

# ***QUEEN'S PARK ELEMENTARY SCHOOL***

School District #67 (Okanagan Skaha)

## **SCHOOL HANDBOOK 2009 - 2010**



## **TABLE OF CONTENTS**

General Information  
Staff List and Teaching Assignments  
Mission Statement  
Student Code of Conduct  
Five Major School Rules  
Classroom Expectations  
Consequences – Behaviour/Discipline  
Problems  
Queen’s Park Parent Advisory Council (PAC)  
School Safety  
School Student Services  
Parent Communication  
Student Service Clubs  
SAFE  
School Logo  
Questions/Concerns Form

Welcome to Queen's Park Elementary School. The purpose of this handbook is to provide students and parents with some general information about the organization and operation of our school. We hope that you will keep this book handy for the rest of the school year to look at regularly.

Queen's Park Elementary enrolls a total of about 180 students in Kindergarten to Grade 5. We have an experienced staff including, on a part time basis, a librarian, a learning assistance support teacher, a special education support teacher, a counselor, and an English as a Second Language teacher..

The teachers and administration at this school are always willing to discuss with parents the curriculum, their teaching methods, school procedures, and student progress. It is our sincere goal, in cooperation with the parents, to serve the educational needs of the students of Queen's Park Elementary to the best of our ability.

We trust that you will enjoy your year at our school!!

Mr. Rob Zoppi  
Principal

## GENERAL INFORMATION

### Bell Schedule

#### Grade 1 – 5

Warning Bell	8:38 a.m.
Classes Begin	8:45 a.m.
Recess Begins	10:15 a.m.
Classes Resume	10:35 a.m.
Lunch Break Begins	12:05 p.m.
Students Go Outside	12:25 p.m.
Classes Resume	12:50 p.m.
Dismissal	2:35 p.m.

#### Kindergarten

<u>Morning</u>	
Warning Bell	8:38 a.m.
Class Begins	8:45 a.m.
Dismissal	11:10 a.m.
<u>Afternoon</u>	
Class Begins	12:10 p.m.
Dismissal	2:35 p.m.

### Phone and Fax Numbers

School	770-7680	School Board Office	770-7700
School Fax	492-7901	Board Fax	770-7730
School Cell			
E-Mail	rzoppi@summer.com	or	<a href="mailto:qpark@summer.com">qpark@summer.com</a>

## STAFF LIST AND TEACHING ASSIGNMENTS

The following is a list of the staff and teaching assignments at our school for the 2009-2010 school year. Please be advised that changes sometimes occur throughout the year.

<u>Staff Member</u>	<u>Assignment</u>
Mr. Zoppi	Principal
Mrs. Sidoni	Secretary
Mr. Biollo	Grade 5
Mrs. Clarkson	Grade 4/5
Mr. Gardner	Grade 4
Mrs. Cameron	Grade 3
Mrs Brome	Grade 2/3
Mrs. Litke	Grade 2
Mrs. Seimens	Grade 2/Library
Mrs. Stewart	Grade 1/2
Mrs. Wilson	Grade 1
Ms. Hamilton	Kindergarten
Mrs. Macdonald	Special Education
Mrs. Baker	Education Assistant
Mrs. Cumming	Education Assistant
Mrs. L'Abbe	Educational Assistant
Mrs. McClelland	Educational Assistant
Mrs. Reid	Educational Assistant
Mrs. Penner	Educational Assistant
Mr. Kroschinsky	Counsellor
Mrs. Donovan	Aboriginal. Education
Mrs. Larson	Speech Language Pathologist
Ms. Simpson	Meals Coordinator
Ms. Schultz	Meals Assistant
Ms. Barber	Strong Start Coordinator
Ms. Stephens	Library assistant
Mr. Sebastien	Custodian

## MISSION STATEMENT

### Enabling Students to Succeed

- enhancing intellectual, social, physical and cultural growth
- ensuring opportunities for excellence
- developing a self-discipline to meet goals
- providing a safe, orderly and conducive learning environment
- promoting the development of student self-esteem and self-worth

