



## ECOLE LARONDE PARENT HANDBOOK

### **WELCOME / BIENVENUE**

Bienvenue à l'école! We are looking forward to having a great year as our students, staff, and parents work together toward excellence in education and school life. All students are encouraged to try their best and participate actively in different learning opportunities.

This handbook contains information on school programs and services, the Student Code of Conduct and other useful information. We encourage parents and students to read the handbook together and keep it available for reference throughout the year.

Ms Peggy Lee  
Principal / Directrice

### **MISSION STATEMENT**

We at Laronde Elementary believe

- That all pupils should pursue and be recognized for academic, athletic and artistic growth and excellence
- That programs and the school climate be designed to motivate pupil learning and promote learning, respect and caring for people
- That the Guiding Principles of Learning, Accountability, Kindness, Excellence, Respect and Safety be advanced
- That learning is enhanced by working with children of mixed abilities and ages
- That pupils be provided with opportunities to develop qualities of leadership, self reliance and independence

## STUDENT CODE OF CONDUCT

### GUIDING PRINCIPLES

**Learning** – actively engaged in your own education

**Accountability** – take responsibility for one’s choices and actions

**Kindness** – to everyone

**Excellence** – strive for the highest quality and effort

**Respect** – yourself, others and the environment

**Safety** – be alert, be aware, everywhere

### Code of Conduct Core Principles

- |                           |                         |
|---------------------------|-------------------------|
| • Take Care of Yourself   | Prends soin de toi      |
| • Take Care of Others     | Prends soin des autres  |
| • Take Care of this Place | Prends soin de ton coin |

Laronde students are given many class-wide and school-wide opportunities to learn our core principles.

### Reflection

- Students need reminders to follow our Code of Conduct and are given opportunities to *learn from their mistakes*.
- Students are encouraged to apply this learning to another situation where they are faced with the choice of either making a *wise* or *unwise* decision.
- Students need to apply the Core Principles:
  - While at school
  - While going to and from school
  - While attending any school function or activity at any location

### Dress Code

Members of the school community will dress in a respectful and modest way that is appropriate for learning.

### Conduct

Our conduct expectations follow the *Safe and Caring School Environments* guidelines. The following are *examples* of unacceptable behavior (not an all-inclusive list):

- Interferes with the learning of others
- Unsafe behavior
- Bullying, cyber bullying, harassment, violence or intimidation
- Possession or use of weapons or replica (toy) weapons
- Possession, use or distribution of illegal substances or intoxicating substances
- Use of cell phones, iPods/MP3 players, digital cameras or other electronic recording devices during instructional hours, unless authorized by school personnel for instructional purposes
- Vandalism
- Smoking

Unacceptable conduct at Laronde can be divided into *Level 1* and *Level 2* categories.

Level 1	Level 2
More likely to be spontaneous	More likely to involve planning
Often unintentional consequences resulting from behavior	Much more likely to be intentional in nature
Can be dealt with most effectively by a Teacher or Staff Member	Administration needs to be involved in resolving
<i>Restitution of harm caused</i> <ul style="list-style-type: none"> <li>• Relatively simple</li> <li>• Is possible</li> </ul>	<i>Restitution of harm caused</i> <ul style="list-style-type: none"> <li>• Complex, multi-step</li> <li>• May not be possible                             <ul style="list-style-type: none"> <li>○ Intentional bodily harm</li> <li>○ Fear / Intimidation</li> </ul> </li> </ul>
Parents may or may not be informed about the incident and consequences	Parents <b>must</b> be informed about incident and consequences
	Repeated Level 1

### Rising Expectations

- We have rising expectations for students as they mature and develop a deeper understanding of our Code of Conduct.
- Laronde staff members expect students to become increasingly responsible for monitoring their own decisions.

### Consequences

Laronde staff members will apply developmentally appropriate consequences for unwise choices students make as they move up through the grades.

Consequences may include one or a combination of the following reactive consequences:

Level 1	Level 2
Teacher or staff member has discrete discussion with student	Must include an <i>office referral</i>
Letter or drawing of apology	Behavioural Support Report to Parents / Guardians and officials as circumstances warrant
Short term removal of privileges and/or equipment	Development of a restorative process i.e. between bullying and bullied student (Safe Schools)
Reminder to student or a “warning” of the consequence if the problem behaviour is repeated	Development of a <i>Behaviour Support Plan</i> or <i>Student Contract</i>
Shadowing a Supervision Aide for maximum supervision	In school or out of school suspension

## **GENERAL POLICIES AND PROCEDURES**

### **A. 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 web site at [www.sd36.bc.ca](http://www.sd36.bc.ca) and provide updates to the following radio stations:

- CKNW (980 AM or [www.cknw.com](http://www.cknw.com))
- News 1130 (1130 AM or [www.news1130.com](http://www.news1130.com))
- CBC Radio (690 AM or [www.cbc.ca/bc](http://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.

