



GRAY

ELEMENTARY
SCHOOL

Family Handbook 2008 - 2009

10855-80th Avenue
Delta BC V4C 1W4

Ph: 604-594-2474

Fax: 604-594-1731

WELCOME TO GRAY ELEMENTARY SCHOOL

DELTA SCHOOL DISTRICT'S MISSION STATEMENT

To enable all students to meet the challenge of a changing society.

OUR MISSION

- At Gray, we strive to create a safe, respectful environment that fosters the joy of learning, a commitment to personal excellence, and an acceptance of our social responsibility.

OUR GOAL

- The School Planning Council, in consultation with the staff and PAC, developed the following goal for the 2008-2009 school year.

TO IMPROVE BOYS' LITERACY SKILLS

Objectives:

- To increase the percentage of boys achieving C+ or above in Language Arts
- To increase boys' achievement in reading and writing as measured by the Performance Standards
- To decrease the number of boys on our Academic At-Risk List for Language Arts

SCHOOL MOTTO

We soar towards success





IMPORTANT TELEPHONE NUMBERS

Gray Elementary School 604-594-2474
Reporting Absentees (Answering Machine) 604-594-2474
(after 4:00 p.m. and before 9:00 a.m.)
Delta School Board Office 604-946-4101

The school phone is primarily used for school business and therefore should only be used by students in an emergency or with the permission of a staff member. Students will not be permitted to use the phone to make arrangements to play at someone else's home - these arrangements should be made in consultation with parents prior to the start of school.

SCHOOL SCHEDULES

SCHOOL HOURS

Our school office opens at 8:30 a.m. and closes at 4:00 p.m. We request that students do not arrive at school before 8:45 a.m. unless they are attending a teacher-sponsored activity.

- 8:45 Morning Supervision begins
- 8:55 First Bell
- 9:00 Classes begin
- 10:40 Recess begins
- 10:55 Recess ends
- 11:34 Morning Kindergarten classes dismiss
- 12:08 Lunch
- 12:23 All students dismissed from classrooms
- 12:26 Afternoon Kindergarten classes begin
- 12:55 Students return to classes
- 1:00 Classes begin
- 3:00 Students dismissed



SUPERVISION OF STUDENTS

Supervision is provided on the school grounds during the following times:

Before School 8:45 - 9:00 a.m.

Recess 10:25 - 10:40 a.m.

Lunch Hour 12:08 - 1:00 p.m.: *Students who remain at school for lunch are not permitted to leave the school grounds unless they have written permission from their parents. Students who go home for lunch are expected to go directly home and return directly to school. Students may not accompany another student home for lunch unless prior arrangements have been made between the parents of all students involved and the teacher has been notified of the request.*

After School 3:00 - 3:15 p.m.

INCLEMENT WEATHER

A double bell signals an “IN DAY,” meaning that students have the option of staying indoors during the recess or lunch hour break. Students are expected to make a wise choice about where they spend their break time. If students choose to go outside on an “IN DAY” they are expected to be suitably dressed for the weather or to play in the two undercover areas of the school. Students should be aware that a supervisor may ask them to come inside if they are outside getting drenched. This would be an example of a poor choice. If your child loves puddles, please send along a set of dry clothes so we don’t have to phone home for a change of clothing. When very poor weather prohibits children from playing outside, a decision will be made by staff to ring a triple bell. On days such as this, all students are asked to remain in their classrooms and choose an appropriate in-door activity to participate in. Students who go home for lunch on an “IN DAY” may go directly to their classroom upon returning from lunch. However, they should enter the school through the **front door**, not their pod door.

LIBRARY

Our school library is open to students for book exchange or for working on school assignments during the following hours. In the morning, students should access the library through the front door of the school.

Before School 8:30 - 8:55 a.m.

After School 3:00 - 3:30 p.m.

STUDENT HEALTH AND SAFETY

Because student health and safety is a high priority at Gray, we ask that you follow the procedures listed below to help keep our students safe.

REPORTING STUDENT ABSENCE

If your child is going to be absent, **PLEASE CONTACT THE SCHOOL AT 604-594-2474** before 8:55 a.m. The school phone has an answering machine to record messages before 8:30 a.m. and after 4:00 p.m. When leaving a message, please include the following information:

- Student's name, division, and teacher's name
- Reason for absence/lateness, symptoms if applicable, and the probable duration of the child's absence

Unexplained absences will be followed up by our Parent Volunteer. To assist us in our efforts to protect your child, please ensure that we have your correct phone number for home and work, as well as other emergency contact numbers.

