



# **QUEENSBURY ELEMENTARY SCHOOL**

**2020 Moody Avenue, North Vancouver, BC  
V7L 3V3**

**604-903-3730**

**Handbook  
2014-2015**

**Website:**

[www.queensburyschool.ca](http://www.queensburyschool.ca)

**Email Address:**

[queensbury@sd44.ca](mailto:queensbury@sd44.ca)

## **MISSION STATEMENT**

Education at Queensbury is directed towards providing all children an equal opportunity to acquire the knowledge, skills and attitudes needed to maximize their potential in intellectual, social and physical development. These three are completely interdependent in the school program.

Intellectual development embodies the spirit of inquiry, the power of analysis and the ability to make decisions and solve problems. Learning consists of acquiring knowledge, developing understandings and forming attitudes to compliment effective application of skills and processes.

Social development is founded upon the child's positive feeling of self-worth. This enables the child to view others as worthy, thus developing feelings of tolerance and acceptance which foster co-operative interaction.

Physical development embodies good nutrition, body awareness and positive attitudes to physical activity contributing to the child's development of a healthy lifestyle.

The school is in partnership with parents and the community in nurturing children in an appreciation of the cultural dimensions of society and the role they play in the quality of life.

*"The future belongs to those who believe in the beauty of their dreams"*  
*Eleanor Roosevelt*

## **QUEENSBURY SCHOOL CODE OF CONDUCT**

Queensbury School's Code of Conduct is developed in alignment with the prohibitive grounds of discrimination set out in the BC Human Rights Code as these related to the school environment.

The Queensbury Code of Conduct is based on the following five fundamental behavioural responsibilities:

1. Be Safe
2. Be Prepared
3. Be Respectful
4. Be Cooperative
5. Believe in Yourself and Others

All Staff at Queensbury School will be responsible for the implementation of the School Code of Conduct through fairness, consistency and clarity. It is the intent of this code to always encourage and reinforce positive behaviour.

### **CONDUCT EXPECTATIONS – ACCEPTABLE CONDUCT**

Please remember that the purpose behind having expectations and rules is to create an environment where students can reach their maximum potential. Students, parents and staff who have concerns regarding student conduct have a number of options available. For minor problems, we have Peer mediators, senior students trained by our school counselor in problem solving.

Peer Mediators are out at recess and lunch and can be identified by their red jackets. For more serious issues, students may bring their concerns to any of our "tellable adults": supervision aides (wearing yellow jackets equipped with radios); classroom teachers, either directly or through a scheduled class meeting format; the school counselor; the school administration or their parents.

## **SPECIFIC SCHOOL RULES**

### **School Entry**

Students are requested to arrive at the school no earlier than 8:30 am. Please remember that there is no supervision provided for students before 8:40 am or after 3:00 pm. Exceptions to this guideline apply to students who are participating in extra-curricular school activities which are supervised by teacher sponsors, e.g. band; school sports teams, teacher request for student presence.

### **Recess and Lunch**

Students may not leave the school ground at recess without permission from the appropriate school authority. Where it is practical, students are encouraged to go home for lunch. Please note that eating lunch at school is a privilege that students must respect. Students who wish to leave the school grounds at lunch must have written permission from parents or guardians. Students must also make prior arrangements with their students if they are inviting friends home for lunch. Students who have permission to leave must sign out and sign in upon return. **Violation of the above rules may result in the student losing these privileges and the parents being informed.**

## **PERSONAL PROPERTY AND SAFETY**

**The personal safety of all students on the school grounds is a clear priority.** Therefore, students may not bring any personal possessions to the school that might jeopardize their personal safety and the safety of others. The following guidelines apply:

Bicycles and scooters may be ridden to and from school for transportation only. Once on school grounds students need to walk the bicycle or scooter to either the bike rack or the front door. Areas around the bicycle storage racks are out of bounds except when arriving or departing. Students are reminded to use safe procedures at all times when riding. If your child arrives at school with a bike but without a helmet, we cannot permit them to ride the bike home. Inappropriate use of bicycles, skateboards, rollerblades and scooters to and from school and while on school grounds will result with one warning. Further violations may result in the student being asked not to ride their bicycle to and from school.

Students who have a cell phone at school must have it turned off during school hours and stored in their backpack. The phone should not be taken out during the school day. We recognize that parents provide cell phones for safety purposes for walking to and from school. During school hours, if parents need to contact their child may do so by contacting the main office. Students are not permitted to have cameras at school due to privacy protection rules.

### **Prohibited Items**

Inappropriate clothing, "gang" related attire, music with profane or inappropriate lyrics, weapons, toy weapons, laser pointers, items which are intended to be used as a weapon are not permitted at school. Any student who is found in possession of any of these items will have the item confiscated immediately. Items that are not weapon-related will be returned to the student at the end of the school day to take home. Any weapons or items intended to be used as weapons will be held until a meeting with the parent and the school administrator has taken place. In such situations the RCMP will be contacted.

