

QUEEN'S PARK ELEMENTARY SCHOOL

Student/Parent Handbook



Queen's Park School
330 Power Street
Penticton, BC
V2A 5X2

Phone: 770-7680

Fax: 492-7901

Principal's Message

Another year has just begun and we look forward to a great year together. The handbook is a great tool for informing you about school procedures, policies and student expectations.

Enjoy your experiences at Queen's Park School.

- R. Zoppi -

Guiding Principles

We believe:


Each student will acquire, apply and **master** the knowledge, skills, and attitudes necessary for academic success.

Each student will be socially responsible in their **generous** efforts in giving back to their school community and beyond.

Each student will be able to **independently** solve disagreements in a respectful and appropriate manner to maintain a safe learning environment.

Each student will feel that they **belong** to the greater school community.

Bell Schedule

8:38 a.m.	Warning Bell
8:43 a.m.	Morning Classes
10:15-10:30 a.m.	Recess
12:05 p.m.	Lunch 
12:50 p.m.	Afternoon Classes
2:30 p.m.	Dismissal



School Meals Program

Once again, Ms. Sherry Simpson will be offering our hot lunch program. If you would like to sign up, please call her at **488-0125**. **You must send in the meals envelope every two weeks to keep your child in the program.**

WHAT SHOULD YOU DO IF:

YOU ARE ABSENT: Please call the school office and advise us if your child will be late, at an appointment, or ill. The answering machine is on when we are not in **770-7680**

YOU ARE LATE: Students who are late must report to the office for a yellow late slip before going to class. This procedure confirms a child has arrived.

YOU ARE SICK: Please do not come to school if you are showing signs of being sick. We do not have the staff to take care of sick children. 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.

YOU ARE IN AN ACCIDENT AT SCHOOL: Immediately tell an adult at school that you have been hurt. 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.

SAFETY TIPS

SUPERVISION: Outdoor supervision begins 20 minutes before the bell rings in the morning and ends 20 minutes after school. It is not safe for children to be on the school grounds before 8:20 a.m., and we ask the students to return directly home after school.

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.

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.

DROPPING OFF/PICKING UP CHILDREN: The staff parking lot is not a safe place to drop children off. Please use the drop off zone on Birch Street or the Convention Centre parking lot.

Children are encouraged to use their assigned doors to enter and leave the school. We ask for parent support in waiting outside the school for their children as this limits congestion in the hallways and minimizes distractions to children's learning at the end of the school day.

VISITORS: We ask **all** visitors to use the front door and report to the office when entering the school.

The Many Faces of Queen's Park Elementary

Many individuals work cooperatively at Queen's Park Elementary to provide our students the best education possible. These people include:

Classroom Teachers
CEA's (Certified Education Assistants)
Principal
Learning Assistance Teacher
Special Education Teacher
Literacy Support Teacher
Teacher Librarian
Secretary
Psychologist /Counselor
Speech Pathologist
Hearing & Vision Impaired Teachers
Custodians
Noon Hour Supervisors
Volunteer Parents

Some of the Queen's Park staff work full time within the school, whereas others divide their responsibilities between various schools, only visiting Queen's Park on designated days.



Office of the Superintendent of Schools

APPROVED SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA) 2010-2011 LOCAL SCHOOL CALENDAR Approved by the Board of Education May 10, 2010	
Schools Open	Tuesday, September 7, 2010
Thanksgiving Day – schools closed	Monday, October 11, 2010
Professional Development Day – schools closed	Friday, October 22, 2010
Remembrance Day observance – schools closed	Thursday, November 11, 2010
**School Closure Day	Friday, November 12, 2010
Schools close for Winter Vacation	Friday, December 17, 2010 (last day of school)
Schools Reopen	Tuesday, January 4, 2011
*Schools close for Spring Break and Teachers’ Professional Development Days	Friday, March 18, 2011 (last day of school)
Schools Reopen	Monday, April 4, 2011
Good Friday – schools closed	Friday, April 22, 2011
Easter Monday – schools closed	Monday, April 25, 2011
Victoria Day – schools closed	Monday, May 23, 2011
Administrative Day (students not in attendance)	Thursday, June 30, 2011

