



Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Division: \_\_\_\_\_  
Parent's / Guardian's phone number: \_\_\_\_\_  
Parent's / Guardian's phone number: \_\_\_\_\_

### **Bell Schedule 2023/24**

8:30 am	Welcome Bell
8:35 am	Classes Begin
10:35 – 10:50 am	Recess
12:20 – 12:35 pm	Lunch Eating Time
12:35 – 1:00pm	Lunch Playing Time
1:00pm	Classes Begin
2:21 pm	Dismissal

**2250 Lobban Road  
Abbotsford, BC V2S 2W1**

**Telephone:** 604-859-3167

**Fax:** 604-850-5678

**Website:** <https://alexander.abbyschools.ca>

**Email:** Alexander@abbyschools.ca

**Principal:** Mrs. Tara Plantinga

**Administrative Assistant:** Ms. Amanda Linklater



## **Land Acknowledgement**

---

Éy swáyel. We acknowledge the Abbotsford School District is located on the traditional and unceded territory of the Stó:lō people, the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.

## **Our Commitment**

---

The Abbotsford School District acknowledges historical and ongoing injustices that Indigenous Peoples endure in Canada, and we accept responsibility as a public educational institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching and community engagement.

September 2023

Dear Parent/Guardian:

**Fair Notice: Student Threat Assessment Protocol**

The Board of Education has a responsibility to establish expectations of student conduct in schools as part of its governance role for the District. The Board believes that the responsibility for creating a safe, caring, and orderly learning environment must be shared by students, staff and parents. To support these aims, the Board has established both a District Code of Conduct for Students and a Threat Assessment Protocol for all schools.

The Abbotsford School District is dedicated to the creation and maintenance of school environments where all students, parents, staff, and visitors are safe. In keeping with this commitment, we have established district protocols, in partnership with the Abbotsford Police, for dealing with threats to members of the school community and/or school facilities. A threat is an expression of intent to do harm or act out violently, and may be verbal, gestural, written, drawn, or posted online. We take all threatening comments and behaviours seriously.

Often when we hear in the media about a violent incident, we learn that the threat-maker had made threats in advance of acting violently. To keep our school communities safe, students, staff, parents, and community members have a duty to report all threatening comments and behaviours.

When knowledge of a threat comes to light, the school's threat assessment team will investigate and appropriately enact the District's Violence Threat Risk Assessment Protocol. The purpose of the threat assessment is to:

- Ensure the safety of students, staff, parents, and others;
- Ensure a full understanding of the context of the threat;
- Understand the factors contributing to the threat maker's behaviour;
- Be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker and others.

Once the threat assessment process has been initiated, information will be collected from a variety of sources, and interviews may be held with the student(s), the threat-maker, parents and staff to determine the level of risk and develop an appropriate response. Intervention plans will be developed and shared as required. The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws. Should you as a parent be invited to attend a meeting to discuss safety concerns regarding your child, please be assured that the primary goal of this meeting is to ensure safety.

With your assistance, we will ensure that our schools are safe as we create the most inclusive learning environments for all students in our district.



Dr. Kevin Godden  
Superintendent of Schools

September 2023

As Superintendent of the Abbotsford School District, I sincerely hope that you have a successful year. I am confident that all Abbotsford schools provide a safe and caring environment. The Board of Education has requested that all students do their part to ensure that their friends are safe as well. As a result, we have included the Code of Conduct, the 'Fair Notice Letter' and district procedures on Harassment (bullying), Search and Seizure, and Emergency Closure of Schools for your information.

## **CODE OF CONDUCT**

### **Purpose:**

The Board of Education has a responsibility to establish expectations of student conduct in schools as part of its governance role for the district. The Board believes that the responsibility for student behaviour and conduct in schools is shared among students, staff and parents in order to create a safe, caring and orderly learning environment. To support these aims, the Board has established a District Code of Conduct for Students that shall be followed in all schools.

The Board affirms its commitment to the anti-discrimination principles and values contained in the B.C. Human Rights Code that includes the prohibited grounds of discrimination in respect of discriminatory publication and accommodation. The Board recognizes that students and staff have the right to a safe, inclusive and welcoming learning environment regardless of their "race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age..." (s. 7)

### **1. Responsibilities:**

School staff are responsible for consistently supporting and applying the District and their School's Codes of Conduct and establishing a positive climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility. School staff are required to inform volunteers and the school community about the Code of Conduct and its expectations.

Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the BC Human Rights Code and becoming actively and productively involved in their own academic learning and social growth.

Parents/Guardians and all other adults working with students are responsible for knowing and supporting the District's and School's Codes of Conduct and encouraging students to understand and follow these Codes of Conduct.

### **2. Conduct Expectations:**

The Board believes that acceptable behaviours and conduct are fostered in a positive climate in which:

- All students feel safe, valued and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- All students feel supported without fear of retaliation in reporting unsafe conditions, actions or potential incidents;
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- Appropriate behaviour is taught, encouraged, modelled, practiced, and acknowledged, thereby increasing student self-respect and positive social behaviours;

- Disciplinary action, wherever possible, is preventative and restorative, rather than solely punitive;
- Expectations for student behaviour increase as they become older and more mature;
- Disciplinary action is considerate of students with special needs if these students are unable to fully comply with the Code of Conduct due to a diagnosed disability of an intellectual, physical, sensory, emotional or behavioural nature.

The Board believes that acceptable student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. Students are expected to:

- Be aware of and obey all school rules;
- Respect the rights of all persons within the school including peers, staff, parents and volunteers;
- Refrain from lying, cheating, stealing;
- Attend classes punctually and regularly;
- Work cooperatively and diligently at their studies and home assignments;
- Respect the legitimate authority of the school staff;
- Respect all school property, including buildings and equipment;
- Respect the diversity of our school community;
- Behave in a safe and responsible manner at all times;
- Refrain from any behaviour that would threaten, harass, bully (bullying includes but is not limited to, physical or verbal intimidation, verbal harassment and cyberbullying), intimidate, assault or discriminate against, in any way, any person within the school community on or off school property;
- Refrain from being in possession of, or under the influence of, drugs and/or alcohol in all school facilities or on school grounds or at school-sponsored functions and activities;
- Refrain from being in possession of weapons of any kind in school or at school activities;
- Refrain from inappropriate computer usage and/or multi-media devices in accordance with Board policies (cell phones, iPhones, cameras, etc.).

The Board believes that any breach of Code of Conduct behaviours or expectations would be considered unacceptable. Students are encouraged to inform a responsible adult when becoming aware of any infraction of the Code of Conduct.

### **3. Notification:**

The Superintendent will ensure that each Principal, in consultation with staff, parents and, when appropriate, students, establishes a Code of Conduct for their school that is consistent with the District Student Code of Conduct and which reflects the provincial standards.

The school's Code of Conduct and a summary of the district's procedures on Student Suspensions (AP 333), Possession of Weapons or Explosives (AP 320), Drugs and Controlled Substance Abuse (AP 331), Search and Seizure (AP 332) and Information and Communication Services (AP 417) shall be communicated to all students annually.

Under the *Freedom of Information and Protection of Privacy Protection Act* and/or other relevant legislation, it may be necessary to advise other parties of serious breaches of the District Student Code of Conduct.

#### 4. Consequences:

Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with district procedure AP 333, 'Student Suspensions.'

Students, while attending school and/or school-sponsored functions and activities, shall be subject to the District Code of Conduct as well as the school's Code of Conduct. Students may be subject to discipline under the school Code of Conduct and/or the District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school-sponsored function or activity, or elsewhere.

Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to a District Board of Review (Level Three suspension). The condensed version of the District Code of Conduct is posted in every school.

#### References

Safe, Caring and Orderly Schools: A Guide  
School Act  
BC Human Rights Code  
Canadian Charter of Rights  
333)  
Constitution Act

Multiculturalism Act  
Official Languages Act  
Youth Criminal Justice Act  
School District Administrative Procedure (AP  
333)

### **BULLYING AND HARASSMENT (AP 418)**

Please refer to the complete administrative procedure on the district website at [www.abbyschools.ca](http://www.abbyschools.ca) under the *About Us* tab under Administrative Procedures.

The Abbotsford School District is committed to fostering an environment within which all individuals are treated with respect. The district considers harassment in general and sexual harassment, in particular, to be violations of generally accepted standards of behaviour and the District's Code of Conduct.

