

# **Silverdale Elementary Handbook & Planner**

**2016/2017**



29715 Donatelli Avenue  
Mission, BC V4S 1H6  
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Website: <http://silverdale.mpsd.ca>

## Mission Public Schools 2016/2017 Regular School Calendar

|   |                      |
|---|----------------------|
| Labour Day .....  | Mon., Sept. 5, 2016  |
| Schools Opening Day for Students .....                  | Tues. Sept. 6, 2016  |
| <b>Non Instructional Day</b> .....                      | Fri. Sept. 23, 2016  |
| Thanksgiving .....                                      | Mon. Oct. 10, 2016   |
| <b>Provincial Professional Development Day</b> .....    | Fri. Oct. 21, 2016   |
| <b>Non Instructional Day</b> .....                      | Mon. Oct. 24, 2016   |
| Remembrance Day .....                                   | Fri. Nov. 11, 2016   |
| <b>½ Day Assessment/Evaluation (morning only)</b> ..... | Thurs. Nov. 10, 2016 |
| <b>Parent/Student/Teacher Conferences</b> .....         | Fri. Nov. 25, 2016   |
| Last Day before Winter Break .....                      | Fri. Dec. 16, 2016   |
| Schools Reopen .....                                    | Tues. Jan 3, 2017    |
| Family Day .....  | Mon. Feb. 13, 2017   |
| <b>District Professional Development Day</b> .....      | Fri. Feb. 17, 2017   |
| <b>½ Day Assessment/Evaluation (morning only)</b> ..... | Fri. Feb. 24, 2017   |
| <b>Parent/Student/Teacher Conference</b> .....          | Fri. Mar. 10, 2017   |
| Spring Break .....                                      | Mar. 13 - 24, 2017   |
| Schools Reopen .....                                    | Mon. Mar. 27, 2017   |
| Good Friday .....                                       | Fri. Apr. 14, 2017   |
| Easter Monday .....                                     | Mon. Apr. 17, 2017   |
| <b>Non Instructional Day</b> .....                      | Fri. May 19, 2017    |
| Victoria Day .....                                      | Mon. May 22, 2017    |
| Last Day of School for Students.....                    | Thurs. June 29, 2017 |
| Administrative Day .....                                | Fri. June 30, 2017   |



Dear Silverdale students and families

Welcome back to another exciting year at Silverdale Elementary!

Here at Silverdale, we are committed to working as a community to provide quality education for our students. The 2016/2017 school year will see our continued focus on working toward our literacy, numeracy, and social responsibility goals. We believe that every student, family, and member of staff play an important role in achieving these goals.

As part of the larger Silverdale Community, we benefit immensely from the active participation of our families and neighbours. We have been very fortunate to offer many opportunities for all students to become involved, and to use their strengths and gifts in positive ways.

Personally speaking, I am excited to be returning to Silverdale to continue working with the students, staff, and families of the Silverdale community.

I encourage you to contact me by email ([angela.condon@mpsd.ca](mailto:angela.condon@mpsd.ca)) or to contact me at the school (604-826-2526) if you have any questions or concerns.

I look forward to working with you and to a great 2016/2017 school year.

- Ms. Angela Condon  
Principal

### Silverdale Elementary Mission Statement

Silverdale School is committed to working, as a community to provide quality education for our children, focusing on respect and responsibility.

### Silverdale Elementary School Goals

1. **Literacy:** To improve reading comprehension for students in K through Grade 6.
2. **Numeracy:** To improve students' ability to problem-solve
3. **Social Responsibility:** To provide opportunities for our students to participate in more local and global activities. To promote opportunities for all students as we continue to develop our school community.

## SCHOOL STAFF

|                           |   |                      |
|---------------------------|---|----------------------|
| Principal                 | Ms. Angela Condon   |                      |
| Division 1                | Mrs. Jana Schellauf   | Gr 5/6               |
| Division 2                | Mrs. Judy McGowan   | Gr 4/5               |
| Division 3                | Mrs. Dalila Vroom   | Gr 3                 |
| Division 4                | Mrs. Joan Lahey   | Gr 1/2               |
| Division 5                | Mrs. Terra Warmerdam  | Gr K/1               |
| Teacher Librarian         | _____   | (Tues/Wed)           |
| Music Teacher             | _____   | (_____)              |
| ELL Teacher               | Ms. Mandy Sadhra  |                      |
| Learning Support Teacher  | Ms. Angela Condon   | (M-F AM)             |
| Education Assistants      | Ms. Michele McGowan<br>Mrs. Michele Pausch<br>Mr. Frank Wachal<br>Mrs. Stephanie Bucsis<br>Ms. Meryl Thomas |                      |
| Youth Care Worker         | Mrs. Tina Ramsey  |                      |
| School Secretary          | Mrs. Laura Miller   |                      |
| Noon hour Supervisors     | Ms. Dorothy Flynn<br>Mrs. Teresa Klimmer<br>Ms. Ginny Melo Isbister   |                      |
| Aboriginal Liaison Worker | _____   |                      |
| Halqemeylem Teacher       | Ms. Malila Giroux   |                      |
| Building Service Workers  | Mr. Rob Willems   |                      |
| StrongStart Coordinator   | Mrs. Julie Gerbrand   | (Tues AM & Thurs AM) |

