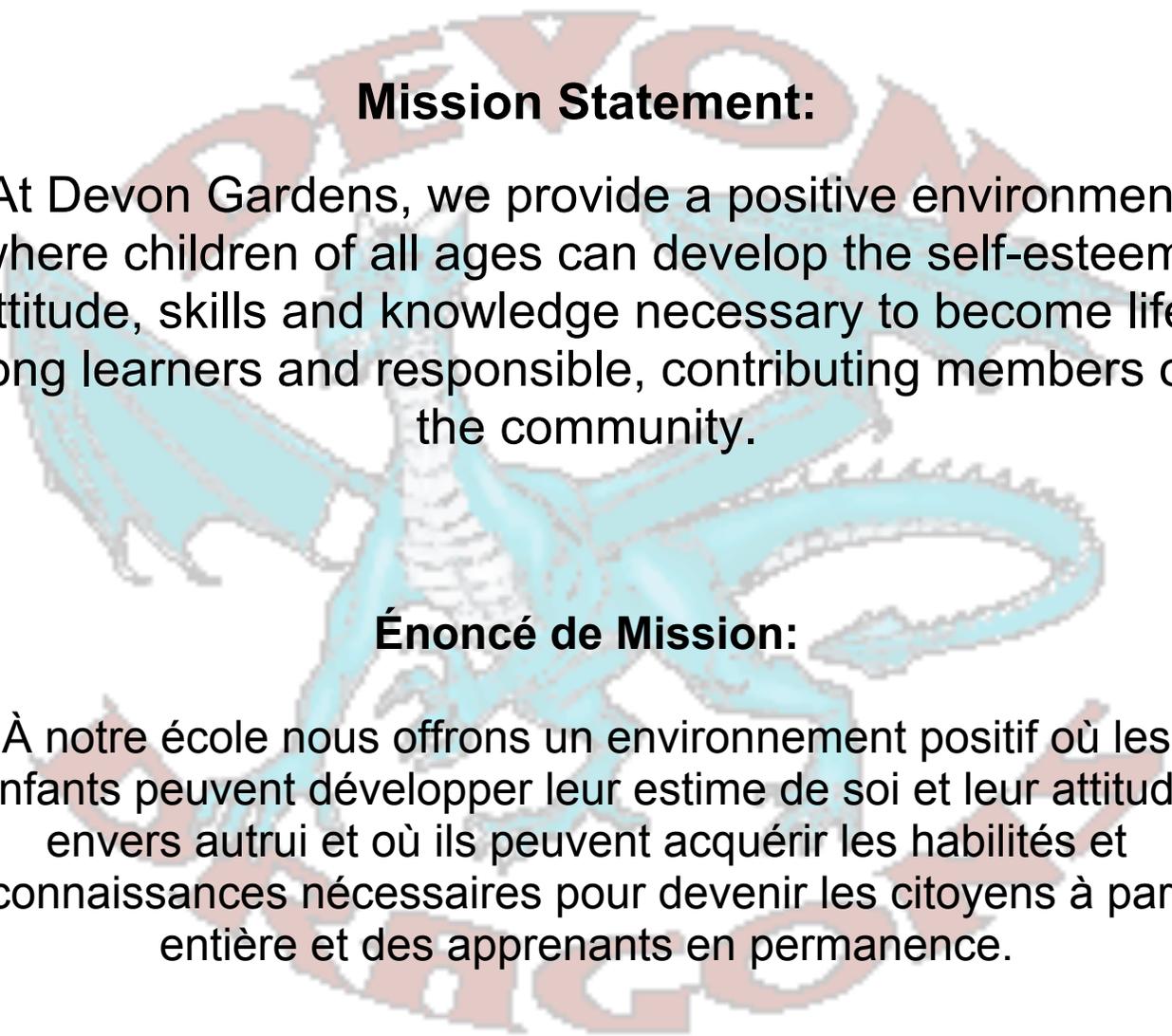




Parent Handbook

2018 – 2019



Mission Statement:

At Devon Gardens, we provide a positive environment where children of all ages can develop the self-esteem, attitude, skills and knowledge necessary to become life-long learners and responsible, contributing members of the community.

