

Lynn timer Elementary School Handbook



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www.sd44.ca

Welcome to Lynnmour Elementary School

...An Exciting Place To Learn

Lynnmour is located in the District of North Vancouver. We have approximately 210 students registered in Kindergarten to Grade 7. As a community of learners, we work cooperatively with students, Parents/Guardians, and district personnel to support the academic, physical, and social emotional growth of all our students.

The Parents/Guardians at Lynnmour are an integral part of our team. Working as partners, we can help spark your child's curiosity, energy, and love of learning. A close working relationship as a home/school team can do much to contribute to your child's well-being and success at school.

This handbook provides Parents/Guardians with information regarding school goals, procedures, safety, communications, programs and services. Parents/Guardians are encouraged to review these pages regularly and to discuss the topics with their children.

Stay informed on current events and information via our school website
www.sd44.ca/school/lynnmour.

Please contact the school whenever you have questions, comments or concerns. Our goal is to work together to provide the best possible education for your children.

The North Vancouver school district acknowledges and honours the history and culture of the Skwxwú7mesh and Tsleil-waututh first nations in whose territory we reside. The Skwxwú7mesh nation, Tsleil-waututh first nation and Métis nation of British Columbia are key partners in ensuring success for students of indigenous ancestry.

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A. GOALS & MISSION STATEMENTS

THE GOAL OF THE MINISTRY OF EDUCATION FOR STUDENTS IN BRITISH COLUMBIA

“live a good life / make a good living”

B.C. CURRICULUM

Elementary schools in B.C. address a variety of subject areas including: English Language Arts, Mathematics, Science, Social Studies, Applied Design, Skills, and Technologies, Career Education, Physical and Health Education, and Arts Education. Embedded within each subject area is the teaching of three core competencies: Personal and Social, Communication, and Thinking.

For further information on all aspects of the B.C. curriculum, please visit <https://curriculum.gov.bc.ca/> or simply google Building Student Success.

THE GOAL OF THE NORTH VANCOUVER SCHOOL BOARD

“To enable all learners within the school district to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy”.

LYNNMOUR’S MISSION STATEMENT

At Lynnmour, we create a positive and safe environment that allows all students to learn the importance of respect, self-regulation, and life-long learning. At Lynnmour, we believe in...

- calming our classrooms and hallways,
- teaching self-regulation,
- promoting Growth Mind Set,
- making thinking and learning visible.

The importance that environment plays in learning, working with Parents/Guardians and community partners for the success of all students.

B. SCHOOL PLAN GOALS

Goal 1: To improve the Communication Competency of students in K-7 (Reading and Writing)

Goal 2: To improve the Personal and Social Emotional Competency in students K-7 (To increase the students' awareness of socially responsible behaviours and their role in society)

C. CODE OF CONDUCT

As learners we will:

- Be Respectful
- Be Safe
- Be Positive
- Be the Best You Can Be

Our Code of Conduct has been established to maintain a safe, caring, and healthy learning environment. The purpose of the code of conduct is to inform all members of the school community of our shared obligations and responsibilities while in attendance at school, while traveling to and from school, and while attending any school function at any location.

The expected standards of behaviour apply not only to students, but also to all individuals involved who make up the Lynn timer community – Parents/Guardians, volunteers, teachers and support staff members – whether they are on school property, traveling to and from school or at school authorized events.

For more detailed information please review the Lynn timer Code of Conduct, which is found on the *Lynn timer Polices and Guidelines* document (attached in Appendix A).

Board Policy – Student Conduct

The North Vancouver School Board believes that all schools should be places for safe and purposeful learning. Consequently, and in accordance with the responsibilities assigned to it by the School Act, the Board expects that students will actively participate, through effort and punctual regular attendance, in the education program to which they have been assigned. For purposes of this policy, an educational program is defined as that body of knowledge and learning experiences which is determined by the Board as appropriate to meet the educational needs of an individual or group of students.

