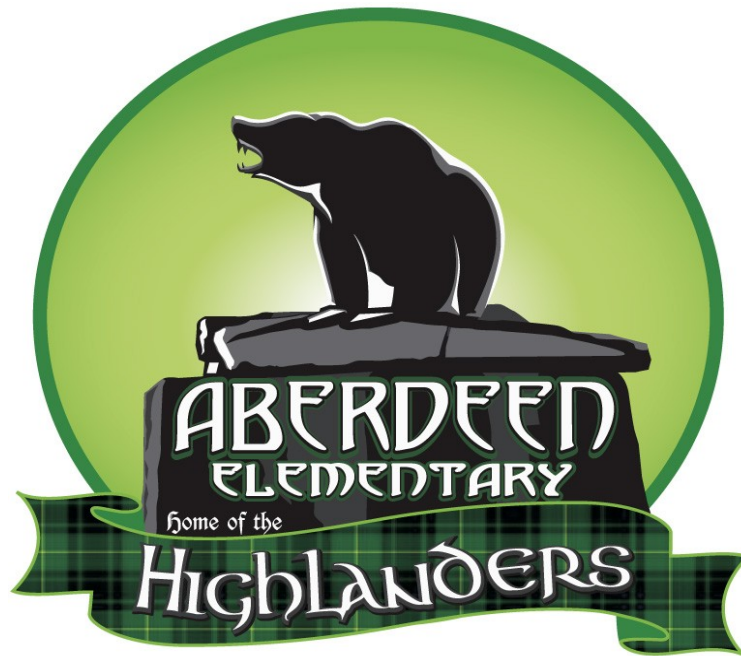


Aberdeen Parent Handbook



Aberdeen Elementary

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Mission Statement

At Aberdeen Elementary School, our mission is to promote an environment of respect and responsibility, enabling each of us to become life-long learners in a changing world. We want to build community, inspire confidence and open minds.

Daily Schedule

8:20 am Students can enter the school. There is no supervision before 8:20.

8:30 am Morning classes commence.

10:20 am Recess, students go outside.

10:35 am Recess ends & students return to class.

12:15 pm Lunch - students may eat their lunch in their classroom or go home for lunch.

12:35 pm Students may finish eating; go outside or to other noon hour activities.

1:15 pm Afternoon classes commence.

2:30 pm Dismissal

Student Safe Arrival

Parents no longer be leave a message on our school answering machine/Safe Arrival line. Our new system handles the majority of parent contact (including phone calls) when a student absence is unexpected. This also allows parents to interact directly with the system in the following ways:

- by phone when the system calls you, or when you want to initiate a call to notify that your child will be absent
- by internet through a login controlled web page interface
- by a Smart phone app (iOS and Android version; both available for free).

All parents are asked to please report student absences before 8:30 am on the day of the absence (you can also report absences in advance, if they are known). To report an absence you may choose to:

- call the toll free # 1-844-350-2647 or
- access the following website: <http://ktsd.schoolconnects.com/> or
- download the Synervoice Technologies Inc app by searching for Safe Arrival School Connects.

Please choose the reason for your child's absence from school: sick, appointment, family vacation, etc. Don't forget to wait for confirmation # to ensure your child's absence has been recorded. A registration email will be sent to parents in advance. These emails are not spam and will contain specific parent login information for the system, as well as, instructions on how to log in as a parent to report your child's absences.

If you do not connect with the system by 8:30 am on the day of your child's absence from school, and when the teacher has completed attendance for his/her class, then a report will be dispatched for all students absent without a reason. The system will then proceed to call home and cell phone numbers until you are reached. Each number will be called up to 5 times until you acknowledge the absence. It is important that your home and cell phone numbers, along with email addresses are kept current.

Parent Involvement

There are many ways in which you can be an active parent at Aberdeen. Our Parent Advisory Council meets at the school on a regular basis. The meeting dates are published on our website as well as our Facebook site. You may also receive a Synervioce phone message. Many people volunteer in our school. We often look for noon hour supervisors, milk/ fruit & veg, as well as hot lunch helpers. Volleyball and Basketball coaches and referees are needed to maintain our school teams. Please contact our office if you would like to help with any of our sports teams or other programs. Your involvement is greatly appreciated and allows us to expand our programs and to support children in ways that we otherwise would not be able to do. Whenever parents are in the school, we emphasize the importance of confidentiality. Records and personal information are confidential and we expect our parents will respect that. Regular volunteers are required to sign a volunteer agreement.

