

Student Handbook
2017-18

Great Village Elementary School

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We're Going Back To School



Welcome to a new school year! A special welcome is extended to new families and teachers as they begin their first year at Great Village Elementary School. This agenda includes information that briefly explains the school day and procedures. Please take the time to become familiar with school expectations and routines. If you have any questions regarding any aspect of the school program, please contact the school.

The **agenda** allows for daily communication between home and school. Students record information about school activities in the agenda. Each night, parents are asked to initial the agenda to show that they are aware of assignments and have received information being sent home. Teachers will also check and initial agendas each day.

Great Village Elementary School is a family made up of children, parents, teachers, and community members. We value the partnership between home and school and strive to make each student's school experience as rewarding as possible. We hope you have an enjoyable year sharing in the education of your child.

ATTENDANCE

It is important for all students to be in regular attendance and on time for school. Many of the learning experiences that take place in school cannot be sent home to be completed. When a student is absent, he/she misses opportunities and learning experiences that cannot be duplicated. If a student does need to be absent from school, parents are asked to please call the school by 8:00 am to report the absence. We have voice mail so call as early as you like. Messages are checked regularly.

HOMEWORK

Research has shown that good study habits early in a child's life will enable the child to achieve a higher level of academic performance. Parents are asked to help their child to develop good working habits by:

- ✓ expressing interest in topics being explored
- ✓ helping to practice skills as needed
- ✓ providing encouragement
- ✓ checking that assigned work has been completed

READING & WRITING

At our school, students at all grade levels are invited to participate in a Home Reading and Writing Program. Books, matched as closely as possible with each child's reading ability, are provided for home practice. Students are also given an activity each week to practice writing skills. Parents are asked to support their child's literacy development by finding time to read and write with their child.

MATHEMATICS

Beginning in Grade 2, there are expectations for learning math facts. Students are expected to be able to give a quick response (within 3 seconds) to a basic fact question. To make fact learning easier, groups of facts are presented with strategies (e.g. doubles and related doubles for addition). In addition to work completed at school, students may need to practice at home to be able to give correct answers within the required 3 seconds. The expectations at each grade level are as follows:

Grade Primary - describe the numbers 2-10 in two parts. For example, 5 can be described as "3 & 2", and "4 & 1".

Grade 1 - describe the numbers 2-20 in two parts. For example, 15 can be described as "10 and 5", "7 and 8", etc.

Grade 2 - addition math facts to 9+9

Grade 3 - subtraction facts to 18-9

Grade 4 - multiplication facts to 9x9



SCHOOL CALENDAR 2017-2018*

SEPTEMBER

- 5 Orientation Day for Teachers
- 6 In-service (all schools)
- 7 Students Begin School
- 14 Stand Up Speak Out Event
- 14 Open House (6:00-7:00 pm)
- 15 Terry Fox Walk
- 29 In- service (no school)

OCTOBER

- 4 Home & School/SAC Meetings
- 9 Thanksgiving Day Holiday
- 16 School Photos (Pridham Studios)
- 27 Provincial Conference Day

NOVEMBER

- 13 Remembrance Day Observance
- 17 Assessment&Evaluation Day (no school)
- 28 First Term Report Cards Home
- 29 Evening Parent-Teacher Meetings

DECEMBER

- 1 In-Service & Parent-Teacher Interviews
- 21 Last School Day before Break

JANUARY

- 3 Back to School Routines

FEBRUARY

- 19 Heritage Day

MARCH

- 12-15 March Break
- 23 Assessment&Evaluation Day (no school)
- 30 Good Friday

APRIL

- 2 Easter Monday
- 12 Second Term Report Cards Home
- 18 Evening Student-Led Conferences
- 20 In-Service & Student-Led Conferences

MAY

- 18 In-Service
- 21 Victoria Day Holiday

JUNE

- 28 Assessment&Evaluation Day (no school)
- 29 Last Day of School

* Parents will be given advance notice of any changes from those listed above.

MUSIC

Students participate in two Music classes each week on the stage at the gymnasium. Students also have the opportunity to participate in music activities during the lunch break on days when there are music classes.

