



**FRANK J. NEY  
ELEMENTARY  
SCHOOL**

**STUDENT HANDBOOK 2019 - 2020**

Mrs. Jacquie Poulin & Mr. D.J. Thompson

Principal & Vice Principal

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**Principal’s message to parents and families . . .**

Welcome students and families to a new and exciting year. A special welcome to all our new families as our school community continues to grow and shift. We are pleased to work together with you to ensure students have the best learning environment possible for success and progress.

Our staff are skilled, talented and dedicated to provide positive learning experiences for all students. They are sensitive to each child’s learning needs and strengths and endeavour to address these in the classroom.

Frank J. Ney School is dedicated to strengthening Literacy and Numeracy skills in all students, while promoting social responsibility and developing skills to work into the 21<sup>st</sup> Century .

Frank J. Ney School strives to ensure all students manage their behaviour in a safe and respectful manner at all times. Our school wide positive behaviour expectations matrix teaches all students to be respectful, responsible, cooperative, and caring with each other. Specific behaviours are taught and practiced by everyone. Students receive positive recognition when they use these behaviours as this encourages each child to feel good about their choices and to continue using positive strategies.

We welcome your involvement. Our PAC group meets each month in our Library. You are also invited to volunteer in a variety of ways at school. These include classroom helpers or drivers, helping in the Library or with team sports, special events or field trips. The interest and involvement you take in your child’s learning greatly influences the importance they place on their time at school.

Please review the general policies and guidelines in this handbook with your child(ren) as they ensure your child’s time at school is safe and purposeful. Should you have any further questions, please don’t hesitate to see me as my door is always open.

*Together we make an important difference*

Mrs. Jacquie Poulin, Principal & Mr.DJ Thompson, Vice-Principal



**2019 - 2020 School Calendar**

**2019**

School Opening Day	September 3
School Based Pro-D	October ?
Thanksgiving Day	October 14
Early Dismissal	October 21 - 24
District Based Pro-D	October 25
Remembrance Day (stat)	November 11
Last Day of classes before Winter Vacation	December 20

**2020**

School Re-opens	January 6
Family Day	February 17
District Pro-D	February 24
School Based Pro-D	February 25
Last day of classes before Spring Vacation	March 13
School Re-opens	March 30
Good Friday	April 10
Easter Monday	April 13
School Based Pro-D	May ??
Victoria Day Holiday	May 18??
Last Day of Classes	June 25??
Administration Day	June 26??

<b>School Hours</b>	
8:38	Morning Session
10:15	Recess
10:30	Morning Session continues
11:45	Outside lunch recess
12:21	Afternoon Session
2:30	Class Ends **
<b>1:30</b>	<b>Mondays Early Dismissal</b>

\*\* Also, please note, Monday is the early dismissal day all year!

**Office Hours**

Secretary Hours 8:00 a.m. – 3:00 p.m.



# Frank J. Ney Elementary School

## Code of Conduct

Frank J. Ney Elementary School strives to develop a safe, caring and inclusive and welcoming school environment that promotes the rights and responsibilities of all who learn and work here.

Our Code of Conduct reflects;

- the values of the *Nanaimo Ladysmith Public Schools 2.10 Inclusion Policy* that is based on the principles of respect, acceptance, safety and equity. It further affirms that “a learning environment that reflects diversity, inclusivity and equity is essential in supporting the highest level of individual growth and achievement.”
- the expectation that “that all students, staff, and members of our school communities will adhere to a code of conduct that is **educative**, **preventative** and **restorative** in practice and response”
- the purposes and intention of the *BC Human Rights Code(8.1b) 2017*

Frank J. Ney School’s Code of Conduct expects that students will demonstrate socially responsible behaviours that reflect respect and safety at school and while attending a school function at any location at any time of day or day of week.

**Acceptable conduct:** Refers to behaviour that help to make the school a safe, caring and inclusive environment. The school community works with students to help them with learning responsible choices, safe behaviour, problem-solving, conflict resolution, respecting and restorative practices.

