

Neilson Grove Elementary School



Family Information Handbook

2016/2017

Neilson Grove Elementary School



**5500 Admiral Boulevard
Delta, B.C. V4K 5B7
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“Taking care of ourselves, others and this place.”

“Neilson Grove – A Community of Learners”

School Goal

Numeracy

to raise the achievement of our students
in math - particularly our at risk students

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Neilson Grove Staff Members

Div.	Assignment	Room	Name
	Principal	Office	Dave Hope
1	Grade 6 / 7	111	Jeff Bourgeois
2	Grade 6 / 7	119	Darryl Penny
3	Grade 5	110	Joan Canil
4	Grade 4 / 5	114	Paula Gelech / Heather Hawthorne
5	Grade 4	120	Dena Doolan / Heather Hawthorne
6	Grade 3	116	Andrea Reitz / Wendy Steed
7	Grade 1 / 2	122	David Mathieson
8	Grade 1 / 2	121	Alison Monk
9	Kindergarten	139	Debbie Schofield
	Counsellor	123	Pam Davidson
	District Psychologist	123	Jennifer Duke
	Education Assistant		Olivia Enriquez
	Education Assistant		Christina Moulds
	Education Assistant		Teresa Oakley
	Education Assistant		Linda Philip
	Education Assistant		Angela Smith
	Education Assistant		Laurie Tourigny
	Education Assistant		Sandy Wallis
	Learning Assistance	125	Paula Lewry
	Mainstream Support	123	Viji Shanmugha
	Music Teacher & Relief	MPR	Jonathan Lee
	Division 5 & Relief	107	Wendy Steed (T & Div.6 F)
	Speech Pathologist	126	Carolyn Gibbs
	Teacher-Librarian	108	Karen Reid (T,W,Th)
	Crossing Guard		Dal Rana
	Morning Opener		Dal Rana
	Noon Hour Supervision		Brenda Henderson
	Noon Hour Supervision		Crystal Milley
	Noon Hour Supervision		Debra Paterson (on-call)
	Noon Hour Supervision		Christine Terrana
	Noon Hour Supervision		Marie Webb (on-call)
	Custodian – Lead Hand		Keren Taylor
	Administrative Assistant	Office	Carla Huggon

School Day And Bells

8:30	School office opens
8:47	Students proceed to classrooms
8:52	Morning instruction begins
10:35	Recess bell
10:50	Classes resume
12:00	Lunch bell
12:55	Students proceed to classrooms
1:00	Afternoon instruction begins
3:00	Dismissal

Notices/Newsletters

Notices and Family Newsletters will be posted on the school web site <http://ng.deltasd.bc.ca> on Thursdays. Parents will be notified of new postings by email. Please take time to read over the postings as they contain important information.

Student Safety

Reporting Absences

Each morning our Administrative Assistant verifies all unaccounted student absences. Your cooperation in reporting absences to the school is important. An answering machine is available outside office hours. The telephone number is **604-940-4468**.

Security

All doors with the exception of the front door will be locked while classes are in session. When visiting the school or the classroom, please report to the office. For the safety of our students and yourself, all visitors are required to sign in and out at the office and pick-up an identification badge.

Lunch Time Supervision

Noon Hour Supervisors cover lunch time supervision.

Students that leave the grounds, who normally eat lunch at school, must bring a dated and signed note to their teacher from home giving the student permission to leave the school grounds.

Student monitors are used in the primary classrooms to ensure that a responsible person is available should problems arise. If you become aware of any problems, please contact your child's teacher or the principal.

Medical Room

Students who become ill during the day should go directly to their teacher. Students will be brought to the Medical Room for assistance. Our policy when children are ill or injured is to call parents as soon as possible. For this reason, it is important that parents keep work and emergency numbers current through [Parent Connect](#).

When Should I Keep My Sick Child Home From School?

There are four important things to consider if your child feels unwell:

1. The ability of your child to function and learn at school.
2. The protection of your child. Without proper rest and recovery, they could have a more difficult time fighting the infection or be open to a new infection.
3. The school cannot care for a sick child and give them the emotional and physical support that they need.
4. The protection of other children.

Please keep you child home if she/he:

- ✓ has a fever;
- ✓ is too sick to take part in all normal school activities;
- ✓ has a suspected or known communicable disease (i.e. flu, strep throat, pink eye, chicken pox or any other undiagnosed rash). Keep them home until they are no longer infectious. Please let the school know your child's symptoms.