Énoncé de Mission:

À notre école nous offrons un environnement positif où les enfants peuvent développer leur estime de soi et leur attitude envers autrui et où ils peuvent acquérir les habilités et connaissances nécessaires pour devenir les citoyens à part entière et des apprenants en permanence.

PRINCIPAL'S MESSAGE/ LE MESSAGE DU DIRECTEUR

Dear Parents:

Welcome to Devon Gardens Elementary School!

In order to keep you informed about the programs, organization, standards, and routines at our school, we are providing you with this Parent's Information Handbook. Please set aside some time to read and review it with your children. It is our desire to create a climate that will foster each child's development academically, emotionally, socially, and physically. We want to create an environment where our students look forward to learning new and exciting things, to meeting new people, to experiencing new situations, to becoming mature and responsible members, and future leaders of their community.

The staff and students at Devon Gardens would like to extend a warm invitation for you to join us and to become involved in our active school.

Chers Parents,

Bienvenue à l'École Devon Gardens!

Pour mieux vous informer au sujet des programmes, de l'organisation, des règles, et des événements qui se passent à l'école Devon Gardens, nous aimerions vous offrir ce Livret Informatif destiné aux Parents. Veuillez prendre un peu de temps pour le lire avec vos enfants. C'est notre désir de créer un climat qui encourage le développement intellectuel, social, et physique de vos enfants. Nous voulons créer un environnement où nos étudiants apprennent de nouvelles choses, rencontrent de nouveaux ami(e)s, vivent de nouvelles expériences, et deviennent des membres responsables, et même des chefs, de leur communauté.

De la part des professeurs, de la direction, des aides, et des étudiants à Devon Gardens j'aimerais vous souhaiter la bienvenue à notre école et vous inviter à devenir une partie importante de notre école active.

Sincerely / Sincèrement,
Mark Douangchanh
Principal/Directeur

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IMPORTANT TELEPHONE NUMBERS

Devon Gardens Elementary School	604-581-6185
Absentee Line (Answering Machine)	604-581-8536
Delta School Board Office	604-946-4101

The school phone is primarily used for school business and should only be used by students in an emergency or with the permission of a staff member. Students are not to use the phone to make arrangements to play at someone else's home. These arrangements should be made in consultation with parents, prior to the start of school.

SCHOOL HOURS

Our school office opens at 8:30 a.m. and closes at 4:00 p.m. **We request that students not arrive at school before 8:30 a.m. unless they are attending a teacher-sponsored/supervised activity.** Because we cannot guarantee adequate supervision for all students in the early morning hours, all doors except the main door by the office, remain locked until the first bell. Students arriving before that time are expected to report to the office.

8:42 a.m. Bell - students enter by their designated door and proceed to class**

8:47 a.m. Bell - classes begin

10:30 a.m. Bell - recess begins

10:45 a.m. Bell - recess ends

12:10 p.m. Bell - lunch

12:25 p.m. Bell - students remaining at school for lunch are dismissed from classrooms

12:55 p.m. Bell - students return to classrooms

1:00 p.m. Bell - classes resume

*3:00 p.m. Bell - school dismissed

All students should leave the school grounds by 3:15 p.m. unless they are participating in a school-sponsored activity.

(*Please Note: Wednesdays-dismissal at 1:45 p.m.)

** The majority of primary students are to use the undercover entrance (north end of the school). Intermediate students are to use their assigned entrance/exit doors (typically the entrance closest to their classrooms). There may be some upstairs primary classes that will be assigned an entrance other than the undercover area. The front entrance is reserved for adults and guests, late students after the second bell, and is to be used by students only in exceptional circumstances. Please use the lower refrain from using the upper parking lot when dropping off late arrivals, lunches or other items for your students.

