

Chalmers Elementary School



School Handbook

Chalmers Elementary School's Mission Statement

Chalmers Elementary school is committed to working together to encourage life-long learning and open communication in an inclusive, caring, and respectful environment.

11315 – 75th Avenue, Delta BC V4C 1H4
Ph.: 604-594-5437 Fax: 604-594-5391

Welcome to CHALMERS ELEMENTARY SCHOOL

Dear Parents:

Welcome to Chalmers! We offer a regular English K - 7 program, and a Late French Immersion Grade 6 - 7 program. In addition, Chalmers Elementary also hosts a *Strong Start Centre* for preschooler's, and a private daycare offering before and after school care is situated in our school building.

Our staff members are student-focused, and continuously work on developing an environment where each child has the opportunity to think, to learn, to seek answers, to be creative, and to grow into a well-rounded, independent, respectful citizen, who will strive to achieve his/her personal best.

At Chalmers Elementary, we believe that learning is best achieved when there is a strong partnership between the home and the school. As a school staff, we can plan meaningful learning programs for our students, but, the ultimate success of these programs is dependent on how well we communicate with our parents and our community. When staff and parents are working together to exchange information and collaborate in the learning process, our students will experience greater success as learners.

Our Family Handbook has been created to help you become familiar with our school policies and with our expectations of students. Please take the time to read this handbook and discuss it with your children.

We look forward to working with the parents of the Chalmers community as partners in the learning taking place at our GREAT school!!

Mr. J. McCallum
Principal

Ms. T. Doukas
Vice-Principal

IMPORTANT TELEPHONE NUMBERS

Chalmers Elementary School	604-594-5437
Absentee Line	604-594-0269
Delta School Board Office	604-946-4101

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

SCHOOL HOURS

Office

Our school office opens at 8:15 a.m. and closes at 3:45 p.m. We request **students do not arrive at school before 8:30 a.m.** unless they are attending a teacher-sponsored activity. In order to provide adequate supervision for all students, all exterior doors except the main door by the office remain locked all day. Students enter and exit the school through their class' entrance door and not the school's main office doors.

School Schedule

- 8:40 Bell - All students to rooms
- 8:45 Bell - Classes begin
- 10:30 Bell - Recess begins
- 10:45 Bell - Recess ends
- 12:25 Bell - Lunch time begins
- 12:40 Bell - Lunch dismissal
- 1:15 Bell - All students to classrooms
- 3:00 Bell - Dismissal (**Wednesdays 2:00 p.m.**)

SUPERVISION OF STUDENTS

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

Before School 8:30-8:45 a.m.

Recess 10:30-10:45 a.m.

Lunch Hour 12:25-1:15p.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.

REPORTING STUDENT ABSENCE

If your child is going to be absent or late, please phone the school answering machine **604-594-0269** before 8:45a.m.

Please provide the following information:

- a. Student's name, grade, division and teacher's name
- b. Reason for absence/lateness, symptoms if applicable and the duration of the absence.

All students arriving after the bell are required to report to the office for a late slip. No student will be released during the school day without permission from his/her parent or guardian. Please remember to sign your child out at the office when leaving the school during the school day.

To assist us in our efforts to protect your child, please ensure that we have your correct phone numbers for home and work, as well as other emergency contact numbers.

TRAFFIC SAFETY

Whenever possible, please walk your child to school. Also, students must remember to wear a helmet and walk their bike/scooter once they are on school property.

PARKING LOT POLICY

Vehicles illegally parked in our school parking lot pose a serious safety risk for students who walk through the parking lot to get to school.

There is absolutely NO parent parking or drop-off in the school parking lot or round - about, between 8:00 a.m. and 4:00 p.m.

There are two exceptions to this policy. First, licensed daycare providers can contact the school office for a parking lot pass that will provide them with access to the school parking lot during “restricted” hours. Second, families who require the use of our handicapped parking may continue to do so provided they have clearly displayed handicapped parking passes.

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

SCHOOL VISITORS

To ensure student safety, all parents, guardians and other visitors should enter the school using the front main entrance, and must report to the office upon entering the school. All visitors are required to sign in at the office, and to wear a “visitor” identification badge while in the school.

PARENT COMMUNICATION & PARENT CONNECT

Most correspondence with parents/guardians is done electronically via email, so it is very important that we have at least one working email address on file for each student.

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. If, at any time, you are concerned about your child’s work or progress, please do not hesitate to contact the teacher.