- Number of Days in Session: 192
- Number of Days of Instruction: 184
- Number of Non-Instructional Days: 6
- Number of Administrative Days: 1
- *Number of School Closure Days 1

Notes: *School District No. 67 schools are closed for the provincial spring vacation week, March 21 through March 25, 2011 and for the following week, March 28 through April 1, 2011. This second week of spring break occurs as a result of four teachers’ professional days and one school improvement planning day, normally taken throughout the school year, being taken prior to the beginning of the school year.

**For the 2010-2011 school year, School District No. 67 schools will be closed on November 12, 2010. The 184 Days of Instruction in the school year will meet the Ministry of Education required hours of instruction for the 2010-2011 school year.

Average hours of Instruction (does not include recess, nutrition break, or breaks between classes):
 Half Day Kindergarten 144.8 minutes per instructional day
 Full Day Kindergarten – Grade 7 286.5 minutes per instructional day
 Grades 8 – 12 310.7 minutes per instructional day

2010-2011 Secondary Provincial Examination Schedule:
 Monday, January 24 through Friday, January 28, 2011
 Tuesday, June 21 through Wednesday, June 29, 2011

2011 Middle School “I” Days:
 Middle School (Grades 6 – 8) pupils excused from attending school except for “I Day” assigned time(s) (June 24, 27 and 28, 2011). Students attend school on Wednesday June 29, 2011.

Queen's Park Elementary School Code of Conduct

The staff at Queen's Park supports a safe and caring learning environment for all the students and staff in our building. Such an environment is built on a foundation of respect. Expectations for student conduct should help create such an environment.

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

School Expectations of Students

The Three C's (Courtesy, Cooperation, Common Sense). These include:

- calling a person by their given name
- using names or language that does not discriminate or interfere with the Human Rights Code
- using appropriate language
- playing safely
- keeping our hands and feet to ourselves

Safe Play

To prevent risk of injury, games involving physical contact are prohibited. Children should use the playground apparatus in an appropriate and safe manner. Safe play includes:

- no play fighting
- waiting your turn to use equipment
- keeping all rocks, including those under the playground structure, on the ground
- avoid hanging upside down on any playground equipment
- staying on our school property at all times

Dress Code

Appropriate clothing is defined as having backs, midribs, 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 are inappropriate at school. Hats are to be removed while you are in the building. Coats and outside footwear are to be removed and neatly stored. In addition to our dress code, wearing make up to school is discouraged as there are many health concerns with children sharing the same make-up and it can effect our valuable learning time.

Personal Property

To prevent theft, damage, distraction from learning time, 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.

We encourage that bikes being brought to school are individually locked with a bike lock. To reduce the chance of injury and the loss of property, we discourage skateboards, roller blades or scooters at school.

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

Our school approach to discipline will:

- help the student to **identify** his/her problem(s)
- help the student **solve** the problem he/she has
- leave the student's **dignity** intact
- where appropriate, provide opportunity for **restitution**

Queen's Park School regards the following as examples of serious misconduct which are not acceptable in the school or on school outings:

- physical or emotional violence
- verbal or physical harassment or intimidation
- bullying, including cyber bullying
- discrimination contrary to the BC Human Rights Code
- bringing weapons or illegal substances to school

*** 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 the classroom teacher, send a note in the planner or drop in at any time if you have a concern about your child.

On those occasions when corrective efforts fail to result in a student complying with the expected conduct standards disciplinary action will recognize and follow these principles:

- misconduct must be dealt with on an individual basis
- each case of misconduct shall be dealt with as quickly as possible
- disciplinary consequences should be progressive in nature
- parents/guardians may be involved
- severe, group or retaliatory behaviour will warrant stronger consequences

The school also recognizes that there are some circumstances (eg. intellectual, social or behavioral disability) when lenience is warranted. When students with identified special needs require intervention regarding their conduct, the school will ensure that plan of action is put into place immediately.