STUDENT SAFETY

One of our primary concerns at Devon Gardens is for the safety and security of each and every student. Therefore, we ask that the following procedures be followed:

- All parents, guardians, and other visitors are to use the front main entrance, and report to the office. (this includes parents who are dropping off lunches, etc...). Please remember to park in the lower parking lot as the upper parking lot is reserved for staff and emergency vehicles.
- All visitors are to sign in at the office, and wear a “visitor” identification badge while in the school.
- Although many of our community members enjoy using our school grounds for recreational purposes, parents and visitors should not be on our school grounds during recess and lunch.
- We have many students who have a phobia towards dogs. Please try to avoid bringing your dog to school. However, if that is unavoidable please help us by making sure that you pick up after your dog as well as keeping your dog leashed at all times.
- Please note that tobacco and smoking in any form is prohibited on our school grounds at all times. If parents/visitors choose to smoke, they are to do so far enough away, that they cannot be seen from the school grounds.
- Please notify the school if your child is going to be absent or late. **Please call the school absentee line at 604-581-8536**, before 8:45 a.m. or, in the afternoon, before 12:45 p.m. When leaving a message on the answering machine indicate clearly your child’s name, teacher and division number, as well as the probable duration and reason for the absence/lateness. If your child is absent and the school has not been previously notified, you will be contacted by the school to verify your child’s whereabouts.
- Children should stay home from school if they are ill. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive the proper medical attention, and should not attend school until their health is reasonable. If your child has a communicable disease, please inform the school so that we may contact our public health nurse for assistance. If a student becomes ill during the day, they are to report to their teacher who will send them to the office. Our policy is to send ill students home as soon as possible. Our practice is to call parents and ask that the student be picked up, or be given parental permission to go home.
- If your child has a pre-existing medical condition please communicate this information to the school by completing an **Emergency Medical Card**. This must be kept up to date. You are responsible for providing any emergency medications (**Medications Card**) and treatment protocols to the office, and to communicate you have done this with your classroom teacher.
- If a student needs to be picked up from school for an appointment during school hours, please inform your child’s teacher ahead of time. This can be done by sending a note in the

planner indicating the day and time that your child will be leaving for the appointment. We will have your child sent to the office to meet you there at the specified time. For safety reasons, students will not be released during the school day without permission from his/her parent or guardian.

- On a day that you are sending someone else to pick up your child, or if there is a change to your child's usual after school routine, please inform the school office and your child's teacher.
- **For many of the reasons listed above, please ensure that your e-mail address, work number, cell phone number, and emergency contact names and numbers are current. Please update them regularly online on *Parent Connect*.**

Medical / First Aid Incidents or Concerns

When a child complains of being sick, or has been seriously injured on the playground, the office will make every effort to contact a parent/guardian or emergency contact person. With minor injuries such as bruises, bumps, and cuts, we will administer the necessary first aid, but depending on the individual circumstances, will not necessarily always phone home. For any injury involving the head, we will contact the home as a precaution. In an obvious emergency, we will call 911 first - then make contact with the parents.

Student Medications

On occasion, we are asked by a parent to ensure that a child receives a prescribed medication during school hours. Please be aware that we are only permitted to give out medication when the "Medication Form" has been signed by the parent and the prescribing doctor. This form is available from the school office. As a safety precaution, any medication your child requires during the school day should be kept in the school office.

The School Police Liaison Officer (SLO)

Devon Gardens is assigned a Police Liaison Officer; a member of the Delta Police Department who visits the school regularly. The role of the liaison officer is to conduct classroom lessons around safety, awareness, responsibility and respect for community laws and standards. The program aims to teach students that police officers are here to help them. The liaison officer is also an information resource for students, parents, school staff and the greater school community.

Safety Between Home and School

We ask that parents review with their children several important safety items:

- a safe route to travel to and from school with predetermined meeting places and times
- the expectation that students go directly home after school
- that students should not travel alone or talk to strangers
- the location of supervised crosswalks (situated at 112th, Nordel Way and Russell Drive)
- the mandatory use of bicycle helmets as well as other bike safety rules

Bicycles/Rollerblades/Skateboards/Scooters

Bicycles ridden to school should be equipped with proper locking devices to prevent theft. For safety reasons, bicycles scooters, etc...are to be walked on the school grounds (we ask that parents and guardians also respect this request). The wearing of helmets is mandatory.

Students who rollerblade to school are reminded that they must remove their rollerblades prior to entering the school building. Skateboards, scooters, rollerblades and bicycles are viewed as modes of transportation, and are not to be used on school property.

Crosswalk Duty Times

To ensure student safety, parents and students are to use our crosswalk areas. Student Crossing Guards are on duty during the following hours:

8:25 a.m. to 8:45 a.m.