**Unacceptable conduct:** Refers to behaviour that interferes with the personal safety of others and the safe and orderly environment of the school, either person-to-person basis or through social media. Unacceptable conduct can take the form or bullying, harassment, intimidation, discrimination or illegal acts.

**Consequences:** To be equitable, consequences may vary from student to student where the misconduct appears to be similar. Intervention must be appropriate to the student’s age, maturity, needs, exceptionalities, extenuating circumstances and the nature of previous intervention, taking in consideration of the needs of the school.

**Restorative Practices:** Focus on creating conditions for students to learn self-discipline, fix mistakes through addressing the needs of those who have been harmed and returning to the group/class/school strengthened. Students are encouraged, as often as possible, to participate in the development of meaningful interventions through discussion or mediation.

**Your beliefs become your thoughts & your thoughts become your words**

**Your words become your actions & your actions become your destiny**

**Mahatma Gandhi**

An unabridged version of our school’s code of conduct is available on our website and at the school office.

## **Expectations of Participants in the Educational Process**

To achieve an effective learning environment for our students, the school community must function well together. For the educational process to be a successful and enjoyable one:

- The child must be prepared to learn.
- The climate of the school and classroom must be conducive to learning.
- The teacher must be prepared to help the child.

### **Expectations of Students**

- To always work and play safely and responsibly.
- To be courteous and to practice common manners.
- To respect the rights of others.
- To respect school property and the property of others.
- To come to school properly equipped and willing to work.

### **Expectations of Parents**

- To ensure that students attend regularly and punctually.
- To ensure that the child is prepared to work while at school.
- To be prepared to work with the child and the teacher in planning and carrying out a suitable educational program.
- To work with the teacher to help the child develop responsibility, self discipline, and respect for the rights of others.

### **Expectations of Teachers**

- To present to a group of individual students a planned basic program.
- To acknowledge the individual differences of students, and to make adjustments to the basic program, so that each pupil is challenged to reach his/her potential.
- To be courteous, practice common manners, and to enforce the expectations of the school and the classroom consistently and with impartiality.
- To work with students and parents in planning and implementing a suitable educational program for each child.

### **Expectations of the Educational Administrators**

To administer and supervise the school, including:

- Placement and programming of students in school.
- General conduct of students at school, going to and from school, and participating in extra-curricular activities.
- Provision of guidance, advice, support, and direction to students, parents, teacher, and support staff in all school matters.

### **Early Detection System**

Early Detection was initiated for the safety and protection of your children. The purpose of the program is to detect, as soon as possible, the whereabouts of each student not in class.

For the system to operate successfully, parents are requested to:

- Phone the school in the morning between 8:00 and 9:00 if your child is late or absent from school for any reason, or,
- Send a note with another child in the family, or
- Give advanced notice, preferably written, of dental/medical appointments or any changes from the usual routine.

## **Attendance**

**Attendance at school is important for two reasons:**

1. Students miss concepts taught and assignments when away.
2. Perhaps more importantly in the long run, if absence with parent permission is due to any other reason except illness or medical reasons, it places a lesser value on school education in the eye of the child.

### **Late Policy**

- It is a matter of common courtesy to arrive for classes at the proper time and students are encouraged to develop lifelong habits of promptness.
- Students who arrive late often disrupt the operation of the classroom by requiring the attention of their teachers or classmates to assist them in getting started on their assignments or to re-teach all or part of a lesson.
- If a student is consistently late, there may be in class consequences such as making up the missed time at recess and/or after school
- For the chronic tardiness, a letter will be sent home to parents with a copy in the student's file.