## SCHOOL HOURS

|               |                          |
|---------------|--------------------------|
| 8:15          | Morning Bell             |
| 8:20 – 10:00  | Instructional Session #1 |
| 10:00 – 10:15 | Recess                   |
| 10:15 – 12:00 | Instructional Session #2 |
| 12:00 – 12:30 | Lunch (Play)             |
| 12:30 – 12:45 | Lunch (Eat)              |
| 12:45 – 2:13  | Instructional Session #3 |

## OFFICE HOURS

8:00 – 2:45. Messages left on the school answering machine will be checked during office hours.

## **SCHOOL PROCEDURES AND OPERATIONS**

### **Before and After School**

Our busses arrive at approximately 8:00am and from this time until the bell we have supervision on the playground. The school buses depart the school by 2:20 and after this time we are **unable** to provide any outside adult supervision. Students who plan to remain at the school after this time, either in the front or back of the school, must do so with parental supervision.

### **ClubKids**

Silverdale is very fortunate to be a host to the District of Mission's Club Kids program. This is an afterschool care program that runs every day from 2:15 – 5:30pm. Parents must register their children with the District of Mission at the rec centre. If you have any questions please check at the office.

### **Late/Absences**

Please communicate with the teacher/school and inform us if your child will be away from school. This helps us ensure that all students who leave home in the morning have arrived safely at school. Students who arrive late to school are requested to check-in at the office and obtain a "late slip"

### **Leaving School Grounds**

Students are **not** permitted to leave the school grounds unless they are going home for lunch and have signed permission to do so.

### **School Records**

Please inform the school as soon as possible of any change in address, phone number or emergency contact information. In the event of an emergency it is essential we have the correct information.

### **School Closures**

Mission Public Schools communicates school closures through:

Mission Public Schools' Website: [www.mpsd.ca](http://www.mpsd.ca)  
STAR FM 98.3 FM and CKWX News 1130 AM

### **Front Door Use**

To ease congestion and aid organization, the front doors of the school are only to be used by staff, parents, visitors, and students who may be late. Otherwise students wishing to enter the school are to line up at their specific class door in the morning.

### **Lunch Time Procedures**

Students are dismissed for their break at noon and they eat lunch from 12:30 to 12:45. Students are expected to go outdoors at recess and at lunch on outdoor days. On inside days students are expected to stay in their rooms for quiet activities.

### **Dress Code**

Students are expected to be dressed in a manner acceptable for a school environment. Hats are **not** to be worn in the school. Clothing is expected to cover shoulders, back, and midriff. Clothing with offensive slogans, graphics, or profanity (including those that promote alcohol, tobacco, and other drugs) are not acceptable.

### **School Telephone**

The school telephone may be used by students for emergencies only. Students may not use the phone to make personal arrangements, i.e. permission to visit friends. Students are requested to make such personal arrangements regarding permission to visit friends etc. before school.

### **StrongStart**

Silverdale is very proud of our StrongStart program which runs on Tuesdays and Thursdays from 8:30 – 11:30am. StrongStart provides school based early learning services for adults and children, aged birth to five, at no cost to families. Children get access to high-quality learning environments and benefit from social interactions while the adults who accompany them learn new ways to support learning, both at the program and at home.

### **Lost Books**

Silverdale has a beautiful collection of library books and we spend a considerable amount of dollars on textbooks and other resources. If a school item is borrowed and not returned we will ask for reimbursement. We appreciate you helping us maintain these valuable resources.

### **Personal Items at School**

Some specific school policies to take note of are:

- The school is not responsible for any electronics (i.e. games and gadgets) brought to school.
- No weapons, real or toy, are allowed at school such as guns, knives, or laser pointers.
- Cell Phones – We understand that some parents wish their students to have a cell phone for safety. In order to maintain a safe, caring, and orderly environment for learning, cell phones or other portable electronic devices may not be used during the school day. Students not complying with these guidelines will be subject to discipline and the phone may be taken away and returned to the parent/guardian. Parents are always welcome to contact the school to have messages passed on to their children.

## **THE HOME/SCHOOL CONNECTION**

### **Attendance**

Regular attendance at school is important for two reasons:

1. Absentees miss important concepts which are taught in the classroom in ways that may not be learned through “catching-up” methods of using textbooks and photocopies.
2. Absence with parent permission due to reasons other than illness places a lesser value on education in the eyes of the child.

Parents should carefully consider plans to take a child out of school for reasons other than those stated in Provincial School Regulations which are: student illness, contagious disease in the home, and danger to student’s health due to exposure.