3:00 p.m. to 3:15 p.m.

(Wednesdays - 1:45 p.m. to 2:00 p.m.)

- **Student Crossing Guards have received training by the Delta Police. Pedestrians and vehicles are expected to respect their authority.**

Student Drop-off and Pick-up Procedures

In an attempt to ease traffic in front of the school and provide a safer route for our children, we ask that you encourage your child to walk (or bike, scooter, etc...) to school whenever possible. If you must drive your child to school, please keep the following rules in mind:

- **Use the lower parking lot** (across the street from the school). The upper lot is reserved for school and district staff.
- Please refrain from stopping/parking in the upper lot in order to drop off late arrivals, lunches or items for your children.
- Parents who are dropping off late arrivals should also use the lower parking lot. Please refrain from using the upper lot as it is reserved for school and district staff and emergency vehicles.
- Parking is prohibited along Russell Drive in front of the school, as indicated by the signs posted.
- **Please use the crosswalk.** It is important to channel foot traffic into one crossing area.
- Avoid the corner of Russell Drive and Downs Road as a drop-off point. Severe congestion has become a problem here. Please use the lower parking lot.
- Parking is prohibited anywhere on Downs Road as it is reserved for residents of Downs Road and emergency vehicles.
- Please do not stop or let children/passengers out of your vehicle on Russell Drive.
- Failure to comply with municipal and/or school rules and regulations could result in fines, as traffic is monitored by the Delta Police.

These rules are in place to create a safe environment for your children. Your cooperation is appreciated.

Dogs on the school grounds

- Please be aware that we have many students who have phobias towards dogs. If you have to bring your dog to school, please make sure that your dog is leashed at all times and please pick up after your dog.

Earthquake/Fire/Lockdown Preparedness

Throughout the school year, we will have frequent fire, earthquake, and lockdown drills. Instructions in the safe and orderly evacuation or security of buildings are reviewed regularly. In the event of an earthquake or other emergency situation, it is our policy that:

- No student will be dismissed from school unless a parent (or an individual designated by a parent) comes for him/her;
- All parents or designated parties who come for students in an emergency must check in at the office, command centre, or classroom teacher with identification
- We are prepared to care for your children in times of crisis. If you are not able to immediately reach the school, we will care for your child here until you are able to arrive. We do have trained staff members who hold first-aid certificates, and we will be in communication with various local emergency services. However, we do ask for your help in the following areas:
 - Please do not call the school - we must have the lines open for emergency calls; check district or school web site, or follow the school/police Twitter feeds
 - Following an earthquake or other emergency, do not immediately drive to the school. The school access route and street entrance areas must remain clear for emergency vehicles or emergency operations.

Cell / Smart Phones

We recognize that many parents wish students to have cell phone. Our “don’t ask, don’t tell” policy means that students are to be discreet with their devices if there is a safety or educational need to have one. They should be turned off and in backpacks during the school day. They may be used after school, off but adjacent to our grounds, for the intended safety purpose.

There are many reasons for limiting devices. Many concerns like theft, privacy, and bullying come up with inappropriate use. In addition, we want students to inform adults here for any help and assistance, rather than looking to a distant parent and having staff unaware of a concern.

SUPERVISION OF STUDENTS

School personnel are responsible for the supervision of students from 8:25 a.m. to 3:15 p.m. (Wednesdays - until 2:00 p.m.).

Before School

Supervision of students begins at 8:25 a.m. **For safety reasons, we ask that students do not arrive at school before 8:30 a.m., as doors will be locked.** Students are to remain outside until the first bell (8:42 a.m.). Students are to line up in the designated areas at 8:42 a.m. and will be let in by their classroom teacher. Students are expected to enter the building in a calm and orderly manner.

Students attending a scheduled before-school practice, or who have made previous arrangements with their teachers to come in early, are to use the front door. They must check in at the office to let a staff member know where they are going.

Recess

During recess, there are at least two staff members on duty. All students are expected to go outside for the 15 minute recess and should therefore be dressed appropriately. Occasionally, we are asked to allow students who have recently been ill to remain in the classroom. This request can cause problems as there is not sufficient indoor supervision to monitor all classrooms as well as the playground. In general, if your child is too ill to go out for recess, they are most likely too ill to be at school and should remain home.

