

Aberdeen 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.

The staff at Aberdeen believe:

- that learning is a life-long process
- that children learn through a wide variety of learning styles
- that children are curious and eager to learn
- that children need an environment that is safe, trusting and challenging
- that parents are important partners in education
- that the physical, emotional and intellectual growth of the child needs to be addressed

Daily Schedule

8:20 am First bell for students to enter

8:30 am Second bell – classes begin

10:15 am Recess Begins

10:30 am Classes Resume

12:11 pm Lunch begins

12:27 pm Bell -students outside or to other noon hour activities

12:55 pm Warning bell to move to afternoon classes

1:00 pm Afternoon classes begin

2:30 pm Dismissal

Student Safe Arrival

Parents will no longer be leaving a message on our school answering machine/Safe Arrival line. The new system will handle the majority of parent contact (including phone calls) when a student absence is unexpected. The new system 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. It is important that your home and cell phone numbers, along with email addresses are kept current.

Supervision of Students

All students are supervised between 8:25 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.

Students Arriving Late

It is important for students to understand the need to be punctual. Students are to enter the school through their designated doors at the 8:20 bell. Students who are not in their classrooms by the 8:30 bell are considered late and must report to the office. Lateness is noted on report cards

Parents as partners...

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. **Communicate directly with the teacher if concerns arise.**
- 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.

Please Note: Administration and teachers at Aberdeen Elementary School believe that parents are partners in education. If parents have questions or concerns about their child in the classroom setting, they are **first required to contact the classroom teacher** to make an appointment to discuss concerns. In the event that resolution cannot be attained after consultation with the classroom teacher, parents are asked to inform the teacher and of the impasse and then are welcome to make an appointment to see the principal.

Discipline

Aberdeen students are expected to conduct themselves in a safe and considerate manner at all times. Problems are dealt with by supervisors and a system is in place where 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. Students are expected to demonstrate appropriate behaviour at Aberdeen and while on field trips.

Aberdeen Elementary School Rules

Our goal at Aberdeen is that students will be respectful, responsible, self-monitoring citizens of the community. We expect that they will interact with others including peers, parents, visitors or staff, in a responsible, considerate and respectful manner.

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 12:27 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. Hats will not be worn in the school. **We ask that visiting adults please also respect this rule.**
6. Students must not use body contact in interactions with others. Body contact may not be excessive in games or activities.
7. Students are not to be playing in the parking lot or adjacent hillsides.
8. During winter, students may slide in appropriate areas on plastic carpets. No toboggans or sleighs are permitted.
9. Bicycles are to be placed in the racks provided. They must be locked up and students should

then leave that area. Playing near the bike racks at recess and lunch is not permitted. Riding, using scooters, roller blades etc. on school property is not allowed for safety reasons.

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.

Homework

In preparation for an increasing work load that students will receive throughout their public school education, it is recommended that students engage in homework activities. While homework for early Primary students is not encouraged, we suggest that parents may wish to set aside some time to discuss the school day with their children and of course getting in the habit of daily story time will serve your child well.

As students progress through the grades, time spent on review and completion of daily assignments will become increasingly important to the success your child enjoys at school. Intermediate students will be assigned homework regularly in order to review and to support the classroom program. **If parents notice their child is having difficulty completing the work, please contact the teacher.** It is recommended that Intermediate students spend 15 minutes each night in homework/home study for

Student Placement Procedures

All students are placed in classrooms, temporarily, on the first day. 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.

Use of Designated Entrances and Exit

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. If your child is to meet a friend or another family member after school, please discuss which **outside spot** would be best for a meeting place. Thank you for helping us keep our hallways safe and orderly!

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 in case of an emergency.

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.

Parent Involvement

There are several 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 in the school newsletters. The Aberdeen Elementary Parent Handbook contains information about the Council. Extra copies are available through the school office. Many people volunteer in our school. Their 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.

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.

Please note: All students are expected to be outside at recess and therefore should be **properly dressed for the weather** on any given day in the school year. Students will be allowed an 'in day' at the discretion of the principal or his/her designate.

Learning Assistance

Learning Assistance Teachers provide support to students needing special help. 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.

After School

Occasionally it is necessary for a student to remain after school. If a teacher requires the student to remain later than 3:00 pm, the parents will be informed. Thank you for making sure your contact information is kept current in the office.

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. 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. **Parent drivers are requested to not engage in side trips during field trips.** 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.

Gym Strip for P.E. classes

Intermediate students are required to wear a gym strip of T-shirt, shorts, and non-marking running shoes. Primary classes might vary as to requirements of individual teachers. Parents should check with their child's teacher for details.

District Sports Programs

Aberdeen offers a variety of extra curricular sports programs. Intermediate students are able to participate in cross country running, volleyball, basketball, flag football and track and field. 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 dependant 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.

School Band Program

Grade 7 students' participation in band is optional. The band performs for both school and community.

Other Activities...

Students are given the opportunities to participate in the following activities: Young Author’s Conference, Battle of the Books, Young People’s Concerts, Office Monitors, Destination Imagination and Leadership Events. We encourage students’ participation in these activities.

Aberdeen Dress Code

Our school is considered a 'place of work' for students. It is expected that our students will respectfully represent Aberdeen Elementary both in and outside of school. At school, and at **all** school functions, students are expected to dress in a manner and style appropriate for school. The student dress code for Aberdeen Elementary includes the following:

- Clothing with logos and sayings that promote the use of products that are illegal, racially offensive, contain sexual innuendos or profanity, or promote any form of harassment or violence are not permitted.
- Clothing can not be a distraction to others within the learning environment. Revealing or see through clothing is not appropriate.
- For safety and health reasons, footwear must be worn at all times (with the exception of gymnastics).
- Appropriate gym strip as outlined by your child's teacher should be at school and available to students at all times.
- In Winter, children and adults take boots off at the door, to avoid water on the floor. The floors are very slippery when wet.

Please Note: In any of these violations, students will be asked to cover up or be given a school shirt to wear for the day and told not to wear the offending clothing to school again.