

École Élémentaire Richardson Elementary School



Community, Citizenship, Well-Being, Balance, Lifelong Learning



Richardson's Vision Statement:
Richardson is a shining example of Learning, Caring and Diversity

Principal's Message

This is a copy of our school handbook. The purpose of this publication is to help you become more familiar with our staff, our programs and the procedures in place here at Richardson. We are a community that values inclusion of all, and therefore it is our hope that this handbook answers some of the most commonly asked questions parents might have about Richardson.

As a school staff we are dedicated to providing the best possible learning environment for your children. We encourage and expect all students to do their best. We also expect a very high standard of cooperative and responsible behaviour from all students. Of course, to realize this standard, we need your support and assistance throughout the year.

With the home and the school working together, your child's overall success is ensured.

Dr. J. Lauman



Basic School Information

Address: 11339 83 Ave.
Delta, BC
V4C 7B9

Phone: 604-596-7481

Website: <http://ri.deltasd.bc.ca/>

Office Hours: 8:30 - 4:00 Monday to Friday

Instructional Day: 8:52 – 3:00

Opening Time: 8:52 a.m. (8:47 a.m. First Bell)

Lunch: 12:00 - 1:00 p.m. (12:55 p.m. First Bell)

Recess: 10:32 - 10:47 a.m.

Dismissal: 3:00 p.m.

Fax: 604-594-3164

Office Staff:

- Mrs. T. Ahlgren – Administrative Assistant
- Mme S. Randle – Office Support
- Mme P. Wilson – Vice Principal/Directrice adjointe
- Dr. J. Lauman – Principal/Directrice

Richardson Values, Mission, and Vision

During the 2014-2015 school year, staff, students and parents were consulted in regard to our values, our plan moving forward and our future aspirations. The following shows our plan and commitment in words.

Richardson Values

Can be organized under five headings.

1. Community (including connectivity, collaboration, celebration, inclusion)

2. Citizenship (including respect, empathy, responsibility, gratitude)

3. Well-Being (including social, emotional, and self-regulation)

4. Balance (between the individual and the group; between work and play)

5. Lifelong Learning (includes literacy, passion, numeracy and curiosity)

Richardson Mission Statement

The mission of École Richardson Elementary is to nurture the **heart, mind, body** and **spirit** of each member of our school family.

Richardson Vision

Richardson is a shining example of learning, caring and diversity.



Roles and Responsibilities

(based on Richardson's values)

Students

- try their best
- ask for assistance when it is needed
- visibly show Richardson's values in action
- follow Richardson's Code of Conduct.

Staff

- help students to achieve their best
- offer guidance and support as needed
- provide a safe and healthy learning environment
- provide a balance between group and individual needs
- help students work through social challenges in a healthy way
- provide innovative and progressive teaching in order to help each child reach their full potential
- model Richardson's values.



Parents

- communicate regularly with the school's staff in regard to their child's needs
- ensure the school has up-to-date family contact information
- assist their child with their school work when it is appropriate to do so
- play an active part in the life of the school (e.g., field trips, participating in the PAC, helping with fun days for students like "hot lunch")
- speak respectfully about the school and the school's staff in front of their children
- send their child to school each day: on time, well rested, with healthy food and wearing clothing conducive to learning (e.g. weather appropriate, comfortable)
- model Richardson's values.

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

- 8:37 – 8:52 am Before School
- 10:32 – 10:47am Recess
- 12:00 – 1:00 pm Noon Hour
- 3:00 – 3:15pm After School

Lunch Drop Off

If you are dropping your child's lunch at the office, please park on the road and walk in. We need to keep our fire lane free of vehicles in case of an emergency. Thank you for your help with this. Please print your child's name on the lunch before leaving it on the counter for pick up.

Parking and Drop off

The parking lot immediately in front of the school is not a pick-up or drop-off zone. It is for staff parking and for bus drop off only. Emergency vehicles must be able to negotiate the circle driveway without hindrance. Please pick-up or drop-off your children in the back parking lot or on the street in front of the school (and supervise your child crossing safely onto school property). If you are dropping off an item for your child, please do not park in the fire lane. Instead, park on the road immediately in front of the school.

