

École Porter Street Elementary  
A Learning Community



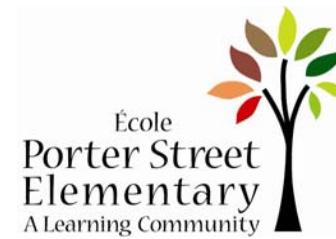
# Parent Handbook and Calendar

2009 - 2010

728 Porter Street,  
Coquitlam, B.C.  
V3J 5B4  
604-936-4296

<http://www.sd43.bc.ca/elementary/porter/Pages/default.aspx>





“Take care of yourself,  
Take care of each other,  
Take care of this place !”

Welcome to the 2009-2010 school year at École Porter Street Elementary, where we strive to create a caring, respectful community of learners. The school community is focused on creating a **socially-responsible school climate** to enhance student learning. Socially responsible individuals show “**community-mindedness**” in their responses to issues that arise and to the people around them. Though they may not always agree with others, they respect the ideas and beliefs of others, treat others fairly, and work with others to resolve conflicts constructively. We will continue to strive daily to foster the development of “community-mindedness” in our students.

Our school goal continues to be to **improve student comprehension skills in reading for information, including math literacy**. Reading skills are fundamental to success in a variety of curriculum areas, in students’ ability to deal with technical and reference materials, and, beyond school, in many leisure activities and most careers. Much of the daily reading done by adults is non-fiction reading in order to acquire, organize and interpret information. Given this reality, we feel that it would be very beneficial to our students to continue focusing on improving their skills in reading for information.

To help parents become acquainted with the many procedures and policies that help us run the school efficiently, we have created this handbook. We hope that this handbook and calendar of school events will prove to be a useful resource for you.

We look forward to a positive and rewarding year working with your children.

*The Staff of École Porter Street Elementary*



## DAILY SCHEDULE

Students should time their arrival in the morning so that they are prepared for class.

- 8:55 a.m. Bell invites students to line up at their designated entry door. Teachers lead students in to class.
- 9:00 a.m. Instructional day begins
- 10:30 a.m. Recess begins
- 10:45 a.m. Bell signals end of recess
- 12:00 p.m. Lunch hour begins. Students eat lunch in their classroom.
- 12:15 p.m. Bell signals start of lunch hour play time
- 12:45 p.m. Bell signals students to enter school for afternoon sessions
- 2:50 p.m. Teachers lead students to their designated dismissal door. Once your child has been dismissed, you are welcome to enter the building together so that your child can show you a hallway display or classroom project that he or she is excited to share with you.

Supervision of the school grounds is provided from 8:45 a.m. until the morning bell and from 2:50 p.m. until 3:05 p.m. Students should be picked up on time for their own safety.

### KINDERGARTEN INSTRUCTIONAL TIMES

9:00 a.m. - 11:30 a.m.  
12:20 p.m. - 2:50 p.m.