In the case of very poor weather, a decision will be made by the staff to designate recess and lunchtime "In Days". Students will be notified of an "In Day" with an announcement over the PA. Students are expected to remain in their own classrooms, and to participate in quiet activities such as reading, drawing, or playing a board/card game. Students are not permitted to wander the halls at this time.

Noon Hour

During the noon hour, there are playground supervisors on duty. Our Kindergarten students have additional supervisors. **Students are expected to follow the directions of the playground supervisors and to be courteous towards adults and other students at all times.**

Students who stay for lunch -

Students are expected to eat in their own classrooms from 12:10 until 12:25, and then proceed outside or, on other occasions, to a staff-supervised activity/location (Choir, sports practice, etc...). They are expected to behave in a responsible manner. This means they are to remain seated while eating, talk quietly, and tidy up before going outside. Students are not permitted to leave the school grounds during the lunch hour unless they have a note from home, in which case they will report to their teacher or to the office before leaving. Those students who are leaving the school at lunchtime for medical appointments, etc. must also report this to their teacher and to the office.

Parents who are dropping off lunch -

Parents and family who are dropping off lunches for students may place lunches on the table in front of the office next to the chairs in our lobby. Please remember to label lunches with the students name and teacher. We encourage to parents and family who are dropping off lunches to leave after dropping off the food and trust that lunches will get to the student.

Parents who are dropping off lunches (or other items for their child) should refrain from using the upper parking lot. Please use the parent parking lot as the upper lot is reserved for school and district staff and emergency vehicles.

Students who go home for lunch -

Students are expected to go directly home and return directly to school. Students may not accompany another student home for lunch unless prior arrangements between all parties have been made in writing.

After School

Teachers are on duty after school until 3:15 p.m., and Wednesdays until 2:00 p.m. Students are to go straight home after being dismissed unless they are going to a supervised location/activity (library, team practice, etc...).

There are times when students require additional help or time to complete assignments. If students are required to stay after school, they may telephone home to let parents know of their whereabouts. However, whenever possible, these arrangements should be made in advance as to not tie up school phone lines. Students are not permitted to use the office phone to set up play dates. We appreciate your understanding and support in this matter.

Five Minute Rule / Washrooms

Students have access to washrooms throughout the day with permission from their teacher. Students also have 5 minutes after every transition bell to attend meetings, practices, or use the washrooms, and then must be out of the hallways. Outside washrooms are opened up and provided at recess and lunch. Students should not be in the school unsupervised during breaks.

PROGRAM INFORMATION

Devon Gardens Elementary is a “triple track” school. We have three programs, Montessori, English, and Early French Immersion. In the French Immersion program, students receive all classroom instruction in French until Grade Three, when English Language Arts instruction begins.

Although the languages of instruction may be different, the subject areas and learning objectives are the same in all programs. The Ministry of Education assigns specific curriculum objectives for each subject area at each grade level. If parents are interested in the nature of materials used, or the expected outcomes as outlined in these curriculum guides, please check with your child’s teacher or visit <https://curriculum.gov.bc.ca/>.

Communicating Student Learning (CSL)

The Provincial School Act requires that teachers communicate student learning to parents on the academic progress of their children five times per year. Three of these times are to be considered “formal”, and are in written form. Our reporting periods are December, March and June. The remaining two reports are informal, and may take the form of an interview (in person or by phone), a note home, or a written interim report.

Textbooks

Each teacher has different materials and resources that he or she will choose to use in the classroom. At the beginning of September, students may be issued textbooks for use at school and at home. Students are reminded that they are responsible for the return of these texts in reasonable condition at the end of the year. If damage to/loss of the text does occur, students may be required to reimburse the school for the price of the book.

Homework

Homework is at times a necessary part of students’ learning experiences. It is intended to help students develop independent study habits. These habits include using time effectively, reviewing important information to extend knowledge, practicing important skills, increasing the amount of information learned, and completing assignments.

In general we expect the main “homework” for primary students to be practicing reading or other skills they are learning at school. In the intermediate grades, homework expands to include a greater variety of tasks. Although the amount of homework for older students will vary from day to day and student to student (some students work more quickly than others and/or make better use of their in-class time), on average, intermediate students can expect approximately 30 minutes per day in grade 4, extending to about one hour per day in grade 6 and 7.