School Visits

When visiting the school or a classroom, for safety reasons, all visitors, including parents, must enter by the front door and check in with the office. **Please wait outside the exit doors for your children when picking them up.**

Entering, Exiting and Playtime Expectations

Here is how we keep Richardson a safe and happy place to be:

Before School - Students should wait outside on the playground until the 8:52 bell unless they have been invited to be in the school early by a staff member. (Playground supervision is provided for 15 minutes prior to the start of school.) Students should enter at their designated door. The front door is generally reserved for visitors and parents. We encourage students to be on time, but if late, students should report to the office. The first bell goes at 8:47am. For sports team practices, students should enter by the outside gym door, not the front door.

Recess - On most days, students will play outside from 10:32-10:47 a.m. On very rainy days, students may be asked to stay inside playing, reading or doing an activity quietly. The staff provides supervision. Students usually eat recess snack either before or after recess in the classroom. Students should dress for the weather.

Noon Hour - Students staying for lunch will eat in their own classrooms. At 12:15 pm, students go outside to play (any unfinished food will be packed up and brought home so that parents can see what their child did/did not eat). If the weather is particularly inclement, students will be asked to stay in their own classroom and play quietly.

After School - Unless students have been requested to stay by a staff member, students should go home right after school. Play dates must be made the day before, as students are not permitted to use the phone for this purpose. Students meeting others after school should find a spot on the back playground in which to meet. The office is very busy at the end of the day, so this is not a place where students should be waiting, unless there are extenuating circumstances. (Playground supervision is provided until 3:15.) If your child does not arrive home at a reasonable time, please contact the school.

Use of School Telephone

The school phones are for the staff and parent use only. Students are allowed to use the school phones for emergencies, or if they are being detained after school and parents are unaware. **Students are not permitted to use the telephone to make after-school play arrangements.** For security reasons, the only available telephone is at the office. All other phones are strictly for staff use.

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 do not have the facilities or the personnel to care for sick children. **Good health is necessary for effective learning.** Students who become ill during the day are to go directly to their teacher. Our policy is to get ill students home as soon as possible. It is our practice to call parents and ask that the student be either picked up or given permission to go home. **For this reason, it is important that parents ensure work and emergency phone numbers are up-to-date.** We do not have the ability to supervise children indoors if it is an out day. If your child is too ill to be outside, they are too ill to be at school.

Electronics, Toys and Valuables from Home

Students are not to bring electronics, valuables, or toys from home unless requested by their teacher. Some of the reasons for this are: preventing loss or damage of items, encouraging active play, protecting student privacy, and monitoring appropriateness of content. If parents require their children to have a cell phone for after school check in, we will be requesting that students keep these turned off and in their backpacks during the day and that they use them only after they have left the school grounds. The school is not responsible for lost/stolen items.

Extra Curricular Activities

Programs offered vary from year to year, but may include things like cross country, drama club, volleyball, basketball and track and field activities. Usually the intermediate students (Grades 4-7) are invited to participate. Parent help can be an extremely valuable addition to the extracurricular program. If you would like to sponsor or participate in an activity, please contact Dr. Lauman.

Enrichment Education Support

Currently, the School District provides gifted education support through four programs – MathStretch(gr 5-7), ArtStretch(gr 5-7), ScienceStretch(gr 5-10) and WriteStretch(gr 2-12). Each program is unique in its ability to “stretch” our gifted students. The programs are offered at the District level and supported at the school. The referral process for these programs is different for each course. Please talk to your child’s teacher for more information. Our gifted contact teacher, Mrs. Dakin, is also a good person to talk to.

Parent Advisory Council (PAC)

All parents are invited to attend regular PAC meetings. Watch for dates of meetings on the PAC website and on school doors. Please come and get involved. You don't have to be a coordinator to make a difference. We appreciate all voices so don't let language be a barrier. Working together, we can make Richardson an even better place for our children!