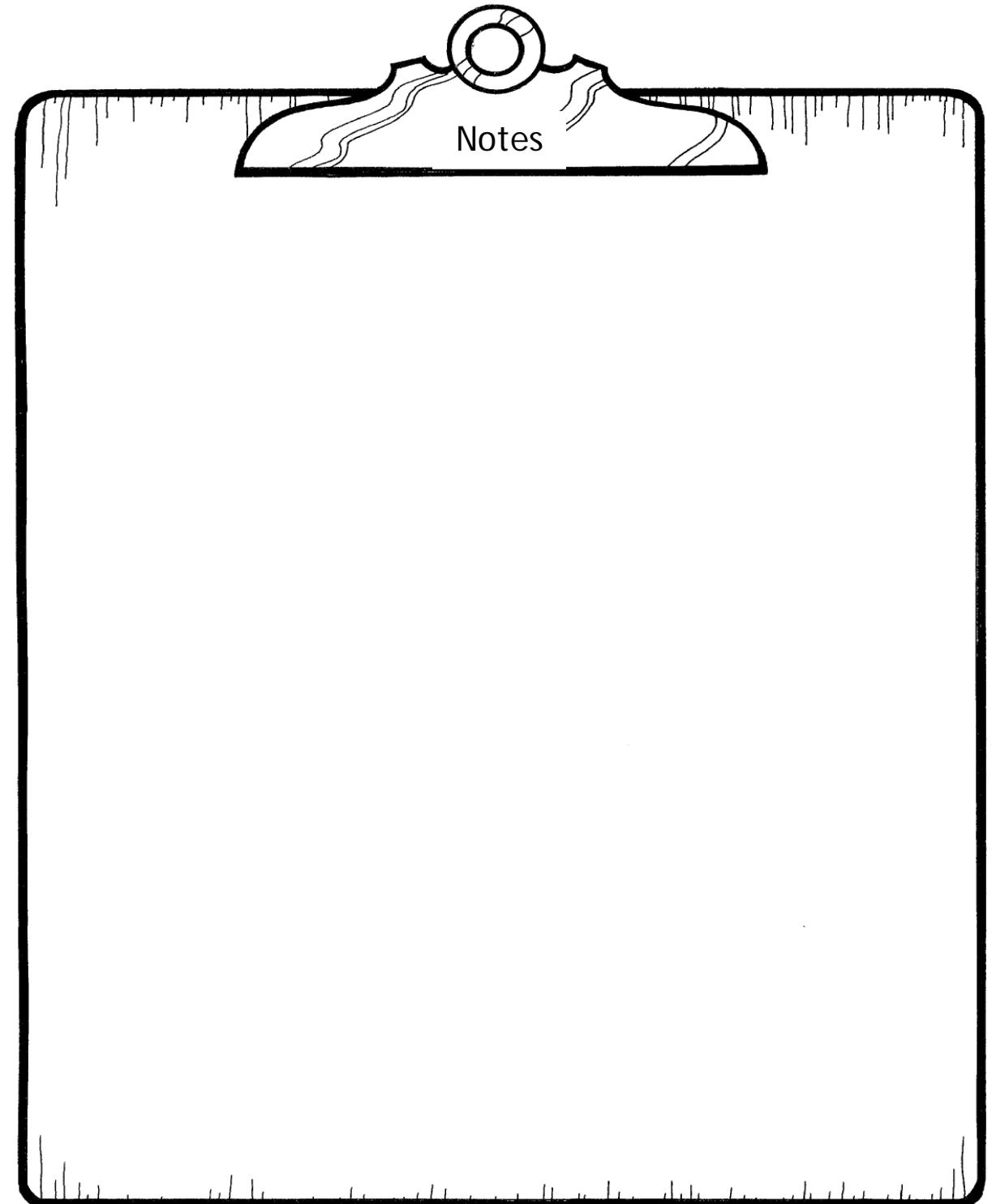
### OFFICE HOURS

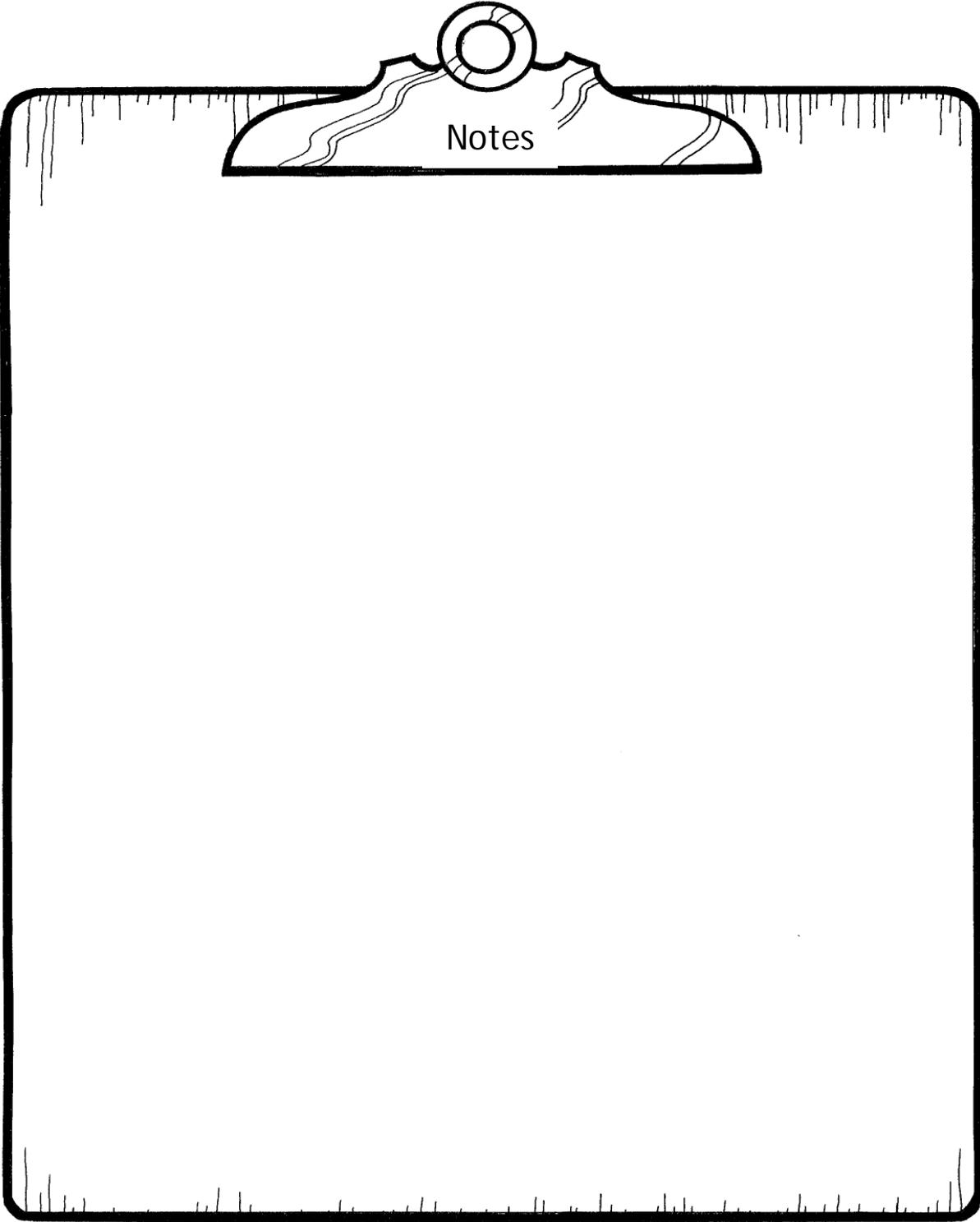
The school's general office is located inside the main entrance. The office of the principal is located in the general office. Office hours are 8:30 a.m. to 3:30 p.m., Monday to Friday.



### THE IMPORTANCE OF BEING ON TIME

Students are expected to be at school and ready to begin the day by 9:00 a.m. sharp ! Being on time is an important life skill for all of us and learning this begins in Kindergarten. Students who arrive late to class miss out on the important social interaction that takes place prior to the start of school. They also miss important information that teachers impart at the start of each new day. In addition to this, it is very disruptive to the whole class if the teacher has to stop a lesson or activity to bring the late students "up to date". Your cooperation in getting your children to school on time is very much appreciated.





Notes

## PARKING AND SAFETY

The safety of your children is a concern for all of us at Porter. We encourage you to use Grover Avenue and MacIntosh Street when dropping off and picking up your child(ren). Parking on the verge along these roads and entering the school grounds through one of the various gates on MacIntosh or Grover will ease congestion on Porter Street and will help you get your child(ren) to and from school safely.



We expect to re-open the north parking lot during this school year. Instructions will follow regarding the use of this lot when it is ready for use. Please respect all signage and remember that there is no parking or drop-off for parents in the south staff lot.

When crossing Porter Street on foot in front of the school, please be sure to use the crosswalk at the south end of the school. As often as possible, student crossing guards with a supervising adult will man that crosswalk from 8:40 - 8:55 a.m. and from 2:50 - 3:05 p.m.

Your cooperation in these matters will help to ensure maximum safety for everyone.

## EMERGENCY PREPAREDNESS



Our school will be conducting regular fire and earthquake drills during the school year to increase pupil's awareness of safe and orderly emergency procedures.

We have a comprehensive earthquake plan in place. This plan is reviewed by the staff and explained to the students each year. In the event of an earthquake or other serious emergency, the school may implement a controlled release of students for their safety and well being. Should this be necessary, the school will only release your child to "designated alternates" (these are persons authorized by you in your contact information) or, if necessary, to emergency medical personnel. Students will remain in the assembly area at the east end of the grass field along MacIntosh Street until an authorized adult comes to the school to pick up the student.

