

École  
**ROSS ROAD**  
Elementary School  
**HANDBOOK**



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## ÉCOLE ROSS ROAD ELEMENTARY SCHOOL

Ross Road School is a dual-track English/French Immersion Elementary School with a population of approximately 550 students. Of these, approximately two-thirds are enrolled in the K-7 French Immersion program.

## MISSION STATEMENT

The School Community of Ross Road strives to engage learners in developing their individual potential in a cooperative and supportive environment.

## HOURS OF INSTRUCTION (2019-2020)

- 8:38 am (entrance bell)
- 8:43 am to 10:30 am - Instructional time
- 10:30 am to 10:50 am – Recess
- 10:50 am to 12:00 pm - Instructional time
- 12:00 pm to 12:50 pm – Lunch period
- 12:45 pm (end of lunch bell)
- 12:50 pm to 2:50 pm - Instructional time

## GENERAL INFORMATION

### **Before and after school**

There is no supervision provided for children before or after school. Students are requested not to arrive at school before the 8:38 bell, unless they are supervised by their parents or guardians, or are participating in activities supervised by staff, such as band, sports teams, or classroom work. Students are encouraged to go straight home after school, unless supervised by a parent or guardian, or participating in an activity at the school site.

### **Recess**

Students go outside to play at recess and lunchtime. Fresh air and exercise help students get ready to learn. Our weather can be unpredictable, so students should be prepared for anything. We

recommend that students have a raincoat, umbrella or hat, boots, socks and warm clothing and a change of clothes.

### **Lunch Time**

When possible, students are encouraged to go home for lunch. Students who remain at school for lunch must sit at their desks to eat, and clean up after themselves. Students are expected to follow the school code of conduct. Students who do not follow the rules and expectations during the lunch period may be asked to go home for lunch.

As a fundraiser, the Ross Road Parent Advisory Council (PAC) brings in lunch on Fridays for students whose parents have pre-ordered and pre-paid on the PAC website: <https://rossroadpac.ca/>

On rare occasions, with extremely poor weather, students might be permitted to stay inside. On an INSIDE day, students may:

- Quietly work or play in classrooms
- Play outside, but only with appropriate clothing, and in designated areas
- Participate in another activity, supervised by school staff

Students have until 12:20 pm to eat, and then they are expected to go outside. Whether it is an inside or outside day, students are monitored by Supervision Aides and Educational Assistants. Primary students usually have additional help from intermediate student lunch monitors, while they are eating.

### **PROCEDURE IF ABSENT OR LATE**

Parents are requested to notify the school no later than 8:38 am if their child will be late or absent. If a child will be absent in the afternoon, we request notification no later than 12:45 pm. The Call Back telephone number is 604-903-3755. This number is available around the clock, so you may leave a message at any time. If the school does not receive notification, a staff member will attempt to contact the parent, or emergency contact person. Please let office staff know in advance of any vacation dates or appointments.

### **PARKING, TRAFFIC AND STUDENT SAFETY**

For the safety of all students, staff parking lots are out of bounds to pupils. Therefore, PARENT DROP OFFS ARE STRICTLY FORBIDDEN IN THESE AREAS. Please note the following traffic guidelines:

- The "No Parking" area on Bushnell (by the playground) means **stop and drop only**. If you wish to escort your child to the school or wait until the bell rings, please park in a designated parking area, either at the north end of Bushnell on the west side, south side on Kilkenny, or along Ross Road. Please do not drop students off in the Allan Road cul-de-sac.
- Please remember our **ONE-WAY** traffic pattern during school hours: south on Bushnell and east on Kilkenny. Do not drive into the cul-de-sac.
- Because of the one-way traffic flow before and after school, cars exiting onto Hoskins often form two lanes - one turning left, one turning right. It is crucial for both lanes to be on the lookout for pedestrians crossing Kilkenny or Hoskins.
- There can be **no stopping** along any of the yellow lines on the curbs – this is a provincial by-law. This includes the Bushnell cul-de-sac.
- Parking lots are out of bounds to students at all times. The lack of visibility and small parking spaces create a potentially dangerous situation.

### **DOGS**

Reminder that as per District Bylaw 5852, dogs are not permitted on any school district lands at all times. We request that you please respect this bylaw for student health and safety.

## STUDENT SERVICES

### **Library-Resource Centre**

When our Library-Resource Centre does not have a class booked, it operates with a flexible, open timetable. Students are encouraged to use the library throughout the day, individually and in groups. Teachers may book time in the library for a variety of programs. The Library-Resource Centre places a major emphasis on resource-based instruction and learning. Major programming occurs in the areas of literature and research report writing skills. This program is supported by a system of co-operative planning and instruction between our Teacher-Librarian and classroom teachers. Ross Road has an automated circulation system. If materials on loan are needed after the due date, they can be renewed. Monthly overdue notices are sent to classes and, if needed, a second notice will be sent home to Parents/Guardians. Students will be charged for lost or damaged materials.