Reporting to Parents

Report Cards are sent home three times each year – December, March and June. In addition to these formal reports, we arrange for other informal reporting conferences throughout the year. Parents are encouraged to contact their child's teacher whenever they have a query about their child's progress. Please be aware that teachers will be happy to speak with you about your child at certain times of the day. However, during class time, just before or just after class when the teacher is supervising the entry or exit of children or making their way to their classroom, may be difficult. To ensure a teacher's undivided attention, **please phone or write in your child's planner arranging for an appointment.**

Lost and Found

Our lost and found clothesline and box are located beside the gym. Please feel free to come to the school to look for lost articles. Small items such as jewelry, watches, etc. are kept in the office. Periodically, we lay out all the lost articles in the downstairs hallway for all students and parents to see. Please ensure that your children's school supplies and clothing are properly labeled with their name. Unclaimed items are donated to charity at the end of the school year.

Absentee Phoning Program

The school phones the home of every unknown absentee to ensure the safety of our students. Every child in the school is accounted for each morning and each afternoon. If a child is going to be late or absent, it is the parent's responsibility to telephone the school before 9:00 am. Please give the following information: name of child, name of his/her teacher, date of absence or in the case of lateness, when he/she is expected to arrive, and reason for absence.

For your convenience, we have an answering machine to record your message. Therefore, you can call anytime. The number to call is **604-596-7481**. The messages will be listened to after 9:00 am each day.

Bike Lock and Helmets Mandatory

If your child cycles to school, they **must** wear a bike helmet and should lock their bicycle in the bike racks. It is a provincial law that children wear bike helmets at all times. Once on school property, bikes should be dismounted and walked, for safety reasons.

Scooters and Skateboards (Other wheels)

We ask for parent support in keeping children safe. When you enter the school grounds, you must reduce your speed and dismount. Scooters must be folded to be stored in the coat areas. If a scooter does not fold or the student isn't able to fold it, it should not be at school. Skateboards must be stored in a safe location in the classroom for the day. The school cannot accept responsibility for loss or damage to scooters and skateboards. As with bicycles, students must wear appropriate safety gear. I should also be noted that students who are not proficient with these modes of transportation will be asked to keep them at home.

Homework, Home Study, and Support

Home study can be a valuable part of your child's educational program. It can provide extra learning time to reinforce skills learned at school and can also provide the opportunity to develop independent work skills, study habits and self-discipline. The goal of teachers is to help each child reach his or her individual potential. It is important for children to recognize that their family also places a value on learning and is interested in their work at school. By developing a regular routine for home study or homework, this value is realized by the child.

GUIDELINES FOR THE PRIMARY GRADES (K-3)

- In Kindergarten to grade 3, students should spend 15 to 20 minutes each night either practising skills (e.g. times tables in grade 3) or reading. Reading practice consists of the child practising on his or her own or the parent reading to the child (check which your child's teacher recommends).
- Older primary students may occasionally have projects to work on at home that will require, from time to time, some home support.

GUIDELINES FOR THE INTERMEDIATE GRADES (4-7)

- In grades 4-7, daily homework is more common. Children may be expected to: work on long term projects or an assignment that requires a minimum of adult supervision, review or complete the day's work, and study for tests or prepare for upcoming activities.
- Generally, homework should take no longer than 30 minutes. Please let us know if your children are regularly doing more or if they are having difficulty completing the assignment.
- If your child is not assigned homework, it is strongly recommended that they spend 30 minutes reading and discussing their reading with an adult at home.
- Grade 7 students' homework load will gradually increase to 60 minutes in order to prepare them for high school.

How the Home Can Support a Child's Education

Regular attendance and being on time

When children are absent from school or chronically late, the continuity of their educational program is often disrupted, resulting in gaps in learning. It is sometimes difficult for teachers to send work home as children often lack the understanding gained through teacher discussion and direction.

