



**WELCOME TO  
PORT GUICHON ELEMENTARY SCHOOL**

**Mission Statement**

Our mission at Port Guichon Elementary school is to provide a safe, supportive community that fosters a love of learning, a commitment to individual excellence, and a respectful, caring response to our world.

<b>School Office Hours</b>
<p><b>Monday – Friday</b></p> <p>8:30 am – 4:00 pm</p> <p>After 4:00 pm and before 8:30 am</p> <p>Please leave your message on the answering machine.</p> <p>604-946-0321</p>

**SCHOOL HOURS**

<p><b><i>Monday, Tuesday, Thursday, Friday</i></b></p> <p>8:40 - First Bell Rings</p> <p>8:45 - Second Bell - Classes begin</p> <p>10:30 - Recess begins</p> <p>10:45 - Recess ends</p> <p>12:10 - Lunch Break begins</p> <p>12:25 - Bell rings – all students go outside</p> <p>12:57 - Bell rings – lunch break ends</p> <p>1:02 - Bell rings – Classes begin</p> <p>3:00 - Students dismissed</p>	<p><b><i>Wednesday</i></b></p> <p>8:40 - First Bell Rings</p> <p>8:45 - Second Bell - Classes begin</p> <p>10:30 - Recess begins</p> <p>10:45 - Recess ends</p> <p>12:10 - Lunch Break begins</p> <p>12:25 - Bell rings – all students go outside</p> <p>12:47 - Bell rings – lunch break ends</p> <p>1:02 - Bell rings – Classes begin</p> <p>1:45 - Students dismissed</p>
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**SUPERVISION OF STUDENTS**

Supervision is provided on the school grounds during the following times:

Before School -	8:30 to 8:45 am
Recess -	10:30 to 10:45 am
Lunch -	12:10 to 1:02 pm
After School -	3:00 to 3:15 pm
	1:45 to 2:00 pm (on Wednesday)

**MORNING ARRIVAL**

Students should arrive at school no earlier than 8:30 am unless they are involved in a teacher-supervised school activity.

- At the 8:40 am bell, students enter through their own pod door. The front door is reserved for parent, staff and emergency use only.
- Following the 8:45 am bell, when all students are inside the school, the pod doors are closed. Students arriving late should enter through the front door and check in with the office before going to their classrooms.
- After 8:45 am, all students arriving late are to report to the office before reporting to their classrooms.

**TRAFFIC AND BICYCLE / SCOOTER / SKATE-BOARD / ROLLERBLADE SAFETY**

If your child is riding a bicycle, scooter, skate-board or rollerblades to and from school, **make certain he/she knows and observes the rules of the road and wears a helmet.**

All bicycle, scooter, and skate-board riders must dismount when arriving on the school grounds and walk their wheels directly to the bike racks. All bicycles must be equipped with proper locks for outside storage. Rollerbladers are to remove their rollerblades as soon as they reach the school. Please be sure to bring appropriate footwear to change into. When leaving the school, Rollerbladers should also wait until they are off the school grounds before putting on their rollerblades.

**PARKING LOT / DROP OFF AND PICK UP**

Parking at Port Guichon is very limited and we ask your cooperation in helping to keep our traffic lanes clear and our students safe.

- Please do not park your car in the paved traffic circle at the front of the school. There are a number of busses that drop off and pick up students and they need access to the paved traffic circle. There is another traffic circle for quick drop off and pick up closer to the school parking lot.
- Please respect the “Staff Parking” area of our parking lot.
- Park your car in a safe manner, without blocking the traffic lanes for our busses, and walk to your child’s pod door to drop them off or pick them up.

## **ADULTS VISITING THE SCHOOL**

All adults must sign in at the office when visiting the school or volunteering for school events. Please obtain/wear a visitor's badge so that students know you have checked in at the office.

## **ALLERGIES AND OTHER MEDICAL NEEDS**

If your child has any allergies or other medical needs, to ensure the safety of your child, we ask that:

- You contact the office at the beginning of the school year to obtain a **Medical Card that needs to be completed each year**. If medication is required, a Request to Administer Medication Card needs to be completed and the medication supplied to the school. Medical Cards are available at the front office.
- If medical conditions change during the school year, please ensure the office is notified.

## **CONTACT INFORMATION/PARENT CONNECT**

Please be sure to update your contact and emergency release information on "Parent Connect" To access Parent Connect, go to the school's website at [pg.deltasd.bc.ca](http://pg.deltasd.bc.ca) and there is a link you can find under Parent Resources. Detailed instructions on using Parent Connect are available to by selecting the "help" button on the Parent Connect Sign-In Screen.

If you have changed address, the front office needs to be notified.

## **SAFE ARRIVAL PHONING PROGRAM**

The Safe Arrival Phoning Program calls the student's home for every unconfirmed absence. This is to ensure the safety of our students on the way to school.

