



Welcome to Walton Elementary

欢迎来到沃尔顿小学

Welcome to Walton Elementary School, 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. Walton is a Kindergarten through Grade 5 Learning Community offering balanced educational programs in English and in a Mandarin Bilingual Program including academics, library, fine arts, learning assistance, ELL, and athletics. As learners, our students are a diverse group, and we do all that we can to encourage the development of each child. By providing fun, positive learning experiences that are inclusive and supportive of all students, we help our students to engage in their own learning and to set goals for academic, social and physical achievement.

School and Community Context 学校和社区背景

Walton Elementary School is located within walking distance of LaFarge Lake and many Coquitlam recreation facilities including the Aquatic Centre, Skytrain, Evergreen Cultural Centre, Percy Perry Stadium, and the Public Library. Walton Elementary School has a diverse catchment area ranging from single-family homes to apartment complexes. With a current school population of approximately 540 students, Walton is School District 43's largest elementary school. Approximately half of our student population is enrolled in the Mandarin Bilingual Parent. This program services children from across the Tri-Cities area.

Our School Goal 学校目标

Walton Elementary has aligned its school goals with SD 43 Directions 2025 document. There are three parts to Walton's school goal, which include an academic goal, a human and social development goal, and a focus on

indigenous learning principles. The purpose of Walton's goal is to create safe and supportive learning environments by examining our identity, culture, racial identity, gender identity and respecting and celebrating diversity in all forms. To guide our work for this goal our focus will be on the academic area of reading comprehension as it is a key ingredient to academic success in most subject areas. We will also be using the Indigenous First People's Principles of Learning; "Learning requires exploration of one's identity" and "Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits and the ancestors" to help guide our learning around this goal.

Parent Advisory Committee (PAC) 家教会

The school has a very supportive and active parent community. Our Parent Advisory Committee (PAC) initiates many special events for families each year. Our PAC takes an active role in making our school much more than just a place for kids to learn and helps to build a feeling of community. We encourage you to consider being an active part of our PAC. You can learn about our PAC at www.waltonpac.ca

School Hours 上课时间

8:45 a.m.	Welcome to school bell
8:50 a.m.	Classes in session bell
10:20 -10:35 a.m.	Recess
12:05 – 12:50 p.m.	Lunch
2:43 p.m.	Dismissal

Traffic and Parking Safety 交通安全

Please note that the parking lot is for staff use only. Parents are expected to park on the street near the school. There is a drop off zone right beside the school and drivers are expected to be respectful of this and simply drop off their children in the morning. This area is closed to all but licensed daycare buses after school. Drivers are expected to remain in their vehicles. Unattended vehicles and those blocking the fire lane may be towed.

Home and School Communication 家长与学校的沟通

School News:

Most communication from our school office is done via email.

Please check your email daily. Classroom and school newsletters are mostly paperless.

Parents need to complete the School Policy E-Form found at www.sd43.bc.ca/school/walton to ensure they are on the office's email list

School Calendar

Schools Open	Tuesday, Sept 5, 2023
Non-Instructional Day (Common District Day)	Friday, Sept 22, 2023
Truth & Reconciliation Day Stat Holiday	Monday, Oct 2, 2023
Thanksgiving Day	Monday, Oct 9, 2023
Non-Instructional Day	Friday, Oct 20, 2023
(Common District/ Common Provincial Day)	
School Closure Day	Friday, Nov 10, 2023
Remembrance Day Stat Holiday	Monday, Nov 13, 2023
Schools Close for Winter Vacation (last day in session)	Friday, Dec 22, 2023
Winter Vacation Period	Mon, Dec 25 to Fri, Jan 5, 2023
Schools Re-open after Winter Vacation	Monday, Jan 8, 2024
1 st School Based Non-Instructional Day:	Monday, Jan 29, 2024
BC Family Day	Monday, Feb 19, 2024
Non-Instructional Day (Common District Day)	Friday, Feb 23, 2024
Schools Close for Spring Vacation (last day in session)	Friday, Mar 15, 2024
Spring Vacation Period	Mar 18 to Mar 28, 2024
Good Friday	Friday, Mar 29, 2024
Easter Monday	Monday, Apr 1, 2024
Schools Re-Open after Spring Vacation	Tuesday, Apr 2, 2024
Non-Instructional Day (Common District Day)	Friday, Apr 19, 2024
Victoria Day	Mon, May 20, 2024
2 nd School Based Non-Instructional Day:	Monday, June 4, 2024
Last Day of School for all Students	Thursday, June 27, 2024
Administrative Day	Friday, June 28, 2024

Please note that Walton's two **school based** pro-d days are likely different from other schools.

A more detailed calendar can be found on our school website!