Medication for Students

On occasion we have been asked by a parent to ensure their child receives prescribed medication. Please be aware that in order to do so, we require the completion of the **Request for Administration of Medication at School** form that needs to be completed by a doctor. These forms are available at the office.

Life Threatening Allergies

If your child has life-threatening allergies please tell us, to ensure that our policies, procedures and guidelines are in place to effectively manage the risks associated with anaphylaxis. With your help, we endeavor to provide all of our students with a safe and healthy learning environment.

Severe Nut Allergies

We have several children in our school who have a severe allergy to peanuts and other nuts that could result in a life-threatening situation. Any contact with even a small trace of nuts, including tasting and smelling, could be life threatening to these children. Because of the seriousness of this allergy, **please do not send peanuts, peanut butter or nut products in your child's snacks, lunches or party foods that come to school.**

Emergency Response and Fire Drills

Regular fire drills and emergency response drills will be held throughout the year to practice school safety procedures.

School Entry

Students may enter the building using the appropriate classroom doors when they hear the school bell. **Please ensure that your child does not arrive at school prior to 8:35 a.m. when outside supervision begins.**

Only those students with a specific purpose (i.e. academic assistance arranged by classroom teacher, library use, computer lab, extra-curricular activities) may enter the school earlier than the first bell at 8:47 a.m. These students will be directed to the door which will be opened for their admittance. The main entrance is reserved for adults and guests and is to be used by students only in exceptional circumstances.

Rollerblades, Bikes and Scooters

Students are encouraged to walk to school, or use rollerblades, bikes or scooters for transportation. Due to safety reasons, students are asked to: (1) dismount from bikes and scooters and walk them on to school property; (2) remove rollerblades upon entering the school grounds.

Electronic Devices

Electronic devices (e.g. hand-held video games, music listening devices, etc.) are **not permitted** at school. They detract from learning and there is a risk of theft.

Cell Phones

Students who bring cell phones to school must keep them turned off and packed away in their backpacks. Students are **not permitted** to use them during the school day.

Bicycle Safety

All bicycles ridden to school should be equipped with a proper locking device to prevent theft. Bicycles are to be walked on the school grounds and in the crosswalks. The wearing of safety helmets is now mandatory. If a student arrives at school on a bicycle not wearing a helmet, the student's parents will be contacted and the bicycle held at school until the student brings a helmet to school.

Student Services

Library

The Library is usually open before and after school on the following days:

- **Tuesday, Wednesday, Thursday 8:30-8:47 a.m.**
- **Tuesday, Wednesday 3:00-3:30 p.m.**

Supplies and Textbooks

All students are responsible for providing their basic school supplies as requested on the class supply lists. In addition, students are loaned textbooks during the year. Intermediate students often have individual books worth \$75.00 or more. Students are asked to treat these books with care, as they will be charged for the textbooks that are damaged or not returned.

Support Services

Students have access to a number of specialized personnel at Neilson Grove Elementary. These include a Learning Assistance Teacher, Counselor, Mainstream Support Teacher, English as a Second Language Teacher and Gifted Support Teacher, Speech Pathologist and District Psychologist. All of these people are assigned to the school to provide assistance in planning and implementing appropriate educational opportunities for all students.

Lost and Found

Valuable items that are found will be taken to the office for safekeeping. Other items, including clothing, will be placed in the *Lost & Found* box located outside the gym washrooms. If items are labeled with names, it greatly assists in their speedy return. We encourage students and parents to check on an ongoing basis for any missing items.

Use of the Office Telephone

The school telephones are used for business and are in constant demand. Students must have teacher permission to use the telephone in cases of special need. Students are permitted to use the telephone to inform their parents if they are detained after school. We do not allow students to use the phone to make after school play arrangements, etc.

Code of Conduct

At Neilson Grove Elementary School, our Code of Conduct outlines a general framework for behavioural expectations for everyone who enters our community. It is expected that everyone within our community will interact in a manner that supports and maintains the values and principles outlined in this document.

The Code of Conduct shall apply to our school community members when any school related activity is being conducted. Any behaviour, or patterns of behaviour, that adversely affects the school climate, operation, or learning of others, will be considered a breach of the Code of Conduct. Appropriate interventions will be used to remedy negative conduct.