FIELD TRIPS

Students are required to have parent permission before being permitted to leave the school on field trips. For short, walking field trips within the community, signed permission is requested at the beginning of each school year. For all other field trips, information and permission forms are sent home in advance of the field trip. **As of July 1, 2008, all students who are under 9 years of age (unless they have reached the height of 145 cm) and are over 18 kg are required by law to use a booster seat when traveling in cars, vans, trucks etc. On field trips where parent drivers are providing transportation, all students**





SCHOOL VISITORS

To ensure student safety, all visitors are asked to report to the office before proceeding to the classrooms for any reason (e.g. dropping off a lunch or homework etc). The secretary will sign you in and give you a Visitor Badge to wear while you are in the building. This will identify you to staff and students as a registered visitor to our school. This is to prevent people from entering the building without first being seen by our office staff. Occasionally parents may decide to visit their child during lunch or recess time. Again, we ask that you also report to the office first to sign-in and obtain a visitor's badge. These precautions are taken to ensure a safe environment for all of our children. When picking your child up at the end of the day, we ask that you please wait for them on the playground, outside their pod doors.

TRAFFIC SAFETY

We encourage students to walk or cycle to school with a friend. This promotes good health for our students and protects our environment too. We do have a "Walk your Wheels" rule once students arrive on school grounds. If it is necessary for children to be driven to school, we ask that you use the marked drop-off zone along 80th Avenue and observe the following safety guidelines.

- Do not use the school circular driveway to drop off or pick up students. This area is closed to all vehicles except registered daycare and school buses and vehicles for the physically disabled.
- Do not park beside the yellow curb. Bylaw Section 70(13) \$40 fine
- Yield to pedestrians in the crosswalk. Bylaw Section 66(2) \$50 fine or Motor Vehicle Act Section 127(1.ii) - \$167 fine
- Watch for and respect our student crossing guards. Bylaw Section 57(3) - \$167 fine or Motor Vehicle Act Section 179(4) - \$144 fine plus points
- Do not make U-Turns. Bylaw Section 25(a) - \$121 fine or Motor Vehicle Act Section 168(a) - \$98 fine plus points

We ask parents to remember that the traffic situation at our school is monitored regularly by the Delta police. **These rules are in place to create a safe environment for your children.**



DOGS ON SCHOOL GROUNDS

For the health and safety of children, please observe the Municipal Bylaw which requires dogs to be on a leash and dog owners to clean up after their dogs when on public property. Dogs that pose a risk to student safety will not be permitted on school grounds.

TRIPS TO THE MEDICAL ROOM

When a student is injured or feels sick at school, they report to the Medical Room where a large dose of TLC is administered along with ice or Band-Aids. If further medical attention is required or the child needs to go home, parents or emergency contacts are called. For any injury involving the head, we contact the home - our policy is to err on the side of caution. In an obvious emergency, or when a child receives a bee sting from the shoulders up, we will call 911 first, and then make contact with the parents. Please make sure updated contact names and numbers are on file at the office. If a child has a medical condition we should be aware of and/or requires medication at school, make sure a Medical Alert card and/or Permission to Administer Medication at School form is on file at the office.

NUT AND OTHER ALLERGIES

There are several students in our school who suffer from extremely dangerous allergies. We have students who have what are considered to be fatal nut allergies.

It is for these reasons that we ask that you please:

- 1) Refrain from using peanut butter and other nut products in your child's lunches, particularly if your child is in a class with a student who suffers from a nut allergy;
- 2) Remember that any food that you might send to school (i.e. cupcakes for a special occasion) should be "nut-free" as well as free of any peanut oil;

We thank you for your consideration of these matters. We know that by working together, we can make this school a safe and healthy environment for all members of our community.



LICE CHECKS

Head lice are an ever-present problem in today's society. Head lice are not a major health concern in that they do not spread disease. However, head lice sometimes become a social concern because of the sensitivity surrounding an outbreak and spread of this problem.

At Gray we are committed to providing a lice-free environment for our staff and students. To reach this goal, we have implemented the following lice-busting program with the cooperation and support of the North Delta Health Unit.

- A team of volunteer parents will be called upon twice a year to do a school-wide screen for lice. They will also screen classes if two or more cases of lice are reported in a particular division.
- You are asked to check your child's head frequently for lice or their eggs (nits). We also suggest that you advise your child:
- Not to share any personal items that are used on the head such as brushes, combs, barrettes, ribbons, elastics, towels, hats, helmets, toques and scarves.
- To keep long hair tied back or braided.
- To avoid sharing pillows or sleeping bags during sleep-overs.

If you require further information or if you suspect your child has head lice, please contact the North Delta Health Unit 604-507-5400.