## CONDUCT EXPECTATIONS – UNACCEPTABLE CONDUCT

### Inappropriate Behaviours

Inappropriate behaviours include any action that may inhibit a safe, positive learning environment. These include but are not limited to: misbehaviour, insolent or insubordinate behaviour, fighting, punching, stealing, physical or verbal intimidation, threats, vandalism and chronic misbehaviour. Inappropriate behaviours are grouped below according to their

severity. Interventions and consequences are applied to each situation according to its unique circumstances and are more severe as the level and/or frequency of these behaviours increases.

Unacceptable behaviours include, but are not limited to the following examples:

Level One Behaviours	Level Two Behaviours	Level Three Behaviours
<ul style="list-style-type: none"> <li>• Teasing</li> <li>• Inappropriate language</li> <li>• Lack of respect for others, environment or property</li> <li>• Unsafe use of equipment</li> <li>• Unsafe conduct</li> <li>• Inappropriate physical contact, touching</li> <li>• Inappropriate attire (hats, dress code)</li> <li>• Non-compliance</li> <li>• Cheating</li> <li>• Lying</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated non-compliance</li> <li>• Inappropriate use of internet sites</li> <li>• Physical/verbal/social/cyber aggression</li> <li>• Inappropriate sexual behaviours</li> <li>• Non-compliance with teacher/support staff requests</li> <li>• Theft</li> <li>• Repetition of same “level 1” behaviours</li> <li>• Physical aggression</li> <li>• Threats and intimidation related to talking to a “tellable adult” re bullying or other issues</li> <li>• Off school grounds (without permission)</li> </ul>	<ul style="list-style-type: none"> <li>• Chronic behaviours (frequency of level 1 and 2 behaviours)</li> <li>• Drugs &amp; alcohol</li> <li>• Destruction of property (vandalism)</li> <li>• Serious theft</li> <li>• Violence, fighting, threats</li> <li>• Serious harassment</li> <li>• Severe bullying (physical/verbal/social/cyber)</li> <li>• Threats and intimidation related to talking to a “tellable adult” re bullying and other issues (major)</li> <li>• Weapons</li> <li>• Blatant defiance</li> <li>• Swearing at teachers or support staff</li> <li>• Deliberate infractions that put students and staff at safety risk</li> </ul>

### Rising Expectations

As students get older, they are expected to increase their standards for responsibility as well as for self-discipline. In addition, the consequences for breaches of these rules become more severe with age as well. To put it another way, a child who breaks the rules in Grade One most likely needs to have the rules explained to them. A child in Grade Seven who breaks the rules most likely already knows that it is wrong and needs to be dealt with differently. The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. Special consideration may apply if a student is unable to comply with the expectations due to needs that may be stated in an Individualized Education Plan.

## **Consequences**

Consequences are intended to be preventative and restorative, i.e. they should help to prevent future occurrences of unacceptable behaviour. They are not designed to be punitive. Students are involved in the development of consequences, whether it is a simple apology, a formal letter or some other means of restitution. The intent is for them to take ownership and responsibility for their own behaviour.

Queensbury School's plan of Logical and Progressive Consequences may include but are not limited to:

- i. Teacher involved in discussions/planning consequences
- ii. Principal involved in discussions/planning consequences

Consequences may include but are not limited to the following: reminders/warnings, problem solving, restriction, apology/restitution, time out, detention, loss of privilege, community service, meeting with parent/guardian, in-school suspension, and home suspension.

All disciplinary situations may require:

- i. restitution to be made if property is damaged
- ii. a record of level 2 and 3 incidents to be filed
- iii. contact with the parent or guardian for level 2 and 3 incidents
- iv. opportunity for the student to plan for improvement

## **GENERAL INFORMATION**

### **ANNUAL PLAN**

During each school year, Queensbury undertakes a process to develop an Annual Plan for the school. This plan is revised on an annual basis by our School Planning Council and is put into operation the next school year.

### **CLOTHING**

Students need to come prepared for school with proper clothing. They will need appropriate outdoor clothing and footwear based on the weather. Often teachers may ask for a pair of indoor shoes to be left at school to be worn in the classroom.

### **LOST and FOUND ARTICLES**

There is a "lost and found" rack located at the bottom the stairs in the primary wing. Students are encouraged to go there to look for lost articles. Lost jewellery is kept in the office. Parents are invited to visit the school at any time to look for missing items. All unclaimed articles will be given to a charitable organization at the end of each term.

### **COUNSELLING SERVICES**

All staff members are prepared to provide advice and assistance. Students should not hesitate to seek help when it is required. Our school counselor is also available to provide assistance if there are difficulties with such areas as interpersonal relationships.

### **EMERGENCY INFORMATION**

If your child is ill or injured, we must know where to contact you. **It is essential that the information we have on file be accurate.** If at any time the information changes during the school year, please contact the school office immediately.

### **HEALTH SERVICES**

The Community Health Nurse links with school staff, parents and students to support the healthy growth and development of all school aged children and youth. The nurse focuses on four areas:

- Health education
- Health services for students

- Healthy physical environment
- Healthy community

The classroom teacher sometimes makes referrals for the Community Health Nurse. The Nurse is available for consultation if there is anything specific concerning your child's health. If you would like their assistance, please contact the school office.

