



Deroche Elementary

Handbook

2017/2018

10340 North Deroche Road
Deroche, BC V0M 1G0

Phone: 604-826-2360

Fax: 604-826-7138

Website: <http://deroche.mpsd.ca>



DEROCHE ELEMENTARY HANDBOOK



Welcome back to all of our returning families and a special welcome to our new families. Please let us know how we can support you throughout the year.

This handbook is a ready reference which provides general information about the school, and it will be supplemented by weekly school newsletters throughout the year. Please watch for these newsletters, as they provide valuable information about what is happening at the school each week. A calendar of known activities will be included in the first newsletter of the month to keep you informed of important dates and times.

Mission Statement: The purpose of Deroche Elementary school is to provide a safe and healthy environment where students are encouraged to believe in their abilities to learn so that they will become responsible, life long learners and develop the skills and attitudes needed to meet their personal goals for a successful future.

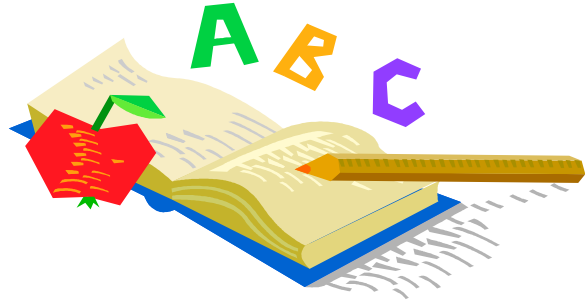
School Goals:

At Deroche Elementary we aim to:

- Utilize environmental education strategies within our outdoor education venue to improve student reading, writing and computing skills and to increase environmental knowledge and appreciation.
- Utilize extracurricular activities, the outdoor classroom and vigorous daily physical activity programs to improve our students' self-esteem, social skills, cultural awareness, and ability to self-regulate.
- Utilize Aboriginal cultural content, pedagogy and a historical inclination to oral communication to improve student reading, writing and computing skills and cultural awareness.
- Engage our parents in improving social responsibility and academic performance in our students.



VALUES



Parents and Community

We recognize that as our children's first and most influential teachers, we can promote their success and contribute to an exemplary school if we can fulfill the following commitments. We will:

- Establish high expectations in our students. We will not accept minimum effort or indifference to quality of work.
- Know what is expected in each of our student's classes and communicate with teachers when we have a question or concern.
- Insist that our students accept responsibility for their learning and conduct.
- Model the importance of lifelong learning.

Student Values

In order to advance our shared vision of an exemplary school, we will:

- Attend school on a regular basis and arrive punctually to all classes.
- Have all the necessary supplies and notebooks for class and homework.
- Establish a homework routine and complete all assignments on time.
- Pay attention in class.
- Work in an efficient and organized manner in the classroom.
- Be courteous and respectful of others - teachers, staff, fellow students, visitors, Elders, etc.

Teacher Values



In order to advance our shared vision of an exemplary school, we will:

- Provide an inviting classroom environment for students – an environment with clear expectations, consistent consequences, and specific articulated, academic goals.
- Help all students achieve by addressing their individual needs and learning styles.
- Promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
- Encourage high levels of student engagement and success so students are connected and supported in their learning.
- Involve parents in the education of their children by keeping them informed of student progress and offering suggestions for assisting their students.
- Teach for understanding, frequently assessing students’ understanding and providing a variety of opportunities for students to demonstrate mastery.
- Work collaboratively in developing instructional strategies, designing methods of assessment, and advancing the vision of the school.

The School Office

Phone: 604-826-2360



Please feel free to call the school if you have any questions or concerns. Our office hours are from 8:00 am to 2:45 pm from Monday to Friday. Our answering machine is always turned on if our secretary or principal is temporarily unavailable. All messages will be retrieved by the end of the school day. If you are calling after hours and it is an emergency, please contact Principal Mike Abercrombie at 604-302-5769. For after hour bussing concerns, please contact the transportation department at 604-826-2377.