The process to pick up a student is as follows:

- 1) walk to school;
- 2) enter the school grounds from MacIntosh Street and find the student's teacher;
- 3) show valid photo identification to the teacher and sign the sign-out sheet to indicate that you are assuming responsibility for that student.

Please make sure that you complete and return all requests for contact information from the school and that you let the office know should there be any changes to the contact information of your designated alternates. Your cooperation in following our emergency process and procedures will facilitate the safety of all students.

## What if my child...

### is going to be absent ?

Advise the teacher by note beforehand or the school office (604-936-4296) on the day of the absence before 8:45 a.m. Remember that you will be contacted by office personnel if you do not notify the school of your child's absence.

### is going to miss several days of school due to illness/vacation/other reasons ?

Inform your child's teacher and make arrangements to pick up some assignments your child can work on at home.

### arrives late ?

Take or send your child to the school office to sign in at the front counter.

### has an appointment ?

Send a note to the teacher letting him or her know the required time of dismissal. Your child will meet you at the office, where you will sign out your child with the secretary before leaving the building.

### is going home for lunch ?

Your child will meet you at the office, where you will sign out your child with the secretary before leaving the building. Make sure your child signs in again when he/she returns.



### brings a lunch ?

Lunch is eaten in the classrooms. All children are expected to remain calmly seated at their desk while eating their lunch. The 12:15 bell signals students to tidy their eating area, put away their lunch bag and go outside to play.

Three Noon Hour Supervisors work at Porter every day. Our Noon Hour Supervisors work closely with the teachers and the principal to ensure the safety and well-being of all Porter students. The children are expected to show respect and courtesy to our Noon Hour Supervisors and to follow their directions as they would any other staff member.

### forgets something at home ?

Please drop off snacks, lunches and/or forgotten articles for your child at the school office. It is disruptive to have parents entering classrooms during the school day and we are very conscious of the need to be aware of adults in the school or on the grounds.

Wed.	Thurs.	Fri.
2	3	4
9	10	11  Sports Day  Dismissal at 2:00 p.m.
16	17	18  Popcorn Day  Grade 4 Canoeing Trip
23  Monthly Gathering 9:10 a.m. in the gym	24  Fr. Im. Pétanque Tournament Gr. 4 - 5: 9:30 - 11:30 a.m.	25
30 Administrative Day  NO CLASSES		2010



weighs over 18 kg (40 lb.) but has not reached the height of 145cm (4' 9 ") and is not yet 9 years-old ?

If this is the case, then your child is required by law to use a booster seat when being transported in a car. If your child is going on a school field trip in another parent's car, then please bring your child's booster seat to school to be installed in that other parent's car for the trip. The school has a limited number of booster seats available for use during field trips should you not be able to provide one.

### What if I...

**will be late picking up my child ?**

Please phone the school office at 604-936-4296 to let us know. We will have your child wait for you in front of the school office in the security of the building.

**want to discuss my child's progress ?**

Reporting is an ongoing dialogue between the teacher, parent and student intended to support learning by sharing information about goals, outcomes and experiences on as continuous a basis as possible. **Parents are encouraged to contact their child's teacher at any time to share information, ask questions or discuss concerns.**

In **September**, teachers conduct **Intake Interviews**, which are individual conferences with parents. The emphasis for these conferences is for parents to share information about their child with the teacher in order for the learning experience for the year to be most effective. Teachers are just getting to know the students, and find it beneficial to have parents speak from experience about their child and share their insights. These interviews also give parents a chance to ask any questions they may have about the educational program for the year.

A second informal conference takes place in **mid-February**. This conference includes the child in what we call a **Student-Led Conference**. The focus is having the child share his/her work with his/her parents while the teacher is present to explain or answer questions that may help the parent understand the progress the child is making. In this type of conference, teachers will often have several students and parents in the room at the same time.

Formal written progress reports are issued three times each year. This year, these **formal reports** will be sent home on **December 11<sup>th</sup>, March 19<sup>th</sup> and June 29<sup>th</sup>**.

A formal progress report is not intended to stand entirely on its own, but rather to complement the other aspects of the reporting process.