### **School Counsellor**

Ross Road offers the services of a part-time school Counsellor. Please call the school (604-903-3750) if you wish to speak to the counsellor.

### **English Language Learner (ELL) Instruction**

Ross Road is fortunate to have students from a variety of cultures who have the help and support of a specialist trained in teaching English. ELL teachers and classroom teachers work collaboratively to provide an appropriate level of individualized instruction for each student. In addition to teaching English, ELL teachers introduce Canadian culture to newly arrived immigrant students.

### **Learning Assistance Centre (LAC)**

Learning Support Teachers (LST) provide support to students, individually, in small groups and in class. LST's assess and teach students, provide strategies to support student learning, and consult regularly with classroom teachers and parents of students who have identified learning needs.

### **School Based Resource Team**

The School Based Resource Team (SBRT), consisting of the LST's, Administrators, the Counsellor, and Classroom Teachers, meets bi-monthly to discuss ways to support student learning. The SBRT may make referrals to other District specialists such as Speech and Language Pathologists, Specialist Teachers for English Language Learners (ELL), and District Psychologists. Parents are informed and consulted when referrals are made.

### **Family of Schools (FOS) Leader**

The FOS Learning Support Teacher assists teachers at Ross Road in supporting diverse learning needs in their classes. Depending on the individual requirements of the teacher and the student, and working with the School Based Resource Team, the FOS Leader will:

- Facilitate the development of an Inclusive Education Program (IEP)
- Provide in-house training to implement programs
- Access materials
- Assist with curriculum adaptations
- Teach specific skills to students
- Support Education Aides (EA's)
- Co-ordinate therapy support services

### **Additional specialists who may provide support:**

- Speech and Language Pathologist
- School Psychologist
- Hearing Impaired Resource teacher
- Visually Impaired Resource teacher
- Occupational Therapist

- Physical Therapist
- Music Therapist
- District Principal for Safe and Caring Schools
- RCMP Liaison Officer

#### **Community Health Nurse**

Our Community Health Nurse provides services that include:

- Immunization
- Vision and Hearing Screening
- Communicable Disease Control
- Health Counselling and Education

Our Community Health Nurse can be contacted at 604-983-6700.

#### **Out-of-school care:**

Ross Road does not have a before or after school care facility. Parents must make their own arrangements for out-of-school care.

#### **PARENT/SCHOOL COMMUNICATIONS**

Communication between home and school is valued. There are several ways to communicate with the school or a teacher. Our school phone number is 604-903-3750. Our 24-hour call back number for reporting student absences is 604-903-3755. Parents may want to write a note or an email, to arrange a meeting with their child's teacher. Staff email addresses are listed on our webpage:

<http://www.sd44.ca/school/rossroad/StaffInfo/Pages/default.aspx>

Communication from the school will occur in various ways throughout the year. Student progress is formally communicated to parents in a report card, three times a year. Informal communication may occur in various ways throughout the year. The school will communicate information to parents through email, hard copy, phone calls or our web page.

#### **PARENT CONCERNS**

Parents may sometimes have concerns about particular school activities and programs. North Vancouver School District *Policy 406 – Resolving Concerns Regarding Personnel, Programs or Procedures* includes the following:

*Complaints, questions, or expressions of concern shall be dealt with in a manner that reflects mutual respect and fair process, and administrative procedures for dealing with such situations should ensure that:*

- *Complaints are handled as near the source as possible*
- *Complaints are investigated and resolved expeditiously*
- *Complaints are dealt with in a courteous and constructive manner*
- *Personnel against whom complaints are made have an opportunity to respond.*

Policy 406 can be read in full via

<http://www.sd44.ca/Board/PoliciesProcedures/Series400/Policy406/Pages/default.aspx>

If you have a school-related concern, we ask that you proceed by speaking directly with your child's teacher or the adult connected to the specific activity over which you have a concern. This will typically result in a satisfactory resolution. If, after speaking with the appropriate adult, a resolution is not reached, you are invited to speak with the Principal or Vice Principal. Our aim is to provide your child with the best educational experience possible. Children benefit most when schools and families maintain a partnership based on common goals and understandings.



## **École Ross Road School**

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**Phone:** (604) 903-3750 **fax:** (604) 903-3751

**Email:** rossroad@sd44.ca

<http://nvsd44.bc.ca/schoolsites/RossRoad.aspx>

## **CODE OF CONDUCT**

### **NORTH VANCOUVER BOARD OF EDUCATION**

The North Vancouver Board of Education believes that all schools should be secure places for safe, purposeful learning, and that appropriate student conduct, based on respect for themselves, others, and their surroundings, is essential to the development of responsible citizens. Appropriate behaviour is a shared responsibility among the students, their parents and the school system. In addition and in accordance with North Vancouver Board of Education *Policy 302: Student Conduct*, students at École Ross Road Elementary School are expected to meet the standards set out in the *BC Human Rights Code* that include the prohibited grounds of discrimination, specifically behaviours that discriminate against a person or class of person by publishing or displaying a statement, publication, notice, sign, symbol emblem, or other representation that indicates discrimination because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons. Anti-bullying measures will ensure all students, regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment. North Vancouver Board of Education *Policy 302: Student Conduct*, can be found at the following link: <http://www.sd44.ca/Board/PoliciesProcedures/Series300/Policy302/Pages/default.aspx>