### *Queen's Park Social Responsibility Code*

#### IT IS MY RESPONSIBILITY:

1. to come to school on time and leave on time each day
2. to treat myself and others fairly and with respect
3. to co-operate with others and solve problems in a peaceful way
4. to speak kindly and politely
5. to do my school work well
6. to take care of our school and property
7. to be honest and truthful
8. to dress neatly and appropriately
9. to move safely in and around the school
10. to work, play and eat in the places where I belong

#### FIVE MAJOR SCHOOL RULES

1. **The Three C's Rule** (Courtesy, Cooperation, Common Sense) - This general rule covers all areas including language, behaviour, dress, etc.
2. **The Games Rule** – To prevent risk of injury, games involving physical contact are prohibited, unless under the direct supervision of a coach. Children should use the playground apparatus in an appropriate and safe manner.
3. **School Grounds Rule** - Students are expected to remain on the school grounds at all times except with written permission of the parents, or while going to and from home for lunch. Downtown is out of bounds for all students, and parents are discouraged from providing written permission which allows their child/children to be in stores during any part of the school day.

4. **Bikes and Personal Property Rule** - To prevent theft, damage, or loss of such articles as toys, walkmans, ghetto blasters, etc. students are requested not to bring any personal property items to school that are not standard school supplies or equipment. It is mandatory that bikes brought to school are individually locked with a bike lock. No skateboards, roller blades or scooters at school please.
5. **Out of Bounds Rule** - Certain areas in the school, the Community Center, and the road are considered 'out of bounds'. Students are reminded to cross city roads at painted crosswalk areas.

## **CLASSROOM EXPECTATIONS**

Each classroom teacher, together with the students, will develop a list of reasonable expectations and consequences for their classroom. These will be communicated clearly to students and parents.

### **CONSEQUENCES – BEHAVIOUR/DISCIPLINE**

1. Some consequences for inappropriate behaviour (eg. Rough behaviour/ name calling, etc.) may be:
  - time out
  - warning
  - problem solving sheet
  - removal of privilege
  - request for apology
  - small task (eg. pick up litter)
2. Some consequences for intolerable behaviour (eg. disobedience, disrespect, assaults, harassment, etc.) will be:
  - removal of student from area (sent to office)
  - contact parent (mutual consequence set)
  - suspension
3. Our school approach to discipline will:
  - help the student identify his/her problem(s)
  - help the student solve the problem he/she has
  - leave the student's dignity intact

In keeping with this positive approach to behaviour, the staff of Queen's Park Elementary School will continue to ensure that students regularly receive assistance, encouragement, praise and specific feedback regarding their many positive behaviours and academic gains.

## \* PROBLEMS \*

We can only help solve problems that students might have if we know about them. Often, together, we can quietly solve a problem in its early stages which otherwise might develop into something more serious if left unattended. You are encouraged to call us or drop in at any time.

## Queen's Park Parent Advisory Council (PAC)

The Board of Trustees of School District #67 endorses the concept of School Advisory Councils to encourage the exchange of ideas among staff, parents and community members relating to school programs and policies.

What is the Purpose of Advisory Councils?

- to provide a forum for discussion regarding school activities
- to bring ideas that might benefit children in the school, to the attention of the principal and staff
- to provide consultation on new programs, school goals, policies and directions

Who is on the Advisory Council?

- parents and interested members of the community
- the principal of the school

Who attends meetings?

- parents and community members
- school board members
- school staff members

The 2009/2010 executive members are:

<b>President:</b>	Jason Bloomfield	<b>Vice President:</b>	Cheryl Woodman
<b>Secretary:</b>	Lynn Gibb	<b>Treasurer:</b>	Liisa Bloomfield
<b>School Planning:</b>	Jason Bloomfield, Tracy St.Claire, Sherry Simpson, Gloria Stanley		

Our meetings begin at 7:00 p.m. in the Primary Pod and go no later than 8:30 p.m. Child care is provided.

