



**L'ÉCOLE ÉLEMENTAIRE PITT MEADOWS  
ELEMENTARY SCHOOL  
2024-2025**

11941 Harris Road, Pitt Meadows, BC, V3Y 2B5  
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Website: <http://elementary.sd42.ca/pittmeadows>

Principal: Mme McIntyre  
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***École Pitt Meadows Elementary Mission Statement***

*Pitt Meadows Elementary strives to provide a stimulating, supportive environment which fosters respectful attitudes and enthusiasm for learning.*

~ Principal's Message ~

Welcome new and returning PME families to the 2024-2025 school year. We are excited to begin the year, foster the love of learning and create positive educational experiences for your child. I so look forward to working with the staff, students and families as I have seen, in a short time, the pride everyone takes in making this such a positive and fantastic school and community. I look forward to a wonderful year ahead.

~ Mme McIntyre

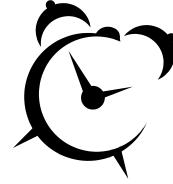
# STUDENT AGENDA

## 2024-2025



### BELL SCHEDULE

MONDAY – FRIDAY



- 8:25 a.m. WARNING BELL  
**8:30 a.m. CLASSES BEGIN**  
10:20 a.m. RECESS  
10:35 a.m. Bell to come in  
12:00 p.m. LUNCH (Students go outside to play)  
12:25 p.m. BELL (Students enter to eat lunch)  
12:40 p.m. BELL (Classes resume)  
**2:20 p.m. CLASSES DISMISSED**

### THIS AGENDA BELONGS TO:

STUDENT'S NAME: \_\_\_\_\_

DIV: \_\_\_\_\_

TEACHER: \_\_\_\_\_

PHONE NUMBERS:

HOME TEL # \_\_\_\_\_

MOM'S CELL # \_\_\_\_\_ MOM'S WORK # \_\_\_\_\_

DAD'S CELL # \_\_\_\_\_ DAD'S WORK # \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_



## PME 2024-2025 SCHOOL CALENDAR

Schools opening day for students 12:30 p.m.	Tuesday, September 3, 2024
National Day for Truth and Reconciliation	<i>Monday, September 30, 2024</i>
<i>Non-instructional day (School Growth Planning Day)</i>	Tuesday, October 1, 2024
Thanksgiving Day	Monday, October 14, 2024
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 25, 2024</i>
Remembrance Day	<i>Monday, November 11, 2024</i>
<i>Non-instructional day (school-based)</i>	Tuesday, November 12, 2024
Student Lead Conferences - early dismissal 11:30	<i>Thursday, December 5, 2024</i>
Student Lead Conferences	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
<i>Non-instructional day (district-based)</i>	<i>Tuesday, January 28, 2025</i>
<i>Non-instructional day (school-based)</i>	Friday, February 14, 2025
Family Day	Monday, February 17, 2025
Student Lead Conferences - early dismissal 11:30	Thursday, March 6, 2025
<i>Student Lead Conferences</i>	<i>Friday, March 7, 2025</i>
Schools close for break	Friday, March 14, 2025
Spring break	<i>Monday, March 17, 2025 to Friday, March 21, 2025</i>
<i>Schools not in Session</i>	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
<i>Non-instructional day (district-based)</i>	<i>Wednesday, May 14, 2025</i>
Victoria Day	Monday, May 19, 2025
Last day for students	Wednesday, June 25, 2025
Year-end administrative day	Thursday, June 26, 2025
Schools close for summer break	Thursday, June 26, 2025

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm, 295 instructional minutes per day; 179 days of instruction.

Kindergarten gradual entry the first 2 weeks of September.

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7 952 hours of instruction for students in grades 8 to 12.

