

October, 2009

Dear Parents/Guardians:

On behalf of our staff and students, welcome to RL Angus School. We trust that this school year will be a happy and rewarding one for you and your child.

Our school encourages parent involvement either through our school PAC or by volunteering in your child's classroom.

This handbook was designed to provide answers to commonly asked questions regarding school policy and procedures. If there are items you would like to see included in future handbooks, please let us know.

We look forward to the coming year and working with your children and you.

Sincerely,

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Donna Powell  
Principal

Lynne MacNeil  
Vice-Principal

## Staffing for 2009/2010

### Instructional Staff

Ms. Angela Condon .....	Grade 5
Ms. Sue Hay .....	Grade 5/6
Mr. Peter Scott.....	Grade 5
Mr. Tyler Abraham.....	Grade 6
Mrs. Tracy Reimer.....	Grade 6
Mrs. Becky Froese.....	Grade 7
Miss Shirley Kenney.....	Grade 7
Mr. Matt Logan .....	Grade 7
Mrs. Lisa Chaisson .....	TOC
Mrs. Lori Gilbert .....	Librarian /Literacy /ECP/Fine Arts
Mr. David Johnstone.....	Band/Music
Ms. Tina Pike .....	SSRT
Ms. Donna Powell .....	Principal
Mrs. Lynne MacNeil.....	Vice Principal

### Support Staff

Ms. Dianna Scott .....	Secretary
Mrs. Doris Warren .....	Library Technician
Mrs. Arlene Chmelyk .....	Educational Assistant
Mrs. Laurel Haugan.....	Educational Assistant
Mrs. Karen Saunders .....	Youth and Family Worker
Ms. Joie Hunt .....	Aboriginal Educational Assistant
Mrs. Connie Croin .....	Aboriginal Youth & Family Worker

### District Staff

Mrs. Diana Samchuck.....	Superintendent of Schools
Mr. Ray Irwin.....	Director of Instruction
Ms. Sabrina Trobak .....	District Elementary Counsellor
Mrs. Donna Durrant .....	District Student Services Coordinator

Insert Elementary District Calendar

**R.L. Angus Bell Schedule 2009-2010**

<b>RL Angus</b>	
<b>Warning Bell</b>	<b>8:50</b>
<b>Begin</b>	<b>8:55 – 11:29</b>
<b>Lunch Recess</b>	<b>11:29 – 12:00</b>
<b>Lunch Inside Classrooms</b>	<b>12:00 - 12:25</b>
<b>Instruction</b>	<b>12:25-1:55</b>
<b>Recess</b>	<b>1:55 – 2:10</b>
<b>Dismissal</b>	<b>3:00</b>

**In-Town School Bell Times**

<b>JSC</b>		<b>GWC Gr. 1 - 4</b>		<b>GWC Kindergarten</b>		<b>FNSS</b>
<b>Warning Bell</b>	8:45	<b>Bus Student Supervision Begins</b>	8:20	8:20	<b>DPA/Tutorial Block</b>	8:45 – 9:15
<b>Begin</b>	8:50	<b>Warning Bell to Come In</b>	8:48	8:48	<b>Period One</b>	9:20 – 10:20
<b>K AM dismissed</b>	11:19	<b>All classes begin</b>	8:53	8:53	<b>Period Two</b>	10:25 – 11:25
<b>Outside Recess (1-4)</b>	11:22 – 11:52	<b>Outside Recess</b>	11:31	<b>AM K Dismissed</b> 11:22	<b>Break</b>	11:25 – 11:35
<b>Inside Lunch</b>	11:52 – 12:17	<b>Warning Bell to come in</b>	11:57		<b>Period Three</b>	11:35 – 12:25
<b>K PM Class begins</b>	12:11	<b>Lunch in classroom</b>	11:57		<b>Lunch</b>	12:25 – 1:10
<b>GR 1 - 4 Classes Begin</b>	12:17	<b>End of Lunch Warning bell</b>	12:20	<b>K PM Bell to come in</b> 12:20	<b>Period Four</b>	1:10 – 2:10
<b>PM Recess</b>	1:20 – 1:35	<b>Classes Resume</b>	12:26	12:26	<b>Period Five</b>	2:15 – 3:15
<b>Dismissal</b>	2:55	<b>Recess</b>	1:40 – 1:55		<b>Dismissal</b>	3:15
		<b>Dismissal</b>	2:58	<b>K PM Dismissed</b> 2:55		

