



DON CHRISTIAN ELEMENTARY  
**WILDCATS**

**STUDENT HANDBOOK AND CALENDAR  
2024 - 2025**

[www.surreyschools.ca/donchristian](http://www.surreyschools.ca/donchristian)

**Don Christian Elementary  
6256 184th Street  
Surrey, B.C. V3S 8E6**

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Principal: Mrs. Christine Shepherd

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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## IMPORTANT DATES

Sep. 3	School Opens (10:00-11:00)
Sep. 27	Non-Instructional Day
Sep. 30	Truth & Reconciliation Day (no school)
Oct. 3	Individual Picture Day
Oct. 9	Early dismissal (1:28)
Oct. 14	Thanksgiving Day (no school)
Oct. 18	Interim Reports
Oct. 25	Non-Instructional Day (no school)
Nov. 8	Non-Instructional Day (no school)
Nov. 11	Remembrance Day (no school)
Dec. 6	Term 1 Reports
Dec. 12	Early dismissal (1:28) P/T conf.
Dec. 20	Last day before Winter Break
Jan. 6	School Re-opens
Feb. 17	Family Day (no school)
Feb. 21	Non-Instructional Day (no school)
Mar. 7	Term 2 Reports
Mar. 11	Early dismissal (1:28) P/T conf.
Mar. 14	Last day before Spring Break
Mar. 31	School Reopens
Apr. 18	Good Friday (no school)
Apr. 21	Easter Monday (no school)
May 1	Interim Reports
May 2	Non-Instructional Day (no school)
May 19	Victoria Day (no school)
May 26	Non-Instructional Day (no school)
Jun. 20	Sports Day
Jun. 26	Last Day of Class - Early Dismissal (1:28) Final Reports
Jun. 27	Administrative Day (no school)

## DAILY BELL SCHEDULE

8:30	Welcome Bell
8:35	Classes Begin
10:05	Recess
11:43	Lunch – activity period begins
12:05	Lunch – eating period begins
12:28	Instruction begins
2:28	Students are dismissed
2:43	All students to be off school grounds unless directly supervised

## INSIDE DAYS

It is our belief that children need to go outside whenever possible to run and play. Students should come to school dressed for the weather. As such, they should have a waterproof coat and footwear, gloves, hats, scarves and umbrellas as needed depending on the weather conditions. When the elements combine to make the conditions outside uncomfortable, even with proper outdoor clothing a



decision will be made to call an “inside day”. Students will have access to classroom areas to stay warm and dry. Students are expected to behave according to the Code of Conduct.

## SAFE ARRIVAL PROGRAM

If your child is going to be absent or late for school, please phone the school 604-576-1381 or email [donchristian@surreyschools.ca](mailto:donchristian@surreyschools.ca). Please leave us a message if we do not answer. If you do not call us, we will attempt to reach you. This is to help both parents and teachers be assured that the child arrived at school safely or is at home. The school may call your designated work or emergency numbers if we cannot reach a parent at home. Please keep all your contact phone numbers up to date.



## EARLY DISMISSAL

If you need to take your child out of school early, please let us know by sending a note to your child’s teacher. Please provide a reason for the early dismissal. We discourage parents from taking students out of class early. However, we do understand that sometimes this is necessary but wherever possible we ask that you try to schedule appointments for after school hours.

**If an emergency arises and you need to pick up your child, please check in at the office and sign him/her out.**

## LATES

Late children must check in at the office. Parents who arrive with their children who are late should not accompany their child directly to the classroom. If you need to meet with the teacher, please make an appointment or see them before or after school.

## STUDENT ABSENCES

When your child is absent from school, a break in the flow of his/her education is created. It is difficult for teachers to send work home unexplained or untaught. It is also difficult for students, upon their return, to catch-up and this can lead to frustration. When your child is away for more than one day, it is important you contact the teacher to discuss any problems and follow-up on the learning that your child has missed.

If you are planning to drop by to pick up homework for your child, please contact your child’s teacher before or after school.

## LONG TERM STUDENT ABSENCE

If your child is going to be absent for an extended period of time, please let the office know. If it is for more than 5 school days then parents need to sign a form that indicates they acknowledge the possible consequences for taking children out of school for an extended period of time and may need to meet with the

Principal. After an absence of more than 25 days, a child can be de-registered and his/her space can be given to a new student if it is needed.