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SCHOOL HOURS:

First Bell	8:15 a.m.
Morning session begins	8:20 a.m.
Recess	10:15 – 10:30 a.m.
Lunch	11:45 – 12:30 p.m.
Afternoon sessions begins	12:30 p.m.
Classes End	2:13 p.m.



STAFF LIST:

Principal	Mike Abercrombie
Secretary	Debbie MacLean
Division 1 Teacher: Grade 5/6	Jennifer Sumner (Olson)
Division 2 Teacher: Grade 3/4	Lauren MacMillan
Division 3 Teacher: Grade 1/2	Lorraine Burkey
Division 4 Teacher: Grade K/1	Rhona Macintosh
ISP Teacher	Fraser Downie
Learning Assistance	Alicia Reid
Teacher Librarian	Ann Titford
Education Assistants	Erin Von Reisen
	Inderjeet Braich
Aboriginal Support Worker	Kristy Hackel
Youth Care Worker	Jivan Rai
Custodian	TBA
Supervision Assistants	Tammy Brandy
	Brenda Herfort
Strong Start Facilitator	Julie Gerbrand

DEROCHE ELEMENTARY HANDBOOK

SCHOOL CALENDAR:

2017/2018 Regular School Calendar

First Day of School..... (am only for students)	Tues., Sept. 5, 2017
<i>Non Instructional Day (Elementary & Secondary)</i>	Fri., Sept. 22, 2017
Thanksgiving	Mon., Oct. 9, 2017
<i>Provincial Professional Development Day</i>	Fri., Oct. 20, 2017
<i>Curriculum Implementation Day</i>	Mon., Oct. 23, 2017
<i>½ Day Assessment/Evaluation (PM, Elementary, Middle & Secondary)</i>	Fri., Nov. 10, 2017
STAT in Lieu of Remembrance Day	Mon., Nov. 13, 2017
<i>Parent/Student/Teacher Conferences (Elementary, Middle & Secondary)</i>	Fri., Nov. 24, 2017
Last day before Winter Break.....	Fri., Dec. 22, 2017
Schools Reopen	Mon., Jan. 8, 2018
<i>Family Day</i>	Mon., Feb. 12, 2018
<i>District Professional Development Day</i>	Fri., Feb. 23, 2018
<i>½ Day Assessment/Evaluation (PM, Elementary only)</i>	Fri., Mar. 2, 2018
<i>Parent/Student/Teacher Conferences (Elementary only)</i>	Fri., Mar. 16, 2018
Spring Break.....	Mar. 19 - 29, 2018
Good Friday.....	Fri., Mar. 30, 2018
Easter Monday.....	Mon., Apr. 2, 2018
STAT in Lieu of Good Friday	Tues., Apr. 3, 2018
Schools Reopen	Wed., Apr 4, 2018
<i>½ Day Assessment/Evaluation (Middle & Secondary only)</i>	Fri., Apr.13, 2018
<i>Parent/Student/Teacher Conferences (Middle & Secondary only)</i>	Fri. Apr. 27, 2018
<i>Non Instructional Day</i>	Fri., May 18, 2018
Victoria Day	Mon., May 21, 2018
Last day of school for students	Thurs., June 28, 2018
Administrative Day.....	Fri., June 29, 2018

DEROCHE ELEMENTARY HANDBOOK

Absence from School

We ask all parents to phone the school to let us know if children are unable to attend classes. There is an answering machine to handle calls before or after hours.

When a phone call has not been received in the office by 8:45 am, we will phone home to verify the child's absence as part of our "Safe Arrival Program".

Late Arrival to School

Children who arrive late to school are to report to the office before they go to class so we know they are here and we do not phone home unnecessarily.