For more information, please refer to the school district web page (www.sd44.ca).

D. ROUTINES AND PROCEDURES

School Hours

8:40 am	morning bell	8:45 - 10:25 pm	1 st instructional period
10:25 - 10:40 am	recess	10:40 - 12:00 pm	2 nd instructional period
12:00 - 12:46 pm	lunch	12:46 - 2:40 pm	3 rd instructional period
2:40 pm	dismissal		

Parents/Guardians are requested to have children arrive at 8:40 a.m., unless children are involved in supervised activities. Our lunch period is divided into play first (12:00-12:25), eat second (12:25-12:46).

Early Arrivals

No formal supervision is provided in the morning before school begins. While the office is always open to support students requiring assistance, generally, students are expected to wait outside until the first bell at 8:40 am. Students who enter the school early for extra-curricular activities or assistance must be under the direct supervision of a Parent/Guardian sponsoring adult.

Early Dismissals

Students will be dismissed at **1:40 pm** for Parent/Teacher Conferences that occur 2 times a year, and for 5 select Wednesdays for Staff Collaboration. These dates are posted each year on the school calendar on our website.

Dismissal after 2:40 p.m.

Children may be detained after school for up to 30 minutes to:

- complete unfinished work
- receive extra assistance
- discuss and consider matters related to behaviour

Student Absences – Call Back program

Lynnmour employs a Call Back program to ensure the safety of all students. Parents/Guardians are asked to call the school office at 604-903-3590 if your child will be arriving late or absent from school for any reason including illness, appointments or vacation. In addition, notifying the student's teacher directly by email is encouraged. If a child is not present in class when morning or afternoon attendance is done and the school has not been notified in advance of this absence, the school will attempt to contact the family in order to determine the whereabouts of the student.

Students arriving late **MUST SIGN IN AT THE OFFICE** when they arrive at school.

Student Illness

Illnesses spread very quickly in a school environment and students do not perform well at school if they are feeling unwell. If possible, children should not attend school if they have a fever, cold symptoms, stomach flu, or other illness. To help stop the spread of viruses, Vancouver Coastal Health recommends children with vomiting and diarrhea should not return to school until 2 days after their symptoms go away.

Please contact the school office 604-903-3590 if your child will be staying home due to illness

The Lynnmour website includes links to Vancouver Coastal Health information for families.

<https://www.sd44.ca/school/lynnmour/Parents/Pages/Health-Information.aspx>

Office Hours

The school office is open daily from 8:00 am until 3:30 pm. At times during the day, it may be necessary for the office staff to be out of the office during these hours. Please leave a message at 604-903-3590 and someone will get back to you as soon as possible.

Contacting the School

At Lynnmour, we encourage open discussion. If you have any concerns or questions please feel free to contact your child's teacher, school office, or the Principal directly.

Emergency Contact Information

If your child is ill or injured, we must know where to contact you; therefore, it is essential that the information we have on file be accurate. If the information you have provided changes during the school year, please contact the school office immediately.

Moving or Transferring Schools

Please notify the school in advance if your children will be transferring schools. This provides ample time to prepare all records that will assist in proper placement in a new school.

E. GENERAL INFORMATION

Bikes, Scooters, Skateboards etc.

Please ensure your children are fully aware of all safety issues and rules pertaining to the use of the above. Bike racks are located at the front of the school by the parking lot. Students must provide their own lock. The school is not responsible for any items that are lost, damaged, or stolen.

Clothing

PLEASE mark your child's clothing with your child's name. Each year a large number of items are left unclaimed. Parents/Guardians are welcome to look through the "lost and found" any time. It is kept in the hallway outside the Principal's Office.

For more detailed information please review the Appropriate Dress Guidelines, which can be found on the *Lynn timer Polices and Guidelines* document on the website or in Appendix B of this document.