If your child is absent for a few days, please contact the teacher to find out what your child needs to do in order that he/she does not fall significantly behind in their work. Extended absences are a significant disruption to your child's education and parents are encouraged to discuss this choice with their child's teacher. It may have serious consequences related to your child's future. Enrolling your child in school where you are staying would be helpful.

The first minutes of the school day are usually when teachers outline the day's activities and discuss their expectations. It is critical that students be present for these important instructions. Arriving late interrupts the teacher and the class during this important time.

School Health Services

The Boundary Health Unit provides school Health Services. Our school Nurse may be contacted by phoning the Health Unit regarding any health concerns (604-507-5400). An excellent source of information about any school health issue from allergies to lice may be found at: <http://www.fraserhealth.ca/>

Hearing

Regular screening and testing is not automatically provided for all students. The only annual screening is for Kindergarten children. Parents will be notified when this is about to take place. Throughout the year, parents and teachers may refer any student for screening. Screening is done by Health Unit personnel. Parents are then contacted if there are any concerns.

Medical Alert

Please notify the school in writing about any child who has a "life-threatening" condition. For example, a severe allergy to bee stings, asthma, diabetes or epilepsy. There is a School District form that must be filled out and approved by your doctor. Please make sure your contact numbers are up to date.

Vision

Parents are reminded to make an appointment with an optometrist or ophthalmologist if they have any concerns during the school year regarding their child's vision. Parents do not require a referral from your family doctor and since a child's eyes change as they grow, the provincial medical plan pays for a check-up once each year up to the age of 16. We recommend that all children have their vision checked at least twice during their elementary years.

Immunization

Children should be immunized by the end of Kindergarten. This includes a booster of diphtheria, pertussis, tetanus and polio, which is recommended from ages 4 years 8 months to 6 years. Appointments for immunization can be made at the Health Unit. If your child is immunized at your doctor's office, please send records and dates of shots to the school. A universal program, with grade 6 as the target group, is offered to protect students against Hepatitis B. Parents will be notified when this is about to take place.

Medication

Medication will not be administered at school unless absolutely necessary. If, however, your child requires medication at school, written approval from your family doctor must be provided. Forms for this purpose are available at the office. Students may not self-administer medication, unless that is part of their signed medical plan.

Injury and Medical Treatment

The school has trained staff to provide emergency first aid treatment only. We are happy to provide band-aids or ice for minor cuts and bruises, but if for any reason our staff is concerned about your child, the school will contact you or your designated emergency contact on the emergency card. The safety and well being of our students is very important and we want to ensure that parents are informed.

Head Lice

Outbreaks of head lice are not uncommon at school. In fact, lice like to live on clean heads of hair. Please notify the school office if your child has head lice. The school will then inform all parents in the classroom that they should carefully check their child's head for nits. The school will not identify the affected child on the notice for privacy reasons. If the problem persists, the school Nurse has trained staff in the identification of the nits. At the Principal's request, the staff member will screen all children in certain grades, classrooms or area, until the problem is resolved.

Allergies - No Scent Policy

For many people, being exposed to scented products such as deodorant, aftershave, hair spray, cologne, shampoo, perfumes, soap or other scented personal care products can pose a serious health risk. Migraine headaches, nausea and breathing problems are common symptoms for anyone who is affected by fragrances. Due to the health concerns arising from exposure to scented products, Richardson Elementary endeavors to provide as scent-free an environment as possible.



Richardson Elementary School Code of Conduct

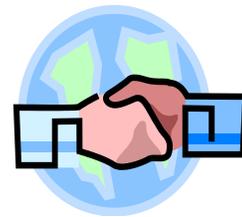
Rights + Responsibilities = A Great Place to Learn

At Richardson, we provide and maintain a safe, caring and orderly environment for students to develop to their full potential. From the time students leave home in the morning to the time students return home after school, they are responsible to the school for their actions. At Richardson we can be very proud of our students' excellent behaviour. That being said, if there were a case in which a student's inappropriate behaviour was of concern, this would be individually addressed.