At Neilson Grove Elementary School, we recognize that expectations for community members increase with the age, experience, learning capacity, and maturity of the individual. It is an expectation that all community members will know the District Code of Conduct and our school Code of Conduct.

Statement of Purpose

Neilson Grove's Code of Conduct is created to provide guiding principles of conduct for all students enrolled in the school and is in accordance with Section 6 (1) (a) and (b) of the School Act which states:

6 (1) A student must comply

(a) with the school rules authorized by the principal of the school or Provincial school attended by the student, and

(b) with the code of conduct and other rules and policies of the board or the Provincial school.

The Purpose of the Code of Conduct as referenced in Delta School District Policy #1131, Student Conduct and Discipline, is to:

- Provide and maintain a safe, caring, and orderly environment for students to develop to their full potential;
- Ensure that the rights and responsibilities of individuals are appropriately balanced to uphold the collective well-being of all;
- Communicate the expectations of student behaviour to all members of the school community.

I. Guiding Principles: A Caring Community

A caring community is made up of members learning to work together to enhance the quality of school life.

✓ *At Neilson Grove we take care of ourselves, take care of others, take care of this place.*

✓ *We strive to do the right thing even when no one is looking.*

These caring behaviours will be explicitly taught, monitored and reinforced. If inappropriate behaviours occur, responses from staff will be made in a respectful, consistent, but flexible manner. Students will be supported as they learn to understand the impact of their actions.

II. Conduct Expectations:

Acceptable Conduct supports a safe and positive learning environment. **Students** are to be treated with respect and dignity. In return, they must demonstrate diligent, socially and personally responsible conduct. It is expected that students will:

- Attend school and classes regularly and punctually
- Be respectful of themselves, others, those in authority and “this place” (school property)
- Conduct themselves in an appropriate manner when going to and from school, within school, on school grounds, during extended school activities and on school buses
- Apply themselves to the best of their ability in all aspects of their education
- Be respectful of the thoughts, feelings and heritage of others
- Actively contribute to a safe, polite, caring, and orderly school learning environment
- Respect the rights and property of others
- Behave in an ethical and lawful manner
- Report to a responsible adult, incidents of threats, bullying, harassment, violence or intimidation
- Communicate honestly, attentively, and in a forthright manner
- Solve problems peacefully using strategies encouraged by the school
- Take responsibility for his or her own actions and the interventions developed for inappropriate behaviours
- Refrain from bringing anything to school that detracts from their or others’ learning, the privacy of others, or the safety of others (see section “Electronics at School”)
- Dress in a manner which reflects purpose and propriety (see dress guidelines)

Dress Guidelines:

The school’s Dress Code supports the general Code of Conduct but is more specific.

When students come to school, they spend their day engaged in learning activities and should consider school as their place of work. Students should come to school appropriately dressed for their day. Students may not come to school wearing clothing with obscene, suggestive or insulting words, pictures or slogans on them. Also, some clothing is more appropriate for recreational activities outside of school. For example, in warmer weather, students are often tempted to wear clothing that is better suited to the beach or pool deck. Students should come to school wearing safe, play appropriate footwear (this is especially important on days they have P.E. class or are participating in athletic activities). Hats are not to be worn inside the building, and students are asked to dress so that no underwear is visible. Strapless, low-cut, midriff-baring, or otherwise revealing outfits are not appropriate for school. Students who come to school wearing clothing that detracts from the learning environment will be asked to change or, if necessary, will be given clothing supplied by the school.

Electronics at school:

Electronics such as handheld games, iPods, etc., detract from the learning environment. Students bringing these items to school raises a number of concerns:

- *The ability for hand held games and personal music players to distract students during class time*
- *The potential for lost or stolen valuables and the amount of teaching and learning time lost in an attempt to resolve these matters*
- *The invasion of privacy that can occur with cell phone video taping or photographing*
- *Playing with these devices at school often prevent students from seeking out imaginative activities or pursuing new friendships on the playground*
- *The inappropriate music that is being played on many personal listening devices cannot be monitored effectively*

As such, students are reminded that these items are not to be brought to school.

While we are aware that some families make the decision to provide their children with cellular phones for when children are walking home or for emergency situations, it is not necessary for students to have them out or turned on during the school day. At school, students should be going through the office phone and the office should they require assistance. **Cell phones are to be turned off and kept in the child's backpack or with the teacher for safekeeping for the entire school day.**

Unauthorized use of cell phone cameras or personal cameras can lead to an invasion of privacy. As such, these devices are not to be used on school grounds without permission from the classroom teacher and the subjects in the photos.