Electronics

Students are reminded not to bring any electronic devices to school. The school takes no responsibility for loss or damage to cell phones or other electronic devices. Parents/Guardians send cell phones to school at their own risk. If a child is requires to have a cell phone at school, the phone must remain off and given to their teacher or to the office during school hours.

For more detailed information please review the Cell Phones and Other Electronic Devices policy, which can be found on the *Lynn timer Polices and Guidelines* document on the website or in Appendix B of this document.

Extracurricular Activities

Lynn timer offers students in grades 6 & 7 opportunities to play in interschool leagues for volleyball and basketball. Students in grades 4, 5, 6 and 7 participate in Track and Field during April and May. Other extracurricular activities may include choir, drama, and student leadership opportunities.

Field Trips

Field trips are optional educational activities but it is hoped that all students will participate. Financial assistance is available for students who need it. Please don't hesitate to speak with the Administrator Assistant or the Principal.

In order to have field trips, parent volunteers are often needed to assist with driving and supervision. The school office will provide the appropriate Volunteer and Driver Forms for Parents/Guardians able to assist with driving.

Homework

Homework can be viewed in terms of:

1. unfinished daily work
2. an assigned homework exercise
3. long range projects
4. 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 a means of communication between home and school. Please review your child's agenda daily or as per classroom teacher instructions.

Leaving School Grounds

At no time will a student be allowed to leave school grounds without permission. Parents/Guardians are requested to write a note or call if their child needs to leave early from school for an appointment.

Library

The Library is accessible to students during their weekly class library time. Books may be signed out in the appropriate manner and borrowed for a one week period.

Medication

Please advise the school office if your child has any medical conditions such as Asthma or Anaphylaxis, or requires prescription medication at school. Medication can not be administered by the school staff without a signed authorization from the parent. Medical forms are available from the office and need to be completed each school year.

Parent/School Communication

Parents/Guardians and school personnel are encouraged to be in constant communication with each other to ensure the success of each student. Methods of communication and information may include:

- Student agendas on a daily basis
- Parent/Teacher Conferences
- Student Led Conferences
- Notices home – via email or paper copies
- Direct communication between Parents/Guardians and teachers/administrators
- School website
- PAC meetings
- NVSD website

Note: Issues or concerns should be taken up directly with the source. If a resolution cannot be met, an administrator may be engaged to mediate. It is considered a breach of ethics to discuss concerns outside the setting without attempting to solve the issue through the appropriate process.

Parent Volunteers

During each school year Parents/Guardians may be asked to assist on field trips, in the library, in the Learning Assistance Center, or in the classroom. This assistance is greatly appreciated. Without the continued support of Parents/Guardians, many activities would become difficult.

Phone Use By Students

Students do not have general access to school phones unless there is an urgent need. Children require approval from a staff member prior to the use of a telephone. Approval will not be given to arrange visits with friends. Students are encouraged to make social arrangements prior to coming to school. Cell phones may not be used during the school day (8:40 a.m. – 2:40 p.m.) and may only be used by the owner. The school phone is always available in an emergency.

Rainy Days

Children need the opportunity to go outside for fresh air and play during recess (10:25 a.m. – 10:40 a.m.) and lunchtime (12:00 p.m. – 12:25 p.m.). All students are expected to be properly dressed for the weather and to go outside at recess. If the rain is extremely heavy a noon announcement will announce an inside lunch day.

Reporting and Interviews

Report cards are issued three times annually (December, March and June). Teachers also inform Parents/Guardians of their child's progress through notes, telephone calls, visits and conferences. Classroom teachers are happy to meet with Parents/Guardians, when requested.

A conference is an important opportunity for dialogue between the student and those who are supporting him/her. Please take the time to attend all Parent/Teacher conferences or student-led conferences held throughout the year.