## **School Growth Plan**

### **R.L. Angus's School Goals for 2009-2010**

*R.L. Angus's School Goals for 2008 – 2009 were:*

Goal #1 All Students will meet or exceed expectations in Literacy by the end of each Grade.

Goal #2 All Students will meet or exceed expectations in Mathematics by the end of each Grade.

**2009-2010 Goals will be set at the first School Growth Plan Meeting and will be sent home in a future newsletter.**

### **Vision Statement for School District #81**

*As a community of learners we embrace opportunities to build successful futures.*

## **RL Angus School Code of Conduct**

**The RL Angus School's Code of Conduct includes the School District 81 Code of Conduct**

### **School District 81 Code of Conduct**

The purpose of our Code of Conduct is to provide a safe, caring and orderly school environment for our students.

Students in School District #81 are expected to:

1. Treat others with dignity, respect, tolerance and courtesy.
2. Respect the rights of others to learn and work in an environment free from abuse, intimidation, harassment, bullying, disruption or discrimination (ie. Discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons).
3. Act in a safe and responsible manner toward themselves, others and others' property.
4. Comply with class room and school standards for attendance, promptness, language and behaviour.

Each school will describe consequences for misbehaviour that reflect the maturity level of its students and allows for special considerations for exceptional students. When it is possible to do so, our schools will focus on consequences that are restorative in nature.

The school principal's authority to discipline students for violations of the Code of Conduct is not limited to behaviours which occur during the school day, or on school grounds. Any student behaviour which negatively impacts the school environment could be subject to disciplinary action.

Finally, schools and the School District will take all reasonable steps to prevent retaliation against any student or individual who reports a breach of a school's or the School District's Code of Conduct.

### **Student Dress – Policy 5260 – 09/04/90**

**While the Board recognizes that dress is a legitimate avenue of individual expression, acceptable student dress will be subject to the following guidelines.**

#### **Guidelines**

1. Principals may restrict the wearing of clothing, adornments, and hairstyles where safety is placed at risk.
2. Principals must ensure that student wear appropriate safety clothing and equipment when required.
3. Principals may restrict the wearing of clothing and adornments which contravene acceptable standards.  
\*Examples of unacceptable RLA student clothing:  
- advertising; showing consumption of alcohol; or illegal drugs  
- sexually suggestive sayings or graphics  
- put downs "I'm with Stupid", etc.  
- tops that reveal cleavage, bellies or buttocks
4. Principals may require students to return home and change their appearance. When this occurs, the student may re-attend school without penalty

**\*\*If you are in doubt, please check with your child's teacher or the principal.**

**R.L. Angus School Expectations**

At R.L. Angus School we want all students to learn in a safe, caring and orderly environment. To that end, we expect our students to follow our Code of Conduct. It is our expectations students will:

1. Be Respectful
2. Be Responsible
3. Contribute Positively

Students, parents and staff of R.L. Angus created the following behaviour matrix which outlines expected behaviours throughout or school. Each behaviour is described in detail as to what it looks like.