DISTRICT DIRECTORY

District Administration Office
Phone 604-826-6286

Facilities
Phone 604-826-7375

Transportation (Bussing)
Phone 604-826-2377

Student Services Office
Phone 604-826-6286

Aboriginal Education Office
Phone 604-826-3103

Elementary Schools

Albert McMahan	604-826-0274
Cherry Hill	604-826-9239
École Christine Morrison	604-826-6528
Deroche	604-826-2360
Dewdney	604-826-2516
Edwin S. Richards	604-826-2834
Hatzic Elementary	604-826-2481
Hillside Traditional	604-826-4187
École Mission Central	604-826-1414
Silverdale	604-826-2526
West Heights	604-826-6401
Windebank	604-826-2213

Middle & Secondary Schools

Hatzic Middle (7-9)	604-826-3651
Heritage Park Middle	604-820-4587
MSS Secondary (10-12)	604-826-7191
Summit Learning Centre	604-820-3333
Fraserview (Alt Ed)	604-826-4337

SAFETY

Student Injury, Illness and the School's Procedures ...First Aid



We are cautious when it comes to medical concerns particularly head and stomach complaints and will call home as necessary. If we are unable to contact you, we will try the emergency number that you have given the school. In obvious emergency situations, we will call 911 first and then try to make contact with you or your designate. For bumps, bruises, minor cuts and scrapes we will administer first aid mixed with tender loving care.

If parents advise the school of a medical problem or physical disability, we will publish a confidential list of these alerts for the teachers and noon hour supervisors to be aware of.

Colds are common and present a particular dilemma. We encourage you to keep your child at home rather than sending them to school and spreading the germs.

Road Safety

Pedestrians should:

- walk on paths when these are available
- walk on the left side of the road
- walk in single file as cars approach



Cyclists should:

- ride bicycles in single file, close to the right side of the road
- walk bicycles through crosswalks
- have only person on a bicycle at a time
- wear a protective helmet
- bikes must not be ridden, but must be walked, inside the bus gates

Library Resource Centre Program – Purpose:

1. To encourage children to read for pleasure and information by:
 - Providing an atmosphere where students develop an appreciation for, and enjoyment of, books and reading.
 - Promoting a lifelong appreciation of literature through a variety of stimulating and creative approaches to the viewing and sharing of literature.
 - Promoting reading incentive programs to encourage a wide variety of literature and language experience.

2. To equip the students with the necessary skills for selection, location and usage of the materials available in our library resource centre, as well as a general knowledge of all libraries, by teaching:
 - The use of the online catalogue
 - The parts of a book
 - The use of various reference books
 - Correct borrowing procedures
 - Research using on line websites

3. To encourage the students to be lifelong users of libraries.

4. To Provide books and materials to support the instructional programs of the school by:
 - Supplying the classroom teacher with books and materials to support the curriculum.
 - Supplying the student with the materials for independent research work.



Lost and Damaged Books: While the students are well instructed about books, there are times when library books are misplaced, lost or damaged. In these cases, parents will be asked to pay for these items or provide a substitute of equal value. This policy helps us maintain our collection.

Learning Assistance



The Learning Assistance program provides support for students who benefit from extra learning support (having difficulty with their reading, writing or mathematics development). While we attempt to support all students who may be experiencing difficulty, there is an emphasis on early intervention for students from Kindergarten to Grade 3.

During Learning Assistance times children receive instruction in individual and small group situations. They also may receive extra in class support from our Education Assistant.

Any child who receives Learning Assistance will have an L.A. report included with every classroom report.

Communication with the School

We encourage home and school communication toward the shared goal of providing the best education for your child.

Please contact the homeroom teacher as the initial contact about any questions or concerns you may have. The teacher will attempt to deal with your concerns or may direct you to the Principal or persons directly involved.

Appointments with Staff

The staff would appreciate parents arranging for appointments if you have a concern that may take some time to work out. An appointment in advance will allow the teacher or Principal to provide adequate time for you, as well as time for collecting any additional information necessary to help resolve the situation.

Child Custody

Should there be any special circumstances in respect to child custody, parents or guardians are required to advise the school in writing and submit a copy of any legal documents.

Parent Volunteers

We value and encourage the support of parent helpers in the school.



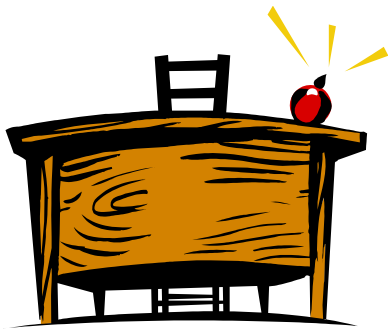
All volunteers must complete a “School Volunteer Application” and a “Volunteer Driver Form” (if you will be transporting children). These forms must be completed each year and are available at the school office. A “Consent for Disclosure of Criminal Record Information form (CRC)” also needs completion. You must personally go to the RCMP Mission detachment for the processing of the CRC. The RCMP will forward the completed form back to the School Board Office. A CRC is valid for 5 years. We realize that this process will cause work on everyone’s part, but the safety of your children is paramount.