CHALMERS ELEMENTARY PARENTS’ ADVISORY COUNCIL

Chalmers Elementary is very proud of the active role our P.A.C. plays in the school. Their primary mandate is to promote effective communication between the home and school, and to encourage parents to get involved in the school. All parents and guardians of Chalmers Elementary are encouraged to attend the monthly meetings. Parent Advisory Council meeting dates are on the monthly calendars posted on our website. Involvement in the P.A.C. allows you to contribute directly to the enhancement of programs, facilities and equipment within our school. The P.A.C. also coordinates activities and committees such as fundraising and hot lunch days.

SCHOOL BASED STUDENT SERVICES

The services available for students and families at Chalmers are:

- Learning Support Team (Learning Assistance and ELL)
- Indigenous Cultural Enhancement Facilitator
- School Counselor
- Psychologist
- Speech and Language Pathologist
- Deaf and Hard of Hearing Services
- Multicultural Worker

TRIPS TO THE MEDICAL ROOM

When a child is seriously injured or has a head injury on the playground, the office will make a concerted effort to contact the parent or the emergency contact person. With bumps, bruises, minor cuts and scrapes, we will administer first aid as required. A student who feels sick at school, reports to the Medical Room where 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 life threatening 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:

- 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.
- 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. We thank you for your support with this matter.

DRESS GUIDELINES

When students come to school, they spend their day engaged in learning activities, and should consider school as their place of work. Therefore, students should come to school appropriately dressed for their day.

- Students should not come to school wearing t-shirts with obscene or suggestive words or pictures on them.
- Students should dress so that no undergarments are visible, and that the midriff is covered.
- Shorts should extend past your bottom.
- Safe, play-appropriate footwear should be worn; flip flops are considered inappropriate footwear for school.

Students who come to school wearing clothing that, in the professional opinion of the staff, is in breach of our dress guidelines, will be asked to change or if necessary will be given clothing supplied by the school. Parents, we thank you in advance for your assistance with our dress guidelines.

CELL PHONES AND OTHER DEVICES

Cell phones, MP3 players, and other electronic devices are not permitted at school. In addition to interfering with the learning environment, there is no safe place at school to store such valuables. As well, there is a risk of an invasion of privacy when such devices are used to photograph or videotape students. Electronic devices are to be left at home as the school is not responsible for their loss, theft or damage.

Parents who, for safety reasons, have supplied their child(ren) with a cell phone to communicate their safe arrival to and from school must understand that students are not allowed to use their cell phones in the school building or on the school grounds during school hours. It is school policy that students who bring cell phones to school (for the reason mentioned above) are expected to have them turned off and stored in their backpacks during the school day.

We are asking for your help in enforcing this school policy. Students caught using cell phones or other electronic devices will have them confiscated by their classroom teacher. The first time an electronic device is confiscated, it will be returned to the student at the end of the school day. Should a student get caught a second time, the electronic device will be confiscated and held at the school office for a parent to pick up.

EXTENDED VACATIONS

While we appreciate that families cannot always plan and work around the same schedule as the school, the teacher is not expected by the school district to provide work for a student to do while he/she is away. Most lessons that teachers do in class involve explanation, discussion, group work and materials that are not easily assigned as independent study. Sometimes lesson plans change. We suggest instead that students take along age-appropriate reading material and they write a daily journal or keep a holiday scrapbook in order to apply their literacy skills.

CHALMERS ELEMENTARY CODE OF CONDUCT

The Chalmers Elementary School Code of Conduct has been adapted from the Delta School District Code of Conduct. The school community has the responsibility to provide and ensure a safe and positive climate for learning. It is expected that all members of the school community will uphold the underlying principles of the Code of Conduct, which include respect for self, others, property, and the environment.

The Code of Conduct shall apply to all students from the time they leave home in the morning until the time they return home after school. It includes all school-sponsored activities and can include such things as online behavior and other out of school activities where it affects the safe and caring environment of the school.

Statement of Purpose

This Code of Conduct is created to provide guiding principles of conduct for all students enrolled in Chalmers Elementary School and is accordance with Section 6 (1) (a) and (b) of the School Act stating:

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.*

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 or discriminate against another person based on, but limited to race, religion, gender, disability, marital or family status, sexual orientation or age.
- Acts of retribution toward a person who has reported incidents

Rising Expectations

Chalmers' Code of Conduct recognizes as children mature, they are capable of making appropriate decisions, 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

When determining consequences, 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