In its efforts to eliminate harassment, the Abbotsford School District will provide a working and learning environment that will encourage respect for and fair treatment of all individuals within the community.

#### Definition

Harassment or bullying includes inappropriate remarks, jokes, taunting, comments, gestures, sexually suggestive comments or actions that create an uncomfortable or hostile environment.

A bully is someone who:

- Uses power to hurt others or harm their possessions;
- Purposely scares or intimidates others;
- Often hurts the same person repeatedly;
- Is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.

#### Complaint Procedures

If a student is being bullied or harassed, he/she should take the following steps to try and stop the harassment or prevent it from happening again.

1. Report all incidents to an adult you trust such as a person of authority at your school, your parent or an adult you trust outside of school. It is important to tell your parents of any incidents of bullying or harassment that may occur at school, at school functions or on your way to and from school.
2. If the bully or harasser is an adult from within your school, then it is important to report this immediately to your parents/guardians or an adult you trust outside of school. You and the adult you have told should contact either the Principal or the Assistant Superintendent's office.
3. It is important to report all incidents of bullying or harassment; however, false allegations are a serious matter and can damage a person's reputation and are not acceptable in any way.

If you require further information, please contact the School Board Office at 604.859.4891.

### **SEARCH AND SEIZURE (AP 332)**

All students have a right to attend school in an environment conducive to learning. Dangerous objects, alcohol, and other drug possession (supply or sale) are illegal and interfere with both effective learning and the healthy development of all individuals. The Abbotsford School District is committed to protecting students from harm, maintaining the safety of our schools and promoting an environment free of substance use. Students are not required to obtain a school locker, but if they choose to do so, they do so on the condition that it is to be used only for authorized purposes. Lockers may be subjected to searches by Abbotsford School District staff.

### **EMERGENCY CLOSURE OF SCHOOLS**

During emergency situations, schools will be closed to ensure the greatest possible level of safety for students and staff. Reasons for such closures could include bomb threats, gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes and other causes that may endanger students and staff. The Superintendent is responsible for all decisions relating to school closures.

Our Emergency Procedures are put into place by either a school administrator, Assistant Superintendent or the Superintendent. The Superintendent is responsible for all decisions relating to school closures. Information regarding each level of emergency status is listed in our [Administrative Procedure 103 - Emergency Procedures](#). Procedures are practiced at each school at multiple times throughout the year. In all scenarios, special considerations are to be taken by teachers and supervisors for the care and evacuation of students with special needs.

Notifications of emergency status will be circulated via:

- District/School Websites ([www.abbyschools.ca](http://www.abbyschools.ca));
- Twitter ([@AbbotsfordSD](https://twitter.com/AbbotsfordSD)), Facebook ([@AbbotsfordSD](https://www.facebook.com/AbbotsfordSD)) and Instagram ([@AbbotsfordSD](https://www.instagram.com/AbbotsfordSD)); and
- Email and/or Phone Call via SchoolMessenger.

Sincerely,



Dr. Kevin Godden  
Superintendent of Schools

# Local School Calendar

## 2023 – 2024



School Opening / Secondary – Semester 1 starts (½ day dismissal)	September 5
<i>Non-Instructional Day #1</i>	September 29
National Day for Truth & Reconciliation (in lieu day)	October 2
Thanksgiving Day	October 9
Early Dismissal <i>for Parent-Teacher Conferences</i>	October 18
Early Dismissal <i>for Parent-Teacher Conferences</i>	October 19
<i>Non-Instructional Day #2</i>	October 20
<i>Non-Instructional Day #3</i>	November 10
Remembrance Day (in lieu day)	November 13
Report Cards (Elementary/Middle)	December 1
Last day before Winter Break	December 22
Winter Break	December 25 – January 5
Schools reopen after Winter Break	January 8
Secondary – Semester 2 starts	January 29
Report Cards (Secondary)	February 2
Early Dismissal <i>for Parent-Teacher Conferences</i>	February 7
Early Dismissal <i>for Parent-Teacher Conferences</i>	February 8
<i>Non-Instructional Day #4</i>	February 16
Family Day	February 19
Report Cards (Elementary/Middle)	March 8
Last day before Spring Break	March 15
Spring Break	March 18 – 29
Good Friday	March 29
Easter Monday	April 1
Schools reopen after Spring Break	April 2
<i>Non-Instructional Day #5</i>	April 26
<i>Non-Instructional Day #6</i>	May 17
Victoria Day	May 20
Last day for students (Report Cards for Elementary/Middle)	June 27
Report Cards (Secondary)	June 28
Last day for teachers	June 28