### **ÉCOLE ROSS ROAD ELEMENTARY SCHOOL**

Ross Road is a welcoming, caring and inclusive community, which fosters a culture of engaged learners and critical thinkers, who are responsible and respectful toward themselves, others and the environment. The Ross Road Code of Conduct reflects the importance we place on being a safe and caring school with a positive, inclusive school climate. It implies a similar commitment from our parent community. The Ross Road Code of Conduct clarifies our expectations for appropriate student behaviour, and consequences for inappropriate behaviour, which apply at school and any school function or activity, at any location. Consequences are intended to be appropriate, preventative, restorative, constructive and fair.

The Code of Conduct is a part of daily life at Ross Road. It is based on three fundamental responsibilities:

- Be Safe
- Be Respectful
- Be Responsible

Examples of appropriate behaviour for students include:

- Attend school punctually, apply oneself to learning, and follow staff instructions
- Respect of self, others, and the school
- Helping to make the school a safe, caring and orderly place
- Informing a staff member in a timely manner of incidents of bullying, harassment or intimidation
- Engaging in purposeful learning activities in a timely manner
- Acting in a manner that reflects positively on our school community

Examples of inappropriate behaviour for our students:

- Interfering with the learning or well-being of others, including their emotional well-being
- Interfering with a safe and caring school environment
- Discriminating against a person or class of persons by publishing or displaying a statement, publication, notice, sign, symbol, emblem or other representation that indicates discrimination (BC Human Rights Code)

All staff members at École Ross Road Elementary School are responsible for the fair and consistent implementation of the Ross Road Code of Conduct. It is the intent of this code to encourage and reinforce positive behaviour. When a student does not follow the Ross Road Code of Conduct, the teacher, Educational Assistant, Supervision Aide, or administrator involved will follow-up as necessary. Consequences for misbehaviour may include a conversation, an apology, loss of playtime at recess or lunch, communication with parents, referral to the Principal or Vice Principal, or an in-school or home suspension. When appropriate, students are encouraged to participate in the development of meaningful consequences for violations of the code of conduct. Consequences shall be based on the student's age, maturity, and special needs, if any. Each situation is handled on an individual basis, using our best judgement in the circumstances. Depending on the situation, Ross Road may notify and consult with a student's parents, the RCMP and/or School District officials. Consequences may not be apparent to others, as we try to handle situations respectfully and confidentially.

## **SCHOOL RULES**

### **Morning Entry**

Students are requested not to arrive at school before the 8:38 am bell, unless they are supervised by their parents or guardians, or are participating in activities supervised by staff, such as band, sports teams, or classroom work.

### **Recess and Lunch**

Students are reminded that eating lunch at school is a privilege, however, they may not leave the school grounds to go home for lunch, unless they have written parent/guardian permission, and sign out at the office. Students returning to school at lunch, or at any time during the day, must sign in at the office. We strongly discourage students from going out to the commercial areas in our community for lunch without adult supervision, as we cannot ensure their safety.

### **School Phone**

Students may use the school phone, with permission, to call home regarding school issues. The phone is not for students to make playdates. Afterschool activities should be planned and organized before coming to school.

### **Cell Phones, Electronics and Personal Property**

- Students may not use cell phones, or electronic devices during the school day without the permission of a supervising staff member.
- Cell phones should remain secured in student backpacks during the school day. All communication with parents or caregivers should take place at the office.
- Taking photos without teacher supervision is not permitted.
- Students are asked to leave valuable items and toys at home as we cannot ensure that they will not be damaged, lost or stolen.
- The personal safety of all students on the school grounds is a clear priority. Students may not bring any personal possessions to the school that might jeopardize their personal safety or the safety of others. Inappropriate clothing, music with inappropriate lyrics, hardballs, weapons, toy weapons, and items used as a weapon, are not permitted at school.
- Electronic gaming devices are not allowed at school. Staff cannot be responsible if they are damaged or go missing.

### **Bicycles, Skateboards, Rollerblades and Scooters**

Bicycles, skateboards, rollerblades, and scooters may be ridden to and from school for transportation only. **Students and adults are required to dismount and walk once they are on school property.**

### **Smoking/Vaping**

There is to be no smoking or vaping of any kind at any time on school property in accordance with *Policy 804: Use of Tobacco, Vapour Products and Cannabis on Board Premises and District Bylaw 7792.*

### **Dress Code**

Students at Ross Road are expected to dress appropriately for school, in a manner that shows respect for themselves and others and in order to participate in school activities safely.