with our staff, visit the school website <https://elementary.sd42.ca/albion/> and check the Parent Portal <https://parents.sd42.ca/LoginPage.aspx> for additional information. The school website and the Parent Portal are our school's main methods for sharing information and announcements.

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. We request that for the safety of our students and staff that all drivers please abide by the "Kiss and Go" drop off procedure. We request that you do not leave your vehicle, for if you need to park and come into the school, please park in the neighborhood, unfortunately due to the size of our staff there is often no visitor parking.

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