# PITT MEADOWS ELEMENTARY

## Expectations

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
<b>AT PME</b>	<ul style="list-style-type: none"> <li>• Try your best</li> <li>• Listen to others</li> <li>• Take pride in our school</li> <li>• Be kind</li> </ul>	<ul style="list-style-type: none"> <li>• Be positive</li> <li>• Do your work</li> <li>• Be on time</li> <li>• Keep the school clean</li> <li>• Report vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Follow safety routines in all spaces</li> <li>• Ask for help when you need it</li> </ul>
<b>ENTRY AND EXIT</b>	<ul style="list-style-type: none"> <li>• Use assigned doors</li> <li>• Remove your hat or hood</li> <li>• Hold the door for each other — use manners and be friendly</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quietly outside and wait for your teacher at the morning entry and recess bells. (The lunch hour supervisors will let you in at lunchtime.)</li> <li>• If you are late, get a “Welcome to School” slip from the office</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in the hallways</li> <li>• Be aware of younger students</li> <li>• Follow the sign-out routines at office</li> </ul>
<b>IN THE HALLWAYS</b>	<ul style="list-style-type: none"> <li>• Walk quietly</li> <li>• Hold the door for the next person</li> <li>• Walk around people who are having a conversation</li> <li>• Stop, look and listen when spoken to by adults</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Tuck in your legs and feet when working in the hall</li> <li>• Quickly get where you are going</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in a single file, staying to the right</li> <li>• Walk carefully around doors and corners</li> <li>• Face forward</li> </ul>
<b>CLASSROOM AT LUNCH</b>	<ul style="list-style-type: none"> <li>• Respect other people’s food choices</li> <li>• Follow instructions given by lunch hour supervisors and monitors</li> <li>• Speak quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Take home what you don’t eat</li> <li>• Clean up your space</li> <li>• Stay in your own classroom</li> <li>• Cell phones remain stored</li> </ul>	<ul style="list-style-type: none"> <li>• Wash your hands before you eat</li> <li>• Eat your lunch seated at your desk or table</li> <li>• Avoid allergens – eat your own lunch</li> </ul>
<b>IN THE WASHROOMS</b>	<ul style="list-style-type: none"> <li>• Leave the washroom clean</li> <li>• Flush the toilet</li> <li>• Be quiet</li> <li>• Respect other’s privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Wash your hands</li> <li>• Return to classroom quickly when finished</li> <li>• Put paper towels in garbage can only</li> </ul>	<ul style="list-style-type: none"> <li>• Report any accidents or messes to the office</li> <li>• One person per stall only</li> </ul>

<b>IN AN ASSEMBLY</b>	<ul style="list-style-type: none"> <li>• Enter and exit quietly</li> <li>• Plan to stay for the entire assembly</li> <li>• Stand quietly for O’Canada - hands at your sides, facing the flag. Afterwards, sit quietly.</li> <li>• Use polite applause</li> <li>• Remain seated so that people behind you can see</li> </ul>	<ul style="list-style-type: none"> <li>• Give your full attention to the presenters</li> <li>• Sit beside people who help you focus</li> <li>• Leave food and personal items in your classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and body to yourself</li> <li>• Follow your teacher’s entrance and exit directions</li> </ul>
<b>AT THE OFFICE</b>	<ul style="list-style-type: none"> <li>• Get permission to go to the office</li> <li>• Speak politely to people working in the office (use your manners)</li> <li>• Use a quiet voice in and around the office</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Make sure you have a phone pass</li> <li>• Sit quietly on the bench and wait to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Be sure that a parent/guardian signs you out</li> <li>• Come to the office for medical assistance only when necessary</li> </ul>

## **STUDENT ABSENCES**

In the event that students are going to be absent or late, please use one of the following options:

1. Enter the absence on the parent portal under "Report Absence."
2. Email [PME\\_reception@sd42.ca](mailto:PME_reception@sd42.ca)
3. Call the school (604-465-5828)

## **STUDENT ILLNESS**

Please do not send your child to school if there are signs of ill health in the morning — particularly fever, coughing or difficulty breathing. Good health is necessary for effective learning. Students who are ill should not attend school until they are well.

If a student becomes ill during the day, we will phone parents or emergency contacts and ask that the child be picked up as soon as possible.



## **MEDICATION FOR STUDENTS**

In order to administer *any* medication at school, we require a Request for Administration of Medication Form to be completed at the office.

If your child requires an epi-pen because of a life-threatening allergy, we require the completion of the Anaphylaxis Student Emergency Procedure Plan.

Parents must ensure that their child carries an epi-pen on them. We also request that a second epi-pen be stored at the office in a labelled bag. (Families of younger students may prefer to have an epi-pen stored in the classroom.)

We occasionally have hard, driving rain with extreme cold or wind. In these situations we declare an "inside" recess.

## **STUDENT USE OF TELEPHONE**

Students are permitted to use the office telephone when they have a permission slip issued by their classroom teacher or have permission granted by office staff.

## **GUESTS/VISITORS TO SCHOOL**



All guests, visitors and parent volunteers are required to enter the school at the main entrance, report to the office, identify themselves, sign the visitor book and receive a VISITOR identification pass.

## **WEST COAST RECESS – BE PREPARED FOR THE WEATHER!**

It is important for children to get outside throughout the day for fresh air and exercise. We seldom have students stay inside due to weather conditions, so please ensure that your child is *well prepared* for the weather on any given day. Students are advised to keep a change of clothes on hand in the classroom.



## **USE OF TECHNOLOGY**

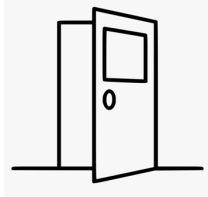
At PME students will not be permitted to use personal digital devices during instructional time or during recess and lunch. When students need to use technology as part of their learning, they will use the devices provided at school. There may be situations when the school will permit a student to use a personal digital device for the purposes of inclusion and accessibility examples of those are digital literacy, communication, medical and health needs and as defined within an individual education plan.