### **Student Access to the Building**

As a student, your presence in the building prior to 8:38 am is:

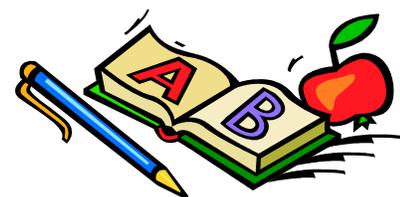
- Subject to the approval of your classroom teacher, some students may be in the classroom to work PRIOR to 8:30 am
- Permissible if you are participating in a teacher-sponsored activity (i.e. in the library at 8:30 – if the teacher-librarian permits, or for a sports related practice).
- Permissible if you have a written note from home requesting access to classroom for medical reasons, and permissible in **EMERGENCIES**.

### **Noon Hour Policy**

Students eating lunch at school must obey the classroom lunch expectations and cannot leave the school grounds during the noon hour without permission from their teacher and written permission from their parent.

### **Students shall:**

- From 11:45 am – 12:21 pm., play on the playground or in the gymnasium (if participating in a supervised activity),
- use the library (when scheduled), or participate in parent or teacher-sponsored activities.
- Eat their lunch after the play period, between 12:21 pm. and 12:40 pm At the discretion of the teacher, providing a student isn't wasting time, extra time could be allotted, if needed to complete lunch.



## Emergency Procedures

Should your child have a serious injury during school hours, the following procedure is followed:

1. The nature and seriousness of the child's injury is determined.
2. If time is not an important consideration, the home is contacted and the parent is asked to come for the child.
3. If the home cannot be contacted the emergency number provided to the school is called.
4. If no contact is made, the school will take the necessary action to ensure the child gets medical attention. The school will continue in its attempt to contact parent/guardians.
5. If emergency care is required, the school will do so as quickly as possible. In such cases the parent may have to meet their child at the hospital.

## School Closures in an Emergency / Emergency Dismissal / School Closures

Unforeseen circumstances or conditions may result in a school closure.

### What do parents need to know?

1. Be informed. The local radio stations WAVE 102.3 FM or WOLF 106.9 FM will start broadcasting bulletins by 7:00 a.m. if circumstances are necessary for a school closure. These will be updated again by 1:00 p.m.
2. Prepare your child. If schools are closed during the school day due to some emergency situation, your child needs to know what to do. Contact by phone would be attempted as quickly and efficiently as possible. Please ensure all your emergency contact numbers in the office are current and working.

## Student Assessment and Reporting

In Nanaimo Ladysmith Public Schools, we are moving from a model of 'reporting to parents' to 'communicating student learning with parents' on an ongoing basis. We are supporting educators to provide parents with timely and responsive communication of student learning throughout the year, following district policies and procedures. Parents will receive two written reports (Progress Report in January and Summative Report in June) that include descriptive written comments and a summary of student progress. Student progress will be reported in relation to widely held grade level expectations and the Learning Standard's from the New BC Curriculum. Parents will also receive 'Ongoing Communications of Student Learning' in each of the core subject areas (Language Arts, Mathematics, Social Studies & Science) and Core Competencies. These communications will adhere to the following four criteria: includes authentic evidence of learning, explicitly references the Learning Standards, includes student voice, includes descriptive feedback.

## Homework

Some homework may come home for students in Grades 1-7. The following time ranges serve as a guide: Grade 1-3, 10-45 minutes. Grade 4-7, 40-60 minutes per night. This matter, however, is at the discretion of the teacher. Homework could include the following:

### Primary Grades:

- Regular reading with parents
- Regular practice of arithmetic facts
- Completion of work not completed at school
- Project work

### Intermediate Grades:

- Practice of spelling/numbers facts
- Preparing for tests
- Project work
- Skill building work assigned by teacher

### Teachers assign homework with the hope of:

- Encouraging self-discipline and responsibility.
- Fostering good study habits.

Homework can also keep parents informed of the work done by the students. A student planner is used from grades K-7 to assist in the communication between home and school. It is recommended that all students set aside a certain time and place each day for doing school work, whether assigned or not. Homework is not a punishment. It helps students develop responsibility for their own learning.