You Can Help Your Child be Successful at School!

A successful school experience requires a three-way effort: the child, the teacher and the parent. We especially need you to assist in the following ways:

- Keep home information current. Please notify the school of any changes to phone numbers or addresses. It is important that the school has an up-to-date emergency contact.
- Send your child to school clean, well rested, well fed and in a positive frame of mind.
- See that your child gets to school on time and let us know of any planned absences. **Please do not send your child to school if he or she is ill.**
- Encourage a positive attitude about learning. Involve your child in a variety of reading, writing, and math activities.
- Take an active interest in your child's work. Discuss their daily activities and check to ensure work is being completed. Planners, particularly in Intermediate, are an excellent tool.
- Attend parent-teacher conferences, student led conferences, open houses, and performances. At Aberdeen Elementary School we believe that parents are partners in education. If parents have questions or concerns about their child in the classroom setting, they are **first asked to contact the classroom teacher** to make an appointment to discuss concerns.
- Support your child's classroom programs.

Reporting to and Communicating with Parents

In accordance with the School Act, there will be three formal written reports and two informal reports. The informal reports could be conferences, interviews, telephone calls, open houses portfolios, Back and Forth books or Student Planners. Teachers take full responsibility for reporting to parents. If parents require further information or would like to share information important to the welfare of their child, they are asked to please contact the teacher to make an appointment at a mutually convenient time. Thank you in advance for your cooperation and understanding.

School Supplies

We encourage parents to take advantage of the bulk buying of school supplies by purchasing them from the school. The pupils pay a user fee in September and are provided with their supplies for the year. Parents will receive a newsletter early in September regarding the fee schedule.

Dropping Off and Meeting your Child

We are working to implement BC's Redesigned Curriculum, with the component of the *Personal Awareness and Responsibility* competency. One of the biggest goals for our students is to develop independence. Students need to be able to come into the school with their materials, place belongings in their lockers along with jackets, take off their outdoor shoes or boots, put on their inside shoes, and hang up their backpacks on their own. We understand that parents want to help, but it is important for children to work through their morning and afternoon routines independently, and learn to be accountable and prepared for their day at school. Our students know the expectations and teachers are here to help.

In addition, we request that all parents **say goodbye to their children outside** the appropriate entrance doors in the morning. At the end of the day we would like parents to wait **outside** the appropriate entrance doors, while the students finish their end-of-day routines with their teachers. Parents, toddlers and strollers occupying the hallways, and bringing in water and mud from outside, cause the floors to become slippery and difficult to clean. This procedure also ensures safety for our students, as we become unaware of who is a parent and who could possibly be a threat. Teachers are more than happy to meet with parents to discuss student progress, but please try to make appointments with teachers in advance so they are available to meet.

Adults who are coming to pick up their children before 2:30 must enter the front doors and sign in at the office as a visitor, prior to going to the student's classroom. Please remember: our library is also a classroom. Parents who are traveling through the school should remember to turn their cell phones on silent, and move quietly and respectfully through the hallways. Due to the large numbers of students in Aberdeen Elementary and the congestion in hallways that can result, students are expected to use their designated doors for entry and exit. Your child's teacher will inform your child of 'his/her' door. Students are expected to use these doors at all times; for normal entry and exit, for field trips, etc.

Please discuss which **outside spot** would be best for a meeting place. Thank you for helping us keep our hallways safe and orderly as well as promoting your child's independence!

Supervision of Students

All students are supervised between 8:20 and 2:30 by staff. Students are urged not to arrive before 8:15 am unless they have a sponsored activity such as sports or band practice. Supervision is only provided for bus students after school. Students are permitted in the building at 8:20 am.

Use of School Phones

School phones are business phones and students' use of them is restricted to emergencies only. Students may use the phone with teacher permission.

Technology Use

Student cell phone use at Aberdeen may be permitted during school hours only with the expressly authorized permission and supervision of school staff. Students are responsible for the storage, safety,

and use of their devices. The school accepts no responsibility for theft or damage that may occur to personal devices brought to school.


Students are not permitted to access social media at school; nor are they permitted to store or share personal information and images, unless for educational purposes as directed by a teacher.