## **HOMEWORK**

Homework can be viewed in terms of:

- Unfinished daily work
- An assigned homework exercise
- Long range projects
- Review in subject areas

Your child's teacher will be able to give you specific details regarding homework assignments. The school agenda is used as means of communication between home and school. Please review your child's agenda daily (grades 2-7).

## **LEAVING SCHOOL DURING THE DAY**

At no time will a student, having arrived at school, be allowed to leave school grounds without permission. Parents are requested to write a note to the student's teacher, or to call, if a reason presents itself to have their child leave early from school e.g. dental and medical appointments. Students must sign out at the office if they are leaving for any reason during the day. This would include lunch or medical, dental or other appointments. A note or phone call from the parent will be required prior to the student leaving school.

## **LIBRARY**

The library is accessible to students during the day. Books may be borrowed provided they are signed out in the appropriate manner and returned in a timely fashion. Students will be charged accordingly for lost books.

## **MEDICATION**

If your child requires medication of any kind, including Tylenol, we must have a signed authorization by the parent. Medication will not be given without signed permission. A form is available in the office for this purpose. *If your child is anaphylactic, it is imperative that a medical plan be prepared and filed at the office.* Epi-pens must be made available (preferably at the office as well as in the classroom). Early in the school year, the office will be contacting you to complete appropriate paperwork. If, during the school year any medical information changes, the school office must be informed. Our priority is the safety of your child.

## **LUNCH**

Students are encouraged to go home for lunch where possible. Students may bring their lunch to school if they wish. It is important to note that any student who stays for lunch must remain on the grounds for the entire lunch period and may not leave without approval from parents and without informing staff. Students who stay for lunch will be expected to exhibit the same responsible behaviour and respect as during regular classes. It may be necessary to send students home if their behaviour is not appropriate.

## **OFFICE HOURS**

Please note that our Administrative and Office Assistants are in the office daily from 8:30am to 3:30pm.

## **PHONE USE BY STUDENTS**

Students are encouraged to make social arrangements prior to coming to school. The school phone may, of course, be used in an emergency.

### **PARENT VOLUNTEER ASSISTANCE**

As we continue to develop the school program, parents will be contacted from time to time for purposes of assisting with supervision on field trips, assistance in the library, learning assistance center and in classrooms. We hope that you will continue to give us support in these endeavours. Offering programs and field trips would become very difficult to provide without parents help. Please understand that not everyone who may volunteer will be called upon for assistance because our needs vary so greatly. Depending on the nature of the volunteer activity, parents may be required to complete a criminal record's check or a driver's record check. ***Please note that anyone visiting the school must sign in and out at the office.***

### **REPORTING AND INTERVIEWS**

In addition to the usual contacts made by both parents and teachers as the needs arise, formal written reports will be made three times a year, in late November, mid March and June. Personal interviews will also be held during the year.

### **STUDENT ABSENCE**

Parents are requested to send a note or to telephone regarding a student's absence from school. We have a callback system operated by parent volunteers. You can reach us at 604-903-3730. This phone number is available 24 hours a day.

## **Bell Schedule & Calendar**

<b>Queensbury Bell Schedule: School Day – 8:50 am – 3:00 pm</b>	
8:45	Warning Bell
8:50	Instruction Bell
10:20	Recess Break Begins
10:40	End of Recess Bell
12:00	Lunch
12:15	Students may begin to go out to play
12:25	All students need to go outside
12:50	End of Lunch Bell
12:55	Afternoon Instruction Bell
3:00	Dismissal

**BOARD APPROVED SCHOOL CALENDAR 2014-2015**

<b>DESIGNATION</b>	<b>2014-15</b>
Number of days of instruction	181
Number of non-instructional days	6
Schools open	Tuesday, September 2, 2014
District-wide non-instructional day (Curriculum Implementation)	Friday, September 19, 2014
Queensbury School Based Pro D Day	Monday, September 22, 2014
Thanksgiving Day Statutory Holiday	Monday, October 13, 2014
Province-wide non-instructional day	Friday, October 24, 2014
Vacation Day (schools are not in session)	Monday, November 10, 2014
Remembrance Day Statutory Holiday	Tuesday, November 11, 2014
Winter vacation period	December 22, 2014 to January 2, 2015
Schools reopen after Winter vacation	Monday, January 5, 2015
Queensbury School Based Pro D Day	Friday, January 19, 2015
Family Day Statutory Holiday	Monday February 9, 2015
District-wide non-instructional day (NVTA)	Friday, February 20, 2015
Schools close for Spring vacation	Friday, March 6, 2015
Spring vacation period	March 9 to 20, 2015
Schools reopen after Spring vacation	Monday, March 23, 2015
Good Friday Statutory Holiday	Friday, April 3, 2015
Easter Monday Statutory Holiday	Monday, April 6, 2015
District-wide non-instructional day (NVTA)	Monday, May 4, 2015
Victoria Day Statutory Holiday	Monday, May 18, 2015
Last Day of School for Students	Friday, June 26, 2015
Administrative Day	Monday, June 29, 2015
Schools Close for Summer Vacation	Monday, June 29, 2015