## Homework for Vacations

Each year we are approached by an increasing number of parents who wish to take their child out of school for extended periods of time. Usually this is for reasons associated with family plans or family business. We do not have a procedure for granting students a "leave of absence". Rather it is assumed that parents will make decisions in the best interests of their own child. We are respectful of the fact that many of our families have family members far away, and spending time with them is important. Difficulties arise, however, when parents wish to have some sort of reassurance that their child will not be "behind" in their work when they return. If your child misses school for extended periods of time, he or she will be "behind" in classroom work. Students may well have other cultural travel experiences that contribute to their overall development, but the many varied daily classroom activities they will miss cannot be duplicated through worksheets or a workbook!

We are not in the position to provide assignments for children who have extended absences due to family plans. Rather we are providing a list of suggested activities that are designed to assist parents with planning for their child's educational needs while traveling.

- Set aside a time each day for reading books
- Have your child keep a reading response journal in which he or she records this reading activity and thoughts about what has been read that day
- Keep a scrapbook of special places or sightseeing
- Have your child keep a "math journal" or ledger, dealing with changes in time and currency, distances traveled, cost of fuel and meals, etc.
- You may wish to purchase a math workbook that will help your child keep in daily practice with basic math skills.

We will be happy to see what your child has accomplished upon his or her return, but will not be evaluating or marking these activities. It is your right to take your child out of school due to family circumstances, but once you have exercised that privilege, you must also accept the responsibility of your child's education during that absence.



## General Expectations

1. Students may use the school phone when their teacher has determined that the use is appropriate. The phone is not to be used to arrange for rides home or for permission to play at a friend's house. These arrangements need to be made in advance.
2. Participation in physical education classes is expected unless for medical reasons there is a written request from the parents. A note from a physician may be requested for non—participation for extended periods.
3. Students will walk inside the building and are expected to use assigned doors for entering or leaving the school.
4. Students are not allowed to wear roller blades, ride scooters or skateboards on school grounds.
5. Bikes must be walked on the school grounds.
6. Students are not to leave the school grounds at lunch or recess, unless they have permission from a teacher, written permission from a parent or they eat lunch at home.
7. Students are permitted to participate in activities in the gym only when supervised by an adult.
8. Students are asked to go home immediately after school as supervision ends at 2:45 p.m. If a child is asked to stay after school to complete work or speak with a staff member, a phone call home would be made if it will be longer than 15 minutes.

## Bicycle Safety

If your child brings a bicycle to school, please ensure that he/she can handle it safely and is familiar with the rules of the road. The common rules are:

- Ride on the right-hand edge of the paved surface.
- Wear a helmet.
- Stop completely at stop signs.
- Ride in single file.
- Do not ride on the sidewalk.
- Dismount and walk the bicycle when entering school property.
- Walk the bike to the edge of school property when leaving.



## Traffic Safety

Traffic safety is an ongoing priority at the school. You can help us by reminding your child (ren):

1. Cross the road at the intersection.
2. Look both ways before crossing.
3. Walk across the crosswalk.

## Care of School Property

Students borrow library books and are issued textbooks. They use school supplies and equipment. It is the student's responsibility to take care of any item that is on loan.

As the school has only limited resources for replacement of materials, any student who carelessly or willfully loses, defaces, or destroys books and other school property will be required to pay the replacement costs. Every student is encouraged to carry books to and from school in a suitable bag.

## Valuable Items

Students often want to bring items of value such as phones, other person electronics, and jewelry to school. Unfortunately, these items are frequently lost and on occasion may be stolen and there is very little the school can do to recover these items. We therefore ask that students keep all of their valuable items at home.

## Lost and Found

Parents are reminded to clearly label all items students bring to school, as we cannot accept responsibility for lost or misplaced articles. Found items are kept at school and may be claimed by students and parents. Parents are invited to check the Lost and Found regularly as remaining items are periodically taken to the Salvation Army.