DELTA DISTRICT CODE OF CONDUCT

The Delta School District, which includes staff, parents and students, has the responsibility to provide and ensure a safe and positive climate for learning. The District Code of Conduct provides a broad framework of behavioural expectations for students. This framework guides school communities in the development of their own codes. It is expected that all members of the school community will uphold the underlying principles of the District and School codes which include respect for self, others, property, and the environment.

The Code of Conduct shall apply to all students during any school activity and may hold students responsible for their conduct on the way to and from school or at a school activity. Conduct by any student that adversely affects a school climate or operation, including disruption of the learning environment, shall be considered a breach of the Code of Conduct, warranting appropriate forms of intervention. The Code of Conduct recognizes that as children grow and mature, they are more able to make appropriate decisions and to be responsible for their actions.



STATEMENT OF PURPOSE

The District Code of Conduct is created to provide guiding principles of conduct for all students enrolled in the school district 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.

CONDUCT EXPECTATIONS

Acceptable Conduct supports a positive learning environment.

It is expected that students will:

- 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
- Attend school and classes regularly and punctually
- Be respectful of the thoughts, feelings and heritage of others
- Respect the rights and property of others
- Dress in a manner which reflects purpose and propriety
- Contribute positively to a safe, caring and orderly school
- Behave in an ethical and lawful manner
- Report to a responsible adult, incidents of threats, bullying, harassment, violence or Intimidation

Unacceptable Conduct interferes with a positive learning environment.

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
- 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 to another person based on, but not limited to race, religion, gender, physical or intellectual disability, sexual orientation or age.
- Gang related behaviours
- Acts of retribution toward a person who has reported incidents



RISING EXPECTATIONS

The Code of Conduct recognizes that as children grow and mature, they are more able to make appropriate decisions and to be responsible for their actions. As students progress through school, they are expected to:

- Acquire greater knowledge and understanding about their personal behaviour and its impact on others
- Learn and utilize appropriate decision-making strategies
- Demonstrate increasing self-discipline
- Take increasing personal responsibility for their actions and learning
- Be subject to increasing consequences for inappropriate behaviour

CONSEQUENCES

When determining consequences, and in compliance with Delta School District Procedure #1131.1, consideration is given to the maturity as well as the intellectual, social and emotional capacity of the student along with the severity and frequency of the misbehaviour.

Consequences should where appropriate, follow District procedures and will:

- Be thoughtful, consistent and fair
- Seek to prevent a recurrence of the offense
- Teach acceptable social behaviour rather than be merely punitive
And where appropriate
- Provide means for restitution and restorative actions
- Involve the offender in determining a corrective plan of action





NOTIFICATION

It is understood that communication is essential to the home and school partnership. Notification will be given to the school's community of the school's Code of Conduct. As well, notice will be given to the parents and students within each school of the range of responses that schools may apply to breaches of the Code of Conduct including threat making behaviours.

Therefore, for breaches of the Code of Conduct, notification may occur as follows:

- Parents of student in breach of the Code of Conduct
- Parents of student victim(s)
- School and District personnel - where appropriate
- Police and/or other agencies - where deemed appropriate or where required by law
- All parents of the school community - when deemed important to reassure members of the school community that school and district officials are aware of a serious situation or incident and are taking appropriate action to address it
- When the breach of the Code of Conduct is criminal in nature, police will be consulted prior to public notification

BEHAVIOUR EXPECTATIONS AT GRAY

At Gray we believe that a safe, caring, and orderly school provides the necessary climate for maximum student achievement. Therefore we follow a proactive, preventative school-wide program of teaching and reinforcing the behaviours we want students to demonstrate, which is based on the Delta District Code of Conduct.

This includes:

- Setting clear expectations for student behaviour
- Communicating expectations to students and parents
- Teaching students to make responsible choices for behaviour through the Virtues Project
- Holding students accountable for their behaviour choices
- Applying consistent, fair, and firm consequences for inappropriate behaviour
- Recognizing positive behaviour choices

RULES THAT PROMOTE SAFETY AND RESPECT AT GRAY IN THE SCHOOL

- Keep your hands and feet to yourself
- Use polite language
- Take care of school property
- Walk quietly in the hallways
- Enter and exit the school through your own pod door
- Keep valuables at home
- Remove hats after entering the school
- Leave gum at home
- Dress appropriately for school
- During “In Days,” work quietly on appropriate activities in your own classroom
- Use “Restaurant Manners” when eating your lunch in your classroom

ON THE GROUNDS

- Keep your hands and feet to yourself
- Use polite language
- Place all litter in the garbage cans
- Stay away from the driveway and parking lot
- Walk your “Wheels”
- Take care of the equipment
- Share the equipment
- Play safely - “Keep your head up, Keep your eyes open, and Stand back!”





Our **Gray Guidelines of Respect** form the basis for our behaviour expectations for students.