## ACCIDENTS

First Aid will be provided to children with minor injuries. If an accident results in serious injury, an ambulance will be called and parents or guardians will be notified.

## EMERGENCY PROCEDURES

During the first few weeks of school parents will be asked to revise student information. This includes updating emergency contacts and medical issues. This information is updated in the office computers and it enables us to reach you or your designate if your child becomes ill or is injured during school hours, or if there is an emergency school closure. Please keep us advised of any changes.

## LOST AND FOUND

All items brought to school should be labeled with the owner's name and division number using a permanent marker. Items that have been found will be given a home in our Lost and Found box. We also have a drawer in the office for small items such as keys. Students should check these areas for lost items. Periodically unclaimed articles will be put on display for a short time before they are donated to charity. Parents are also invited to check the lost and found for missing items.

## HEALTH INFORMATION

Medical Alert: At the beginning of each year, parents are responsible for notifying the school and/or updating the medical alert forms of any life threatening condition their child has (for example: severe allergies particularly to bee stings and nuts, asthma, diabetes, etc.) These forms are available in the office and there is space on them to be updated once per year.

Medication: Medication will not be administered at school unless absolutely designated by a child's physician and recorded on the medical alert form. Parents are always welcome to visit the school to administer medication to their children as they see fit.

Head Lice: Please notify the school if your child has head lice. We can then send home a letter to all students in the class. Please consult the Fraser Health website for any information ([www.Fraserhealth.ca](http://www.Fraserhealth.ca)).

## COMMUNICATION

At Don Christian, communication between home and school is a continuous process and occurs whenever parents or teachers feel there is a need. Do not hesitate to call

if you have a concern and wish to arrange for an appointment with a teacher.

The Don Christian website is updated on a regular basis, [www.surreyschools.ca/donchristian](http://www.surreyschools.ca/donchristian). Information is also available on the Surrey Schools App. Regular newsletters are emailed to families and posted on our website. We ask that you ensure that the office has your current contact information including email address on file.

## PARENT INVOLVEMENT AND VOLUNTEERS

Learning is a life-long process and parents are a child's first and most important teacher. An important link in a child's learning is the relationship established between home and school. Throughout the school year, we invite parent participation. Volunteers can help in a number of ways. You can assist teachers by:

- Volunteering in a classroom to help teachers or to work with students individually or in small groups
- Joining the Don Christian Parent Advisory Council, assisting in the various activities they organize and participating on committees when the opportunity arises
- Participating in school functions
- Volunteering to drive or help supervise on fieldtrips
- Being a resource person who comes into the classroom with special skills or areas of interest (for example: ecology, orienteering, Indigenous teachings, music, dance, crafting, etc.) to enhance aspects of the curriculum and to help students gain a better understanding of career fields, cultures and hobbies.



## SCHOOL VISITORS

**ALL VISITORS** to the school must report to the office upon their arrival, sign in and pick up a visitor's badge.

If you are not wearing a badge, you will be approached and asked to check in at the office. This procedure is in place for the safety of students and staff.



## PARKING / PICKUP AND DROPOFF OF STUDENTS

For safety and security reasons, parents are asked to obey the posted "No Parking" signs. The school parking lot is not to be used as a drop zone. Parents are welcome to park next door at the Don Christian Rec Centre.



## FREEDOM OF INFORMATION AND THE PROTECTION OF PRIVACY LEGISLATION

The Freedom of Information and the Protection of Privacy Legislation came into effect in schools in the fall of 1994.



Teachers, parents and students are bound by a common responsibility in this area: to respect the privacy of each individual within the school. For example: A teacher or an administrator or a parent volunteer would not be able to share information about the character or ability of one student with the parents of another student. This is an important issue because the work we do in the school depends on our ability to build a trusting relationship with the students and the parents who entrust their children to us. That trust can be seriously damaged when information about a child or a parent is circulating in the larger community. Occasionally parents or volunteers may view or overhear privileged or sensitive information. This information must be kept private. If the parent or volunteer feels it necessary to discuss the concern, it must be done only at the school level with either the teacher or administrator involved. The staff is very open to listening to genuine concerns (not gossip or hearsay) from parents or any member of our school community. If parents have a concern, they should contact the person involved; by bringing these issues to the source we can help address the particular concern.

