



QUEENSBURY ELEMENTARY SCHOOL

2020 Moody Avenue, North Vancouver, BC
V7L 3V3

604-903-3730

Student Handbook

Website:

www.queensburyschool.ca

Email Address:

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 sections 7 and 8 of the BC Human Rights Code as these relate to the school environment. To view the full Queensbury Code of Conduct, please see the school website.

The school code of conduct helps support the Queensbury School Plan. One of the goals of the School Plan is to ensure students feel safe, secure, and respected at school. Improving their sense of belonging will allow students to flourish academically, socially, and emotionally.

The Queensbury Code of Conduct is based on the following three fundamental behavioural expectations:

We are:

- 1. Respectful**
- 2. Responsible**
- 3. Resourceful**

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

The following list provides examples of acceptable and expected behaviour, which will enable students to engage in purposeful learning opportunities.

Respectful

- Use kind words
- Be an active listener
- Take turns
- Follow instructions
- Be positive and encouraging
- Respect the property of others
- Respect the environment
- Share with others
- Respect others

Responsible

- Be safe
- Follow rules and instructions
- Keep work space and school environment clean
- Take care and use equipment and materials carefully
- Do your best work and hand it in on time
- Report problems to adults
- Be on time and ready
- Be an active and thoughtful citizen
- Take responsibility for your actions
- Help others in need

Resourceful

- Cooperate, communicate, and collaborate
- Find ways to promote a positive working environment
- Practice problem solving skills
- Understand yourself and your learning
- Think critically and creatively
- Think of ways to contribute at the school, community, and beyond

We encourage all members of the Queensbury community to practice their problem solving skills. Students, parents, and staff who have concerns regarding student conduct have a number of options available. For minor problems, we have Peer Counselors, senior students trained by our school counselor in problem solving. Peer Counselors 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 the yellow ID jackets and equipped with radios); classroom teachers; the school counselor; office staff, 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 8:45 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"> • Teasing • Inappropriate language • Lack of respect for others, environment, or property • Unsafe use of equipment • Unsafe conduct • Inappropriate physical contact • Inappropriate clothing • Cheating • Lying • Disruption of learning environment 	<ul style="list-style-type: none"> • Repetition of same “Level 1” behaviours • Inappropriate use of technology • Physical/verbal/ social/cyber aggression • Inappropriate sexual behaviour • Non-compliance • Theft • Threats and intimidation related to talking to a ‘tellable adult’ re bullying or other issues • Off school grounds (without permission) • Chronic disruption of learning environment 	<ul style="list-style-type: none"> • Chronic behaviours (frequency of level 1 and 2 behaviours) • Possession of and/or under the influence of drugs & alcohol • Destruction of property (vandalism) • Serious theft • Violence, fighting, threats • Serious harassment • Severe bullying (physical/verbal/ social/cyber) • Threats and intimidation related to talking to a ‘tellable adult’ re bullying or other issues (major) • Weapons • Blatant defiance • Swearing at teachers or support staff • Deliberate harm to self and/or others • Express intent to harm self and/or others • Chronic tardiness and/ or absenteeism

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

School Day: 8:50	
8:45 am	Entry Bell
8:50 am	Instruction Begins
10:20 – 10:40am	Recess
12:00 – 12:15 pm	Lunch in Classrooms
12:15 pm	Students may go outside to play
12:25 pm	Students must go outside to play
12:50 pm	Entry Bell
12:55 pm	Instruction Resumes
3:00 pm	Dismissal

Date	Activity	Time
Monday, Aug. 31	Queensbury School Office Re-Opens (Monday-Friday)	8:30am – 3:15pm
Tuesday, Sept. 8	School Opens	8:45am – 10:45am
Wednesday, Sept. 9	First Full Day of School for Grades 1-7, (Ks have gradual entry schedule, as per letter sent home in July)	8:45am – 3:00pm
Monday, Sept. 28	Curriculum Implementation Day (Students do not attend)	
Wednesday, Sept. 30	2:00 Dismissal for Staff Collaboration	2:00pm Dismissal
Monday, Oct. 12	Thanksgiving Day Statutory Holiday	
Friday, Oct. 23	Provincial Professional Development Day (Students do not attend)	
Wednesday, Oct. 28	2:00 Dismissal for Staff Collaboration	2:00pm Dismissal
Monday, Nov. 2	School Based Professional Day (Students do not attend)	
Wednesday, Nov. 4	2:00 Dismissal for Parent/Teacher Conferences	2:00pm Dismissal
Thursday, Nov. 5	2:00 Dismissal for Parent/Teacher Conferences	2:00pm Dismissal
Friday, Nov. 6	2:00 Dismissal for Parent/Teacher Conferences	2:00pm Dismissal
Wednesday, Nov. 11	Remembrance Day Statutory Holiday	
Wednesday, Nov. 25	2:00 Dismissal for Staff Collaboration	2:00pm Dismissal
Friday, Dec. 18	Last Day of School Before Winter Vacation	8:45am – 3:00pm
Monday, Jan. 4	School Reopens after Winter Vacation	8:45am – 3:00pm
Wednesday, Jan. 27	2:00 Dismissal for Staff Collaboration	2:00pm Dismissal
Friday, Feb. 5	District Wide Professional Development Day (Students do not attend)	
Monday, Feb. 8	BC Family Day Statutory Holiday	
Wednesday, Feb. 24	2:00 Dismissal for Staff Collaboration	2:00pm Dismissal
Wednesday, Mar. 9	2:00 Dismissal for Parent/Teacher Conferences	2:00pm Dismissal
Friday, Mar. 11	Last Day of School Before Spring Break	8:45am – 3:00pm
Tuesday, Mar. 29	School Reopens After Spring Break	8:45am – 3:00pm
Friday, Apr. 15	School Based Professional Day (Students do not attend)	
Wednesday, Apr. 27	2:00 Dismissal for Staff Collaboration	2:00pm Dismissal
Monday, May 2	District Wide Professional Development Day (Students do not attend)	
Monday, May 23	Victoria Day Statutory Holiday	
Wednesday, May 25	2:00 Dismissal for Staff Collaboration	2:00pm Dismissal
Wednesday, June 29	Last Day of Classes	8:45am – 3:00pm
Thursday, June 30	Administrative Day (Students do not attend)	