**R.L. ANGUS SCHOOL WIDE EXPECTATIONS**

<b>Expectation/Area</b>	<b>ALL AREAS</b>	<b>COMPUTER LABS</b>	<b>MUDROOMS</b>	<b>PLAYGROUND</b>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>+ Consider others</li> <li>+ Respond positively to supervisors</li> <li>+ Hands to yourself</li> <li>+ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>+ Be respectful of the computer lab supplies</li> <li>+ Keep equipment the way you found it</li> <li>+ Obey food rules</li> <li>+ Stay in work place</li> </ul>	<ul style="list-style-type: none"> <li>+ Be kind</li> <li>+ Give each other space</li> </ul>	<ul style="list-style-type: none"> <li>+ Play appropriately</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>+ Solve problems cooperatively</li> <li>+ Be safe</li> <li>+ Care about other people's property</li> </ul>	<ul style="list-style-type: none"> <li>+ Use lab passes</li> <li>+ Put away chairs</li> <li>+ Turn computers off when finished</li> <li>+ Use internet responsibly</li> <li>+ Use FirstClass etiquette and rules</li> <li>+ Work quietly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>+ Encourage people to be quiet</li> <li>+ Put books away properly</li> <li>+ Treat lockers with respect</li> <li>+ Wear your outside shoes out and your inside shoes in</li> </ul>	<ul style="list-style-type: none"> <li>+ Use equipment properly</li> <li>+ Keep snow, grass, sticks, etc. on the ground</li> <li>+ Play safely</li> <li>+ Be responsible for your actions</li> <li>+ Use garbage cans for your garbage</li> <li>+ Stay on our school property</li> </ul>
<b>CONTRIBUTE POSITIVELY</b>	<ul style="list-style-type: none"> <li>+ Help others</li> <li>+ Share</li> <li>+ Have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>+ Share computers</li> <li>+ Use positive behaviours</li> </ul>	<ul style="list-style-type: none"> <li>+ Help others</li> <li>+ Use inside voices</li> <li>+ Keep mudroom clean &amp; orderly</li> </ul>	<ul style="list-style-type: none"> <li>+ Share equipment</li> <li>+ Treat others the way you want to be treated</li> <li>+ Be considerate of others and their property</li> </ul>
<b>Expectation/Area</b>	<b>BUSES</b>	<b>CLASSROOM</b>	<b>HALLS</b>	<b>LIBRARY</b>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>+ Consider others</li> <li>+ Respond positively to bus driver</li> <li>+ Hands to yourself</li> <li>+ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>+ Listen to teachers</li> <li>+ Be cooperative</li> <li>+ Obey lunch rules</li> </ul>	<ul style="list-style-type: none"> <li>+ Walk quietly</li> <li>+ Be respectful of school property</li> <li>+ Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>+ Be respectful of the Librarian</li> <li>+ Work quietly</li> <li>+ Obey library rules</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>+ Solve problems cooperatively</li> <li>+ Be safe</li> <li>+ Sit quietly and stay in your seat</li> <li>+ Respect other people's property</li> </ul>	<ul style="list-style-type: none"> <li>+ Listen to directions</li> <li>+ Take pride in school work and equipment</li> <li>+ Be on task</li> <li>+ Return items to correct location</li> </ul>	<ul style="list-style-type: none"> <li>+ Use your hall pass</li> <li>+ Take turns when needed for the things like the telephone and water fountain</li> </ul>	<ul style="list-style-type: none"> <li>+ Use proper doors</li> <li>+ Walk quietly</li> <li>+ Bring books back when they are due</li> <li>+ Return books to shelves neatly</li> </ul>
<b>CONTRIBUTE POSITIVELY</b>	<ul style="list-style-type: none"> <li>+ Help and consider others</li> <li>+ Have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>+ Work hard</li> <li>+ Clean up after lunch</li> </ul>	<ul style="list-style-type: none"> <li>+ Check lost &amp; found</li> <li>+ Walk scuff free</li> <li>+ Recycle</li> <li>+ Be positive with others</li> <li>+ Pick up garbage</li> </ul>	<ul style="list-style-type: none"> <li>+ Use positive behaviours</li> <li>+ Help others who need it</li> <li>+ Share the books</li> </ul>

**\*During instructional times and at breaks in common areas; hats, hoodies and sunglasses should be removed.**

### **Student Discipline**

When a student's behaviour is inconsistent with our behavior guidelines, action is taken. Each classroom teacher develops rules designed to protect the learning atmosphere in their classroom. Consequences are developed and administered to encourage students to respect and follow these rules. Parents are involved if a child is frequently unable to behave appropriately. If parental involvement is unsuccessful in helping a child behave, the school principal becomes involved. Most discipline problems can be solved when teacher, parents, and principal work together to find solutions. However, if problems persist, counseling services may provide additional help for the student.