The schedule for Advisory Council (PAC) meetings for 2009/2010 school year is as follows:

September 15th	February 2nd
October 6th	March 2nd
November 3rd	April 1st
December 1st	May 4th
January 12th	June 1st

## SCHOOL SAFETY

### 1. Supervision

Teachers/supervisors are on duty at the following times listed. It is important that students do not arrive early unless they are in a supervised activity, and that they return home directly after school.

8:20 – 8:38 a.m.	morning supervision
10:15 - 10:35 a.m.	recess supervision
12:05 - 12:50 p.m.	lunch supervision
2:35 – 2:55 p.m.	after school supervision

### 2. Reporting Absences

The school manages a ‘Safe Arrival Program’. We would request your co-operation by reporting student absences by telephoning the school office at 770-7680 before 8:35 a.m. in the morning.

### 3. Arriving Late

Students who are late are requested to report to the office for a yellow late slip before going to class. This procedure confirms a child has arrived. Ongoing student lates are discouraged, and are tracked and checked monthly. Valuable instruction occurs first thing in the morning. This sets the tone and agenda for the student’s day. Socially and academically the ideal situation would be for your child to arrive at school a minimum of 10 minutes before the first bell at 8:52 a.m.

In the case of chronic lates our four step process will be as follows:

1. Parents will be notified first by phone if there is a pattern of student tardiness (lates).
2. If this pattern continues, a letter will be sent home which will be put into the student’s personal file.
3. If the late record still does not change, then another letter will be sent home and a parent interview will be requested where an action plan between the school and the parent will be drawn up and agreed to.
4. The final step will be a meeting between the parent, the school and school board office personnel to discuss the issue and come up with a final resolution to the problem.

### 4. When Children are Ill

In fairness to all, please do not send your child to school if they are showing signs of being sick. We do not have the staff to take care of sick children. Good health is necessary for your children to learn. Students who are ill should not attend school until they are feeling healthy again.

Students who become ill during the day are to let their teacher know right away. Our policy is to get students home as quickly as possible. We will call parents and ask that the student be picked up, or if requested by the parent and appropriate for age, to have

the student walk home. For this reason, it is important that **parents keep work and emergency phone numbers current** at the school.

5. **Crosswalk**

There is a crosswalk guard on duty at the corner of Railway and Eckhardt Avenue from: 8:10 – 8:40 a.m. and 2:35 - 3:05 p.m. We encourage students who live on the south side of Eckhardt to use the cross walk for their own safety.

6. **Student Dress**

Students at Queen’s Park Elementary School are expected to appear in a clean, neat and appropriate manner. Appropriate clothing is defined as having backs, midriffs, shoulders, chest and undergarments covered at all times. Clothing with offensive words, slogans or pictures is not acceptable. Clothing that promotes racism, sexism, violence, alcohol, drugs or tobacco products is inappropriate in the school. Hats are to be removed while you are in the building. Coats and outside footwear are to be removed and neatly stored.

7. **Fire Drills**

Regular fire drills are held throughout the year to practice leaving the school quietly and safely.

8. **First Aid/Injuries**

One or more staff members have valid first-aid certificates, and the school is well equipped with up to date first aid supplies. Injuries are taken care of immediately and parents (or emergency contacts) are phoned if necessary.

9. **Medication**

If medication is required during school hours, the following procedure is followed:

- a. A request for a medication card is required every year to administer medication at school. This is to be picked up at the office and must be signed/approved by the physician before medication can be given out.
- b. Students who have a severe medical problem should have a medical alert form filled out. This is given to the school public health nurse. The school public health nurse will confer with the parents and inform the school as necessary. For further information, please contact the school secretary, Karen Sidoni.

10. **Inside Shoes**

In an effort to keep our school clean, students are requested to bring a separate pair of runners for use inside the school only. These "inside shoes" should have no scuff soles which would mark the floors. They are for use in the gymnasium and throughout the school on days when outside footwear is wet or unsuitable (boots, etc.).