Teachers and School Staff, under the leadership of administration and within the bounds of their legal, professional, and ethical responsibilities, are expected to hold those within the school community to the highest standard of socially and personally responsible behaviour. They accomplish this role by:

- *Helping students learn to their full potential*
- *Communicating regularly and meaningfully with parents and administration*
- *Demonstrating respect for everyone within the school community*
- *Maintaining consistent standards of behaviour as outlined within the Code of Conduct*
- *Model and provide guidance and skills for socially responsible conduct*

Administration with the authority provided under the School Act, will take a leadership role by:

- *Acting with care and commitment to facilitate quality learning experiences and a safe environment*
- *Holding everyone under their authority accountable for their behaviours and actions*
- *Communicating regularly, meaningfully, and practicably with all members of the school community*

Parents play the most important role in the education of their children and have the responsibility to support school staff in maintaining a safe and positive learning environment for all members of the school community. Parents accomplish this role by:

- *Learning about the school's expectations and reviewing the Code of Conduct with their children*
- *Monitoring and showing active interest in their child's work, progress, and conduct*
- *Respecting the learning environment of all students by refraining from interruptions to classrooms during school sessions*
- *Communicating regularly with the school*
- *Respecting the confidentiality of matters of discipline*
- *Providing necessities for quality learning such as regular meals, appropriate levels of sleep, hygiene, medical needs, appropriate dress, and classroom materials*
- *Ensuring student punctuality and promptly reporting valid reasons for tardiness or absences*
- *Assisting school staff in dealing with issues of behaviour requiring intervention and discipline*
- *Demonstrating respect for all members in the school community*
- *Modeling expectations of conduct held for students*

Visitors to the school community are essential players in making our schools more positive and safer environments for learning. Visitors need to sign in at the office upon their arrival at school, support and respect the rules of the school and, in return, have an expectation that the school can identify and recognize itself as a part of a much broader community.

III. Unacceptable Conduct:

Unacceptable Conduct interferes with a positive learning environment. Unacceptable conduct is conduct that is in breach of the expectations held above. The district and school reserve the right to determine the acceptability of behaviours in relation to school as guided by the District Code of Conduct and this document.

Some examples of unacceptable behaviours include:

- *Interference with the learning of others*
- *Use of inappropriate or abusive language*
- *Threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community including aggressive behaviours such as “cyber” hate messaging and websites created in the student’s home, in cyber cafes or other settings*
- *Possessing weapons or dangerous articles*
- *Possession, use, or distribution of illegal or restricted substances*
- *Theft of or damage to property*
- *Any efforts to cause harm or discriminate against* another person based on, but not limited to race, religion, gender, physical or intellectual disability, marital or family status, sexual orientation or age.*
- *Gang related behaviours*
- *Acts of retribution toward a person who has reported incidents*

The Human Rights Code states: **discrimination occurs when someone is treated differently and poorly because of their race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, age (19 years and over), criminal conviction (in employment), political belief (in employment), or lawful source of income (in tenancy).*

IV. Consequences

Rising Expectations

Age, experience, learning capacity, and maturity all play roles in determining a progression of expectations for members of the school community. As people grow and mature, they are more able to make appropriate decisions and take a greater responsibility for their conduct. Children progressing through the school system are expected to:

- *Acquire greater knowledge and understanding of their behaviour and its impact on others*
- *Learn appropriate decision making strategies*
- *Increase their ability to demonstrate self-discipline*
- *Increase their ability to take personal responsibility for their actions and learning*
- *Be subject to increased consequences for inappropriate behaviour*

Notification and Communication

Communication is essential to the school-home and home-school partnership. Communication may be with one or any combination of the following mechanisms as practicable and appropriate: in person, by phone, by e-mail, by newsletter, by meeting, signage, student planner, written note or letter. Formal letters are provided for warnings of suspension, formal in-school suspensions, and suspensions as per district policy. It is expected that when reasonably requested, all parties will respond in a timely fashion to any received communication.