F. STUDENT SERVICES

A variety of services are available to help students be successful in academic and social environments. Some of these include:

- Learning Assistance
- English Language Assistance
- Elementary Counsellor
- Speech and Language assistance
- Gifted Program (assessment done in grade 3)

The school has a resource team composed of professionals from the above areas, teachers and administrators. This team meets twice a month to discuss possible services for individual students.

Learning Assistance

The Learning Assistance Teachers provides educational assistance to students at Lynnmour, from Kindergarten to Gr 7. When a learning difficulty is identified, Parents/Guardians are informed and involved in planning a course of action to support the student. Parents/Guardians are encouraged to participate with the team in developing their child's Individual Education Plan (IEP).

English Language Learners (ELL)

The ELL teacher assists students for whom English is their second language and supports classroom teachers of ELL students with program requirements. ELL student progress is regularly monitored and assessed in May of each school year.

Elementary Counsellor

The Elementary Counsellor is both qualified and experienced in supporting students within the context of schools and families. This support is offered in a number of ways, including:

- individual counselling
- family support / counselling
- small-group work
- staff and parent in-service
- classroom work (class meetings, social responsibility, family life)
- case management
- consultation with teachers, Parents/Guardians, district staff, community agencies and professionals
- facilitating Peer Counsellor program

Students may be referred by their Parents/Guardians, teacher, or through the vice-Principal or Principal. When a referral seems appropriate, parental agreement is required and a referral form is completed. The counsellor can be reached through the school office.

Health Services

The Community Health Nurse links with school staff, Parents/Guardians and students to support the healthy growth and development of all school aged children and youth through health education and health services for students.

Vancouver Coastal Health provides immunization clinics for Kindergarten and Grade 6 students in the fall and spring. If you have concerns regarding your child's health, or require their immunization record, please contact Vancouver Coastal Health at 604-983-6700.

G. Parent Advisory Council (PAC)

The Parent Advisory Council is a parent group that exists to enhance educational services and opportunities for the children of Lynnmour by:

- assisting the school in the pursuit of quality education
- encouraging parent participation
- providing educational forums
- providing continued volunteer assistance to staff and administration
- providing an environment of friendliness and cooperation in our school
- serving as a sponsoring body for school events and programs
- fostering cooperation and communication between Parents/Guardians, staff and administration
- assisting in providing funds for specific materials or experiences not included in the district budget

Membership in the Parent Advisory Council is free and automatic for any parent or guardian of a child attending the school.

Regular meetings of the Council are held between September and May and are open to all Parents/Guardians and community members who wish to attend. The dates of these meetings are announced on the school and PAC websites. The PAC can be reached directly at lynnmourpac@gmail.com.

Elections for the PAC Executive takes place prior to the end of each school year. These positions include:

President	Secretary	Member at Large (3 positions)
Vice President	Treasurer	

Parent Volunteers

A high level of parent participation not only helps foster school spirit, but also provides Parents/Guardians with insight into the school's many programs and activities. Parents/Guardians who have time and interest are encouraged to volunteer to assist with the running of our worthwhile programs.

Most PAC volunteers are recruited at the beginning of the year with the circulation of a volunteer sign-up form. Additionally, Parents/Guardians may attend a PAC meeting or contact any members of the PAC to discuss volunteer involvement.

Many of the PAC organized activities at Lynnmour are fundraising events. Money raised by the PAC is used for program enhancement or to purchase school equipment/supplies.

Visit the Lynnmour PAC website for more information: <http://lynnmourpac.ca/>

Appendix A

Code of Conduct

LYNNMOUR ELEMENTARY SCHOOL

CODE OF CONDUCT

The Lynnmour School Code of Conduct is based on the 4 “Bs”

BE Respectful

BE Safe

BE Positive

BE the Best You Can Be

Introduction

At Lynnmour, we believe that it is important that our school be a safe and positive place for all students to learn. Our school’s code of conduct has been developed and reviewed by staff, students and Parents/Guardians to help create a school culture where everyone demonstrates socially responsible behaviours. Students are consistently taught the expected behaviours in common areas, in instructional areas, on the playground and while students are acting as ambassadors of the school at public locations. Responses to unacceptable behaviours are based consistently on sound principles and are appropriate to the context. The code of conduct is reviewed at staff meetings, class meetings, parent meetings, student assemblies and newsletters, and will be improved in light of changing information and circumstances. Our Code of Conduct has been reviewed by the Windsor Family of Schools (Blueridge Elementary, Seymour Heights Elementary and Windsor Secondary) and been found to be compatible with their Codes.

