

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 530 students. Of these, approximately two-thirds are enrolled in the K-7 French Immersion program.

## MISSION STATEMENT

To foster an inclusive school community where everyone is valued and supported to realize their fullest potential as individuals and as a collective.

## Vision for Learning

As a school community, we embrace the following principles and values:

- **Respectful Community:** We encourage the qualities of compassion, collaboration, and engagement in a safe and caring environment where everyone belongs.
- **Lifelong Learning:** We recognize that we are all learners, continuously growing through reflective practice to develop an understanding of ourselves, others, and the world.
- **Diversity and Inclusion:** We celebrate and respect the unique identities of all members of the community, championing an environment of inclusion.
- **Social Emotional Learning (SEL):** We learn self-awareness, self-management, responsible decision-making, relationship skills and social awareness to nurture character and emotional wellbeing alongside academic growth.
- **Truth and Reconciliation:** We acknowledge and honour the rich history, language, and culture of the Skwxwú7mesh and Tsleil-Waututh First Nations in whose territory Ross Road is situated. We include the local worldviews and perspectives to strengthen learning for all.
- **Creativity and Critical Thinking:** We foster creativity, innovation, and critical thinking, empowering students to solve complex problems.
- **Environmental Stewardship:** We actively promote and participate in conservation efforts and sustainable practices while acting in a responsible manner to protect the natural environment.

## **HOURS OF INSTRUCTION**

- 8:40 am Entrance bell
- 8:45 am Instructional time starts
- 10:20 am to 10:40 am – Recess
- 12:00 pm to 12:50 pm – Lunch
- 2:50 pm School Day ends

## **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 8:40 am bell, unless they are supervised by a parent or guardian, 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/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, boots, extra socks and warm clothing, as well as bring an extra change of clothes to keep at school.

### **Lunch Time**

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 may not use computers, devices, or personal cell phones during lunch hour. Students who do not follow the rules and expectations during the lunch period may be asked to go home for lunch. If students make plans to go home for lunch, a parent/guardian must contact the school in advance.

As a fundraiser, the Ross Road Parent Advisory Council (PAC) brings in lunch on Fridays for students whose parents/guardians 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

Whether it is an inside or outside day, students are monitored by Supervision Aides and Educational Assistants. If there is an issue or concerns at recess, students should seek out a lunch hour supervisor for help.

## **PROCEDURE IF ABSENT OR LATE**

Parents/guardians are requested to notify the school no later than 8:40 am if their child will be late or absent. We prefer families use the SafeArrival app. If a child will be absent in the afternoon, we request notification no later than 12:45 pm. The Safe Arrival 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/guardian, or emergency contact person. Please let office staff know in advance of any vacation dates or appointments. Families are highly encouraged to use the SafeArrival app for all notifications of absences, lates, and early departures.

## PARKING, TRAFFIC AND STUDENT SAFETY

For the safety of all students, staff parking lots are out of bounds to pupils. Therefore, PARENT/GUARDIAN 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 or pick up in the Allan Road cul-de-sac.
- Please remember our **ONE-WAY** traffic pattern 8:00 am – 9:00 am and 2:30 pm – 3:30 pm: 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 bylaw. 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 speak to your child's teacher if you have questions or are requesting the support of the School Counsellor.

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

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 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/guardians 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), Behaviour Support Workers, and District Psychologists. Parents/Guardians 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 Resource teacher
- Visually 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/guardians 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 Safe Arrival number for reporting student absences is 604-903-3755. The school email address is [rossroad@sd44.ca](mailto:rossroad@sd44.ca). Parents/guardians may want to send 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/guardians through email, hard copy, phone calls or our web page.

### **PARENT/GUARDIAN CONCERNS**

Proactive and productive parent-school relationships positively impact student success and well-being. The purpose of communication between parents/guardians and school employees is to create, maintain and enhance positive relationships in support of the student's educational plan. Communication should remain as close to the source as possible. Communicate with the employee directly involved. By starting with the source, communication is more efficient and effective. The district [Collaborative Communications](#) document can help guide these conversations. Parents/Guardians 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 with 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.

### **CODE OF CONDUCT**

**North Vancouver School District's Code of Conduct has been established to maintain a safe, caring, accessible, and healthy learning environment.**

It is the shared responsibility of students, staff, parents/guardians, and the broader community, to demonstrate positive conduct while attending any school or district related activity, at any location.

**All members of the school community are expected to:**

- Support learning and attendance.
- Demonstrate safety.
- Respect property, environment, personal space, and privacy.
- Model courtesy, compassion, and respect.
- Value diversity.
- Treat self and all other members of the school and broader community respectfully.