As a school community we have developed behavioural procedures and expectations. Our teachers offer consistent, supportive guidance and our school is a happy, healthy, friendly place in which to learn and grow.

Students come to school with certain **rights** such as:

- to be safe, physically and emotionally
- to receive instruction
- to gain reasonable assistance as needed
- to be treated fairly, with respect and care
- to be given reasonable expectations.



Students, along with their rights, also have **responsibilities** to the school, such as:

- to be responsible to the school for their actions from the time they leave home to the time they return home after school
- to come to school prepared to learn
- to act toward others and the school with respect and care
- to follow the school's expectations for behaviour and learning, and to follow the direction of any staff member.

Parents have the **right** to:

- be informed and consulted in regard to their child, when their child is involved in an incident
- inform themselves in regard to school procedures and district policies
- be heard if their child is being affected by another person.

Parents have the **responsibility** to:

- respect the need for the school to keep information about other people's children confidential
- work with the staff in resolving issues that involve their child.
- focus on their child when an issue is being resolved, rather than interacting with other people's families.

The school's Code of Conduct maintains the rights and responsibilities of people in the school culture. It aligns with our values, purpose and mission.

The Richardson school Code of Conduct aligns with Delta's District Code of Conduct. The District Code may be viewed from our District Website at <http://web.deltasd.bc.ca> Then click on About>Board of Ed.>Policies>procedure 350.



BEHAVIOURAL GUIDELINES - CODE OF CONDUCT



A. Safety

- Illegal or unsafe items may not be brought to school.
- Potentially unsafe games and activities are prohibited, e.g., play-fighting, poking with sticks, tackle football and doubles on swings.
- Throwing items such as rocks, sticks or snowballs is inappropriate.
- Fighting or intentionally hurting others is considered a serious breach of the School Act.
- Students may not leave the school grounds (during instructional hours, recess or lunch) without permission; students are to go straight home from school so parents know they have arrived safely.

B. Orderly Conduct

- When in the school building, students will conduct themselves in a quiet and orderly fashion.
- The library is a place of quiet. Students may use the library to study, do homework, research and read.
- Students have specific times and doors from which to enter and leave.
- Students are to eat lunches at their desks and to keep their areas tidy. (Eating and playing at school at lunch break is a privilege.)
- When walking in the halls, it is expected that students will move quietly and respectfully, so as not to interfere with the learning in other classes.

C. Respect

- Students are to use the phone only in cases of emergency or when they have been given permission by a teacher.
- Students are to help keep the school clean of litter and graffiti, and refrain from chewing gum.
- Certain areas are for staff, and are therefore out-of-bounds for students such as: all equipment storage areas, photocopy rooms, or the gym, except when under the direct supervision of a staff member.
- Bike racks are to be left alone, except when students deposit bikes or pick them up.
- Students are expected to be polite to each other and respectful towards all adults.
- Appropriate language is to be used at all times.
- Technology is to be used appropriately at all times

D. Responsibility

- Students should come to school ready to learn.
- Students should arrive on time.
- It is the students' responsibility to take pride in their appearance, and with parental assistance, to a standard that is considered appropriate.
- Students should act appropriately in areas such as washrooms and change rooms.

***E. Consequences**

The age and maturity of the student, as well as the severity and frequency of the unacceptable conduct, will be taken into consideration when determining appropriate disciplinary action.

- Responses to unacceptable conduct will be consistent and fair-minded.
- Disciplinary action, when possible, will be preventative and restorative, rather than merely punitive.

***F. Notification**

The administration and/or teacher will advise parents of serious breaches of the Code of Conduct. For example:

- Parents of student offender(s) - in every instance.
- Parents of student victim(s) - in every instance.
- School district officials - as required by school district policy.
- Police and/or other agencies - as required by law.
- All parents - when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

* Ref.: From Ministry of Education - Safe and Caring Schools - <http://www.bced.gov.bc.ca/sco/>



Student Threats to Safety – Fair Notice

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs it is taken very seriously and a student threat assessment is started.

As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing an intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.