RESPECT YOURSELF

- BE SAFE
- DO YOUR BEST

RESPECT OTHERS

- BE KIND
- SOLVE PROBLEMS PEACEFULLY

RESPECT PROPERTY

- BE RESPONSIBLE
- TAKE CARE OF THINGS

RESPECT THE ENVIRONMENT

- BE CONSIDERATE
- REDUCE, REUSE, RECYCLE

DEALING WITH BEHAVIOUR CONCERNS

Effective techniques and procedures for responding to a child are dependent upon the child's age and individual needs and are adjusted where appropriate. Each case of misbehaviour will be dealt with individually. Generally, if a student chooses a behaviour that is inappropriate and/or unsafe, the supervising adult or staff member will speak with the child, making sure the student understands why the behaviour is unacceptable and a consequence may be selected. More serious or repeated infractions will result in an office referral, where the following progressive steps may be taken:

- Time to calm down
- Completion of a Behaviour Log Sheet which is sent home to parents
- Providing a service to the school
- Loss of privileges related to the behaviour
- Contact with parents
- Letter of warning to parents that suspension may occur if behaviour is repeated
- School suspension
- Suspension to the School Board

Consequences are intended to:

- be thoughtful, consistent and fair
- teach acceptable social behaviour rather than be merely punitive
- provide means for restitution or restorative action

Behaviour that is extremely unsafe or inappropriate will result in more immediate disciplinary action. These behaviours include:

- Threat-making behaviour;
- Fighting/aggressive behaviour;
- Willful damage to school property;
- Possession within the school environment of any potential weapon or any instrument intended to inflict injury or to intimidate another person;
- Refusal to follow the directions of an adult “In Charge”.

We invite parents to communicate with school personnel regarding any concerns you may have about student behaviour. By working together, we can help students learn to make positive choices about their behaviour.

RECOGNIZING POSITIVE BEHAVIOURS

Because research shows that recognition of positive behaviour in students instills further positive behaviour and promotes self-esteem, we acknowledge good choices through:

- Individual words of encouragement
- Positive notes in student planners
- Telephone calls home
- Our Virtue Voucher program

Our goal is to create a safe, caring orderly school that maximizes learning.



COMMUNICATION

NEWSLETTERS

Our goal is to keep you well informed about school events. To achieve this goal, newsletters will be sent home regularly. A monthly calendar highlighting upcoming events will be included at the beginning of each month. To help you keep track of the newsletters, each one is numbered. This will allow you to determine whether you have received all of the newsletters.

REPORTING STUDENT PROGRESS

Report cards are sent home three times each year. Delta School District forms are used. In addition to these formal written reports, two other informal reporting opportunities are provided. You will be contacted between reporting times if there is a concern regarding your child. If, at any time, you are concerned about your child's work or progress, please do not hesitate to contact the teacher.

PARENT ADVISORY COUNCIL

Gray Elementary has always been very fortunate to have a strong, supportive PAC working with school staff to ensure the success of all of our students. The main purpose of the PAC is to encourage and promote communication between the school staff and the parents/guardians in our school community. All parents/guardians of Gray Elementary are voting members of the council. Meetings are held monthly. A community bulletin board for parents is located in the main hall by the office. The Gray PAC is always looking for more parents to serve in numerous capacities. If you are interested in becoming an active member of this important group, please contact the school office for more information. Our PAC needs you!



SCHOOL BASED SUPPORT

Gray Elementary School provides a range of services designed to assist students in the school. If you have questions about accessing any of these services for your child, the best person to speak to is your child's teacher. Referrals for support services are made to the School-Based Team through the classroom teacher.





LEARNING ASSISTANCE

- Provides school based services designed to support classroom teachers and students with learning disabilities or exceptional learning strengths
- Works collaboratively with the School-Based Team and the classroom teacher to provide adaptations, modifications and strategies to promote student success
- Provides assessment and evaluation
- Develops and implements individual education plans for students

ENGLISH AS A SECOND LANGUAGE

- Assists students to become proficient in English, as well as academic and cultural development
- Supports classroom teachers who enroll ESL students
- Assesses the language proficiency of new and continuing students

ABORIGINAL SERVICES

- Assists Aboriginal students to achieve greater success in school
- Supports development of knowledge, understanding and pride in a student's culture

COUNSELLOR

- Provides services related to social development, grief and loss, safe schools, and child abuse prevention

PSYCHOLOGIST

- Provides assessments of intellectual and academic ability and behavioural difficulties

SPEECH/LANGUAGE PATHOLOGIST

- Provides assessments, consultation, and direct therapy

As a staff, our goal is to work towards success for every child. We invite you to work with us to reach this challenging goal.





ELEMENTARY HANDBOOK

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