Students must use our school devices in a respectful, responsible, and ethical manner, otherwise they will lose this privilege. Students who damage school devices may be required to incur costs of repair or replacement.

Please review the internet usage form on the School District website signed by parents and guardians at the beginning of the school year: Policy 403.2 - “Technology: Student Acceptable Use – Elementary & Middle Schools”. Please remember that access to District information technology resources is a privilege, not a right.

Aberdeen is an R&R School!

At Aberdeen Elementary we actively teach and support students in becoming responsible and respectful citizens. We expect that they will interact with others in a positive manner with peers, parents, visitors or staff. Please see the **Aberdeen Matrix** for details of school rules and expectations. We ask that parents review the matrix. We thank you for helping to set a good example in our school by respecting the expectations while visiting Aberdeen Elementary.



	ALL AREAS	TEACHING AREAS	COMMON AREAS	ASSEMBLIES & FIELD TRIPS	OUTSIDE AREAS
RESPECTFUL	<ul style="list-style-type: none"> • be kind & polite • hands/feet to self • be honest • appreciate displays 	<ul style="list-style-type: none"> • be respectful of others' rights to listen & participate • respect & use materials properly • focus on learning: pay attention & listen carefully 	<ul style="list-style-type: none"> • wait your turn • respect others' privacy • enter/exit through the correct door 	<ul style="list-style-type: none"> • sit quietly • be a good listener • show appreciation appropriately 	<ul style="list-style-type: none"> • include everyone • respect property • resolve conflicts respectfully
RESPONSIBLE	<ul style="list-style-type: none"> • give your best effort • be on time & prepared • put litter in its place 	<ul style="list-style-type: none"> • cooperate and include others • use time wisely • keep your area clean 	<ul style="list-style-type: none"> • report problems • flush, wash, leave • keep lockers closed and neat 	<ul style="list-style-type: none"> • pay attention • wait calmly & quietly • speak softly 	<ul style="list-style-type: none"> • care for the environment • use equipment wisely & safely • report problems to supervisors
SAFE	<ul style="list-style-type: none"> • wear appropriate clothing • stay in designated areas • play safely & fairly • follow instructions 	<ul style="list-style-type: none"> • wear indo or shoes • sit to eat 	<ul style="list-style-type: none"> • walk quietly on the right in a straight line • keep floors dry and mudrooms tidy 	<ul style="list-style-type: none"> • stay with teacher • remain seated & facing forward 	<ul style="list-style-type: none"> • walk or carry bikes, scooters, skateboards • know school boundaries • follow supervisors' instructions

Please take note of the following:

1. Students should enter and exit the school at their designated door.
2. Students should use the washrooms nearest their classroom.
3. Students are not to be meeting in large groups in the hallways or washrooms.
4. At lunch: students eat lunch in the classroom until the bell. Unless they go home for lunch, students do not leave the school ground, or go to another student's house without written permission to the school from their parents and the parents of the home they are going to for lunch.
5. Students should not be playing in the parking lot or adjacent hillsides.
6. Bicycles are to be placed in the racks provided. They must be locked up and students should

then leave that area. Riding, using scooters, roller blades etc. on school property is not allowed for safety reasons.

Discipline

Unexpected behaviour is dealt with by supervising adults and a system is in place where classroom teachers and administrators are informed. When students are having serious or persistent problems, parents are contacted. Alternate arrangements for these students may have to be made.

Aberdeen Dress Code

Students and their parents are expected to support a learning environment where attire is appropriate and not distracting or offensive to others. Articles of clothing which promote alcohol, drugs, inappropriate languages or images, or discrimination of any form, are unacceptable. Intermediate students are required to wear gym strip. All students are expected to have non-marking gym shoes for PE.

All students are expected to be outside at breaks and therefore should be **properly dressed for the weather** on any given day in the school year.

In Winter, children and adults take boots off at the door, to avoid water on the floor. The floors are very slippery when wet.

Learning Assistance

Learning Assistance Resource Teachers provide support to students needing special help with social/emotion or academic needs. This includes diagnosis, consultation with parents and teachers and arranging for or providing direct instruction to students. Students are referred to this service through classroom teachers and the School Based Team.