### **B. ATTENDANCE, ABSENCES AND LATE ARRIVALS**

At Laronde we consider attendance and punctuality to be central factors in student success. Please phone the office at 604-536-1626 before 8:45 a.m. if your child will be absent or late. The office will contact parents at home or at work if we have not heard from you by 8:45 a.m.

We ask families to plan student dental visits, appointments, and family holidays outside school time whenever possible. It is also important that each child arrive at school on time. Students who enter classrooms late interfere with the learning of others and often miss important instruction. **All late students must report to the office for a late slip before entering their classrooms.**

### **C. EXTENDED ABSENCE (OVER 25 DAYS)**

Please advise the office if your family is planning an extended absence for more than 25 days as your child may be deregistered. During extended absences that are non-medical, the classroom teacher will provide some general ideas to parents about what they can do with their children to minimize the impact on learning. However, teachers are not able to prepare a package of work for children during such absences and the school is not able to provide 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.

### **D. 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.**

### **E. SCHOOL TELEPHONE**

We encourage all students to use the office phone to call home so that office staff can keep track. Parents who need to contact their children are asked to phone the office rather than calling/texting their children directly on their cell phone.

### **F. USE OF CELL PHONE/MP3 PLAYER/DIGITAL CAMERA BY STUDENTS**

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 ask all students to leave their personal electronic devices such as digital cameras, MP3 players, 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 properties.

### G. DRESS CODE

At Ecole Laronde, we are a professional learning community with a focus on student achievements. Students need to wear attire that allows for active learning and that is not restrictive for engaging in activities in an elementary school setting. Our expectations are (not an all inclusive list): Logos and sayings must be age-appropriate, hats and sunglasses are worn outside the school building, tops cover the midriff area, and undergarments must not be in sight. We expect our students to use good judgement, take responsibility, and show respect for themselves, their peers and the school community. Students wearing inappropriate clothing, e.g., T-shirts with offensive wording or images, clothing that is too scant, excessively short skirts or shorts, will be asked to phone home for appropriate clothes and in the meantime wear clothing provided by the school.

Your assistance as parents, in allowing us to keep our focus on learning and positive school activities, and reducing as much as possible the need for the school to expend valuable time and energy on distractions such as what students wear to school would be most appreciated.

### H. ACCIDENT / 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 more 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.

### I. MEDICATION

Medication should not be administered at school unless it is absolutely necessary. If your child requires medication at school, written approval from your doctor must be completed. Forms for this are available at the office.

### J. MEDICAL ALERT FORM

Should your child have a permanent or recurring medical problem (epilepsy, hearing, allergies, etc.) that could result in an emergency situation, please notify the Boundary Health Unit and the school. Parents are responsible for completing a "Medical Alert Form" for the office.

### K. HEAD LICE

**Please notify the school if your child has head lice.** Treatment information can be provided by the school or by the Public Health Nurse. Please let your child's teacher know if you are willing to be trained for this task by our parent volunteers.

### L. COMMUNICABLE DISEASES

Please report any communicable diseases to the school and the Public Health Nurse. Both the school and the Public Health Nurse need to know about measles, mumps, chicken pox, etc.

**\*\*\* PLEASE DO NOT SEND SICK CHILDREN TO SCHOOL \*\*\***

### M. ANAPHYLAXIS/LIFE THREATENING ALLERGIES – ALLERGY AWARE SCHOOL

Ecole Laronde is an "allergy aware" school. We have a number of students with life-threatening allergies at different grade levels. To help reduce the possibility of contact with allergens such as nuts and peanuts, we ask all families to **not send peanuts, peanut butter, nuts or nut products in your children's snacks, lunches or party food.** Please read packaged food labels carefully for the presence of nuts or peanuts. And most importantly, encourage your children to **wash their hands before and after eating and to not share/trade food with others.** The entire school building and the grounds should be considered as "allergy aware" zones, not just rooms with the "allergy aware" signage. The school cannot "ban" peanuts, peanut products or other allergens, and we do not

want to mislead anyone by calling Laronde a “peanut-free” environment. We are asking for everyone’s co-operation to help make Laronde as safe a place as possible for students with life-threatening allergies.

