

# Yennadon Elementary

## Student - Parent Handbook

2019 - 2020



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Maple Ridge, BC V2X 4R9

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

Website: <https://elementary.sd42.ca/yennadon/>

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

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.

## 2019 ~ 2020 SCHOOL CALENDAR

School Opens .....	Tues. Sept. 3	Family Day - Stat Holiday .....	Mon. Feb. 17
District Non Instructional Day .....	Mon. Sept. 23	EARLY DISMISSAL 11:30(conferences).....	Thurs. Mar. 5
Thanksgiving Day Stat Holiday .....	Mon. Oct. 14	NO SCHOOL (reporting conferences) Fri.	Mar. 6
Provincial Non Instructional Day .....	Fri. Oct. 25	Last Day Before Spring Break.....	Fri. Mar. 13
District Non Instructional Day .....	Fri. Nov. 8	Spring Break (2 weeks) .....	Mar. 16 - 27
Remembrance Day Stat Holiday .....	Mon. Nov. 11	School Reopens After Break .....	Mon. Mar. 30
EARLY DISMISSAL 11:30 (conferences).....	Thurs. Nov 28	Good Friday .....	Fri. Apr 10
NO SCHOOL (reporting conferences).....	Fri. Nov 29	Easter Monday.....	Mon. April 13
Last Day Before Winter Vacation .....	Fri. Dec. 20	Victoria Day - Stat Holiday.....	Mon. May 18
Winter Break.....	Mon. Dec. 23 - Fri. Jan. 3, 2020	District Non Instructional Day .....	Mon. May 19
School Reopens .....	Mon. Jan. 6	National Indigenous Day .....	Sun. May 21
School Non Instructional Day .....	Fri. Jan. 24	Last Day for Students .....	Wed. June 24
School Non Instructional Day .....	Thurs. Feb. 13	Year-end Administrative Day .....	Thurs. June 25
Schools Not in Session.....	Fri. Feb. 14	Schools Close for Summer .....	Fri. June 26

### **BELL SCHEDULE, HOURS OF OPERATION**

8:25 - Warning Bell for students

8:30 - School begins

10:20 -10:35 Westcoast Recess

11:50 - Lunch Begins

*(students play outside for first 20 minutes and eat their lunch from 12:10 - 12:27)*

12:30 - 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 support all individuals in their development as successful learners, and as respectful, caring and responsible members of society.

**Vision Statement** - Our Vision is for every individual to feel valued and for all learners to reach their potential.

**Core Values** - Responsibility to all learners, Uniqueness of each individual, Diverse learning opportunities, Culture and community, Personal and social responsibility, High expectations for success

## 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

We believe in treating others the way we want to be treated. All relationships and interactions at Yennadon 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 internet, texting, cell phones, computers, and other electronic devices.

Expectations 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.

Our policy with regards to personal electronic devices:

- a. iPods, iPads, tablets 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.

### Respect for Human Rights

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.

**Using Your WITS**

At Yennadon Elementary we use our WITS. The WITS Program brings 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 peacefully through problems that may arise.

- Walk away
- Ignore
- Talk it out
- Seek help

**Failure To Respect**

Certain behaviours 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.
- Aggressive behaviour towards others such as swearing, gossiping, taunting, teasing, intimidating, threatening, inappropriate gestures, harassment of any form, bullying, cyberbullying
- Physical altercations of any kind such as grabbing, pushing, tripping, wrestling, fighting, play fighting, snowballing, or assaulting
- Defiance towards others such as arguing, defying, disobeying, lying, misleading, repetitive disrupting
- Theft, littering, vandalism, or mistreatment of school or others' personal property
- Any illegal activities including but not limited to drugs, alcohol, smoking/vaping, theft, vandalism, fireworks, weapons or replicas, intruders or trespassing, verbal/physical/sexual abuse

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

**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.

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.

Responses to Conduct issues may include:

- counseling by the supervisor, teacher, counselor, principal, vice-principal
- contact with parents (initially by telephone; subsequently by telephone, electronically and/or letter)
- conferring with parents-teacher and/or principal
- 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. 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 2 through 5 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 Parent 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 cell phones 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. 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, and controlled substances, including but not limited to drugs, alcohol or tobacco;
- Use respectful language;
- Do not depict or promote violence, racism, sexism or discrimination; and
- Are not intimidating to others.

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

### 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. All volunteers must have a completed Volunteer Application Form on file in the office.

### 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 Appeal Process may be obtained in detail on the district website at <http://www.sd42.ca/appeal-process/>.

### School Closure

The decision to close schools due to extreme weather conditions (i.e. accumulating snowfall) is ultimately the responsibility of the superintendent, who must balance the safety of students, staff and parents with the need to provide learning. The decision is not taken lightly and is the result of a carefully thought out process that is reviewed after each experience and refined if necessary.

The decision to close schools is made by 6 a.m. Details are:

- posted on the SD42 Twitter feed ([@sd42news](#));
- posted on the SD42 Facebook feed ([SD42Facebook](#));
- shared with News 1130, CKNW, and CBC 690 radio stations;
- posted on the SD42 Website ([www.sd42.ca](http://www.sd42.ca)).

Unlike a steadily accumulating snowfall, the occurrence and duration of power outages can be more difficult to predict. For this reason, the decision to close a school due to a power outage is made on a case-by-case basis, taking all factors into careful consideration.

**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 by completing the Student Emergency Release Form which is kept on file in the office.

**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 basic emergency supplies and equipment in the event of an earthquake, natural disaster, or other serious incident resulting in school closure.

**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;
- hold on and 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 front door that the school is in lockdown, this means we are practicing our lockdown procedures. Please do not call the school and/or your child's cell phone (if they have one). Please understand that in a real lockdown situation, we are not able to answer the phone because we do not know the circumstances and are waiting to be released by the RCMP.

**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. It is not the school's responsibility to monitor these items and they are best left at home.



### 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 Abstract 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).