**Minutes of Instruction Per Day | Elementary – 291 | Middle – 293 | Secondary – 316**



#### 4. Consequences:

Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with district procedure AP 333, 'Student Suspensions.'

Students, while attending school and/or school-sponsored functions and activities, shall be subject to the District Code of Conduct as well as the school's Code of Conduct. Students may be subject to discipline under the school Code of Conduct and/or the District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school-sponsored function or activity, or elsewhere.

Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to a District Board of Review (Level Three suspension). The condensed version of the District Code of Conduct is posted in every school.

#### References

Safe, Caring and Orderly Schools: A Guide  
School Act  
BC Human Rights Code  
Canadian Charter of Rights  
333)  
Constitution Act

Multiculturalism Act  
Official Languages Act  
Youth Criminal Justice Act  
School District Administrative Procedure (AP

#### **BULLYING AND HARASSMENT (AP 418)**

Please refer to the complete administrative procedure on the district website at [www.abbyschools.ca](http://www.abbyschools.ca) under the *About Us* tab under Administrative Procedures.

The Abbotsford School District is committed to fostering an environment within which all individuals are treated with respect. The district considers harassment in general and sexual harassment, in particular, to be violations of generally accepted standards of behaviour and the District's Code of Conduct.

In its efforts to eliminate harassment, the Abbotsford School District will provide a working and learning environment that will encourage respect for and fair treatment of all individuals within the community.

#### Definition

Harassment or bullying includes inappropriate remarks, jokes, taunting, comments, gestures, sexually suggestive comments or actions that create an uncomfortable or hostile environment.

A bully is someone who:

- Uses power to hurt others or harm their possessions;
- Purposely scares or intimidates others;
- Often hurts the same person repeatedly;
- Is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.

#### Complaint Procedures

If a student is being bullied or harassed, he/she should take the following steps to try and stop the harassment or prevent it from happening again.

# ALEXANDER ELEMENTARY

## *Student and Parent Handbook*

### **SCHOOL COMMUNICATION**

Communication is the key to a successful school year for your child. Your child's teacher can and should be reached by email or by calling the school to set up an appointment. Any concerns you have should be directed to the teacher first. To email staff, use the following format: [firstname.lastname@abbyschools.ca](mailto:firstname.lastname@abbyschools.ca)

### **School Cash Online**

Alexander has gone strictly to cash online for the payment of field trips, school clothing, etc. Please visit <https://www.schoolcashionline.com> to join. If you require information or assistance in signing up for school cash online, please contact the office.

### **Reporting Absences**

Except for illness or unavoidable family concerns, students should attend school every day. However, when a student must be away, please use the **SchoolMessenger App** or call the school by 9:00 am. We must verify all unaccounted absences.

### **Five Ways to Stay up to Date with Alexander Elementary:**

#### **1. Download from the app store:**

Go to the App Store.  
Type in 'Abby schools'  
Download the app.

Subscribe to 'Alexander Elementary'

#### **2. Add the following two emails to your contact list:**

[notifications@schoolconnectsweb.com](mailto:notifications@schoolconnectsweb.com)  
[alexander@abbyschools.ca](mailto:alexander@abbyschools.ca)

Emails from the school will be sent out more frequently these days for both school and PAC related topics.