For more information on anaphylaxis, please refer to the district’s *Anaphylaxis / Life-Threatening Allergy Handbook* available on the district’s website ([www.sd36.bc.ca](http://www.sd36.bc.ca)) and/or visit [www.fraserhelath.ca/home](http://www.fraserhelath.ca/home).

## **STUDENT SAFETY**

### **A. SUPERVISION OF STUDENTS**

The students of Ecole Laronde Elementary are responsible to the school while at school as well as on the way to and from school and are expected to follow the school’s Code of Conduct during this time. **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 rings at 8:40 a.m. and leave as soon as possible after dismissal. The school does not provide supervision for students who arrive before 8:30 a.m. or stay beyond dismissal time unless they are participating in teacher-sponsored extra-curricular activities.

At lunchtime supervision is provided by paid supervisory aides. Students are strongly discouraged from sharing or exchanging food, especially in classrooms where some students have food allergies.

On “outside” days all students are expected to remain outside at recess and lunch unless they have a note from home. There will not be supervision available inside the school unless it is declared an inside day due to extreme weather. Students should be dressed to stay warm and dry outside. On “inside” days students are to remain in their own classrooms, engaged in quiet activities.

### **B. VISITORS**

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

### **C. PARKING**

The staff parking lot is for **school personnel only** and is not to be used as a drop-off or pick-up area by parents. The handicapped parking stalls are reserved at all times for licensed users. Please use the visitor parking stalls if you need to walk young children to their classroom doors. Street parking is limited and traffic bylaws restricting parking in the neighbourhood are enforced.

### **D. TRAFFIC SAFETY**

Please slow down and watch for pedestrian traffic. **The crosswalk at the entrance of the staff parking lot is NOT a drop off zone.** Please use the designated drive through zone for pick up and drop off and do not double park. If you must leave your car to walk your children to their classrooms, please park your car. To reduce congestion and the possibility of backing into another vehicle, please wait for the drop off area to clear before leaving.

### **E. BICYCLES**

Students who ride a bicycle to school must walk them while on school property. Students must also lock their bikes. Only students who bring a bike to school should be at the bike racks.

## **HOME/SCHOOL CONNECTIONS**

### **A. SCHOOL NEWSLETTERS AND SCHOOL WEBSITE ([WWW.SD36.BC.CA/LARONDE](http://WWW.SD36.BC.CA/LARONDE))**

In general, two newsletters will be issued per month, one mid month and one at the end of the month. Newsletters are posted on the school website and hard copies are not sent home. Please check the school website weekly for up-to-date information on school activities and calendar events.

## **B. 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 reports are “formal” reports and are more extensive. These reports communicate how students are doing with respect to the learning outcomes prescribed by the Ministry of Education. Letter grades are given to Grades 4 to 7 students.

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.

## **C. STUDENT PLANNERS**

All students in Grades 2 to 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.

## **D. 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, 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 5 – up to 50 minutes
- Grade 6 – up to 60 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.

## **E. SCHOOL PLANNING COUNCIL**

Ecole Laronde 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.

## **F. 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 and co-ordinates the Special Lunch program. 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. Please note that the Laronde PAC is a registered charitable organization and can issue income tax receipts.

## **G. 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

#### **H. 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.

#### **I. VOLUNTEER DRIVERS**

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

### **EDUCATIONAL PROGRAMS AND SERVICES**

#### **A. INSTRUCTIONAL PROGRAMS**

Laronde is a single track French Immersion school. The early French Immersion program is a district program and is offered to students who live in the Surrey School District. Our program follows the same Ministry prescribed learning outcomes as any other regular program and French Immersion students are provided with the same level of support and services at the school and district level. 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 – Grade 6)
- Mobile computer lab with Wi Fi
- Band Program
- Speech/Language Therapy

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.

#### **B. 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 artist-in-residence program at Laronde. From time to time, parents will be asked to contribute funds to help defray the costs 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. 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 the school's Code of Conduct. As well, students may be required to complete preparatory 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.

### **C. 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 SEAS (Surrey Elementary Athletics Society) sponsored team sports are usually offered depending on student interest and availability of volunteer coaches:

- Cross country – September and October
- Soccer – September and October
- Volleyball – mid October to December
- Basketball – January to March
- Badminton – March to April
- Track & field – April to early June

Some examples of student clubs include choir and Orff Club.

Please contact your child's teacher or the Principal if you are interested in coaching a sport or sponsoring a club, even if the activity may not be on the above-mentioned lists.