Wed.	Thurs.	Fri.
5	6	7
12	13	14  Popcorn Day
19	20	21  School-based PRO-D Day  NO CLASSES
26  District Track Meet	27  Monthly Gathering 9:10 a.m. in the gym. Track ribbons will be given out.	28 PAC Family Year-end Event 4:00 p.m. - 7:00 p.m. Cake and ice cream provided by Porter Staff in appreciation of our supportive parent community.

MAY	Mon.	Tues.
Notes:  Sunday, May 9 <sup>th</sup> , is Mother's Day.	3  PAC Annual General Meeting 7:00 p.m. in the PAC room Childcare provided.	4
	10	11
	17	18
	24 Victoria Day  NO CLASSES	25
	31	

The purpose of the **formal progress report** is to describe your child's progress in relation to curriculum learning outcomes. The formal report for every child contains structured written comments that provide information about:

- what your child has learned to do or to understand;
- your child's behaviour, including attitudes, work habits, effort and social responsibility;
- the areas in which your child requires further attention or development; and
- ways of supporting your child's learning.

It is important to note that teachers and parents never know all that a child knows. A report card is merely a **snapshot**, a tiny slice of a child's learning over a given period of time. It is through talking with the child, looking at what the child creates, and watching the child in action that we gain a clearer, more comprehensive understanding of the child's progress.



**want to speak to my child's teacher by telephone ?**

Teachers cannot leave pupils unattended during instructional time to take calls. Should you wish to speak to a teacher, please call during non-instructional time before or after school, or leave a message with the secretary to have the teacher return a call. The teacher will do so the same day if possible.

**have concerns specific to my child ?**

Always speak with your child's teacher first about your concern. Please make an appointment to do so rather than catching the teacher in the hall. Usually the issue can be dealt with at this level and this leaves you and the teacher in a mutually-informed position. If you and your child's teacher have not been able to solve or satisfactorily deal with your concern, make an appointment to discuss the issue with the principal or the principal and teacher together.

**have concerns specific to the classroom or the school ?**

Once again, speak with your child's teacher first. Often additional information is all that is needed for greater understanding of the situation. If your concern is "out of the teacher's hands" and you still have questions, then your next step is to contact the school principal. He may be able to deal directly with your problem or can direct you to the resource person who can.

**want to volunteer in my child's classroom ?**

Regulations put in place to ensure a secure school environment require all volunteers in School District #43 (Coquitlam) schools to complete a set of Volunteer Application Forms and to have a Criminal Record Check done. (The Volunteer Application Forms must be completed every year but the Criminal Record Check is good for five years.) Once your paperwork has been approved, a volunteer badge







MARCH	Mon.	Tues.
Notes:	1	2
	8	9
	15	16
	22	23
	29 	30 

- bullying (physical, verbal, relational, cyber); and
- illegal acts, such as
  - possession, use or distribution of illegal or restricted substances;
  - possession or use of weapons;
  - theft or damage to property (District Policy 17).

#### Process for Solving Problems in Peaceful Ways

The staff of École Porter Street Elementary will address student behaviour as it is observed and reported. Staff endeavours to deal with behaviour in a restorative rather than punitive fashion wherever possible and appropriate.

Staff actively teaches “STP” strategies to children, specifically to Stop, Think and Plan when confronted with a problem. Children learn how to identify and exercise positive options, including when best to involve an adult in problem-solving.

Whenever a student exhibits behaviour that is deemed to be inappropriate, the staff member may ask the student to ‘rate’ his/her behaviour. Behaviour that is ‘not yet within expectations’ will be supported in the following fashion:

- For a minor deviation from expected behaviour, a staff person will speak directly to the child and ask the child to rate his/her behaviour and identify how the behaviour could be different by making a different choice. An appropriate consequence may be designed to promote positive behaviour choices.
- Should a student deviate from expected behaviours in a more serious or in a repeated fashion, consequences may include time out, community service, a behaviour support paper or a written apology. Parental support in reviewing the school’s Code of Conduct may be requested.
- For serious deviations from expected behaviour, logical consequences will be used. These may include meeting with the principal, being asked to eat lunch at home, a meeting with parents, an in-school suspension or, in even more extreme cases, a form of external suspension.

All school members must:

- Be aware of and familiar with the District Acceptable Use Policy while using school technology.
- Be aware that they may be subject to discipline for on or off school property misuse of technology if it negatively impacts the school environment.