PHYSICAL EDUCATION

Students participate in Physical Education classes twice a week, and are able to join "Noon Sports" for a variety of physical activities. Students are asked to wear appropriate gym wear (e.g. short-sleeved t-shirts and jogging pants or shorts) to allow free movement for gym activities on "gym days". Indoor sneakers are required at the gym and in the school building. Students are asked to avoid wearing sandals, Crocks, or heeled footwear on gym days in the event that classes are held outside.



SCHOOL TIMETABLE



7:55	Supervision Begins
8:15	Classes Begin
9:45-10:00	Recess
11:45- 12:30	Lunch
2:00	Dismissal

- Supervision begins with the arrival of the first bus or at 7:55 am.
- Children are better able to learn when they have breaks during the day that allow them to get fresh air and exercise. Unless special circumstances occur, children are outside at recess and noon so need to be dressed appropriately for the weather conditions.
- All students leave school following the 2:00 pm dismissal. There is no supervision after school.



PEANUT/NUT AWARE

A student at our school has a life-threatening (anaphylactic) reaction when he comes into contact with peanuts, nuts, or products made with peanuts or nuts. This means that exposure to these products by touch or taste could cause a life-threatening allergic reaction. **Parents/students are asked to check labels for ingredients and to save any products with peanuts or nuts for home.** Your efforts to ensure that all our students enjoy a safe learning environment are appreciated. Information about food allergies can be found at the following website: <http://foodallergycanada.ca>



HEALTHY FOOD CHOICES

Well-nourished students are able to concentrate better, remember and apply information more effectively, and are more likely to demonstrate positive behaviors with their friends. Students are encouraged to enjoy a wide variety of healthy food choices with less nutritious items available on a limited basis. Milk is sold for 40 cents and can be bought on a weekly or monthly basis.

At school, we have a responsibility to promote and support good nutrition so students will develop positive attitudes about food, and appreciate the value of proper nutrition. The Department of Education's "Food and Nutrition Policy" was designed to improve the nutritional health outcomes for all students. The policy applies to all food items served and sold for any school related activity. Students have a variety of food allergies, and therefore families are asked not to send classroom treats.



BREAKFAST PROGRAM

Again this year we have received funding to offer breakfast and recess snacks to students in need. Students can access these convenience snacks by asking the classroom teacher.

CLASSROOM CAFÉ

Depending on the availability of volunteers, a hot lunch is provided at cost for students twice a month through **Classroom Café**. Menu items include minipizzas, soft-shelled tacos, and breakfast sandwiches. All lunches are served with a fruit and vegetable tray that is available to all students free of charge. The menu is printed on the monthly school calendar.

APPEARANCE & DRESS

Students are expected to be neat and clean in their personal appearance and dress. It is important that students dress appropriately for each day's weather conditions as students play outside at recess and noon.

MEDICAL PROCEDURES

Children who are ill should be at home to help prevent the spread of germs. When students return to school, they should be well enough to participate in a regular school day. It is important that the school is aware of any medical conditions that affect students, and asked to be informed if your child should contact a communicable disease.



It is the policy of our School Board that a written request must be made by the parent for the administration of any prescription or non-prescription medication at school. The "Administration of Medications/ Medical Interventions Form" must be completed and accompanied by copies of any written information provided by a pharmacist and/or physician.

Parents are asked to check their child's head regularly for the possibility of head lice, and to notify the school if nits and/or lice are found. School Board policy regarding head lice is that once a student has been properly treated for head lice, he/she can return to school. Information on the detection and treatment of head lice is available at the school or through Public Health Services (902-893-5820).



PHONE COURTESIES



Parents are asked to inform the school when their child is absent by calling the school before 8:00 that morning and leaving a message on the answering machine. We have voice mail so call as early as you like. Messages will be checked as soon as possible and calls returned as appropriate.

SCHOOL WEBSITE www.gve.ccrsb.ca

Our school's website contains the monthly school newsletter, school calendar, teacher contact information as well as other useful information. Every effort will be made to update this site regularly.