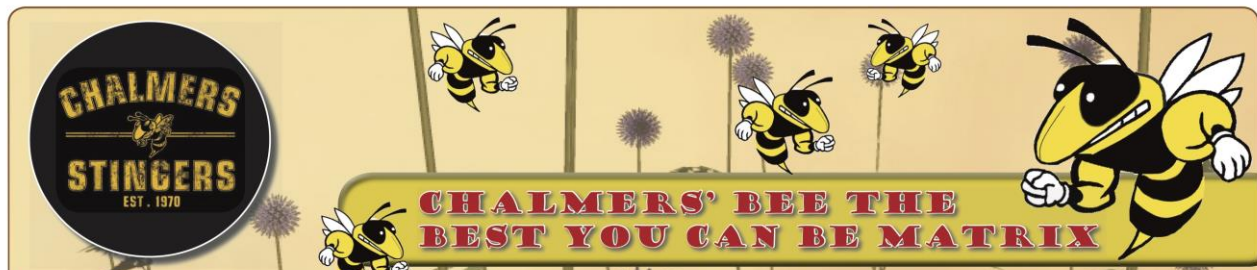
It is understood that communication is essential to the home and school partnership. Notification will be given to the school's community of the school's Code of Conduct as necessary.

WHAT IS BULLYING?

Not all unkind behaviours are bullying. The most widely accepted definition comes from the work of Dr. Dan Olweus: *"Bullying is a pattern of repeated aggressive behaviour with negative intent, directed from one child to another where there is a power imbalance."* Aggressive behaviour includes physical or verbal behaviour and is intentional and purposeful, meant to inflict injury or discomfort on the other person.

Olweus' definition identifies 3 critical conditions that distinguish bullying from other forms of aggressive behaviours, including:

- **POWER:** children who bully acquire their power through physical size and strength by status within the peer group and by recruiting support of the peer group.
- **FREQUENCY:** bullying is not random act. Rather, bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the child being bullied and can result in debilitating long-term effects.
- **INTENT TO HARM:** children who bully generally do so with the intent to either physically or emotionally harm the other child.



BEHAVIORAL EXPECTATIONS	EVERYWHERE	PLAYGROUND	HALLWAYS	BATHROOMS	CLASSROOM	TECHNOLOGY
STEPS- Say the problem, Think of solutions, Explore consequences-"what could happen if...", Pick the best solution and make your plan						
TAKING CARE OF YOURSELF	<ul style="list-style-type: none"> Use kind and appropriate language Dress in appropriate attire for learning Be truthful and responsible for your actions Seek an adults help when you need it 	<ul style="list-style-type: none"> Report unsafe behavior to a supervisor Dress for the weather Be aware of your surroundings 	<ul style="list-style-type: none"> Walk single file B/G alternating on the right side without talking Watch out for opening doors and keep doorways clear 	<ul style="list-style-type: none"> Wash hands Clean up after yourself Do not socialize 	<ul style="list-style-type: none"> Share and Care Be on time ready to work Keep your work space organized and clean Ask for help when you need it Complete your work on time 	<ul style="list-style-type: none"> Quietly assist the person next to you Do not delete anyone else's work or apps Leave personal devices in backpacks unless told otherwise by teacher Log out; never share passwords
TAKE CARE OF OTHERS	<ul style="list-style-type: none"> Use kind words and actions Use empathy to help others in need Dress appropriate for learning Use your manners, say please and thank-you Lend a helping hand 	<ul style="list-style-type: none"> Be fair, share and care! Follow game rules and demonstrate positive sportsmanship Respect personal space No rough play 	<ul style="list-style-type: none"> Keep hands / feet off walls and displays Be quiet and don't disturb classes Make eye contact and "Smile" at others you pass 	<ul style="list-style-type: none"> Give people privacy Be in your own space Make sure you flush!! 	<ul style="list-style-type: none"> Participate appropriately in classroom activities Respect the diversity and opinions of others Use kind and supportive language Be patient and helpful of others #teamplayer 	<ul style="list-style-type: none"> Only visit apps or web sites with permission Only one person pilots the iPad at a time No sharing of personal information on social media Be patient if you need help; seek help from peers before teacher
TAKING CARE OF THIS PLACE	<ul style="list-style-type: none"> Own your actions Use your STEPs (see above) Clean up classroom; personal and shared space Be proud of your school 	<ul style="list-style-type: none"> Return equipment Pick up litter Report any broken or unsafe equipment 	<ul style="list-style-type: none"> Store items safely Leave room for others to pass Pick up litter and use bins appropriately 	<ul style="list-style-type: none"> Inform adult of low supplies and other bathroom concerns Place towels in garbage Be respectful of space 	<ul style="list-style-type: none"> Follow the rules and routines of classroom life Be proud of your space and classroom; keep it clean and beautiful 	<ul style="list-style-type: none"> Tools, not Toys. Plug in and log off your account when finished No food or beverages when using technology Carry with two hands Maintain set preferences