Purpose

Our Code of Conduct has been established to maintain a safe, caring, and healthy learning environment. The purpose of the code of conduct is to inform all members of the school community of our shared obligations and responsibilities while in attendance at school, while traveling to and from school, and while attending any school function at any location.

The expected standards of behaviour apply not only to students, but also to ALL individuals involved who make up the Lynnmour community – Parents/Guardians, volunteers, teachers and support staff members – whether they are on school property, traveling to and from school or at school authorized events.

Conduct Expectations

Please note, the behaviours cited are examples only and are not an all-inclusive list.

Acceptable Conduct

As members of the school community it is our responsibility to demonstrate positive conduct and refrain from unacceptable behaviours. All students have an obligation to:

- Attend school regularly
- Observe school rules and codes of student conduct
- Respect self, others and the school
- Respect property, environment, personal space and privacy
- Respect the rights of others
- Respect differences in people, their ideas and opinions
- Treat others with dignity and respect at all times, especially when there is a disagreement
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, gender identity or expression, age or disability
- 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
- Inform an adult, in a timely manner, of incidents of bullying, harassment or intimidation
- Engage in purposeful learning activities in a timely manner
- Help to make the school safe, caring, and orderly place
- Use appropriate language at all times
- Help to make the school a safe, caring and orderly place
- Respect persons who are in a position of authority
- Respect the needs of others to work in an environment of learning and teaching
- Act in a manner that brings credit to the individual and the school

Unacceptable Conduct

Inappropriate behaviors include any action, which may inhibit a safe, positive learning environment. These include, but are not limited to: misbehavior, insolent or insubordinate behavior, fighting, punching, stealing, physical and verbal intimidation, threats, vandalism, and chronic misbehaviour. Unacceptable behaviours are grouped below (Level One, Two or Three) according to their severity. Interventions are applied to each situation according to its unique circumstances, and are more severe as the level and/or frequency of these behaviours increases.

Please note, the behaviours cited are examples only and are not an all-inclusive list.

Level One Behaviours

- lack of respect for others, for the environment, and for property
- interfering with the learning of others (disrupting the classroom)
- inappropriate language (e.g. swearing, put downs, name calling)
- inappropriate physical contact
- unsafe conduct (e.g. running in the hall)
- lateness
- inappropriate attire
- inappropriate behaviour at school events
- personal equipment in use at school; skateboards, scooters, rollerblades, MP3 players, cell phones

Level Two Behaviours

- repetition of Level 1 behaviours
- being disrespectful or using threatening language or behaviours (including Internet communication)
- physical aggression
- verbal aggression
- disrespecting staff members' personal space and belongings
- non-compliance with teacher/support staff requests
- inappropriate Internet use
- minor theft
- possession of lighters/matches
- cheating
- inappropriate representation of school (i.e. on field trips, during extra-curricular activities)
- off school grounds without permission

Level Three Behaviours

- repetition of Level 2 behaviours (considered to be chronic)
- acts of bullying, harassment, intimidation and/or violence
- retribution against a person who has reported incidents
- drugs and/or alcohol at school
- destruction of school property
- serious theft
- participating in unsafe and/or illegal acts
- bringing weapons, including toys and replicas, to school
- blatant defiance
- swearing at teachers or support staff
- theft or damage to property
- using matches/lighters in school

Rising Expectations

Student behaviour is always considered in the context in which it occurs. The age of the child, frequency of the behaviour, its seriousness or intensity, and the circumstances are taken into account. It is expected that students' sense of personal responsibility and self-discipline will increase as they become older and more mature.