Students will not be assigned tasks specifically intended as homework and without classroom time to complete. Should you have any questions about homework, please speak directly with your classroom teacher. We work hard to keep you informed about your children’s assignments via multiple mechanisms like planners, class websites, school websites, e-mails, and notices.

SCHOOL SERVICES

The staff at Devon Gardens Elementary work as a team when dealing with students' learning needs and their personal growth. In consultation with parents, teachers and the appropriate resource people, concerns such as academic placement, behavioural difficulties, and special services for students are addressed and suggestions are made in regards to how we might best ensure a student's academic and social success at school.

Some of the services available through the school are:

Library

The library is an integral part of your child's classroom program. The overall function of the library is to provide support to the students and to the staff in all of their undertakings, in groups or as individuals.

The goals of the library are:

- to provide guidance in informal reading, listening and viewing
- to develop an appreciation for a wide range of literature
- to provide instruction and assistance in study and research skills in different subject contexts and at varying degrees of difficulty
- to cooperatively plan units of study with teachers as teaching partners
- to equip students with the skills to access information through a wide variety of mediums

Students may also have an opportunity to work as monitors in the library. They help with shelving and checking out books. Parents are also welcome to volunteer their services.

Please contact our teacher-librarian for further information.

Learning Assistance

Our school's Learning Assistance program is driven by student needs and our School District philosophy, which essentially states that each child is unique, he or she is to be appreciated, and that all children can learn. The Learning Assistance Teachers and the Education Assistants work and plan cooperatively with School Staff, District Support Personnel, and Parents to help students to meet their personal learning challenges.

English Language Learning Centre (ELL)

The ELL teacher assesses those students whose first language is not English and who therefore may require additional support. Upon arrival at the school, students are tested for language skills (reading, writing, speaking and listening). Services are then determined and put into place. It should be noted that in Delta all ELL students are placed in a regular classroom and are seen by a support teacher according to need.

Counsellor and District Psychologist

Counsellors and District Psychologists are available to support students, parents and teachers. The Counsellor provides services regarding social development, grief and loss, safe schools and child abuse prevention. The District Psychologist provides assessments of intellectual and academic ability and behavioural difficulties. These services are provided to assist students and their parents with any difficulties that are interfering with the student's progress and/or his or her development as a healthy member of society. Counsellors and/or the District Psychologist can also act as a liaison between the services available in the school and those in the community.

STUDENT BEHAVIOURAL GROWTH, RESPONSIBILITY AND DISCIPLINE

The Delta School District Code of Conduct:

The Delta School District, which includes staff, parents and students, has the responsibility to provide and ensure a safe and positive climate for learning. The District Code of Conduct provides a broad framework for behavioural expectations for students. It is expected that all members of the school community will uphold the underlying principles of this Code, which include respect for self, others, property and the environment. The Code of Conduct shall apply to students during any school activity, and may hold students responsible for their conduct on the way to and from school or at a school activity. Conduct by any student that adversely affects a school climate or operation, including disruption of the learning environment, shall be considered a breach of the Code of Conduct, warranting appropriate forms of intervention. For details about the District Code of Contact please go to Policy and Procedures section of our district site <https://www.deltasd.bc.ca/>

Student Roles and Responsibilities/ School Code of Conduct:

In accordance with the **District Code of Conduct**, at Devon Gardens students are expected to demonstrate respectful and safe behaviour at school. We feel it is desirable to have a structured environment in which students know what is expected of them. It is important that students in our school pursue their work and activities in an orderly, productive manner that allows them, without disturbing others, to do their best. The maintenance of these high standards has a positive influence on academic achievement and on the development of the virtues and values that we want to encourage in our students.

Close communication and cooperation between school and home is essential for consistency and the maintenance of high standards of behaviour at school. Please take the time to review the **Guidelines for Success, School Code of Conduct** and **Dress Guidelines on the following pages** with your child(ren):

GUIDELINES FOR SUCCESS

- 1. BE SAFE** - We all work together to make our school a safe, happy place.
- 2. BE RESPECTFUL** - We respect each other's right to learn and work, school property and the property of others.
- 3. BE RESPONSIBLE** – We are active in our learning. We own our experiences and actions, so that we continuously improve.