## Fire Drill

All schools conduct fire drills several times throughout the year. Any continuous ringing of the fire bell must be treated as a real emergency (as it well could be). Students evacuate the school in an orderly fashion and gather on the front field at a safe distance from the building. The deliberate activation of a false alarm is a very serious offence and will result in up to a five-day suspension.

## Earthquake Drill

Earthquake drills are conducted on a regular basis. Students stay indoors (usually under desks). In the event of an earthquake, when shaking stops, the school is evacuated in an orderly fashion. Teachers and students will move to the front field, away from buildings and power lines.

## Lockdown Drill

Lockdown drills are conducted a few times throughout the year. During this drill, the classroom lights are turned off, the classroom door locked, and students asked to remain quiet and be out of sight until an 'all clear' is announced.

## Administering Medication in Schools

Some students must, of necessity, take medication while attending school. Parents need to fill out a Request for Administration of Physician Prescribed Medication. All medication must be locked up in the office area and administered by the staff member that has signed the request form. If you have to send medication to school with your child, please note the District Policy regarding medication. Administration of (or supervision of the self-administration of) medications to students occur only if the following conditions are met:

- The medication is required while the child is attending school.
- A parent has requested the school's assistance and has completed the Parent Request Form concerning the administration of medication.

Please note: For children who have serious medical problems that require medication and/or ambulance attendance or hospitalization (such as severe allergic reactions to bee stings or certain foods) it is the parent's responsibility to provide the school with the medication and information on what to do. This must be updated by the parent on a yearly basis or as required.

## Parent Volunteer Opportunities – PAC

We have an active and involved Parent Advisory Committee that provides great support for student learning. PAC funds have provided opportunities for students to learn to swim, skate, do gymnastics, go on field trips, acquire new books and participate in special events. Join the many parents who meet the third Tuesday of each month and be involved in a positive, supportive group.

## Safe Student Arrival and Departure

Students are to arrive to school shortly before the bell unless they have a practice or appointment. Morning supervision begins at the school at 8:23 am. Please ensure children are met at school, check in at home or daycare after school unless specific plans are made and the school is informed. Adults who will be picking up primary students are advised to introduce yourselves to your child's teacher.



## Noon – Hour Supervision

Qualified supervision aides oversee the playground during the main recess break under the direction of the principal or designate. They provide direct supervision to the key areas outdoors as well as supervision of hallways and washrooms.

## Headlice

Headlice does show up in classrooms and can become a nuisance if it is not addressed. Should headlice appear in any classroom notices will be sent home with information regarding treatment and prevention. Parents are advised to conduct weekly wet combing of hair with inexpensive conditioner and a specific lice comb. For more information regarding headlice, please call the public health nurse or school.

## Student Use of Telephones

The school telephone may be used by students for emergency or safety situations only. For these calls, **students may use the office telephone with a permission slip from their teacher.**

## Visitors to the School

All the school doors are locked before and after school except for the main entrance to ensure that all visitors to the school check in at the front office to pick up a Visitor's Pass.

## Student Support Services

We have access to a wide range of educational services to support the needs of all learners. For students with learning difficulties, our program targets two groups. For students that require support to meet the goals of the regular program, less intensive support is provided, and may often occur in the classroom setting with a focus on Language Arts. Help in other areas is provided as time and space permit. The second target group of students requires significant modifications or adjustments to their program. They are given intensive daily support in the specific area targeted. For this placement, specific learning goals are established. These are developed in an IEP (individual education plan) in consultation with the classroom teacher, the student support

teacher, counselor, and other specialists who may be working with the student. Throughout the period on the program, parents are consulted.

The student support teachers may test and diagnose students referred by the classroom teacher. They may suggest to the teacher materials and programs for the child or provide appropriate instruction that would assist the student in overcoming specific learning difficulties. Due to the high demand for these services, the use of screening instruments is employed to establish priorities. Depending on the individual needs of students, instruction can take place in the classroom or in the Learning Assistance Centre for varying periods of time.