## PARENT ADVISORY COUNCIL (P.A.C.)



Our PAC is an organization open to parents and guardians of students registered in the school. Meetings are usually held once a month. At meetings you can learn about what is

happening at the school and also help make decisions that affect all of our students and it is important that parents attend to make their opinions known. To learn more about our PAC visit their website at: <https://sites.google.com/view/dcpac>

## FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES

Written permission from parents is required for all fieldtrips. We cannot allow a child to leave the school grounds without permission from their parent or guardian. Notices are sent home prior to these fieldtrips informing you of the trip and asking for your permission.

## SCHOOL CASH ONLINE

Don Christian Elementary has transitioned to a cashless system and will no longer accept cash as a

form of payment. All field trip monies, and or school expenses are to be paid on-line through School Cash Online. A link is available on our website. You can also contact customer service at 1-866-961-1803.

## SUPERVISION

Teachers begin supervision 15 minutes before school starts, during recess and for 15 minutes after school ends. Noon hour supervisors are with the students during lunch time, while the students are outside and in their classrooms. Parents are encouraged to have their children go directly home after school unless they are participating in a school-sponsored activity.

## PERSONAL ITEMS

If you are bringing your child any personal items that may have been forgotten at home we ask that you contact the office ahead of your arrival. Items can then be dropped off at the office and will be taken to your child. Please do not deliver items directly to the classroom doors as it will likely interrupt ongoing classroom instruction.

## EMERGENCY SCHOOL CLOSURE

From time to time, classes may have to be cancelled temporarily for a variety of reasons. For example, schools may be closed due to power outages, failure of heating equipment, disruption of water services, poor weather, or other emergency situations.

Parents are advised to listen to radio station CKNW (Dial 980AM), News 1130 (Dial 1130AM), CBC (Dial 690AM), RED (Dial 93.1FM) and Radio India (Dial 1600AM) for information about cancellation of classes. Please do not call the school or district offices as staff members are generally not available to answer telephone calls and phone lines typically become congested in any event. School closures will also be posted on both District and School Websites.

Weather, power, road and safety conditions can change substantially within a few hours, therefore, assessments and decisions must be made as close to school opening as possible for the information to be reliable. However, the district will do its best to communicate the status to schools by 7:00 a.m., when possible.

## DON CHRISTIAN ELEMENTARY CODE OF CONDUCT

**A school code of conduct exists for three**

**reasons:**

- the safety and health of all members of our learning community and their property
- to promote a school and classroom environment which maximizes learning opportunities for all students
- to effectively deal with crisis situations

At Don Christian Elementary we work together to create a **Caring, Accountable, Trustworthy and Safe** learning environment.

**We care for and respect others.**

**We care for and respect ourselves.**

**We care for and respect the environment.**

**Members of the Don Christian community and visitors are expected to:**

- Contribute positively to the classroom and school community
- Solve problems in peaceful ways
- Value diversity and defend human rights
- Exercise our democratic rights and responsibilities
- Follow the C.A.T.S. Behaviour Expectations Rubric

**Don Christian aims to be free from acts of:**

- Verbal, physical or sexual abuse
- Bullying, cyber bullying, harassment and marginalization
- Disrespectful speech, profanity and offensive messages
- Violence in any form
- Discrimination, including sexual orientation and ethnicity
- Retribution against any person who has reported a breach of the Code of Conduct

The above behaviours in our Code of Conduct are **examples and not an inclusive list.**

**Don Christian does not tolerate:**

- Theft or damage to property
- Cigarettes, intoxicating or banned substances
- Weapons or explosives, including firecrackers, fire lighters, sharp objects and replica weapons
- Intruders or trespassers

Misuse of technology may be subject to discipline (including but not limited to confiscation).

**Students are expected to report incidents relating to any of the above.**

Expectations for behaviour rise as students mature through successive grades. Consequences take into account the student’s age, maturity, and special needs, severity, and frequency of actions, and whenever possible and appropriate, focus on being restorative rather than punitive.

**Inappropriate behavior typically has the following consequences:**

- Review of expectations and a timeout
- Review of expectations, written assignment and/or loss of privileges
- Parents are informed
- Meeting with the parents
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days) or referral to District programs
- Consultation with police and/or fire department
- Expulsion

Don Christian views parents/guardians and community members as valued partners and commits to regular, open communication regarding all areas of student conduct and development. When students engage in a serious breach of our code of conduct, our response will always include communication with the parent and may also include communication with district student services staff, the parents of affected students as deemed necessary, and police and/or other agencies as deemed necessary by law.