We use our W.I.T.S. to solve problems or Conflict

W = Walk Away

I = Ignore

T = Talk It Out (polite, calm, appropriately timed, direct dialogue – use “if...then...” statements)

S = Seek Help (Find a responsible adult and keep seeking until the problem is solved; **report as soon as possible**)

School Code of Conduct

Be Safe (some examples are):

- I will follow school Rules.
- I will follow directions from all adults.
- I will keep hands, feet and objects to myself.
- I will use my WITS to solve a problem.

Be Respectful (some examples are):

- respect yourself and others
- be honest and truthful
- respect other people's feelings and property
- respect authority (teachers, substitute teachers, supervisors, volunteers, and other adults in the school)
- work cooperatively with special helpers such as student monitors and Crossing Guards
- refrain from fighting and rough/aggressive play
- place all litter in garbage cans

Be Responsible

- I will be a positive role model for other students.
- I will take care of school equipment and property.
- I will take care of my belongings.

Dress Guidelines

When students come to school, they spend their day engaged in learning activities and should consider school as their place of work. Therefore, students should come to school appropriately dressed for their day. Students may not come to school wearing clothing with obscene, suggestive or insulting words, pictures or slogans on them. Some clothing is more appropriate for recreational activities outside of school. For example, in warmer weather, students are often tempted to wear clothing that is better suited to the beach or pool deck. Students should come to school wearing safe, play-appropriate footwear (no open toes). Hats are not to be worn inside the building, and students are asked to dress so that no underwear is visible. Also, strapless, low-cut, midriff-baring, or otherwise revealing outfits are not appropriate for school. Students who come to school wearing clothing that detracts from the learning environment will be asked to change or, if necessary, will be given clothing supplied by the school. We appreciate support in assisting us in fostering a respectful atmosphere, where students can focus on their learning.

Student Discipline

We believe that discipline should be a learning experience for students, and will ultimately enable them to make positive, self-controlled decisions. As such we develop expectations and consequences that are age appropriate, promote positive social interactions, and provide a sense of safety and security. It is our belief that students are responsible for their own behavior.

At Devon Gardens we:

- set clear expectations for students, in accordance with the District Code of Conduct, and communicate these expectations clearly
- teach students to make appropriate behavioural choices; providing them with alternatives for the future
- teach strategies to regulate emotions, calm down, and resolve conflict (WITS)
- hold each student accountable for his/her choice of behaviour
- apply fair consistent, consequences for inappropriate behaviour
- provide students a means for restitution and restorative actions
- recognize positive behaviour choices

Recognizing Student Behaviours

At Devon Gardens we believe that recognition of positive student behaviour reminds students of making appropriate choices and enhances self-esteem. Some of the ways in which we recognize positive behaviours are:

- individual comments of encouragement and praise
- positive notes
- phone calls home
- PA announcements
- displaying student assignments/work
- assemblies
- public acknowledgement of appropriate positive behaviours

If Problems Arise

When determining consequences for inappropriate student behaviour, and in compliance with the Delta School District Procedure #1131.1, consideration is given to the age/maturity of the student, along with the severity and frequency of the misbehaviour.

For the most part, incidents of inappropriate student behaviour are minor and infrequent and can be handled by the supervising adult and/or classroom teacher, together with the student. If the behaviour continues, the issue may then become part of a discussion between the student(s) and the Principal and/or Vice-Principal. Through discussion and/or written statements, the student may be required to analyze the incident, to create an alternative plan and to discuss this plan with the appropriate adult. The possibility also arises of the loss of privileges (e.g. access to playground at recess/noon or participation in an extra curricular activity or field trip).

In accordance with District policy, behaviour that is **extremely unsafe or unsuitable** requires a more immediate disciplinary action. Where appropriate or required by law, this may include notification of School and District Personnel, Police, and/or other agencies. Some examples of such behaviour include:

- Willful disobedience to a supervisory adult
- Inappropriate or abusive language
- Fighting/aggressive behaviour
- Threatening, harassing, intimidating, assaulting or bullying, in any way, any persons within the school community

- Acts of retribution toward a person who has reported incidents
- Theft or damage to property
- Any illegal activity (eg. possession of fireworks)

In certain circumstances where violence or safety threats occur or are implied there is **Fair Notice that students are subject to a formal Threat Assessment**. This is conducted by school/district staff, appropriate agencies, and in communication with parents.