Consequences for Unacceptable Behaviours

Responses to unacceptable conduct are pre-planned, consistent, and fair. Our goal is to help students see that they are responsible for their behaviour and in control of themselves. Students are involved in the development of meaningful consequences, which are preventative and restorative wherever possible. Every effort to support students and to determine the root causes of behaviour will be made. All Parents/Guardians, when it is appropriate, will be informed of unacceptable conduct. 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, this will result in the implementation of a range of consequences. These may include, but are not limited to, the following: referral to school counsellor, suspension (in-school or out of school), change of class, change of school, referral to a district intervention committee, expulsion, and involvement of district programs, police and other government agencies such as the Ministry of Children and Families.

Level One Responses

- Handled by staff member
- Incident may be documented*
- Parents/Guardians may be contacted
- Consequences will involve one or more of the following:
 - warning
 - Think Sheet
 - use of Quick Scale Social Responsibility for age appropriate counselling
 - restriction
 - detention
 - community service

Level Two Responses

- May involve the Principal or Vice-Principal
- Student may be removed from the situation
- Incident is documented*
- Parents/Guardians will be contacted
- Consequences will involve, in addition to the Level One consequences, one or more of the following:
 - in-school suspension
 - problem solving
 - supervision
 - removal from special activities
 - restitution

Level Three Responses

- Principal or Vice-Principal involvement
- Student is removed from the situation
- Incident is documented*
- School District officials, police and/or other agencies may be involved
- Parents/Guardians contacted immediately
- Consequences will involve, in addition to the Level One and Level Two consequences, one or more of the following
 - suspension
 - mediation
 - legal action
 - referral
 - involvement of support services (agencies, police, medical assessment, etc.)
 - implementation of a behaviour contract between the school and the student
 - repair or replacement of any lost, stolen, damaged items

* Documentation at Level One and Two involves recording the incident on an office behaviour log which allows the school to track behaviours for the school year and to implement strategies to effect change. Documentation at Level Three will also involve including a record of the incident in the student's file.

Notification

It is the policy of the school to continue close communication with Parents/Guardians when school behaviour expectations are breached. Parents/Guardians may be contacted by: the classroom teacher, the Principal or the Vice-Principal.

School officials may have the responsibility to advise other parties of serious breaches of the code of conduct. For example:

- Parents/Guardians of student offender(s)
- Parents/Guardians of student victim(s)
- School District Officials: as required by school district policy (Assistant Superintendent, Safe and Caring School District Administrator)
- RCMP (as required by law)

Appendix B

Policies and Guidelines

LYNNMOUR POLICIES AND GUIDELINES

Among the significant roles of a staff at an elementary school is the development of clear policies to guide the operation of the school. At Lynnmour, we have the following policies and Guidelines in place to support student learning:

- Appropriate Dress Guidelines
- Cell Phones and Other Electronic Devices Policy
- No Smoking In School or On School Grounds Policy
- Student Placement Policy

The Principal of Lynnmour, along with the staff, develops the policies and guidelines for the school. Input from students and Parents/Guardians are also considered in developing new policies or guidelines.

APPROPRIATE DRESS GUIDELINES

In the interests of all students feeling safe, welcome, and free to work in an atmosphere conducive to learning at Lynnmour, the school has adopted a number of guidelines that will identify what the staff, students, and Parents/Guardians feel are appropriate clothing choices for our educational environment.

The school feels the guidelines are reasonably based on accepted standards of the school community and the community at large. These guidelines have been created with the input and support of the entire school staff.