11. **Bicycles**

Bicycles may be ridden to school and must be locked in the bike racks. For safety, students must walk bikes while they are on the school grounds. Parents should review

traffic rules with their children. All students must wear a CSA approved bicycle helmet. **Scooters, roller blades, and skateboards should not be brought to school.**

**12. Personal Belongings**

Students/parents need to think carefully about the toys their child(ren) brings to school to play with at recess and lunch time. The school is not responsible for loss or breakage of these items. Non-expensive items that fit easily into a backpack are permissible.

**13. Leaving the School Grounds**

Students may not leave the school grounds during the school day without written permission from their parents. This note is then shown to their teacher. Parents are discouraged from having their children leave our supervised area, unless absolutely necessary.

## **SCHOOL STUDENT SERVICES**

### **Learning Assistance Program**

This program provides small group or one to one instruction in either the resource room or in the student's classroom. Services may include: teaching learning strategies, skill development or remediation and the development of compensatory skills. Due to the part time assignment of a Learning Assistance Support Teacher, only students with priority needs can be accommodated.

### **Early Literacy Intervention**

This is an intense program tailored to meet specific individual needs. Our school targets kindergarten to grade two students on this one-to-one program, on a priority basis only.

### **Counsellor/Psychologist**

Our school has a counsellor/psychologist and although based in our school, the psychologist is shared by five other schools. The psychologist's major functions involve psychoeducational assessments, direct service counseling for students, liaison with community agencies and consultation services to teachers, administrators, parents and school staffs.

### **Speech/Language Pathologist**

A speech/language pathologist is assigned part-time to our school. Services include screenings, diagnostic assessment, direct (small group or individual therapy) and indirect (consultation or home programs) intervention. The Speech Language Pathologist works with the School Based Team.

### **Occupational Therapist**

At present a qualified occupational/physical therapist is contracted to our school on a part-time basis. We provide assessment and therapy for fine and gross motor skills and any necessary equipment for physical disabilities.

### **Books for Breakfast**

This family literacy program is offered in April/May to the parents of Queen's Park primary students who have pre-school siblings. Parents meet with the program leader once a week for four weeks to discuss children's books and reading readiness activities.

### **Aboriginal Education**

An Aboriginal Education Resource Teacher and support worker are assigned to our school to support the needs of all status/non-status aboriginal students. Services include: academic support both individually and in small groups; home/school liaison and an after school tutorial once a week. Parent approval for participation is required.

### **English as a Second Language**

A teacher is provided part-time for any non-English speaking children attending our school who demonstrate an identified need in specific instruction. This program helps children adapt to their environment and language.

### **Gifted Education**

A teacher of gifted children provides a district program for selected gifted children from each school. Enrichment activities are provided by all teachers at the classroom level. Students benefit from the extra challenge at the level they are most comfortable with.

### **School Meals Program**

Queen's Park has a school lunch program coordinated by Ms. Sherry Simpson (488-0125). Menus run on a monthly cycle at a cost of \$2.00 per meal. Payment envelopes and the one month menu are distributed to students in advance. Partial and full subsidies are approved temporarily in confidential discussion with Ms. Simpson. Each cycle, up to 120 students are accommodated on a 'first registered' basis. Envelopes must be sent back every two weeks **even if you are receiving subsidy.**

### **Lost and Found**

A trolley in the entrance to the primary pod is our lost and found bin. Valuable items that are found are handed in to the office. Please check through the lost and found trolley when you are in visiting the school.

### **Assemblies**

We encourage you to come out and join us at all our assemblies. Each assembly has a different theme and addresses one of our code of conduct rules. Students will lead the assemblies as much as possible and classes may do short performances on a rotation basis.

### **Student Telephone Use**

Students must have permission from their teacher to use a school phone. Some reasons students may use the phone are:

- to let their parents know when they have arrived safely at school
- to let their parents know when they are leaving school to walk home
- to remind or let their parents know they are staying late to finish school work or to attend a school practice or event of some sort

Students will not be using the phone in order to make play dates with friends after school. Arrangements to go home with someone else should be made in advance (at least the day before the visiting date) and a note written in the agenda or a note written to the classroom teacher.