Parents will be contacted as soon as possible by school staff for significant behaviours or repeated minor behaviours. It may not be possible or necessary for parents to be contacted for minor behaviour redirections or conversations staff have with different children everyday.

When children view themselves as valued and successful individuals, they are developing their potential as lifelong learners as well as the skills and attitudes necessary to become responsible, successful citizens. In working together, we will continue to maintain an atmosphere that values our students and that provides an environment conducive to learning.

PARENT INVOLVEMENT

There are a great many ways in which parents may participate in the education of their children. Your help begins with valuing the importance of school through the regular attendance and prompt arrival of your child at school. Parent involvement can also take several forms:

Home support

- ensuring that children come to school well nourished, well rested and healthy;
- ensuring that children come to school with the required materials, and wearing appropriate clothing;
- reading stories to your children;
- monitoring homework and providing children with a quiet, supportive atmosphere in which to complete it;
- maintaining a dialogue with the classroom teacher through the student planners, learning logs or other notes.

Classroom support

- respecting the learning of all students in the school by refraining from entering classrooms or gathering in the hallways when classes are in session;
- respecting that although Field Trips often take place in public spaces, that we consider the location of the Field Trip as an extension of the classroom. Therefore parents should refrain from attending or being at the location of the Field Trip unless asked to assist by the classroom teacher;
- volunteering your time to help in the classroom;
- helping with field trips;
- sharing your expertise/talents with the class.

School support

- taking an active role in our Parent Advisory Council and/or Canadian Parents For French (for parents of French Immersion students);
- attending/participating in our numerous school activities;
- attending parent/teacher conferences when requested;

- being familiar with expectations for student behaviour by reading the Parent Handbook and school newsletters;
- supporting and reinforcing expected behaviours at school, on the playground, and in the community;
- helping out in the library;

Parents have a responsibility to share with the classroom teacher any concerns they may have regarding their child's academic or behavioural progress. The sooner a concern can be resolved with those parties directly involved, the better it is for all. Other support personnel can be called upon by either the teacher or the parent to discuss concerns once an initial contact has been made. Open and direct communication is valued at our school with the belief that shared problem-solving allows us to focus on trying to create a positive environment so that your child may be a successful learner. Matters requiring context or of an emotional nature are best handled by voice or face to face.

Contacting the Teacher

If you wish to meet with your child's teacher, it is important that this be done at a time that is mutually convenient and allows for an unhurried dialogue. As many teachers spend their before and after school time helping students, sponsoring student activities, attending meetings, and preparing lessons they may not be available to meet with parents who arrive unexpectedly. **Please contact the teacher ahead of time if you wish to book an appointment;** this can be done by phoning the school office.

Parent Advisory Council (PAC)

Devon Gardens Elementary is very proud of the active role our PAC plays in the school. The PAC is dedicated to the education, the emotional and physical well-being of all students in our community. Their primary mandate is to promote effective communication between the home and school, and to encourage parents to get involved in the school on a more formal level.

As members of our school community, every parent at Devon Gardens is a member-at-large of the PAC. More committed involvement in the PAC allows parents to contribute directly to the enhancement of programs, facilities and equipment within our school. The teachers greatly appreciate the supportive role that the PAC plays. They have graciously helped in:

- providing necessary resources in the library and classrooms;
- enhancing our playground;
- providing computers, software and other multi-media equipment;
- supporting our cultural activities and special events
- preparing our school for the possibility of an earthquake.
- funding many class field trips.

Canadian Parents for French

Canadian Parents for French (CPF) is the national network of volunteers which values French as an integral part of Canada and which is dedicated to the promotion and creation of French second language learning opportunities for young Canadians. CPF works to enhance the quality of French educational programs (French Immersion and Core French) in our schools. CPF provides support, information and resources for parents with children in the French Immersion or FSL/Core French programs. The Delta Chapter of CPF holds one meeting per month, which parents are invited to attend. For more information contact the Modern Languages Coordinator at 604-952-5066