- Not discriminate against others on the basis of race, religion, disability, sex or sexual orientation, or for any other reason set out in the Human Rights Code of British Columbia, and not publish or display anything that would indicate an intention to discriminate against another or expose another to contempt or ridicule on the basis of any such grounds.

**Rising Expectations** - Min. Or. 6 (d), 7(b)

- It is expected that student achievement in terms of personal responsibility and self-discipline will increase as they move through the grades.
- The school endeavours to match logical consequences with deeds and level of severity.

**Notification**

Staff members involved will exercise their responsibility to inform parents of student offenders when the behaviour is deemed to be in serious violation of the Porter Street Code of Conduct or the District Code of Conduct. Parents of student victims will also be notified in such instances.

**Follow-up**

Follow-up of all serious breaches of the Code of Conduct may include but are not limited to:

- Meeting with the parent before re-entry after a suspension
- Meeting with the student violator prior to return to class
- Where appropriate, follow-up with the victim in not more than 2 weeks and again in not less than 6 weeks to substantiate that bullying behaviours have ceased.

Wed.	Thurs.	Fri.
3	4	5
10	11 Usborne Book Fair  Early Dismissal at 1:45 p.m. for Student Led Conferences until 7:00 p.m.	12  District PRO-D Day  NO CLASSES
17	18	19  Popcorn Day
24  Monthly Gathering 9:10 a.m. in the gym	25	26  Grade 3 Snowshoeing Trip
		2010



SEPTEMBER	Mon.	Tues.
<b>Notes:</b>  Parents are most welcome to join us throughout the year for school events such as monthly gatherings, fun runs, public speaking festivals and performances by visiting artists.		1
	7	8  Gr. 1 - 5 students will attend from 10:00 - 10:30 a.m.
	14 Planners sent home with students in Gr. 1 - 5.	15
	21  The International Day of Peace	22  Scholastic Book Fair Preview for classes and teachers throughout the day.
	28	29

Wed.	Thurs.	Fri.
		1 
6	7	8
13	14	15  Popcorn Day
20	21	22  District PRO-D Day  NO CLASSES
27 Monthly Gathering 9:10 a.m. in the gym  Family Literacy Day	28	29

JANUARY	Mon.	Tues.
Notes:		
	4  School is back in session.	5
	11  PAC General Meeting 7:00 p.m. in the PAC room Childcare provided.	12
	18	19
	25	26

Wed.	Thurs.	Fri.
2	3	4
9  3 Rs Week	10  3 Rs Week	11 First Morning in New Class  International Potluck Luncheon, 1:00 p.m.  Dismissal at 2:00 p.m.
16	17  Photo Day (Individual Pictures)	18
23 Scholastic Book Fair (8:45 a.m. - 7:00 p.m.)  Early Dismissal at 1:45 p.m. for Intake Interviews	24 Scholastic Book Fair Terry Fox Run 12:50 p.m. - 1:40 p.m. Early Dismissal at 1:45 p.m. for Intake Interviews	25  District PRO-D Day  NO CLASSES
30  Monthly Gathering 9:10 a.m. in the gym		



DECEMBER	Mon.	Tues.
Notes:		1
	7	8
	14	15
	21 -----	22 -----
	28 -----	29 -----

Wed.	Thurs.	Fri.
	1	2  Popcorn Day
7	8	9  Turkey Trot Fun Run 1:45 p.m.
14	15  Guest Performing Artists: Vancouver Opera 1:30 p.m. in the gym	16  PAC Family Donations Due
21  Photo Retake Day 9:00 a.m.	22	23  Provincial PRO-D Day  NO CLASSES
28  Monthly Gathering 9:10 a.m. in the gym	29	30  Popcorn Day  Halloween Costume Parade, 1:00 p.m.  2009

NOVEMBER	Mon.	Tues.
Notes:      Canadian Children's Book Week, Nov. 14 <sup>th</sup> - 21 <sup>st</sup>  "The Power of One" Week	2  PAC General Meeting 7:00 p.m. in the PAC room Childcare provided.	3
	9	10  Remembrance Day Assembly 10:50 a.m.
	16	17
	23	24
	30	

Wed.	Thurs.	Fri.
4	5	6
11 Remembrance Day  NO CLASSES	12	13
18	19	20  Popcorn Day
25  Monthly Gathering 9:10 a.m. in the gym	26	27
		2009