Guidelines:

In the interests of:

- a) providing an atmosphere conducive to work and study,
- b) limiting distractions to successful participation in an educational program,
- c) embracing 'common sense' clothing standards,
- d) concern for the comfort, safety, and sense of modesty of our students,

We would like to create the best learning environment for Lynnmour students, therefore, the following clothing and dress guidelines have been established as the standards for all staff and students:

- Hats and hoods are for wearing outside unless there is a medical concern.
- Undergarments shall not be visible
- Clothing will have no offensive language, images, or acronyms
- Clothing will not have drug, violence, racist, or sexist related messages
- Proper footwear worn such as runners or boots

School staff and administration, with parental consultation if possible, will make a decision whether clothing is in violation of these guidelines, and ask a student to change an offending article of clothing, cover it with another piece of clothing, or to go home and change the clothing before being permitted to return to class.

The guiding principle of the guidelines is that the school has a mandate to ensure that the working and learning environment is safe, orderly, and conducive to learning. We want to ensure the highest quality learning environment for all students.

CELL PHONES AND OTHER ELECTRONIC DEVICES

While at school, cellular phones must be turned off and kept in zipped backpacks between 8:40 a.m. and 2:40 p.m. Students may not use cell phones (for phone calls, text messaging and/or taking pictures or videos) in classrooms, hallways or on the playground during the school day. The school office phone is available during the school day if it is necessary for Parents/Guardians to call in or students to call out.

Cell phones are often equipped with cameras. Students may not take pictures at school. In order to satisfy legal requirements around the protection of privacy, photography at school is allowed only for school purposes and with the permission of a staff member.

If a student is found to be using his/her cell phone during the school day, the cell phone will be confiscated and handed in to the school Principal. Parents/Guardians can pick up confiscated cell phones directly from the Principal.

The school takes no responsibility for loss or damage to cell phones or other electronic devices. Parents/Guardians send cell phones and other electronics to school at their own risk.

NO SMOKING, NO VAPING IN SCHOOL OR ON SCHOOL GROUNDS

At Lynnmour, smoking or vaping is not permitted in the school or on any school board property.

Lynnmour acts in accordance with the North Vancouver School District Board Policy 804, which states:

- All School District facilities and grounds will be designated as smoke free/ vapour free, with smoking/vaping prohibited at any time for all employees, students and visitors, including electronic cigarettes and all related e-substances, regardless if it is contains nicotine or is nicotine free.
- Smoking/ vaping will not be permitted in any vehicles used to transport students.
- All employees are expected to comply with the smoking/vaping restrictions described in this policy and to assist with the enforcement of these restrictions.
- Organizations and persons using School District property shall not be permitted to smoke/vape inside any building as a condition of their use of the facility.
- No smoking signs shall be prominently displayed in all School District buildings.

STUDENT PLACEMENT

The process for student placement in classes in the September of the next school year begins in May.

The assignment of students to classes is given very special attention at Lynnmour, based on the criteria listed below. The placement of each child will be carefully discussed by a team which includes the child's current teacher, possible teachers for the coming year, other teachers (e.g. LAC, ELL) who have been involved in the child's learning, support staff, and the Principal and Vice-Principal. Parental input, following the same criteria, is also considered, but specific requests cannot be guaranteed. If you wish to provide input using the criteria below, please forward this information to the school Principal in writing by second Friday in June. Letters received after this date may not be able to be considered.

The following criteria (which are not prioritized) are used to make class placement decisions:

1. Workable instructional groups
 - taking into account the child's academic needs and strengths
 - considering teaching, learning styles
 - taking into account the child's work habits
2. Positive social groups
 - considering placements where a child can work positively and productively with the teacher and with other children in the class
 - taking into account peer conflicts
 - maintaining a reasonable boy/girl ratio
 - establishing the presence of positive leaders in each class
3. Other information
 - the past history of students in combined or single-grade classes
 - resource team recommendations
 - information that a parent wishes to offer

If your child will not be attending Lynnmour next year, please notify us in writing, as soon as possible.