**3. Bookmark our school website:**  
[alexander.abbyschools.ca](http://alexander.abbyschools.ca) on all your devices.

#### **4. Sync the District/School Calendar to your device.**

Go to [alexander.abbyschools.ca](http://alexander.abbyschools.ca)  
Click on "Menu", then "News Hub", then "Calendar"

Scroll to bottom of calendar and click on "Subscribe to calendar"  
Click on "Subscribe"

**5. Bookmark the PAC Facebook page**  
[@alexanderelementarypac](https://www.facebook.com/alexanderelementarypac)

### **School Arrival Time**

Students line up outside at their assigned entrance door when they hear the first bell and are to wait for their teacher to enter the building. Please ensure that your child does not arrive at school prior to 8:20 a.m. or stay beyond 2:30 p.m. as this poses a safety risk. We do not have supervision before or after this time. **Students are not allowed to play in the playground before and after school unless supervised by a parent.**

### **Lates**

Students who are late to class may disrupt the learning time of fellow classmates, teachers and office staff. Please ensure your child arrives at school on time.

- Students who arrive late in the morning or after lunch **must** report to the office before entering class.

### **When Children Are Ill**

In fairness to all, please DO NOT send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor



# ALEXANDER ELEMENTARY

## *Student and Parent Handbook*

the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health is improved.

Students who become ill during the day:  
***Our policy is to get students who are ill home as soon as possible.*** Our practice is to call parents and ask that the students be either picked up or given parental permission to go home. For this reason, it is important that parents keep their work and emergency phone numbers current.

If your child is sent home for being sick, they need to ***stay home for at least 24 hours*** to ensure they are healthy enough to return.

### **Medication for Students**

On occasion we have been asked by a parent to ensure their child receives emergency medication. Please be aware that in order to do so, we require the completion of the ***Request for Administration of Medication at School Form.***

### **Closed Campus**

Alexander Elementary School has a closed campus policy. This means that only students who attend Alexander Elementary school are to be on the school grounds during the school day. It also means that once students arrive at school, they remain on the school grounds for the rest of the school day. Students are expected to leave the school grounds directly after dismissal. Adult supervision ends 10 minutes after the dismissal bell.

### **Entrance/Exit Doors**

Each classroom has an assigned entrance/exit door to be used: morning, recess, lunch, and after school. If a student needs to meet a brother or sister after school, organize a meeting place near their entrance door.

### **Picking Up Students**

Children being picked up at alternate hours (ie. for a doctor appointment) should be met at the school office. We ask them to wait there for safety reasons. If you're sending someone else to pick up your child, please inform the office (and teacher).

### **Visitors to Our School**

When visiting the school or a classroom, we request that you sign in at the office and wear a visitor badge.



### **Parent Volunteers**

Parent volunteers help make our school a better place. Please let us know if you can volunteer in the library, in the classroom, in the office, during the Book Fair or with any kind of fundraising. A Criminal Record Check from the school board office is required and lasts 5 years.

### **Parent Advisory Council**

The purpose of the Parent Advisory Council (P.A.C.) is to promote and support education and to contribute to a sense of school community. Having a student at the school automatically makes a parent part of the PAC. Please look for meeting dates on our website and in memos sent weekly.

### **Dress Code**

Although the responsibility for personal dress and grooming rests primarily with students and their parents, clothing which is comfortable, clean, and modest is conducive to a positive educational climate. These are our expectations for student attire at Alexander Elementary School.

- Hats and sunglasses are not to be worn in the school during instructional time.
- Clothing should be appropriate to a learning/working environment, and should not be distracting to others (e.g. beachwear, spaghetti straps and revealing clothing is not appropriate for school). Tops: no tummy

# ALEXANDER ELEMENTARY

## *Student and Parent Handbook*

showing, and no undergarments visible.  
Shorts/Skirts: mid-thigh, hem should be past fingers when arms are extended.

Slacks/Pants: no undergarments visible.

- Jackets should be removed during school hours and stored in cubbies or cloak rooms, unless the classroom is cold and the children have teacher permission.
- Clothing items which promote alcohol, drugs, inappropriate language, or racism are unacceptable wear for school.

### **School Closures**

In the event of power failures and/or severe winter conditions, please listen to our local radio station FM 107.1 or view the District's App for information about the school at [abbyschools.ca](http://abbyschools.ca).

### **Lost and Found**

A Lost and Found is kept for mislaid items and we encourage students and parents to check this area if something has been misplaced. Smaller items, such as keys and jewelry, are normally kept in the office. If the items are labelled with names, it greatly assists in their speedy return.

### **Indoor/Outdoor Days**

It is expected that all children will come to school prepared for the weather conditions of that day. We live in a temperate rain forest, so rain is common.

