

K.B. WOODWARD

Parent Handbook



Learning and Working Together

K.B. WOODWARD

Bell Schedule

8:14 am	Supervision Starts
8:29 am	Bell – Students line-up and enter school with teacher
8:34 am	Bell – Classes Begin
10:00 am	Bell - Recess Begins
10:15 am	Bell – Recess Ends
11:47 am	Bell - Lunch Break Begins Students who did not bring a lunch or not on the Lunch Program may go home for their lunch. <i>(Parent permission required)</i>
12:02 pm	Bell - Students go outside
12:27 pm	Bell – Students line-up and enter school with teacher
12:32 pm	Afternoon class begins
2:32 pm	Bell - Students Dismissed
2:47 pm	Supervision Ends Students should have left the school grounds unless they are involved in sports or working with a teacher.

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Code of Conduct

At KB Woodward Elementary we are committed to creating a safe, caring, and orderly environment. All members of our community are expected to conduct themselves according to the following principles while at school, while going to and from school, and while attending any school function at any location.

- **We care for ourselves**
- **We care for others**
- **We care for our environment**

Our care is demonstrated as we:

Contribute to the classroom and school community:

- We are welcoming, friendly, kind, and helpful.
- We participate in and contribute to classroom and group activities.
- We take on leadership responsibilities.

Solve problems in peaceful ways:

- We manage and express our feelings appropriately.
- We try to solve problems independently and know when to get an adult to help.
- We clarify problems and think of appropriate problem solving strategies.

Value diversity, democracy and defend human rights:

- We are fair and respectful.
- We notice when others are being treated unfairly.
- We stick up for others when seeing injustice.

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Code of Conduct

At KB Woodward, we feel it is very important to set a standard for dress that reflects pride in one's self and the school. Some examples of this are as follows:

- Modest sleeveless tops are an appropriate form of clothing during the hotter weather, provided bra straps, cleavage and midriffs, and excessive skin are covered.
- Shorts are an appropriate form of clothing during the hotter weather; however they should be modest in length.
- Clothing should be free of offensive slogans, graphics and language.
- Hats should be removed upon entering the building.
- As a general guideline, underwear should not be seen.

Unacceptable Conduct (not an all-inclusive list)

We will not tolerate:

BEHAVIOURS THAT:

- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe situations

ACTS OF:

- Bullying, harassment or Intimidation
- Verbal, physical or sexual abuse
- Discrimination
- Retribution against a person who has reported incidents

ILLEGAL ACTS, such as:

- Possession, use or distribution of illegal or restricted substance
- Possession or use of weapons or explosives
- Theft of or damage to Property of SD36 - Surrey
- Intruders or trespassers

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Code of Conduct...

Rising Expectations

It is our intention to encourage social responsibility and self-discipline in an age appropriate manner. Our children will learn to solve problems in a peaceful way; to value diversity and human rights and to exercise rights and responsibilities in a democracy.

Consequences

Disciplinary responses to unacceptable conduct are preventative and restorative. Consequences are relevant, related and reasonable. It is our expectation that as our students become older, more mature and move through successive grades, that they show increasing personal responsibility and self-discipline.

Notification

Serious breaches of our Code of Conduct will result in parents and/or guardians being notified. In some instances it may be necessary to also notify school district officials or police and/or other agencies as required by policy or law.

K.B. WOODWARD

K.B. Woodward Anthem and Pledge

Today we pledge to do our best
At K.B. Woodward School.
Oh, Spirit of the Wild Cat,
This promise is our rule.

Friendships strong in harmony –
Respect of diversity -
We brave our future responsibility
And problems peacefully,
Showing pride for our K.B. family.

With helpful hand we welcome you
To K.B. Woodward School.
Forever hold our standard.
Defend our golden rule.

Friendships strong in harmony –
Respect of diversity –
We brave our future responsibility
And problems peacefully,
Showing pride for our K.B. family.

K.B. WOODWARD

Policies & Procedures

A. Attendance, Absences, and Late Arrivals

At KB Woodward, we consider attendance and punctuality to be central factors in student success. We ask that you please call the school office at 604-588-5918 before 9:00am if your child(ren) will be absent or late. The office contacts parents either at home or at work if we have not heard from the family. It is important to contact the school to report ANY absence so both the school and the parent(s) know that the children have made it to school and are safe.

It is also important that each child arrive to school on time. Students who enter classrooms late interfere with the learning of others and often miss important instructions. All late students MUST report to the office for a Late Slip before entering their classrooms.

B. Emergency School Closure

Sometimes extreme weather conditions or other unusual circumstances can cause class cancellations at a school, or district-wide on short notice. In the event of class cancellations, the Surrey school District will post information on its website at www.surreyschools.ca and provide updates to the following radio stations:

- CKNW (980 AM or www.cknw.com)
- NEWS 1130 (1130AM or www.news1130.com)
- CBC Radio (690 AM or www.cbc.ca/bc)

It is important that you advise the school office of a person(s) to contact in the event of an emergency. Please update the information on school file records with current telephone numbers so that in the event of an emergency the appropriate person can be contacted quickly. In the event of an actual Fire, Earthquake or Lockout, please follow the directions below:

- If there is an Earthquake, or a Fire the assembly/pick-up area is Upper Grass Soccer Field @ KB Woodward.
- In the event of a Lockdown, the offsite assembly area is City Central Learning Centre located at 13104 – 109 Avenue, Surrey, BC.