Because appropriate student discipline is very important to everyone involved, it is important that information be shared promptly if a discipline problem arises. Please do not hesitate to call your teacher or principal if you have questions or concerns.

#### **Responding Directly to a Bullying Situation**

We follow the *Focus on Bullying* model of intervention which focuses on the bullied, the bystander, and the bully. Please refer to Appendix A, (pages 59-61 of *Focus on Bullying*).

### **Consequences**

The purpose of all intervention is to reinforce appropriate behavior and to discourage inappropriate behavior. Appropriate interventions include:

- a. a student conference
- b. short-term removal from class to another supervised area
- c. in-school detention
- d. parent conference/contact
- e. in-school suspension \*
- f. referral for school based student services \*
- g. counseling for the student \*
- h. course of program modification \*
- i. referral to District staff for programs or services \*

\* *parents notified for all consequences beyond "d"*

### **Out of School Suspensions**

Home suspensions are used when other forms of intervention have been unsuccessful, or when a significant, major infraction has occurred.

### **Attendance**

Research has shown that regular and prompt attendance is a major factor contributing to student success. We want everyone to be aware of the importance of regular school attendance, and the importance of being rested and able to work productively throughout the day. When students must miss more than two to three days of school, parents are encouraged to inform teachers so that learning plans can be made.

While we want to underline the importance of regular attendance, we recognize that students do become ill from time to time. We encourage parents to keep students at home if they are too ill to be able to participate in the full range of activities that constitute a day at school. Please consider this before writing a note for a child to stay in at recess, perhaps the student should be staying at home for additional rest.

### **Tardiness**

Frequent tardiness negatively impacts student learning. Please be respectful of our school's schedule and ensure that your child arrives on time. Should a child be late, they must check in at the office and obtain a late slip.

### **Safe Arrival Program**

R. L Angus uses the Safe Arrival Program. The purpose of this program is to ensure that no child is lost or experiencing problems between home and school. Please call if your child will be late, has an illness, or will be away from school for any period of time. Each day after attendance has been taken our school secretary will be phoning your home, or your child's baby-sitter, if your child's name turns up on the absentee report. If you have phoned in to report the absence of your child no phone call will be made.

## **Communication**

### **Parent –Teacher Communication**

Your child will receive three Report Cards during the year in December, March, and June. As well, formal Parent-Teacher Interviews will occur. Exact dates will be given in our monthly school Newsletter.

Please remember, parents may arrange Parent-Teacher interviews at any time simply by phoning the school.

### **Telephone Messages for Students**

Should you need to leave a message for your child, we will do our best to ensure it arrives in a timely fashion. It is not possible to disrupt classes for a student to come to the phone (emergencies excepted), so please do your best make all necessary arrangements before school. If you feel your child will need a reminder about after school plans, place a note in his or her lunch kit.

\*Cell phones – as per SD #81 Policy 6340 – “Cellular phones or other personal communication devices must be turned off during class/instructional time.”

### **Student Telephone**

Telephones for student use are located in each of the classrooms. Students may use the school phone with teacher permission and when the teacher is in the room. **Calling to make arrangements to go to a friend’s house is not considered a valid reason to use the school phone.** Please have your child make these types of arrangements before school.

### **Telephone Messages for Staff**

Teachers may not be interrupted during instructional time to take a phone call.

- Please leave a message at the office to have the teacher return your call, or send a written note with your child to have the teacher call you.
- Teachers may be called between 8:00am and 8:45am, and 3:00pm and 4:00pm when they are free from student supervision.

We are committed to protecting instructional time.