Lost & Found

Please write your child's name on all articles of clothing and other possessions. Small items, such as watches and rings, are taken to the office. Large items such as clothing and backpacks are placed in the Lost and Found. All lost and found items are displayed prior to major holidays. Unclaimed items are donated to charitable organizations. Students are encouraged to keep precious and/or expensive items at home. The school cannot be responsible for loss or damage. Parents and students are invited to check the Lost & Found (located near the gym) regularly.

Library

Library materials are loaned to students on a two week, two item basis. Students are responsible for any lost or damaged materials and will be billed for them after a thorough search is made at school. Library materials are also available to parents upon request. Textbooks are also loaned to students who will also be held responsible for loss or damage.

Field Trips

Field trips are an extension of classroom programs. Parents will be notified in advance and **must sign a permission slip** in order for their child to participate. Parent volunteers are most often needed to help

supervise children. Parent drivers are asked to complete a form for insurance purposes each year and show their car insurance papers to the secretary. Please note that no child is allowed in the front seat of a vehicle that is equipped with an air bag. In addition to this, please note that the provincial regulations regarding use of car seats is in effect and adhered to for any trip involving transporting children. Thank you for your cooperation. Students are expected to behave on field trips in the same good manner in which they conduct themselves at the school.

District Sports Programs

Aberdeen offers a variety of extra curricular sports programs. Intermediate students may be able to participate in cross country running, volleyball, basketball, swimming, flag football and track and field as long as volunteer coaches and sponsors come forward. Parents are asked to discuss with their children, their commitment to teams and to make wise decisions for participation considering busy life styles.

Aberdeen Sports Policy

Expectations: At Aberdeen Elementary, we focus on Respect and Responsibility. We are an 'R' & 'R' school! We take this focus to our sports teams as well as our academic work. While playing for our school, please note the following:

In the interest of participation and school spirit, chosen team members have demonstrated a sincere wish to play. We set high expectations for our students and participation in team sports is dependent on their understanding and demonstration of the following:

- **Team Members are Teachable** – willing and eager to learn and improve skills and knowledge of the game.
- **Commitment to the Team** – No one quits part way through the season.
- **Maximum Effort** – students show hustle and determination.
- **Sportsmanship and Respect** – for each other and other teams, coaches and referees.
- **Hard Working and Good Citizenship** in class and around the school is essential.
- **Team Player** – ability to work hard and to operate as a team member.

Every effort will be made to give each player on the team who meets these expectations equal playing time. This will be our philosophy in league games and tournament games. If we should participate in playoffs, certain players **may end up playing more than others**.

Please note the following expectations:

- It is expected that each player will attend every practice and game and will arrive on time with gym strip ready to put in maximum effort. When a player has to miss the occasional practice or game, due to involvement in other activities or unforeseen circumstances, it is expected that s/he will communicate with the coach or sponsor beforehand whenever possible, informing of the absence.
- It is expected that each player make a commitment to learning and doing his/her very best in every practice or game situation. This effort should also carry over to schoolwork and performance in the classroom.
- It is expected that each player will wear an Aberdeen jersey with pride and respect and

demonstrate sportsmanship, including respect for teammates, other teams, coaches, and officials. Whether the team wins or loses, it is expected that each player will have a “winning” attitude and that the needs of the team will come before a player’s own needs. Each player plays by the rules and shows respect for the rules.

- Clean Jerseys will be turned in to the coach at the end of the season.
- It is expected that each player will have fun. Being part of a sports team is fantastic! We play with joy and enthusiasm!
- Please note: The teacher/coach will be responsible for making decisions and their decision shall hold.

Other Activities...

Students may be given the opportunities to participate in the following activities: Young Artists' Conference, Young Author's Conference, Science Fair, Math Expo, Heritage Fair, Battle of the Books, Professional School Performances, Office Monitors, and Leadership Events. Grade 7 students have the opportunity to participate in band. The band performs for both school and community. We encourage students' participation in these activities.

Student Placement Procedures

All students are placed in classrooms, temporarily, until staffing is confirmed. The staff works hard in developing placements for students. Factors such as; male/female ratio, academic groupings, independence level, class size regulations, siblings and parent requests are taken into consideration. Please be advised placement of children is the school's responsibility.

Do parents have the choice of classroom or teacher?

No, it is the school's responsibility under the School Act to make the final placement. Requests are often made based on rumour and not first hand knowledge. Each year the staff wrestles with placement decisions and, it is usually the case that 99% of placements are fine. Worries that might seem enormous during the first few days of school usually disappear once classroom programs and relationships have been established.