Outdoor days: students should be outside for the entire recess and lunch unless they are involved in a supervised indoor activity. Please make sure your child is dressed appropriately for the weather conditions as we are outside most days.

Indoor days: Do not happen often. Students should find a quiet activity to do in their classroom. A P.A. announcement will tell you that it is an inside day.

### **Playground Supervision**

Children are not allowed to play on the Adventure Playground equipment before or after school unless supervised by a parent.

Playground Supervision is provided for recess and lunch playtimes only.



### **Lunch Time**

Lunch time supervision is provided by paid adults and education assistants. Teachers have intermediate students as monitors to help supervise during the eating period. *Eating lunch at*

*school is a privilege. If there are any behaviour problems, students can lose this privilege and may be required to go home at lunchtime.*

- We expect the same manners and behaviour that would be expected in a nice restaurant. We expect students to:
  - talk quietly
  - remain seated until dismissed
  - clean up after themselves
  - treat each other and the school with respect
- Please send a good, balanced lunch with the child so they have the energy and focus to work at school in the afternoon.
- Do not send dry noodle packages for lunch; they may cause children to choke.
- No gum or pop at school.
- We emphasize a litter-free environment, and that each student will be expected to take responsibility for maintaining it. Please pack children's snacks in reusable containers.

### **Student Monitors**

A K-5 school offers a greater opportunity for leadership among grade 4 and 5 students. Students in these grades that are recommended by their teacher, are able to volunteer as monitors at lunch in primary classrooms and for equipment sign out.

### **Field Trips/Team Games**

Whether curricular or extra-curricular, field trips are a privilege and not a right. A student's participation is contingent upon:

1. Safety
2. Participation (academic)

# ALEXANDER ELEMENTARY

## *Student and Parent Handbook*

### 3. Behaviour

If a student cannot participate on a field trip, the classroom teacher will contact the parent prior to the field trip date and provide appropriate learning material. School will be in session for that student.

#### **Daily reading**

We believe that some kind of homework can help students develop good study habits.

Teachers assign homework to practice a skill, to complete work or to instill good reading habits.

Parents can help by:

- Establishing a nightly reading time. This is important for all students K-12.
- setting aside a particular time and place to study
- taking an interest in what the student has learned that day.
- To read research on the effectiveness of homework, here are some valuable links:



<http://www.ascd.org/publications/educational-leadership/mar07/vol64/num06/The-Case-For-and-Against-Homework.aspx>

<https://www.edutopia.org/blog/research-trends-is-homework-effective-youki-terada>

#### **Student Planners (Agendas)**

The planner/agenda serves as a communication log between school and home. Please feel free to write notes to the teacher in the planner/agenda. Review your child's homework assignment, and check to see that it is done to the best of their ability. Remember to sign the planner/agenda daily.

#### **Staff Room**

The staff room is designed for the use of staff members only. Parent helpers are welcome to eat lunch in the library when volunteering at the school. Students are reminded that teachers

require a break as much as students. Noon hour supervisors and school administrators are available to assist students at break time.

#### **Shoes**

Students are required to have two pairs of shoes:

- one outdoor pair and
- one "inside only" pair with non-marking soles to be used as indoor/gym shoes.

Due to health and safety concerns, shoes are to be worn AT ALL TIMES. Bare and socked feet are not allowed at any time.

#### **Telephone Use by Students**

School phones are for business and **EMERGENCY SITUATIONS**. Student use of the phone is for important reasons only and at the discretion of the teacher or office. School phones should not be used to arrange play dates.

#### **Toys and Money at School**

Toys and expensive items should not be brought to school. We do not have the means to ensure the safety of these items nor the staff to sort out their disappearance. Also, they often lead to problems between students or cause a distraction to the child's learning. We ask your cooperation in having children keep such items at home unless they are specifically requested by the teacher.

Children should not bring money to school unless specifically required by the teacher or to purchase an item during a bake sale or popcorn day. The students cannot bring more than five dollars. Lending and borrowing money is not allowed.