Parent Advisory Committee (P.A.C.)

This organization is made up of parents/guardians of students who attend the school. They meet monthly and consult with the school administration regarding issues of interest in the operation of the school. All parents are welcome to attend the meetings held on a regular basis throughout the year. The executive of the Parent Advisory Council is elected at the first meeting of the year in September.



School Expectations



The following general rules apply to students at Deroche Elementary School:

1. Students are not permitted to leave the grounds unless accompanied by their parent or guardian.
2. The correct entrance and exit routes are to be used at all times.
3. Everyone should do their part to keep the grounds and school clean and looking nice.
4. We expect each student to act and speak like a responsible citizen of our community; to show pride in our school and in our community.
5. Students are expected to attend school clothed appropriately. For example:
 - Halter tops, spaghetti straps, muscle shirts, or sun bathing apparel are not permitted.
 - Undergarments are to be covered.
 - No bare midriffs.
 - Slogans must be appropriate.
 - Sleeveless tops must be snug around the arms.
 - Hats are not to be worn during classes unless teacher permission is given.

Classroom Rules

This will vary from teacher to teacher. Please ask your child's teacher for clarification.

Washroom Rules

Students are encouraged to use the washrooms during recess and lunch breaks. Except for the very young, students should seldom need to use the washroom during class time. Policies regarding the use of washrooms during class time are primarily the responsibility of the classroom teacher. Should parents have any concerns regarding the policies please do not hesitate to present your concerns to the teacher.

Foods should be kept out of the washrooms.

Hall Rules

- Students are expected to walk in the halls.
- During break times, halls are out of bounds unless there is a need for students to use the washrooms, respond to an emergency, move to the gym or library or run an errand.
- Students are reminded that the hallways are a “quiet” zone.

Playground/Free Time Rules

The playground is a place for students to play under adult supervision but with a minimum of adult direction or organization. This means:

- Students share the equipment available.
- Students learn to play with minimal conflict.
- Students are encouraged to solve disputes in peaceful ways.
- Students should play with balls and other equipment in those areas designated for their use. This will greatly reduce the risk of damage to the building and the occurrence of broken windows.
- Climbing should be restricted to the apparatus provided.
- Students are not permitted throw sticks, stones, etc.

Indoor Days/Outdoor Days

Decisions are made just before recess and lunch time. If there is a steady downpour of rain, students may be kept inside. Board games, puzzles, reading, drawing, and other quiet activities are encouraged. Because fresh air and exercise are so important, we will have “outside days” even if there is light rain. Please ensure that your children come to school with proper wet weather gear.

Phone Use

Students are required to have the permission of a staff member to use the phone. We discourage the phone being used to make arrangements to go to a friend’s house or to confirm where a child is to go at the end of the day. Before your child leaves home ensure that they know what they are supposed to do after school. If your plans change, by all means call the school and we will get a message to your child.

If the phone is occupied, the student will be expected to wait quietly in line outside the office.

Reporting to Parents

The School Act mandates that five reports to parents occur each year: three of these are formal report cards in November, March and June. The other two reports are interim reports, either verbal or written, in October and late April (or early May).

- Students in the Primary Program will receive structured written report cards.
- Students in the Intermediate Program will receive letter grades and structured written reports.

Parent/Teacher Conferences



When parents and teachers work together, they make an unbeatable team. Parent Conferences can help build the teamwork that helps students learn better. Some planning by parents can help make conferences a success. Think about what you want to learn in the conference. Prepare some questions. For example:

- How is my child doing in class?
- Does my child use time well?
- Does he/she have good work habits?
- Does he/she usually turn in homework?
- Does my child have any missed assignments?
- Does my child have friends?
- How well does he/she get along with others?
- What can I do at home to support what the teacher is doing?