**All members of the school community must refrain from engaging in any in-person or digital communication or participating in behaviour that is considered to be:**

- Interfering with the learning and working of others.
- Bullying, harassing, intimidating, retaliating, discriminating or violent.
- Unsafe or illegal; including the possession, use, or distribution of illegal or restricted substances or the possession of weapons or replicas.

**All members of the school community are expected to:**

- Comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct based on Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.
- Wear clothing that does not promote or symbolize illegal substances or activities, hate or discrimination, profanity, pornography; or that incites violence, harassment, or threatens safety.
- Leave personal digital devices at home, in their bag/backpack, and/or in their locker during instructional time. Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.

Every effort will be made to support individuals and to determine the root causes of behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations

of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, community service, restorative processes, referral to counselling and/or support services, mediation, and restitution, but may involve loss of privileges, detention, suspension from school, and/or collaboration with community partners. Confidentiality will be maintained; however, school officials may have a responsibility to advise other parties of serious breaches of the Code of Conduct (e.g. school district officials, law enforcement, and/or other agencies, etc.).

The school will take all reasonable steps to prevent any form of retaliation against a student or staff member who has brought a complaint forward of a breach of the Code of Conduct.

Factors such as the severity and frequency of the concerning behaviour(s), as well as the age, maturity, and ability of the person(s) involved, will be considered. In most cases, as people mature, there is the expectation of increased responsibility and self-discipline; therefore, progressively increasing consequences for concerning behaviour may apply.

Considerations apply to those who may not be able to adhere to the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

**All members of the North Vancouver School District community have the right to be treated fairly and consistently and should know and understand this Code of Conduct.**

### **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/guardian community.

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

Towards:

- Themselves
- Others
- The Environment

### **SCHOOL RULES**

#### **Morning Entry**

Students are requested not to arrive at school before the 8:40 am bell, unless they are supervised by their parents/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. Students may not leave the school grounds to go home for lunch unless they have parent/guardian permission, and sign out/in 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. 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 should leave personal digital devices at home, or in their bag/backpack during the school day. Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.
- All communication with parents/guardians or caregivers during the school day should take place at the office.
- Taking photos/videos without teacher supervision or permission 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 or offensive clothing, music with inappropriate or offensive 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.** Bicycles and scooters should be locked up outside the school and are not permitted inside.

### **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 for school, in a manner that shows respect for themselves and others, and in order to participate in school activities safely. Students are expected to wear clothing that does not promote or symbolize illegal substances or activities, hate or discrimination, profanity, pornography; or that incites violence, harassment, or threatens safety.





**ECOLE  
ROSS  
ROAD  
ELEMENTARY**

We thank the Coast Salish people, specifically the Skwxwú7mesh Nation and Səlilwətał Nation, whose unceded traditional territory the North Vancouver School District and Ross Road Elementary School reside on. We value the opportunity to learn, live and share educational experiences on this traditional territory.

**ROSS ROAD CALENDAR 2024/2025**

Schools open	Tuesday, September 3, 2024
Staff Collaboration Time (1:50 dismissal)	Wednesday, September 25, 2024
National Day for Truth and Reconciliation	Monday, September 30, 2024
Thanksgiving Day (Statutory Holiday)	Monday, October 14, 2024
Province-wide non-instructional day (NVTa)	Friday, October 25, 2024
Staff Collaboration Time (1:50 dismissal)	Wednesday, October 30, 2024
Remembrance Day (Statutory Holiday)	Monday, November 11, 2024
District-wide non-instructional day (Curriculum Implementation)	Friday, December 6, 2024
Schools close for Winter vacation	Friday, December 20, 2024
Winter vacation period	December 23, 2024 to January 3, 2025
Schools reopen after Winter vacation	Monday, January 6, 2025
School-Based Professional Development Day	Friday, January 24, 2025
District-wide non-instructional day (NVTa)	Friday, February 14, 2025
BC Family Day (Statutory Holiday)	Monday, February 17, 2025
Staff Collaboration Time (1:50 dismissal)	Wednesday, February 26, 2025
Schools close for Spring vacation	Friday, March 14, 2025
Spring vacation period	March 17 to 28, 2025
Schools reopen after Spring Vacation	Monday, March 31, 2025
Good Friday (Statutory Holiday)	Friday, April 18, 2025
Easter Monday Holiday Day	Monday, April 21, 2025
Staff Collaboration Time (1:50 dismissal)	Wednesday, April 30, 2025
District-wide non-instructional day (NVTa)	Monday, May 5, 2025
Victoria Day (Statutory Holiday)	Monday, May 19, 2025
School-Based Professional Development Day	Friday, June 6, 2025
Last Day of Classes for Students	Thursday, June 26, 2025
Administrative Day (non-instructional day)	Friday, June 27, 2025