Parent Expectations School Safety 安全守则

To ensure a safe and orderly school, we remind parents that any time during the school day that you are on the school premises, including the playground, you are to sign in at the school office and wear your volunteer or visitor badge.

Parents who are in the school during the school day are required to complete the appropriate volunteer application forms and have a completed criminal record check on file at the school office.

All students have an assigned entry/exit door where their teacher will meet them each morning and dismiss them from each afternoon. This is the place where parents and caregivers should meet their children at the end of each school day.

Parents are reminded that in the case of absence, the school office needs to be notified prior to the commencement of classes for the day.

Learning time is of the utmost importance at Walton therefore classes will not be interrupted for deliveries or dismissals during the day. Kindly notify teachers if your child has an appointment so that he/she may meet you at the office at the appropriate time. Should you need to leave something at the office for your child, please ensure it is clearly labelled.

In the event of an issue between students at school, or at a school event, parents are expected to not intervene and reprimand or confront another child. Parents can ask school staff for assistance to help resolve any issues between students.

Classroom News:

Please check your child's planner daily and ensure that it is at school each day to promote home/school communication. Open and trusting communication between parents and teachers is essential to a successful learning environment. Working together is the best way we can all meet the needs of each child. Should parents have a concern, kindly contact your child's teacher first. It is usually easy to solve problems quickly and effectively at this level.

If teacher and parent concerns still cannot be resolved, the principal will be consulted and every attempt will be made to assist in resolving problems.

Our Website 我们的网站

www.sd43.bc.ca/school/walton

www.waltonpac.ca

The Staff of Walton Elementary School

A Learning Community

沃尔顿全体教职员上



Policies and Administrative Procedures Overview

June 2022

Complete copies of the following policies and administrative procedures (APs) are available on the school district website: www.sd43.bc.ca (under Board of Education)

1. District Code of Conduct – Policy 17

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically: The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules
- attend classes punctually and regularly
- work cooperatively and diligently at their studies and with home assignments
- respect the rights of all persons within the school including peers, staff and parents
- respect the legitimate authority of the school staff
- respect the school's physical school facilities
- respect the ethnic diversity of our school community
- behave in a safe and responsible manner at all times
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

2. Violence, Intimidation and Possession of Weapons - Policy 18

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral

expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

Student Threat Assessment Protocol: A student threat assessment will be initiated by the school's multi-disciplinary Violent Threat Risk Assessment (VTRA) team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

3. Closure of Schools for Extreme Weather Conditions – AP 132

In the case of extreme weather conditions, the Superintendent or designate has authority, on behalf of the Board, to temporarily close a school.

Procedures: As a general expectation, parents are to be advised that schools are open. If parents believe the local conditions are unsafe, they may keep their child at home or arrange his/her early dismissal. If schools are to be closed before classes begin, an announcement will be made by 6:30 a.m. on the school district website and school websites. Announcements may also be made on School District 43 (Coquitlam) (SD43) social media and local radio stations. For more information visit: www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx.

4. Digital Responsibility for Students – AP 140-2

The District endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning.

When using technology, district electronic mail (email) services, social networking, collaboration, blogging, media sharing tools, in relation to their role, students and staff are expected to act as appropriate digital citizens as laid out in the procedures.

5. Tobacco and Vapour Products Free Environment – AP 171

All school property is designated "tobacco and vapour product free". Therefore, every person, including a student, employee or visitor, is prohibited from smoking, using tobacco or vapour products of any kind, or holding lighted tobacco on school property at any time, including non-school hours.

6. Race Relations – AP 205

The District acknowledges the challenge of becoming responsive to the needs of a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada.

As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework which will promote and support equity, justice and access to all.

7. Formal Intervention and Suspension of Students – AP 355

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and district must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behavior.

The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

8. Personal, Discriminatory, and Sexual Harassment – AP 356

The District recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment. The District, all staff members, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment, fear and discrimination.

9. Resolution of Student or Parent School Concerns – AP 380

The District encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

Procedures: Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

A. Teacher or Classroom Level Problem

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the Principal.

3. If still unsatisfied with the outcome, discuss your concern with the Assistant Superintendent (contact the board office at 604-939-9201).
4. Unresolved matters may be referred to the Board as per Board [Policy 13](#).

B. Principal or School Level Problem

1. Discuss directly with the Principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Assistant Superintendent (see contact information above).
3. If not resolved, refer to the Board as per Board Policy 13.

It is expected that SD43 personnel will seek a resolution to the problem as quickly as possible.

SCHOOL POLICIES

Please complete the On-Line School Policy

Page at:

<http://www.sd43.bc.ca/school/walton/>



You can fill in forms for Walking Field Trips; Photo Permission, Code of Conduct, and Digital Responsibility!