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Policies & Procedures...

C. Students Leaving the School Before Regular Dismissal Time

All students who leave the school before the end of the school day must be signed out at the office by their parent/guardian or designate. Similarly, they must sign in at the office when they return to school later in the day before returning to their classrooms. **We ask parents NOT to go directly to the classroom without checking in at the office first.**

D. Extended Absences (Over 25 school days)

Extended absences that are over 25 school days may result in your child being deregistered! To reduce the risk of de-registration of your child from school, any Vacation over 5 school days requires an Extended Vacation Form to be filled out at the school office. During extended absences that are non-medical, the classroom teachers may provide some general ideas to parents about what they can do to minimize the impact on learning, but are not able to provide homework packages or textbooks for students to use while away on vacation.

Please note that students who are absent for extended periods due to medical reasons may be referred to the Hospital Homebound program for educational support.

E. Cell Phone/Digital Camera/Personal Electronic Use by Students

We ask all students to leave their personal electronic devices such as digital cameras, video game players, etc. at home unless they are needed for a specific instructional purpose approved by their teacher. The school is not responsible for any loss or damage of such personal property.

Students may use their cell phones before or after the instructional day. Cell phone use, including text messaging and camera, is not permitted in the classroom or on the playground during class time, at recess, or at lunch. We also ask parents not to call or text students during instructional hours. Please contact the office instead if there is an emergency.

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Policies & Procedures...

F. Accident or Illness

Emergencies and accidents do occur in spite of careful supervision of activities. School personnel handle routine cuts and scrapes. However, there is no nurse at the school and schools are not equipped to look after ill or injured students beyond basic first aid.

If your child becomes ill at school or if an injury is severe and will require parent supervision or treatment beyond the school's capabilities, the parent or guardian will be contacted. If no one is available to come for the child, we will use our judgement on whether to call for emergency aid.

G. Medications

Medication should not be administered at school unless it is absolutely necessary. If your child requires medication at school, a written approval from your doctor must be completed or the parent must come and administer the medication themselves.

H. Head Lice/Communicable Diseases

Please notify the school if your child has head lice. Treatment information can be provided by the school or by the North Surrey Public Health Unit located at the address below.

Please report any communicable diseases (chicken pox, mumps, measles, and scabies) to the school. By doing so, we reduce further spread and re-occurrences of the disease.

North Surrey Public Health Unit
10362 King George Boulevard
Surrey, B.C. V3T 2W5
Phone: 604.587.7900

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Student Safety

A. Supervision of Students

Playground supervision is provided by teachers for 15 minutes before school begins and for 15 minutes after dismissal. We ask that students arrive shortly before the first morning bell 8:35 am and leave as soon as possible after dismissal. The school does not provide supervision for students who arrive before 8:25 am or stay beyond regular dismissal time unless they are participating in teacher-sponsored extra-curricular activities. Lunchtime supervision is provided by paid supervisory aides.

B. Visitors

For security reasons all visitors, including parents, must report first to the school office before proceeding through the school and must wear a Visitor Badge while on school grounds.

C. Parking/Traffic Safety

The staff parking lot is for school personnel only and is not to be used as a drop-off or pick-up by parents. The handicapped parking stalls are reserved at all times for licensed users. Please slow down and watch for all pedestrian traffic.

D. Walk and Bike to and from School

Students who ride a bicycle to school must ride them responsibly while on school property. Students must also lock their bikes. Investing in a good bike lock like the ones pictured will help ensure your child's bike is safe for the duration of the day. The school is NOT responsible for any lost or stolen bikes. Students that walk to school are reminded to walk directly home after school every day to report home to their parent(s)/guardian(s).

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School Information

A. Reporting to Parents

Parents will receive reports on student progress five times during the school year. Two of the reports are "informal" reports and usually take the form of a brief "interim" report. The other three formal reports are more extensive. These reports communicate how students are doing with respect to the learning outcomes prescribed by the Ministry of Education.

In addition to formal reports, parents are welcome to make appointments to discuss their children's progress with teachers or the Principal at any point throughout the year. However, please do not discuss student progress with teachers at pick up/drop off time, game practices, rehearsals, or open house events.

B. Student Planners

All students in Grades 1 – 7 are expected to use planners (agendas). Student planners customized for our school may be purchased at cost. Students should use their planners regularly to note homework assignments and to record reminders. Parents are encouraged to check the planner each evening with their children and to use it to communicate with teachers.

C. Homework and Home Study

As a general rule, primary students do not have formal homework. However, studying for tests such as spelling, practising printing and reviewing quick recall of math facts may be assigned. Primary children should read or be read to on a daily basis.