SECURITY

Reasonable precautions are taken to ensure the security of students and staff throughout the school day. During instructional time, the main entrance to the school is locked and all parents/visitors need to use the buzzer for entry to the building. Visitors are asked to report to the office before proceeding to any other area in the school.

TECHNOLOGY & TOYS



Every classroom has computers with Internet access. Students are instructed to be responsible and to visit only appropriate websites.

Care of personal property is the student's responsibility. Therefore, it is recommended that students keep all electronic devices and other items of value at home. Students who choose to bring electronic devices to school must also use them appropriately. No type of electronic recording (e.g. photo, video) is allowed in any school space, including the bus, and games must be appropriate for a school setting. To avoid potential conflict around trading, students are encouraged to keep all trading cards/toys (e.g. Pokemon, Shopkins) at home.

PHOTOGRAPHS & PRIVACY

Special events held at the school can be an exciting opportunity to take photos and videos of your child's accomplishments. However, when you capture your child you may also be recording other students who may not want to have their photo/video taken. With that in mind, please be respectful when taking photos. If you choose to post images taken at school events to social media sites, do your best to post only photos and videos of your family, and if other children appear, keep comments kind and respectful.



AFTER SCHOOL TRAVEL

A note is required if a student needs alternate travel arrangements after school, or to get off the bus at another stop other than his/her own. Except in unavoidable circumstances, calling the school is not to be used to replace a note. Every effort will be made to check messages prior to dismissal in the event that there has been an emergency that requires a change from the usual routine.

SCENT FREE

In keeping with the School Board policy, the whole school community is asked to refrain from the use of scented products when coming to the school.



LOST & FOUND

A bin located at the bottom of the stairs is used to collect "Lost & Found" items. Most days, any items in the bin are displayed for students to claim before leaving the building. Labelling coats, sweatshirts and snowpants with your child's initials is helpful. Unclaimed items are eventually discarded.

TAKE A BREAK

Students are better able to learn when they have breaks during the day that allow them to get fresh air and exercise. Students are outside during recess and lunch breaks so it is important that students come to school dressed appropriately to be outside during these times.

POSITIVE BEHAVIOUR

Good school conduct means respectful behaviours in the classroom, throughout the school, and on the playground. A cooperative effort among the home, the school, and the student is essential for maintaining a positive school environment.



The Provincial School Code of Conduct Policy states that all school members share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate. All students are supported to develop healthy relationships, make good choices, and achieve success in their learning. It is expected that all students and members of a school community will feel and be safe in their school.

At our school, we support positive behaviour in various ways. We provide support for good decision making, identify options, and encourage students to ask for help when necessary. At the beginning of the year, students are taught the expected behaviors that show respect for self, others, learning, and the school environment. Appropriate behaviours are acknowledged and reinforced throughout the year. Through the **Virtues Project**, universal values shared by people of all cultures (e.g. respect, courage, trust) are promoted. Participation in **Peace Groups** allows students to learn and practice strategies to encourage these “building blocks of character”.

It is recognized that even within an optimal school environment students may behave in a manner that does not support a safe, quality learning environment. With a restorative approach, the focus is always on building positive, healthy relationships. Responses to unacceptable behaviour occur in a timely fashion, are appropriate to the age, and developmental level of the student, and respect the dignity of all involved.

STUDENT EXPECTATIONS

Students are expected to demonstrate a commitment to their learning in partnership with their teachers and their family. Students also need to develop a sense of accountability, which requires us to allow them, whenever reasonable and appropriate, to take responsibility for their interactions with others and their treatment of others’ property. We are committed to helping students understand that all people have rights and that in order for us to enjoy these rights we must all show respect for each other.

SUPPORTING EACH OTHER

There may be times during the school year when parents have concerns about their child’s welfare or questions about school related activities. Please share these thoughts with the classroom teacher so your concerns can be addressed. A note to the teacher or a phone call can keep us informed and allow us to work together to meet the needs of your child. Parents who wish to meet with a teacher are asked to make arrangements by writing a note in the student agenda, or by calling the school.