Talk with your child. Ask what he/she thinks the teacher will say. Ask if he/she has concerns. Talk about likes, dislikes, problems and successes.

Ask the teacher to explain anything that you do not clearly understand.

Special programs and services for students are sometimes referred to by their initials. For example, “SLC” means Student Learning Centre.

Be prepared to talk and listen and we will attempt to do the same. Tell the teacher what you see at home. Talk about your child’s interests. Talk about any concerns, and be sure to let the teacher know about anything that might affect your child’s learning. Follow up. Stay in touch with the teacher. If you think of a question that you didn’t ask, write a note.

Homework

Homework is an expected part of a child's education program at the intermediate level.



It should consist of an extension of activities taught in class, and provide students with independent practice or time to develop skills or concepts. Students in Grades 4/5 should not have more than one-half hour per day. Grade 6 students should not receive more than one hour per day. Primary students do not generally receive any formal homework, other than home reading; however they may receive work to complete with parental approval.

Parents can help make homework a positive, successful part of school life by:

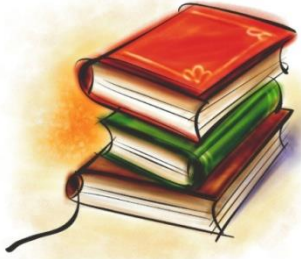
- Providing a quiet, regular place to work.
- Encouraging students to do a good job.
- Assisting in organizing study and homework time.
- Participating, especially if there is an opportunity to read aloud or listen to your child read.
- Maintaining communication with the teacher.
- Signing your child's planner nightly.

Student Management Policy

Deroche Elementary School's Student Management Policy is based on the belief that positive behaviour should be recognized and rewarded while negative behaviour is noted and remediated. Behaviour Record Forms are used as necessary to document specific behaviour and students are counseled into making proper choices with their interactions with others.

DEROCHE ELEMENTARY HANDBOOK

The school's policy for discipline aims to accomplish two important goals:



1. A good education for all involved.
2. Ensuring positive community-mindedness and well-rounded citizenship from all the children.

Only through cooperation, involvement and communication of students, parents, teachers and support staff, can this effectively take place. With these, a fair and just standard of behaviour can be expected and achieved, and students can have the opportunity to benefit fully from their educational experiences. Teachers are encouraged to complete classroom activities throughout the year to reinforce school rules.

Students involved in minor incidents will be given a consequence. The action and the consequences of the incident will be recorded and forwarded to the office. Students involved in minor incidents are required to fill in a Reflection (Thinking) Sheet. These are used as a means of communicating with parents and recording repeat offenders. Repeats of minor incidents will be handled as a serious incident. Our aim is to solve problems in peaceful ways and give the students tools to prevent future incidents and make amends.

Students who find themselves involved in a serious incident such as fighting, swearing, intimidation, rudeness/insolence or defiance of authority will be referred to the Principal immediately. At that point, everyone involved will have an opportunity to give their side. If the situation warrants a consequence, one will be given by the school administrator. Consequences usually fall in this order: Loss of recess and/or noon-hour privileges, in-school suspensions, home suspension from 1 – 6 days, restorative justice circles, referral to the Superintendent's Discipline Committee. Some serious offences may warrant an immediate home suspension.

School Code of Conduct: (R.R.S.)

We want our students to govern their behaviour at school. We expect our students make choices that are:



- R** - Responsible
- R** - Respectful
- S** - Safe

STUDENT MANAGEMENT POLICY

SuperBee-Haviour Awards

All staff who supervise students will be issued with citizenship (SuperBee) slips which they may use to recognize positive citizenship behaviours as they occur. Such behaviour may include helping someone who has been injured, cleaning up an area voluntarily or serving on a school committee. SuperBee-Haviour slips are generally issued for behaviours that occur outside of the classroom. The names of students who receive slips are entered for a special draw which occurs each month at our Student of the Month Recognition Assemblies.

Superbear Friday Afternoons

Students who work hard and exhibit super, responsible, safe and respectful behaviour will participate in a fun Friday learning opportunity.