If your child is going to be late or absent, the school must be notified. For your convenience, our answering machine is on 24 hours a day to record your message outside of the regular office hours. Please telephone the office with the following information before 8:45 am:

- Name of the child
- Child's grade, division number, or teacher's name
- Date of absence or in the case of lateness, when he/she is expected to arrive
- Reason for absence

## **STUDENT ILLNESS**

Please do not send a sick child to school. Normally, children who are too ill to go outside at recess are too ill to be at school. Sick children who come to school are a source of infection for others and they do not function well in the classroom.

For the protection of your child, as well as other children, keep your child home if he/she:

- Has a fever
- Is too sick to take part in all normal school activities
- Has a suspected or known communicable disease (i.e. strep throat, pink eye, chicken pox, or any other undiagnosed rash). Keep them home until they are no longer infectious.

Please let the school know your child's symptoms.

## **ELECTRONICS, TOYS AND VALUABLES FROM HOME**

Students are encouraged not to bring electronics or other toys from home. Too often they are misplaced or broken. Please have your child keep their games and toys at home, unless they are requested to bring them to school by their teacher. This includes cell phones and other portable devices such as iPods, MP3 players and gaming systems.

We are aware that some parents would like their child to have a cell phone for safety reasons. If you feel that it is necessary for your child to have a cell phone at school, they are to be stored in their backpack with the ringer turned off in order to avoid disrupting the class. If you need to contact your child during school hours, please refrain from calling or texting your child's cell phone and contact the office directly.

Students are also discouraged from bringing or wearing good jewelry at school. Items are often broken or lost during gym or while playing outside during recess and lunch breaks. Students are ultimately responsible for the items they choose to bring to school.

## **LOST AND FOUND**

Please ensure that your child's personal school supplies and equipment, such as backpacks, lunch bags, gym clothes, rulers and exercise books are clearly marked with the child's name. It is a good idea to label your child's clothing, especially jackets, sweatshirts, hats and gloves.

The lost and found is located in the gym hallway of the school and is readily accessible to students and parents. Please check this area often. Please check with the office for lost keys, jewelry and small items. At the end of each term, all unclaimed items will be given to a local charity.

## **BOOKS**

Students are responsible for those textbooks which they have been assigned and the library books they check out of the Port Guichon Library. Lost and/or damaged textbooks or library books are to be replaced or paid for by the students. This is to encourage children to be responsible for their own articles, as well as those which belong to the public and is part of the Health and Career Education (H.A.C.E.) curriculum.

## **NEWSLETTERS, WEBSITE, EMAIL COMMUNICATION**

Our goal is to keep you well informed about school events. To achieve this goal, a monthly newsletter emailed to parents on a Wednesday, close to the beginning of each month. If you require a hard copy of the newsletter, notification to the office is required.

We encourage all parents to check the school website regularly at <http://pg.deltasd.bc.ca/> . The school calendar is constantly being modified with events scheduled throughout the year. Parents can access the school calendar through the school website under Parent Resources.

Additionally, both the school office and the PG Parent Advisory Council (PAC) make use of email to keep you informed and to request your assistance and participation in school events. Please be sure to keep your contact information up-to-date through "parent connect" or by letting the office know about changes to your phone numbers or email addresses.

## **STUDENT BEHAVIOUR - CODE OF CONDUCT**

### **I. STATEMENT OF PURPOSE**

- To foster our school goal of students improving their ability to solve conflict situations in peaceful and respectful ways
- To establish and maintain a positive and safe environment for purposeful learning

### **II. CONDUCT EXPECTATIONS**

Our rules, based on being safe, responsible and respectful which form the basis for all interactions at Port Guichon through this common language, are meant to promote, respect, responsibility and safety.

## **BEHAVIOURAL GUIDELINES - CODE OF CONDUCT**

### **A. Order**

- When in the school building, students will conduct themselves in a quiet and orderly fashion.
- Students have specific doors from which to enter and leave the school.

### **B. Responsibility**

- Students should come to school ready to apply themselves to their school work.
- Students should arrive on time.
- It is the students' responsibility to take pride in their appearance and to maintain a standard of dress that is considered in good taste for school and follows the Port Guichon Clothing Guidelines.
- Students should act appropriately in areas such as washrooms and gym change rooms.

### **C. Safety**

- Students are expected to play in a safe manner. Potentially dangerous games and activities are prohibited; e.g. play-fighting, poking with sticks, tackle football and doubles on swings.
- Fighting or intentionally hurting others is considered a serious breach of the School Act.
- Students are to go straight home from school so parents know they have arrived safely
- Throwing rocks, sticks or snowballs is inappropriate.

***Specifically, ACCEPTABLE BEHAVIOUR looks like:***

The following expectations are how we want our students to represent Port Guichon: how to conduct themselves at school, while going to and from school, and at any school functions at any location. Some examples of acceptable are:

- Engaging in safe play
- Walking your “wheels”
- Being polite and respectful to fellow students, adults, and to school staff
- Including others

***Specifically, UNACCEPTABLE BEHAVIOUR would be:***

The following list of unacceptable behaviours includes a number of examples and is not an all-inclusive list of what would be considered mal-adjusted behaviour.