### **Student Agenda Books**

Student Agenda books are supplied for each student and should be used regularly. The books are to remain intact, that is pages are not to be torn out. There are a number of good strategies for marking pages. These are an excellent communication tool between school and home for your teachers. Replacement cost for a lost agenda book is \$5.00.

## **Other Information**

### **Bus Students**

The bus driver requires a note **from the parent** if a student is riding the bus and is not a regular bus student, or if they are getting off at a stop that is not their regular bus stop.

**Teachers are not able to make bus notes.**

Questions regarding bus schedules and bus stops can be directed to Karen Prouse at the School Board Office, 250-774-2591.

### **Parking & Student Drop-off/Pickup**

When dropping off or picking up students please do by stopping at the area by the side entrance just past the school building. Refer to the diagram at the back of this booklet. If you are visiting the school please park your vehicle in the areas as indicated on the diagram. **Do not park in the fire lane/handicapped area at the front of the school or in the bus lanes at the side of the school.**

Refer to Appendix B.

### **Locks and Lockers**

Students are assigned an individual locker. Lockers must be kept locked, using a combination lock (supplied by the student). It is your responsibility to make sure your locker combination is kept private and we encourage you to do so.

Locks may be purchased from the school for \$5.00

### **Lost and Found**

Ensure that runners, overshoes, boots, mitts, coats, caps, etc., are clearly marked with your child's name. The Lost and Found boxes are located at school entrances.

### **Items from Home**

The school is not responsible for loss or damage to expensive toys brought to school from home. MP3 players, I-pods, Gameboys, CDs, etc. brought to school have been known to go missing or become damaged. It is best if these items are left at home.

## **Supervision**

In order to provide a healthy, safe, and responsible atmosphere at R.L. Angus, we believe in a supervision process that promotes self-discipline. We ask that students be polite and caring towards staff members and to their fellow students.

Supervision begins when the first school bus arrives each morning at 8:20 am. **Please do not send children to school before 8:20.**

If the weather is favorable, students are expected to place their belongings in their locker and return outside to play. In-days will be set on the following criteria:

- the temperature is below -20 Celsius
- the wind chill factor is at 1700
- wet/muddy conditions

Students are welcomed into the school at 8:30 a.m. Please ensure that your child dresses warm enough to play outdoors as they could go out at lunch or recess.

Teachers and supervisors provide supervision duty during the following times:

- 8:20 am - 8:50 am
- 11:29 am - 12:25 pm
- 1:55 pm - 2:10 pm
- 3:00 pm - 3:30 pm (bus students only)

## **Lunch Time Procedures**

Students will go outside to play from 11:29 to 12:00 and eat lunch in their classroom from 12:00 to 12:25.

- After dismissal, students are expected to go outdoors or to designated indoor areas. Students with a medical reason that they stay inside, must have a note. We urge parents to keep students at home if they are too ill to be able to participate in the full range of activities that constitute a day at school
- At 12:00, students must sit quietly while they eat. Failure to do so could result in a loss of the privilege of eating lunch at school.
- Each child is responsible to clean up before 12:25 pm. Classrooms must be ready for the afternoon instructional requirements.

Students who regularly eat lunch at school are expected to remain on the school grounds throughout the lunch break. Please notify the school, in writing, if your child has your permission to leave the school playground at lunch break. Children must check out and back in at the office on any days they go out for lunch. This is for your child's safety. **It is an expectation that students eating lunch off school grounds will return on time for pm classes.**

### **Extra-Curricular Programs**

Throughout the year a number of extra-curricular activities occur. These programs rely on teacher and parent volunteers and may vary based on both teacher and student interests. Encourage your child to listen and watch for announcements throughout the school year. Please contact the school if you, as a parent, are interested in volunteering to supervise an extra curricular activity.

