



Dewdney Elementary
Handbook
2014/2015

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DEWDNEY 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 school newsletters throughout the year. Please watch for these newsletters, as they provide valuable information about what is happening at the school each month. A calendar of known activities will be included in each newsletter to keep you informed of important dates and times.

Mission Statement

The purpose of Dewdney 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.

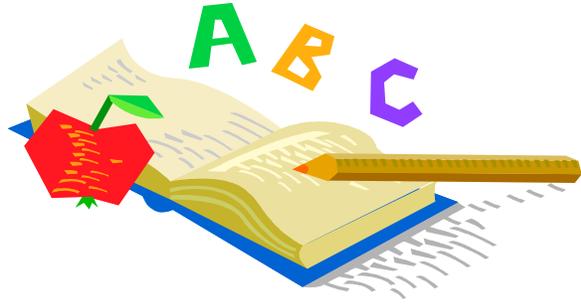
School Goals

At Dewdney we are working towards demonstrating improvement in three areas.

- To improve the reading and writing skills of all our students.
- To increase the number of students who solve problems in a peaceful way.
- To improve the numeracy and problem solving skills of all 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, 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.
- 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.

C.O.R.E. Education Program

At Dewdney we have developed a Community Outdoor Recreation & Environmental Education Program (C.O.R.E.). Students will be exploring the environment through outdoor activities such as hiking, canoeing and snow sports. Gardening, agriculture, aboriginal connections and dairy farming will be introduced in the context of sustainability and environmental responsibility.

The School Office

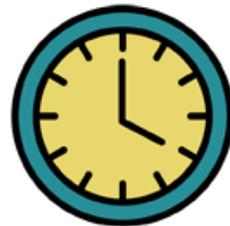
Phone: 604-826-2516



Please feel free to call the school if you have any questions or concerns. Our office hours are from 8:15 am to 2:30 pm from Monday to Friday. Our answering machine is always turned on if our secretary or principal is temporarily unavailable.

SCHOOL HOURS:

First Bell	8:25 a.m.
Morning session begins	8:30 a.m.
Recess	10:15 – 10:30 a.m.
Lunch	12:00 – 12:45 p.m.
Afternoon sessions begins	12:45 p.m.
Classes End	2:15 p.m.



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	604-826-4187
École Mission Central	604-826-1414
Silverdale	604-826-2526
West Heights	604-826-6401
Windebank	604-826-2213

Secondary Schools

Hatzic Secondary	604-826-3651
Heritage Park Secondary	604-820-4587
École Mission Secondary	604-826-7191
Summit Learning Centre	604-820-3333

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 the ambulance 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/flu 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.

Library Resource Centre Program – Purpose:



1. To encourage children to read for pleasure and information
2. To equip the students with the necessary skills and knowledge of library use.
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

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.

CORE academic mornings

At Dewdney, we have arranged our morning classes into 4 smaller classrooms focusing on reading, writing and numeracy. Students will have the opportunity to move between the classes to support their learning according to the child's needs. In the afternoons, classes will consolidate to 3 divisions for non-academic subject areas.



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.



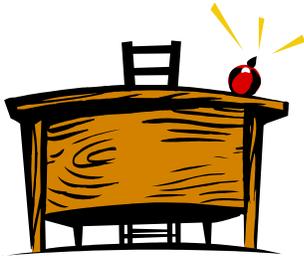
All volunteers must complete a “School Volunteer Application” and a “Volunteer Driver Form” (if you will be transporting children). These forms must be completed each year and are available at the school office. A “Consent for Disclosure of Criminal Record Information form (CRC)” also needs completion. 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 Dewdney 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, students will use a “hall pass” .
- 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 will 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. The phone may not be 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.

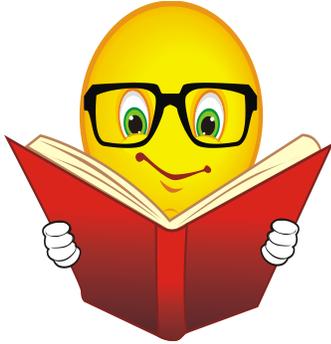
Ask the teacher to explain anything that you do not clearly understand.

Special programs and services for students are sometimes referred to by their initials. For example, “LAC” means Learning Assistance 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; however, we encourage daily home reading and sometimes spelling and math fact practice.

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

Dewdney Elementary School's STUDENT MANAGEMENT POLICY is based on the belief that positive behaviour should be recognized and rewarded.

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.

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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. Behaviour Reflection Sheets are used as communication tools to help the student reflect on their behaviour, discuss appropriate choices and to communicate with the parent. Repeats of minor incidents will be handled as a more serious incident.

Students who find themselves involved in a serious incident such as fighting, swearing, intimidation, rudeness/insolence or defiance of authority will be taken to the office 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.