We promote interactive play and communication with friends during non-instructional times. Students are encouraged to leave expensive devices at home, as we cannot guarantee the safety of these items. Any devices from home are expected to be turned off and stored in their backpacks during school hours.

Personal\_Digital\_Devices\_Support\_Guide.pdf

## **STUDENT ENTRY/EXIT**

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



## **STUDENTS LEAVING THE SCHOOL GROUNDS**

Students are not permitted to leave the school grounds without being signed out by a caregiver at the office.

## **LUNCH TIME EXPECTATIONS**

We have a “play first” lunch break. This means that students go outside to play for 25 minutes and then return to the classroom to eat for the remaining lunch time.



Staying for lunch is a privilege and we expect student cooperation to maintain a safe and respectful school environment during this time. Students:

- Enter and exit the school by assigned doors make their way quickly to the classrooms
- Follow recess and lunch hour school rules and listen to supervisors
- Remain seated in the classroom to eat lunch. Appropriate eating etiquette is expected.
- “Pack In - Pack Out.” Bring lunches in reusable containers to minimize waste as much as possible. We ask that whatever comes in your child's lunch bag goes home in their lunch bag, including empty juice boxes and food wrappers. In this way, we will create far less garbage at school and you will have a better idea of what your child is finishing for lunch.
- Remain in the classroom on “inside” rainy days, calmly engaged in quiet activities.

## **SCHOOL CLOSURE**

In the event of weather or other conditions that may endanger the health and safety of students, the Superintendent of Schools will give direction that may mean the temporary closure of school. Public announcements of school closures will be made by the superintendent. For the purpose of announcing closures prior to the opening of school, please check the school district's website <http://www.sd42.ca/> or listen to CKNW AM 980



## **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee (PAC) is a group of dedicated volunteer parents whose objective is to help students attain their full potential and to ensure PME is a secure, welcoming and caring environment for learning. All parents and guardians of students registered at Pitt Meadows Elementary are voting members of the group. Please join them at their monthly PAC meetings. Meeting times, agendas and meeting minutes can be found under the PAC toolbar on the PME website:

<https://elementary.sd42.ca/pittmeadows/>

or at

<https://elementary.sd42.ca/pittmeadows/pac/>

For parents of students in French Immersion, our district also has an active chapter Canadian Parents for French. Information can be found at: <https://bc-yk.cpf.ca/>



## **CODE OF CONDUCT**

### **Please read over with your child.**

Staff, students and parents work together in our community of learners. The Pitt Meadows Elementary Code of Conduct has been created to maintain a safe, caring, orderly and inclusive school environment. Our expectations are that students will demonstrate an attitude that is cooperative, courteous and respectful.

The purposes of the Code of Conduct are:

- to encourage the development of socially responsible behaviour resulting in a positive reputation and well-being of students and the school community;
- to foster a safe and welcoming learning environment for all students, staff and parents;
- 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).

Pitt Meadows Elementary promotes and adheres to the values expressed in the BC Human Rights Code.

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.

## **INAPPROPRIATE BEHAVIOR**

Certain behaviours will be considered unacceptable, including, but not limited to;

- threatening behavior towards others (i.e. swearing, hurtful remarks, gossiping, inappropriate gestures)
- physical altercations of any kind
- continuous repetitive disruptive behavior
- defiance towards teaching staff
- theft, vandalism, or mistreatment of school or others personal property
- teasing and/or bullying, including phone, computer, e-mail and text messages
- unsafe actions, e.g., running in the halls

## **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.

**INAPPROPRIATE BEHAVIOR TYPICALLY HAS THE FOLLOWING CONSEQUENCES:**

- Teacher/supervisor intervention
- Principal intervention
- Contact with parents (by telephone or email)
- Conferring with parents-teachers and/or principal
- Short-term or long-term suspension
- Consultation with police and or fire department

**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 will be given an opportunity to meet school district guidelines.

**SAFE & CARING SCHOOL ENVIRONMENTS**

**ARE FREE FROM ACTS OF:**

- Bullying, cyber-bullying, harassment and marginalization
- Threat and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, ancestry or national origin.
- Retribution against a person who has reported incidents

**Or Misuse of:**

- Cyberspace/cell phones/electronic devices/computers – students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts on the school environment

Forms of Unacceptable conduct cited above are only examples and not an all-inclusive list.

**Do not tolerate the presence of:**

- Theft and vandalism
- Intoxicating or banned substances  
Weapons or replica (toy) weapons and explosives
- Intruders or trespassers – All visitors to the school must report to the office first.