### **Student Dances**

You are encouraged to enjoy yourself by joining in age appropriate activities. You must respect the following guidelines:

1. Only students of R.L. Angus School are welcome to our dances provided that:
  - Students are in attendance at school the day of the dance.
  - Student behavior has been acceptable, as determined by the teacher and the school administration.
2. Respectful and responsible behavior is expected.
3. Access to the building for dances will be as follows:
  - Enter the building through the mudroom door adjacent to the Music Room (on the Simpson Trail side of the school). Once in the school, students must stay in the school. Students are not allowed to wander in and out of the school during the dance.
4. Dancing will be age appropriate.
5. The student phone will be available only at the end of the dance.

### **Award Assemblies**

Awards will be given out at month-end assemblies throughout the year. Times and dates of these assemblies will be included in our school newsletters.

Parents of students who are receiving an award at the Assembly will be called.

### **Financial Barrier Statement**

All students will be offered the opportunity to participate in all school activities. If a financial barrier exists, students or parents are encouraged to approach school staff or the Secretary Treasurer at 250-774-2591 for assistance.

Refer to Appendix A: *Policy 6330*

## **Student Health and Safety**

### **Nut Allergies**

R.L. Angus School has a number of students enrolled with a varying degree of nut allergies. We ask parents to not send lunches and snacks containing nuts to school. Regardless of the content of a student's lunch, we request that your children remember to clean their hands after eating and not share the contents of their lunches.

### **Medication**

The school needs to be kept aware of medical conditions that may impact a child's learning at school. If there are any short or long-term medical conditions that are important for us to know about, please stop in at the office and let our secretary know. If the condition is serious the school and parent can then write up an emergency action plan for the child.

Medicine will not be administered to a child unless prescribed by a doctor. All medicine must be in the original container with the prescription label. Medication can not be sent to and from school by the child.

*A Medication Administration Form* must be signed by the doctor and kept on file in the office before any medication can be given. Please stop by the office to get the necessary forms before going to the doctor in order to save yourself two trips. All medication will be kept in the office and will be administered by designated personnel.

### **Legal Custody, Visitation Rights, Legal Change of Name**

Please contact the office if there is any information you wish to share regarding these issues. Remember, we must have legal documentation on file prior to denying access to any parent. Both parents have equal rights of access unless otherwise stated.

### **Visitors Policy**

Classroom visitation is encouraged. Your child's teacher will be glad to schedule a visitation at your request.

***All visitors, including parent volunteers, are required to report to the office upon arrival to receive authorization for their presence in the building.***

This is an important policy for two reasons:

1. For your safety, it is important that you let the school secretary know that you are in the building in case there is an emergency, such as a fire.
2. For the safety of your children, it is important that we know who is in the school and why.

## **Emergency Evacuation**

In the event of a situation requiring the evacuation of R.L. Angus students and staff from the school, the Fire Alarm Drill procedures will be followed. Should the duration of the evacuation or the temperature or inclemency of the weather dictate that shelter is needed for the student body; the marshaling of students will take place in the Fort Nelson High School Gymnasium. Should the conditions allow for outdoor marshaling, students will be moved to the soccer school field. In either event students will be positioned in their assembly positions.

The secretary of the school, using the FNSS telephones will contact parents (she may be assisted by a team of homeroom parents) if it is necessary to send students home. The buses will be called (at least three are available at all times) to transport students home. The school board and maintenance will be informed of the situation and other agencies (hospital, ambulance, police, fire department, etc.) will be informed as needed.

Should the high school be unavailable or unfit for safe use, another indoor marshaling point will be selected. All of the above procedures will be followed in this situation.

## **Fire Drills**

Students will practice fire drills several times during the school year.

## **Student Support Programs**

### **Student Services Resource Teacher**

Our Student Services Resource Teachers:

- Act as case managers, serving students who have high and low incidence special needs, those who have mild learning disabilities, those who speak English as a second language (ESL), are gifted and talented, or have special behavioral needs.
- Collaborate with the classroom teacher, parents, and other appropriate personnel, to develop and maintain Individual Educational Plans.
- Act as a consultant and resource person to teachers re: integration, learning disabilities, ESL, general remediation and individual special programs.
- Cooperatively plan with teachers effective program and/or methodology changes:
  - to assist the regular classroom teacher in altering instructional and assessment strategies related to individual students,
  - to assist in altering, adapting, modifying curriculum to meet the needs of students
- Communicate with parents as necessary.
- Work collaboratively with colleagues, school principals, and district office personnel in establishing and implementing policies which pertain to special education.