# ALEXANDER ELEMENTARY

## *Student and Parent Handbook*

### **Head Lice**

Although this issue has been of limited concern at this school, there have been occasional cases of head lice in the past. In light of this, we ask you to assist us in taking the following precautions:

1. Do not have your child share combs, hats, berets, etc. with other students.
2. Do periodic checks of your child.
3. Report any cases of head lice to the school office and follow the prescribed treatment if an outbreak occurs.



### **Parking**

It is an expectation that staff members are treated with respect when supervising the drop-off area.

We have very busy mornings and afternoons in the drive-through line, welcoming and dismissing close to 240 students. For everyone's safety, **it is our policy that the school parking lot only be used by school staff and emergency vehicles.** Parents should use street parking in authorized areas. In order to prevent congestion, walking to school is an alternative. It is very important that pedestrians use the crosswalk. Any children who use bicycles/scooters must do so only for transportation to and from school.

### **Expectations of Students**

The following list of behavioral expectations is not all inclusive, but it does provide some guidelines as to what we expect of our students at Alexander Elementary.

#### **We expect students:**

- to be courteous, kind, polite and well mannered.
- to be respectful of self, others, school property and surrounding properties.
- to keep their hands and feet to themselves.
- to come to school prepared with the necessary materials.
- to play safely, respectfully, and appropriately.

- to complete all homework within the given time and to the best of their ability.
- to walk and move about respectfully in the school.
- to use washrooms appropriately. Loitering and fooling around in the washrooms is unacceptable.
- to stay on the school grounds during school hours.
- to eat their lunch at their own desk and clean up after themselves.
- to secure bicycles in appropriate areas. To walk bicycles, skateboards and scooters (helmets mandatory) while on school grounds.
- to remove their hats when they enter the school.
- to wear non-marking indoor shoes while in the school.
- to refrain from chewing gum.
- to practice good personal hygiene.

The staff at Alexander Elementary are committed to providing the highest standards of instruction and promoting student achievement in a safe, cooperative atmosphere. We recognize that the vast majority of our students share this vision and work hard to maintain these standards.

### **Communication with the School**

Parents and staff create a valuable team for supporting the child. We have a combined interest in their success.

Here are some guidelines to foster this success:

- meet the staff early in the school year.
- be informed about your child's class and school activities.
- be involved in your school's PAC.
- be willing to work as a team with the school as we have the same goal: 'growing the whole child'.

Problems and concerns can be resolved through communication.

# ALEXANDER ELEMENTARY

## *Student and Parent Handbook*

**Step 1:** Speak directly to the teacher or adult involved.  
Stay calm and polite.  
Remain focused on what is best for the child.  
Please be respectful of the process that is in place.

**Step 2:** If you need further assistance with your concern, the school's principal is there to help.

### **Discipline/Behaviour**

**In the classroom, in the halls and at school functions, standards for appropriate behaviour are based on mutual respect and co-operation. Students who display inappropriate behaviour must understand that there will be consequences for their actions.**



Our goal is that the discipline process should be a learning situation for all.

In order that we at ALEXANDER ELEMENTARY ensure the safety of our students and provide them with an environment that promotes learning we use a progressive discipline model when dealing with students who display unacceptable and/or inappropriate behaviour. The severity, frequency, age, and maturity of the student is taken into consideration when unacceptable conduct occurs.

We ensure that responses to unacceptable conduct are fair. For most infractions, the student will be counselled by the teacher or principal. If necessary, the parent will be informed.

### **Unacceptable Conduct**

#### **• behaviour that:**

- is disrespectful
- interferes with the learning of others
- interferes with an orderly environment
- creates unsafe conditions

#### **• acts of:**

- bullying, harassment, or intimidation
- physical violence
- retribution against a person who has reported something to an adult
- **illegal acts, such as:**
  - stealing or damaging property
  - having or sharing an illegal or restricted substance (e.g., alcohol, fireworks, tobacco)
  - having or using a weapon (or replica of a weapon)

### **Harassment and Bullying**

Harassment or Bullying is repeated acts of inappropriate remarks, jokes, taunts, comments, gestures, sexually suggestive comments or actions that create an uncomfortable or hostile environment.

A Bully is someone who:

- uses power to hurt others or harm their possessions.
- purposely scares or intimidates others
- is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.



If you are bullied, tell a parent/guardian, teacher, or another adult with whom you feel comfortable discussing the incident(s) as soon as possible.