To support the classroom teacher, regular School Based Team meetings are held. The team meetings operate in a problem-solving manner to assist classroom teachers in planning for the instruction of learners who are encountering difficulties. In addition to the administrator, the counselor, and the student support service teachers, a primary and an intermediate teacher, specialist from Student Support Services and parents may be invited to provide suggestions and ideas.

We also have access to a Learning Services Team which is comprised of a number of individuals who can provide additional recommendations and support when needed. This team is accessed through a referral system from School Based Team.

## Range of Student Support Services includes:

- Educational Assessment and Planning Services
- Child & Youth Family Support Worker & Counseling Supports
- English Language Learners
- Aboriginal Education Programs
- Speech and Language Itinerant Teacher
- Vision and Hearing (referral)

## Nutrition Policy

Frank J. Ney Elementary School will continue to promote a positive and informed attitude toward healthy eating and active living through nutrition education and physical education. We will ensure that all decisions involving food and drink at Frank J. Ney Elementary will be carried out in the best interests of our school community's needs. Our continuing education will incorporate Canada's Food Guide for Healthy Eating and will focus on nutritional foods during classroom and school functions.

### *Frank J. Ney Elementary School Food Guidelines*

- a) All food and beverage items being sold to students (ie. hot lunch, recess sales, concessions, etc.) will be selected from the Choose Most and Choose Sometimes categories of the Nutrition Guidelines for Sales of Food and Beverages in B.C. Schools (revised Fall 2013)
- b) School community members (students, staff, and parents) are encouraged to refer to *Eating Well with Canada's Food Guide* when making snacks and lunches for school.
- c) It is recognized that there are 'special celebrations' occasionally throughout the school year (ie. Valentine's Day, Christmas, etc.). Staff will work to create a balanced approach to these celebrations while recognizing that 'treats on occasion' are part of a balanced approach to a healthy lifestyle.

## **Student Suspensions**

When a student is suspended from regular educational program the suspension should not exceed five (5) school days. If a suspension is greater than five (5) school days it will be decided in consultation with the Assistant Superintendent's office.

## **Parent/Student Appeals – AP 325**

In accordance with section 11 of the School Act, a student or parent of a student entitled to an educational program in the School District may appeal a decision of an employee of the School Board, which significantly affects the education, health or safety of the student.

## **Inclusion Policy**

All members of the Nanaimo Ladysmith Public Schools community have the right to expect that its policies, procedures, programs and communications are inclusive and respectful; taking into consideration visible and invisible diversities including but not limited to: race, sexual orientation, gender identity, ability, religion, culture and socio-economic status.

The Board expects that all students, staff, and members of our school communities will:

- Adhere to a code of conduct that is educative, preventative and restorative in practice and response;
- Foster school cultures that are responsive to diverse social and cultural needs of individuals and groups;
- Understand how characteristics of diversity impact the access to, and outcomes of, education;
- Recognized the injustices of marginalization, advocate for social justice and promote human rights; and
- Participate in the ongoing development of practices that promote fair and equitable treatment for everyone, cultivating mutual respect, civility and a sense of belonging.

## **Parent Volunteers & Volunteer Drivers**

Parent volunteers are the backbone of so many activities we do during the school year. The district has updated its policy on volunteers working with our schools, both in the schools and as drivers and chaperones for field trips. It is now district policy that all adults working with students that are not under direct supervision of a school district staff member must have a criminal record check. This can be done online, does not cost anything, and only takes a few minutes. We want parents to understand that no adult will be able to drive other students to or from any field trip or school event without this record check passed.

More detailed information in regards to how to complete the Criminal Record Check and other volunteer driver forms will come home early in September with your child. Please take the time to read over them carefully if you are interested and able to volunteer in some capacity with your child's classroom this year.