### **Counselling Services**

Our students have access to counseling services. If you believe that your child needs help dealing with problems of a non-academic nature, please contact your child's teacher or the Principal.

### **Elementary Challenge Program (ECP)**

The Elementary Challenge Program is intended to provide extended or exploratory studies (the studies may include curricular content but will not necessarily do so) for students who show interest and meet the criteria for admission to the program. Please speak to your child's teacher, or Mrs. Gilbert for more information.

## **Library Information**

### **Sign Out Materials:**

Our library is open from 8:30 am to 3:00 pm, Monday to Friday. There are regular, weekly class sign-outs where the students are helped by the teacher and library staff. Also, whenever students finish their books they may come to the library to sign-out new items, with their teacher's permission. To ensure all students have reading material, each teacher has a class collection of library materials. Parents are very welcome and are encouraged to come and sign out materials at any time during our school day.

### **Overdues:**

A book is overdue when it is not returned within two weeks. At this time, the student will be given a reminder. If a book is not returned, or not paid for, the student will not be allowed to take books out until the account is cleared, or the book is returned. These students will still have reading material in their classroom. We invite you to stop and see the facilities that your children use daily.

***Remember: Parents can sign out books to read to their children at home!***

## **Parents as Partners**

### **Classroom Volunteers**

Parents are welcome to volunteer in the school. Individual classroom teachers should be contacted to set up a suitable schedule. There are liability issues with parents conducting volunteer duties out of the view of the teacher; therefore we ask that volunteer work be done in the class with the teacher. Our Parent Advisory Council also organizes a number of other ways to volunteer in the school. We ask that if you are volunteering in the classroom you make babysitting arrangements for any pre-school children. The learning environment of our students needs to be protected.

### **Parent Advisory Council (PAC) and School Planning Council (SPC)**

Our school has an active and committed PAC and SPC.

Election of officers, and regular meeting dates, will be determined at the first meeting of the year. Our school newsletter will provide details of upcoming PAC meetings.

We encourage parents to get involved with the Parent Advisory Council and their many worthwhile initiatives. SPC reports regularly to our PAC, so attendance at these meetings will keep you informed about what is happening in your school.

For more information about PAC, you may contact:

President: Nadine Duchesne 250-774-2464  
Vice-President: Leanne Sandau 250-774-7644  
Secretary: Janice Adams 250-774-4329  
Treasurer: Jody Bergquist 250-774-6032

**Parental Concern Process Regarding Incident Involving their Child**  
**(Guidelines from Policy 2230)**

1. Talk to the classroom teacher, if comfortable, in situations where the concern involves the classroom or the teacher.
2. If not comfortable speaking with the teacher or if the incident involves a broader school or playground issue, take concerns directly to the Principal.
3. The Principal will address the issue. If a parent is not satisfied that their concern has been resolved, concerns should be taken to the Superintendent of Schools, who is the next level of appeal.
4. If a parent is not satisfied that their concern has been resolved at the Superintendent's level, they may appeal to the Board of School Trustees by phoning the Secretary-Treasurer at 774-2591, who will ask them for a letter describing the incident to be placed in the next Closed Board Meeting package. The parent will be asked to present their concern at the Closed Board Meeting. The Superintendent will contact parents to let them know the Board of School Trustees recommendations or decision.

**Please note:** the Principal, Superintendent or Board of School Trustees will not disclose confidential information regarding employee discipline or consequences applied to other students.

**Appendix A**

- ***Policy 6330***

## **Appendix B**

- **R.L. Angus Parking Diagram**