For all serious breaches of the Code of Conduct:

- *Students will be notified in every instance*
- *Parents of student offenders and parents of student victims will be notified District officials will be notified as required by policy*
- *Police / Outside Agencies will be notified as required by law or for professional advice beyond the scope of school personnel*
- *All Parents will be notified when a need is determined by district or school administration to reassure the school community that action or actions towards serious concerns are or were implemented*

For all emerging patterns of minor breaches of the Code of Conduct:

- *Students will be notified in every instance*
- *Parents will be notified should patterns become serious*

Consequence Continuum

At Neilson Grove Elementary School, we take great care to arrive at thoughtful, consistent consequences. Consequences are designed to prevent reoccurrence, teach socially appropriate behaviour to the student who offends and to the school community, provide means for restitution and restorative actions where appropriate, and to ultimately provide for a safe and positive learning environment.

Actions may be progressive, or they may require an appropriate immediate higher level of response. They may be utilized in combination or in isolation increasing or decreasing in seriousness as needed.

Conduct is everyone's responsibility. Minor breaches are handled effectively in an informal manner on a daily basis and may not warrant documentation or communication. Interventions are handled at different levels depending on the seriousness of the breach of conduct and as guided by this document:

- *At the classroom level by any staff member*
- *At the playground level by any staff member or noon hour supervisors*
- *When warranted at the school level by administration*

Factors that are considered when determining an intervention or disciplinary action for a breach of conduct may include:

- *Maintenance of safety and order*
- *Degree of impact on the victim and the community at large*
- *Degree of impact on learning to the individual in question or more importantly the learning of others*
- *Actions/activities prior to a breach that create a larger context of concern*
- *History of previous interventions*
- *Ability (or inability) to use peaceful problem solving and decision making strategies*
- *Frequency, severity, or seriousness of breach. District Code of Conduct may apply. Serious breaches will result in suspension options*
- *Accountability of the student and assistance from the home*
- *Degree of active participation of the student in their own consequence*

Home/School Connection

Students in grade 2-7 are expected to use a Neilson Grove Student Planner. The use of this Student Planner cannot be underestimated. It is a direct link between school and home. Consistent use of this student planner will help to teach the following:

- personal responsibility for student learning
- reinforce goal setting and time management
- develop organizational goals and accountability
- help track homework
- improve test-taking skills and results
- improve school/home communication

As parents you can support your child's learning in a number of different ways. Your help means enriched learning experiences for children, and usually, increased motivation. Parent involvement can take several forms:

Home Support

- regularly asking your child about what they have learned at school today and not accepting the answer "Nothing!"
- monitoring homework closely
- maintaining dialogue with the classroom teacher through the student planner, the telephone or direct conversation
- providing the time, materials, and space for your child to complete homework.

Classroom Support

- volunteering your time to help in the classroom or with extra-curricular activities
- helping with field trips
- sharing your expertise/talents with the class

School Support

- attending/participating/ in our numerous school activities
- helping out in the library
- volunteering in classrooms
- participating on our Parent Advisory Council (P.A.C.)
- working at P.A.C. fundraising events

If Problems Arise

We recognize that from time to time concerns regarding the operation of the school will arise. We believe that constructive feedback can assist in improving the quality of our programs and in meeting individual student needs more effectively. Delta School District's policy regarding complaints states that matters should be handled as close to the source as possible. If you have concerns about your child's program, please see your child's teacher first; if you still have concerns then see the principal; if we at the school level are unable to assuage your concerns you can then contact the South Zone Assistant Superintendent, Ms. Nancy Gordon, at the School Board Office.

District Parent Advisory Council Confidential Advocacy Service

Parents sometimes need assistance to obtain information, voice their concerns, and understand school policy and procedure. Volunteer Parent advocates work within the Delta School District problem-solving process to assist local parents resolve school-based issues and concerns.

Volunteer parent advocates can offer effective individual advocacy by assisting parents in finding their own solutions.

To contact Parent Advocate, or find out more information about this program, please call the confidential message line at **604-596-7101 ext. 399**.

Holidays

Please be aware that the adage "90% of life consists of just showing up" does not apply to school life. When students miss school, they miss the direct instruction, guided practice and the structured social aspects of learning across the curriculum. While we understand that the timing of vacations cannot always coincide with school vacations, please understand that **teachers are not obliged to provide "take away packages" of learning activities or homework** in advance for students to take with them on their holiday. If you wish further clarification of this matter, please do not hesitate to contact Mr. Hope.

The staff looks forward to getting to know your children, to connecting with each of you, and invite you to take an active role in your child's learning experience at Neilson Grove Elementary.