### **Newsletters, School Website, and “This Week at Silverdale”**

Monthly newsletters and weekly activity emails are sent electronically and posted on our school website: [www.silverdale.mpsd.ca](http://www.silverdale.mpsd.ca). Please ensure the office has your email address.

### **Parent Advisory Committee**

We are fortunate to have a dedicated group of parents who make a huge difference in our school with all the volunteering and care they extend to students and staff. Silverdale PAC meetings occur monthly. Please see the school newsletter and website for dates and times. All parents are welcome to participate and we welcome ideas and suggestions.

### **Student Progress**

There are three official reporting periods (November, March and June). In addition to this, there are two informal reporting times. Teachers may choose when these informal reports are provided and what format will be used. We encourage parents to formally meet with teachers to discuss student progress at least once per year. Parents should feel free, however, to contact their child's teacher at any time to discuss student progress or other concerns.

### **Communication Policy**

Students succeed best when the school and parents work in partnership. Therefore it is important to establish open and honest two-way communication between home and school. If a parent has a concern, the school district's protocol is for the parent to discuss the issue first with the teacher. It is the teacher's responsibility to keep the principal informed. After conversation with the teacher, the principal may become involved at the request of either the teacher or the parent.

### **Parent Involvement/Volunteers**

Students excel when parents are active participants in the school community. Some ways of becoming involved include: assisting with a special project in the classroom, acting as a "guest speaker," assisting in cutting, pasting, and sorting activities, supervising on field trips, coaching, attending PAC meetings, and transporting students to sporting events. All volunteers must complete a volunteer application form annually and maintain a current criminal record check with the school district. These forms are available at the office and on our school website.

### **Assemblies**

Parents are invited and encouraged to attend school assemblies. Assembly times offer the opportunity to showcase student learning, recognize student achievement, share a special event, provide information, and increase a sense of community. Upcoming assemblies will be noted on the school website, in school newsletters, and in the weekly activities email sent to parents.

## **BEHAVIOUR EXPECTATIONS**

### **Silverdale STAR Student Code of Conduct**

Safety First  
Take Responsibility  
Act Kindly  
Respect Others

The Code of Conduct is in place in order to:

- Maintain a safe, caring, and orderly environment for learning.
- Support an appropriate balance between individual and collective rights, freedoms, and responsibilities
- Demonstrate respectful conduct for self and others during school functions at any location

### **Acceptable Conduct**

- Respecting yourself, others, and property
- Thinking and playing safely
- Reporting to an adult if help is needed
- Being positive and kind
- Taking pride and striving for personal best
- Avoiding situations which may not lead to acceptable conduct

### **Consequences for Unacceptable Conduct**

Discipline will be similar to that of a kind, firm, and judicious parent. The severity and frequency of unacceptable conduct, as well as the age and maturity of students, is considered in determining appropriate actions.

At Silverdale we believe that as students progress through maturity, we expect increasing personal responsibility and self-discipline. We believe that discipline should be a learning experience for students, and teachers devote class time to discussing personal and social responsibility with students. Students who display inappropriate behavior may receive one or more of the following consequences: warning, counselling by the supervising adult, peer counselling, time out, loss of recess/lunch hour privileges, assignment of cleanup or other service task, detention, in-school suspension, restorative justice, and possibly out of school suspension.

## **HEALTH AND SAFETY**

### **Parking, Drop-off, and Pick-up Locations**

In order to maintain visibility of oncoming vehicles and students who are crossing the street, there is no parking permitted in the bus zone or in front of the mail boxes. Please avoid these tempting locations and also remember that BC is working toward being "idle free."

### **Dispensing Medications**

The school requires a form signed by a physician (as well as the prescription bottle indicating the drug and dosage) in order to dispense any medications. This includes both prescription and over-the-counter drugs. Please contact the school office to get the required form.

### **Visitors**

All visitors, those who are not students or staff, are kindly required to report to the office.

### **Head Lice**

Check your child's hair often. If you do detect head lice, please let us know so that we may inform other parents to be on the lookout. For more information on head lice, contact the Mission Public Health Unit.

### **Student Injury/Illness**

The British Columbia School Act gives teachers the same responsibility as that of prudent parents. In the event of minor bumps, cuts, and bruises, we will administer the appropriate first aid. If there is any question as to the seriousness of the injury/illness we will err on the side of caution and contact the parent or designated emergency contact. In obvious emergency situations we will not hesitate to call 911 and then attempt to contact parents or emergency contact. Please ensure that our records regarding contacts and numbers are up-to-date.

### **Emergency Preparedness**

Emergency plans are in place at Silverdale. Practice drills are conducted several times throughout the year. Students are taught how to "duck and cover" in case of an earthquake. They are taught how to evacuate the building and to gather in a designated place a safe distance from the building. In the case of a disaster, students are expected to remain at school until contact is established with a parent or designate.