**Behaviours that:**

- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe conditions

**Acts of:**

- Harassment, on-line harassment or intimidation
- Physical violence
- Retribution against a person who has reported incidents
- Theft of or damage to property

***Specifically, CLOTHING GUIDELINES are:***

Students will, at all times, wear clothing and accessories respectful of and appropriate to the school learning environment. Specifically, shoulders and midribs will be covered and use of make-up is to be avoided. Students will remove hats and hoods upon entering the school and clothing should not have inappropriate messages. Safe, play-appropriate footwear will be worn during school. For their own safety, students must wear running shoes to participate in physical education classes in the gym.

Some clothing is more appropriate for recreational activities outside of school. These guidelines are intended to maintain a wholesome environment where children can be children without the pressures to hurry up and be young adults.

If students come to school and their appearance, in the professional opinion of the staff, detracts from the learning environment, they will be asked to change or will be given clothing supplied by the office.

### **III. CONSEQUENCES**

It is the certainty of the consequence, not the severity of the consequence that will change behaviour. Every situation at school is cause for learning, and we believe that teaching students social responsibility is a joint effort with the school and the parents.

To build in these learned expectations we have for our students, we do not support a zero tolerance policy. Rather, we address every incident as separate where children learn from mistakes, and then have an opportunity to prove themselves as socially responsible. When consequences are appropriate, they will consider the student's age, past record, and maturity. For example:

- Responses to unacceptable behaviour are pre-planned, consistent and fair.
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established Code of Conduct.

### **IV. COMMUNICATION**

Any serious breach of our Code of Conduct is reported to the Principal in order to maintain accurate tracking of misbehaviour, as well as to promote collaboration in terms of remedial action. In addition, school staff and or the Principal will advise parents of any serious breaches of the Code of Conduct. For example, the following individuals may be contacted:

- Parents of student offender(s)
- Parents of student victim(s)
- School District officials – as required by School District Policy
- Police and/or other agencies – as required by law
- All parents - when it is deemed to be important to reassure members of the school community that school officials or police are aware of a serious situation in the community, appropriate action to address the issue will be made if student safety is at risk.

### Calendar of Events

September	Tuesday	Sep. 6	School Opens – Students attend from 8:45 until 12:00 Noon
	Friday	Sep. 16	Individual Student Photos
	Thursday	Sep. 22	Open House
	Friday	Sep. 23	Non-Instructional Day – <b><i>Students do not attend</i></b>
October	Monday	Oct. 10	Thanksgiving – <b><i>School Closed</i></b>
	Tuesday	Oct. 11	Early Dismissal (2:00 pm) for Parent-Teacher Conferences
	Thursday	Oct. 13	Early Dismissal (2:00 pm) for Parent-Teacher Conferences
	Thursday	Nov. 3	WE Day
	Friday	Oct. 21	Non-Instructional Day – <b><i>Students do not attend</i></b>
	Monday	Oct. 24	Non-Instructional Day – <b><i>Students do not attend</i></b>
November	Thursday	Nov. 10	Remembrance Day Assembly
	Friday	Nov. 11	Remembrance Day – <b><i>School Closed</i></b>
December	Monday	Dec. 5	Non-Instructional Day – <b><i>Students do not attend</i></b>
	Monday	Dec. 12	Report Cards sent Home
	Wednesday	Dec. 14	Christmas Concert
	Friday	Dec. 16	3:00 pm – Students dismissed for Winter Break
		Dec. 19 to Jan. 2	<b><i>Winter Vacation – School Closed</i></b>
January	Tuesday	Jan. 3	<b>8:45 am – School Re-Opens</b>
	Monday	Jan. 30	Non-Instructional Day – <b><i>Students do not attend</i></b>
February	Monday	Feb. 13	Family Day – <b><i>School Closed</i></b>
	Tuesday	Feb. 14	Early Dismissal (2:00 pm) for Student-Led Conferences
	Thursday	Feb. 16	Early Dismissal (2:00 pm) for Student-Led Conferences
	Friday	Feb. 24	Non-Instructional Day – <b><i>Students do not attend</i></b>
March	Monday	March 6	Report Cards sent Home
	Friday	March 10	3:00 pm – Students dismissed for Spring Break
		March 13 – March 24	<b><i>Spring Break – School Closed</i></b>
	Monday	March 27	<b>8:45 am - School Re-Opens</b>
April	Friday	April 14	Good Friday – Statutory Holiday
	Monday	April 17	Easter Monday – Statutory Holiday
May	Wednesday	May 3	Kite Day
	Friday	May 19	Non-Instructional Day – <b><i>Students do not attend</i></b>
	Monday	May 22	Victoria Day – <b><i>School Closed</i></b>
June	Wednesday	June 7	Parent Appreciation Assembly
	Wednesday	June 14	Sports Day
	Wednesday	June 28	<b><i>Year End Assembly</i></b>
	Thursday	June 29	<b>Last day of school for students</b> – Report cards sent home. Students dismissed at 10:30 am.
	Friday	June 30	Administrative Day – <b><i>Students do not attend</i></b>