We are fortunate to have interested and supportive parents and community members at our school. The **Home & School Association** has an active executive who meet throughout the school year to organize events and to support activities at our school. The **School Advisory Council** consists of parents, staff, and community members. This group discusses issues important to our school and advises the principal. All parents are encouraged to become involved in these organizations. You will be informed of meeting times and dates in advance. Your participation is support for all students.



STUDENT PERSONAL COMMUNICATION & ENTERTAINMENT DEVICE POLICY

A growing number of students own and choose to bring to school a variety of digital communication and entertainment devices. These devices include iPods, iPads, cell phones, and DS game systems. Most of these devices are able to record audio, digital photos, and video images. All of these items are for personal use and are not needed at our school for educational purposes.

The Department of Education and our School Board require schools to have a policy regarding the use of these electronic devices. All school community members (staff, students, parents/guardians, etc.) are expected to “respect the rights of others in the school community.” This respect for the rights of others is the basis of our school policy.

Our school’s guidelines regarding electronic communication and entertainment devices are as follows:

- No type of electronic digital recording is allowed in any school space, which includes the bus and bus stop.
- Students who bring personal electronic devices to school do so at their own risk.
- Unless requested, personal electronic devices are not needed in the classroom.
- All electronic devices are to be turned off and stored out of sight during class time.
- No electronic devices are permitted in washrooms, change rooms, or any space where students would expect a greater degree of privacy than in other public areas within the school.
- Any violation of these guidelines will be dealt with through the Provincial School Code of Conduct Policy.



BUS SAFETY

Parents with concerns related to bussing are first asked to contact the school at which time they may be referred to the transportation foreman.

Number One Safety Rule!

Be sure the bus driver can see you!

Waiting for the Bus:

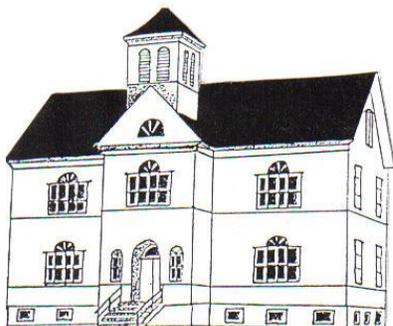
- be on time
- walk to the bus, never run
- stand back from the road
- before crossing the road stop, look both ways, and listen for traffic
- wait patiently in line to get on the bus
- if the bus doesn’t show up, return home
- never take a ride from a stranger

When Riding on the Bus:

- stay in your own seat
- place your backpack and any other personal belongings on your lap
- always listen to the bus driver and never distract him/her
- use a quiet voice and appropriate language
- be kind to others
- keep arms and hands inside the bus

When Getting off the Bus:

- hold on to the railing
- wait patiently in line to get off the bus
- be sure the driver can see you
- be sure that you are at least 3 meters in front of the bus when crossing the road
- stop and look both ways and listen for traffic before crossing the road



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We communicate with parents about their child's learning through a variety of methods including the following:

Formal

Report Cards (3 times/year)
Parent Teacher Conferences
Student-Led Conferences
Program Planning Team
Teacher's Communication Plan
Parent Portal

Informal

Conversations with Parents/Student
Telephone Calls & Email Messages
Student Agenda
School Notices
Classroom Newsletters
Check It Out/Ask Me About

From Great Village Elementary School, parents will also receive:

A newsletter and calendar at the end of each month.
Advance notice of special school events (e.g. concerts, school trips).
Advance notice of School Advisory Council and Home & School meetings.

During the year, issues and concerns may arise. If you have a problem relating to the school, please bring it to our attention. When the concern relates to the classroom and/or instructional program, parents should first contact the classroom teacher to arrange a convenient time for discussion. If the issue cannot be resolved at this level, please speak with the Principal. A Parental Concern Form is available through the school office.

Parents can expect to receive information about their child's learning at the following scheduled occasions:

Report Cards (November 28, April 12, and June 29)
Parent Visitations (November 29/December 1 and April 18/20)
Currently scheduled dates are in the student agenda and notices will inform parents of changes/additions to this calendar.