### **Classroom Helpers**

Occasionally a teacher requires extra assistance for a variety of reasons/activities. Parents may volunteer for such things as: sharing a talent, art projects, extra reading, outdoor activity, etc. by notifying the teacher. It is critical that the confidentiality of the classroom be maintained while serving as a volunteer in the school. If you have any questions concerning anything that has happened during the day, please feel free to discuss them with the teacher or principal but please do not discuss the children with others outside the class. If another parent asks how their child is doing, a general positive comment is appropriate.

### **Concerns**

The most effective problem solving usually takes place at the classroom level between parent and teacher and sometimes with the student. If you have a concern, please contact your child's teacher. The principal would also like to hear and help with school-related concerns or problems. Please feel free to contact the office to talk to Mr. Zoppi.

## **PARENT COMMUNICATION**

### **Report Cards**

There are three formal reporting periods throughout the year (November, March and June). Scheduled parent/student/teacher interviews occur shortly after the November report cards are sent home. Informal reporting such as interim report cards, student led conferences and telephone or in-person communication also occur. Parents are requested to contact their child's teacher when there are concerns, at any time.

### **Monthly Newsletters**

Each month you will receive a copy of our Queen's Park newsletter. Our newsletter includes school information and highlights student's successes and achievements, as well as containing a monthly calendar of upcoming events to look forward to. Please make sure you read it with your child each month.

## **STUDENT SERVICE CLUBS**

Our students have the opportunity to "give back" to their school community by volunteering to help in a number of areas. Some of these at Queen's Park are:

### **Library Club**

The students in this club volunteer their time at the discretion of the librarian. This club is open to grade five students who are interested in helping in the Library. Small groups are scheduled before/and or after school Tuesday and Thursday. Students learn to operate the library computer, shelve books, and assist with our annual book fair.

### **Recycling**

There are two aspects to this club. One is the recycling of paper which students collect and bag every Monday morning. The other is the sorting and delivery of juice boxes and other drink containers.

### **School Store**

Student volunteers work in this small store which sells a good selection of school supplies offered at an excellent price. This store is only open at recess on Thursdays.

### **School Meals Program**

For those students and parents interested, opportunities are available for volunteers to assist with the set-up, serving and clean-up for the student School Meals Program. Please contact Ms. Simpson at 488-0125. This rotates on a daily basis.

## **SCHOOL WEB PAGE**

Please check out our school web page at [www.sd67.bc.ca/schools/queenspark](http://www.sd67.bc.ca/schools/queenspark) ! Remember to save this site on your favorites and check it out often to see all the neat things happening at our school. The [monthly newsletter](#), [calendar](#), [parent handbook](#) and much more will be displayed on our site.

## **SAFE**

SAFE (Schools and Family Enrichment) is a program that tightens and strengthens the connection between families and schools. The eight week program has been run successfully over the past eight years. Along with community partners such as Victims Services from the R.C.M.P., Mental Health and Pathways which deals with issues focusing on drugs and alcohol, the team works at improving communication and family interaction.

The program's purpose is to empower parents. It is based on the premise that all parents want to do the best job they can in the role of parenting.



## ABOUT OUR SCHOOL LOGO

In February 1998, the quest began for a new logo for Queen's Park School. Students and parents worked together to create original designs, and more than one hundred entries were received in a "Design a Logo" competition. After much deliberation, the judging committee chose a design submitted by a grade two student, Harley Pyrozyk.

The symbols on the shield of the logo represent the academic, technological and physical aspects of Queen's Park School, with a crown symbolizing our "royal" name.

Students proudly wear their Queen's Park T-shirts bearing Harley Pyrozyk's design, and the logo is displayed on baseball caps, staff shirts, stationery and newsletters.

If you have any questions, concerns or feedback about the school or the handbook, please write them down in the space below and send them to the school.

---

---

---

---

---

---

---

---

---

---

If you have anything you would like to see added to this handbook, please do the same. I look forward to your input.

---

---

---

---

---

---

---

---

---

---

Thank you,

Rob Zoppi,  
Principal