In the intermediate grades (4-7), homework will be assigned. In the early intermediate grades (4/5) we are introducing students to the concept of regularly assigned homework, while in the upper intermediate grades (6/7), we are preparing students for the more rigorous academic expectations of secondary school.

The guidelines listed below are average minutes assigned per night and may be more or less depending on the student, the curriculum being covered, and the time of year. Major assignments with an extended due date should not be left for the night before they are due. Long-term projects should be broken down into smaller parts and spread out over a period of time. Students are encouraged to plan and budget their time efficiently and work within the suggested guidelines.

Grade 4 – up to 40 minutes
Grade 6 – up to 60 minutes

Grade 5 – up to 50 minutes
Grade 7 – up to 70 minutes

Our guidelines are purposefully not lengthy. We recognize that children today are involved in many out-of-school activities and that healthy children need a balance between school activities, extra-curricular activities, family activities and leisure activities.

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School Information...

D. Parent Advisory Council (PAC)

The role of the Parent Advisory Council (PAC) is to encourage parental input and involvement in their children's schooling. PAC also conducts fundraising activities on behalf of the school. Executive members of the Parent Advisory Council are normally elected at the end of each school year. General meetings are held regularly and all parents are welcome to attend. The names of PAC executive members and PAC meeting schedules are posted on the Parent Information bulletin board located in the main hallway of the school. Please note that the KB Woodward PAC is a registered charitable organization and can issue income tax receipts.

E. School Planning Council

KB. Woodward Elementary has a School Planning Council comprised of 1 administrator, 1 teacher and 3 parents. The School Planning Council is involved in improving student achievement through participation in the development of the school plan. Please visit: <http://prezi.com/nskgpohzprdj/kb-woodward-school-improvement-plan/>

F. Parental Involvement

We invite all parents to be active partners in their children's education. In addition to the more formal activities of PAC and School Planning Council, other examples of parental involvement include:

- Attending parent/teacher conferences
- Attending school events such as concerts, assemblies, and games
- Using the student planner daily to communicate with the classroom teacher
- Volunteering in the classroom
- Driving on field trips
- Helping in the library
- Helping with athletic activities as volunteer coaches

G. Volunteers

Our school is very fortunate to have many volunteers supporting our students and staff. Please contact your child's teacher or the Principal if you wish to volunteer in some way, e.g. read with primary students, help prepare classroom materials, coach a sport, etc. We ask all visitors, including volunteers, to report to the office, sign in, and wear a visitor's badge during their time in the school. Adults are not permitted to use student washrooms during the school day. All volunteers who are not parents must be approved by the Principal and will be asked to complete a criminal record check with the RCMP. Volunteer coaches must agree to abide by SEAS (Surrey Elementary Athletics) rules and regulations.

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School Information...

H. Volunteer Drivers

All parents who are willing to volunteer as drivers from time to time are asked to complete the volunteer driver's form. The forms are filed in the office and the information provided to us on the form must be current information.

I. Instructional Programs

In addition to classroom instruction, the following services are offered at the school to all students:

Daily Physical Education
Library Program
Learning Support
School Counsellor
Core Music Program (K-6)

Band Program (Grade 7)
Speech/Language Therapy
Strong Start (Age 0 – Pre-K)
ROOTS After School Program
S.T.A.R.R.

Some of our students may qualify for a variety of district-based programs offered at other locations, e.g., Challenge, Hospital Homebound, etc. For more information on these programs, please contact the office.

J. Field Studies / Field Experiences

Teachers extend and enrich the educational experience of students by going out into the community and inviting resource people into the school. PAC provides significant funding support each year for unique educational experiences such as the Theater Performances program at KB. From time to time, parents will be asked to contribute funds to help support the cost of field trips and other special activities. Parents can also help by driving, supervising a small group, ensuring that their child is dressed appropriately for the weather or simply by completing and returning permission forms promptly before or on the given deadlines. Parents helping with field trips are asked to leave the younger siblings at home.

Field trips are intended to support and enhance the prescribed curriculum and are planned by the teacher with input from students. While on field trips, students are expected to abide by the school's Code of Conduct. Students may not be allowed to participate in field trips if they have repeatedly demonstrated non-compliance with KB's Code of Conduct. Students may also be required to complete classroom work prior to the field trip. The non-completion of such work may preclude the student's participation in the planned event.

Please note that if the permission slip is not returned, your child will not be able to go with the group. If transportation is by car, the field trip will be cancelled if there are not enough volunteer drivers.

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School Information...

K. Lunch Program and Breakfast Club

KB Woodward offers both a Lunch program as well as a breakfast club. More information can be provided to parents at the office.

L. Extra-Curricular Activities

Extra-curricular activities contribute to school spirit and enrich the educational experience of all participants. Clubs and after school sports are made possible by staff and parents who volunteer their time at lunch, before or after school.

The following team sports are usually offered depending on student interest and availability of volunteer coaches:

Cross Country – September and October

Soccer – September and October

Volleyball – October to December

Basketball – January to March

Badminton – March to April

Track & Field – April to Early June