



**GRAY ELEMENTARY  
FAMILY HANDBOOK**

# GRAY ELEMENTARY HANDBOOK

## DELTA SCHOOL DISTRICT'S MISSION STATEMENT

To enable all learners to succeed and contribute their full potential to the future.

## OUR MISSION

MAKING LEARNING VISIBLE – “How will making our learning more visible, through spiraling the curriculum, improve both our teaching practice and student success?”

## INQUIRY MODEL SCHOOL GROWTH PLAN

Our goal is for all students to self-regulate and think critically as they take ownership of their learning and contribute to their community.

## SCHOOL MOTTO

We soar towards success

## IMPORTANT TELEPHONE NUMBERS

Gray Elementary School ..... 604-594-2474

Reporting Absentees (voicemail) ..... 604-594-2474  
(after 4:00 p.m. and before 8:30 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 HOURS AND SCHEDULE

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
10:30	Recess begins
10:45	Recess ends
12:08	Lunch
12:28	All students dismissed from classrooms
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 10:30 - 10:45 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**

Please remember that at Gray we participate in West Coast weather recess and lunch. We ask kids to dress for all forms of weather, as we will go out as much as possible. When 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.

## **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 a voice mail 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 with a phone call 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, permission is part of the September permission form process and remains in effect for the whole 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 meeting the above criteria will be asked to bring a booster seat for school or they will not be able to attend the field trip.**

### **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 homework etc.) If you are volunteering in the classroom you must enter through the front of the school. The front doors will be locked throughout the day, and you are asked to please ring the white buzzer beside the door. Our school admin assistants will then speak to you through the intercom and buzz you in. We ask that you sign in and out in the Visitor book at the office and wear a Visitor label 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.

If you are dropping off supplies or a lunch to your child please drop them off on the table at the front door, with their name on it (using a sticky note) and hit the buzzer to the office staff and they will come out to pick up the items. 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 in the area marked with traffic cones. 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 Crossing Guard. 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
- Use pedestrian crosswalk to ensure safety and avoid jaywalking. Bylaw Section 9.7, Bylaw 6922 - \$75 fine

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. We ask that all dogs be kept a minimum of 10 metres from any exit door to the school building before and after school. 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, 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. This information can be updated via parent Connect on line. **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;
- 3)** We ask that all students refrain from wearing scents, as we are a scent aware school.

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, it can be 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.

1. You are asked to check your child's head frequently for lice or their eggs (nits).
2. 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;
  - Keep long hair tied back or braided
  - 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.

## Clothing Regulations

All students, Kindergarten to Grade Seven, boys and girls, must wear appropriate school attire for their time at Gray. This means clothing with appropriate messaging and images, and shoes that are suitable for active days on the field or playground, and in gym classes. Children cannot do the many activities required of them when they are wearing shoes that do not stay on their feet securely, such as flip flops and loose crocs. Students who do not conform to these guidelines will be sent home to change their attire or, if that is not possible, instructed to wear a school jersey.

The basic principle of our clothing regulations are as follows:

(Adapted from: <https://www.eths.k12.il.us/site/Default.aspx?PageID=453>)

### Students **MUST** wear:

- A shirt (fabric in the front, back, and on the side under the arms) **AND**
- Pants/Jeans or the equivalent (for ex. A skirt, sweatpants, leggings, a dress or shorts), **AND**
- Shoes.

### Students **MAY** wear:

- Hats that do not interfere with the line of sight of any student or staff and keeps the face visible to staff. These can be worn outside, or with permission from the classroom teacher.
- Religious headwear
- Hoodie sweatshirts, as with hats, their face still needs to be visible to staff
- Fitted Pants or skinny jeans
- Ripped jeans, as long as the buttocks or underwear are not exposed
- Pajamas
- Tank tops, or halter tops, including spaghetti straps
- Athletic attire
- Visible waistbands or straps on undergarments worn under other clothing

### Students **CANNOT** wear:

- Violent language or images
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
- Hate speech, profanity or pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments beyond the visible waistband or straps
- Swimsuits (except when required)
- Accessories that can be considered dangerous or used as a weapon
- Any item that obscures the face or ears, except for religious observance

# GRAY ELEMENTARY CODE OF CONDUCT

## STUDENTS THREAT TO SAFETY – FAIR NOTICE

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs it is taken very seriously and a student threat assessment is started. As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing an intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students. The Gray Elementary School Community, which includes staff, parents and students, has the responsibility to provide and ensure a safe and positive climate for learning. The school's Code of Conduct is based upon the Delta School District's Code of Conduct, and provides a broad framework of behavioural expectations for students.

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

Gray'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.

## 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
- 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**

Gray's 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 behavior

## **CONSEQUENCES**

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 (APPLICATION OF OUR CODE OF CONDUCT)**

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.

This includes:

- Setting clear expectations for student behaviour
- Communicating expectations to students and parents
- Teaching students to make responsible choices for behaviour
- 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**

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

## **COMMUNICATION**

### **WEBSITE AND EMAILS**

Our website is always up to date with all that is going on at the school. We also send out emails to parents regarding special events or to remind them of upcoming events. The event calendar on the website is also up to date with events so bookmark our website to stay current with what is going on at Gray: <https://gr.deltasd.bc.ca/>

### **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 SUPPORT**

- 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 LANGUAGE LEARNER SUPPORT**

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

## **INDIGENOUS SUPPORT**

- 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.