Why are there split grades or multi-aged classrooms? Are straight classes superior to split classes?

Staff is assigned to our school, based on projected enrollment, and is not enough for each grade to be taught as a straight grade. The number of students does not typically equal the size of classes as determined by the district class size limits, so we therefore will have split classes where necessary.

There is no qualitative difference between split and straight classes. They are more work for the staff. The B.C. curriculum is taught as directed by the Ministry of Education. In most split class situations a combined curriculum is presented. The younger students in the class will not hinder older students nor will the younger students gain any more advantage by being with the older students. The upper grades of split classes are **NOT** for lower ability students and vice versa. Please note as well that our Montessori and Gr.6/7 classrooms are structured according to a multi-aged grouping philosophy.

Why are students placed in temporary classes at the beginning of the year?

Our population changes between June and September. We try to have the fewest possible disruptions

for students. Once numbers have been confirmed and staffing is finalized, we will move the students to their class. This is usually completed before the end of the first week.

Any student registering the week before school starts in September, will be placed on a “wait and see” list and we will attempt to fit them in. If we cannot accommodate a student, we will find a space at a neighboring school.

Taking vacations or holidays during school

Every year we are approached by an increasing number of parents who wish to take their child out of school for extended periods of time. Usually this is associated with family plans or family business. We do not have a procedure for granting students a “leave of absence.” Rather it is assumed that parents will make decisions in the best interest of their own child.

We are respectful of the fact that many of our families have family members far away, and spending time with them is important. We are also respectful of the fact that many families want to provide their children with broader experiences and opportunities that may not be available in a school setting.

Difficulties arise, however, when parents wish to have some sort of reassurance that their child will not be behind in their work when they return. If your child misses school for extended periods of time, he or she will be behind in the classroom work. Students may well have other cultural and travel experiences that contribute to their overall development, but the many varied daily classroom activities they will miss can not be duplicated through worksheets or workbooks.

We are not in the position to provide assignments for children who have extended absences due to family plans. It is your right to take your child out of school due to family circumstances, but once you have exercised that privilege, you must also accept the responsibility of your child's education during that absence. We will be happy to see what your child has accomplished upon his or her return, but will not be evaluating or marking these activities.

If you are planning an extended absence for you child, here are some tips and suggestions you may want to use or consider to assist you.

1. Meet with Teacher(s) Before Hand
 - Before you even plan your trip, take some time to meet with your child(s) teacher. Let your teacher know what your intended plans are, and ask how you can both work together to make the transition as seamless as possible. Your child's teacher may provide you with some ideas to help while they are gone. However, keep in mind that they are not required to provide a program for non-emergency absences. Teachers spend a lot of time planning the program for children in attendance, and any planning outside of that is extra volunteer time and effort on their part.
2. Provide Advance Notice
 - No one likes unnecessary surprises. Let teachers know as far in advance as possible about your trip. Also, remind them again as it gets closer. This will also give you a chance to find out specifics of what your child may be missing in class or school that may impact them. It will also give you a chance to find out if your child is caught up in the work they are supposed to have completed before you leave, and they are not leaving any unfinished work that was due.
3. Time the Trip Wisely
 - If possible, schedule your trip around key times of the year.

- Go later rather than earlier – the first month or two of the school year is an adjustment, no matter what your child's age. Routines are established and relationships are made during this time.
 - Schedule it around assessment times. These are critical times teachers use to evaluate your child's progress and to be able to assess their learning needs.
 - If possible, don't schedule it before reporting periods. Teachers are evaluating where students are at during this time so they can report it in the report card. They require time to gather evidence of learning, report on it, submit it to the office for final approval before it goes home. Give your child's teacher lots of time (and evidence) to be able to make an assessment of your child's abilities.
4. Make it an Educational Vacation
- Here are a few activities you might want to consider to help with your child's educational needs while traveling:
 - Set aside time each day for reading.
 - Have your child keep a reading response journal in which he or she records this reading activity and thoughts about what has been read that day.
 - Keep a scrapbook of special places or sightseeing.
 - Have your child keep a 'math journal' or ledger, dealing with changes in time and currency, distances traveled, cost of fuel and materials, etc
 - You may wish to purchase a math workbook that will help your child keep in daily practice with basic math skills.

