

# **EAST CHILLIWACK ELEMENTARY SCHOOL**



## **FAMILY HANDBOOK**

**2014-2015**

# East Chilliwack Elementary School

49190 Chilliwack Central Road

Chilliwack, B.C. V2P 6H3

[eastchilliwack.sd33.bc.ca](http://eastchilliwack.sd33.bc.ca)

Facebook account: East Chilliwack Parent Advisory Council

(604)794-7533

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**Mission Statement:** East Chilliwack Elementary is a rural school, dedicated to providing a positive and enriched learning environment for its students. Working closely with parents, the staff will continue to work towards the development of a school that is safe, nurturing, and academically focused.

**Goal Statements:** East Chilliwack students are powerful thinkers, listeners, speakers, readers, and writers. They have become critical writers who synthesize information, and respond critically.

East Chilliwack Elementary students have a better understanding of number sense, and have confidence in math computation.

Principal:  
Deneen Scott



For Parents and Students

This handbook contains helpful information about everyday school routines. Please take the time to study it together, parent and child. We have selected this format for a school handbook, hoping that you will find all the information you need in one place. Our school is an active and busy place of learning. We look forward to another successful year!



## General School Information

### East Chilliwack Elementary School

#### Bell Schedule

|       |                         |
|-------|-------------------------|
| 8:05  | Warning bell            |
| 8:10  | Classes begin           |
| 10:05 | Recess                  |
| 10:20 | Recess ends             |
| 12:00 | Lunch break             |
| 12:45 | Lunch break ends        |
| 1:55  | Dismissal               |
| 2:00  | Busses leave the school |

#### Attendance

Student attendance is checked in the morning and after lunch each day, both for student safety and to encourage prompt and regular attendance. It has been proven that regular school attendance is directly related to success at school.

Safe arrival program....this program ensures that students have arrived safely at school each day. Each morning we will call home to see why a student has not arrived at school. If your child is going to be absent, please call us or leave a message on our answering machine. (Our answering machine will take messages 24 hours a day.)

When you give us an alternate number to call please ensure that this person knows that you have done so. ALL STUDENTS WHO ARE LATE, MUST REPORT TO THE OFFICE.

#### Phones

Students are encouraged to call home if they are going to be staying at school unexpectedly. However, our phones are not available for making after-school play dates with their friends.

### [School Newsletters](#)

We continue to try to be efficient with home and school communication. In order to be environmentally friendly, we do not send home paper copies of monthly school newsletters. Instead, we post them on our website on the first Friday of each month. We also send them to your current email address. Please ensure that our office is updated when you have changed your email address. We are trying to “go green” as much as possible. Thank you for your support. Individual teachers who do their own newsletters will either send these home in paper copy form, or will post on our website.

### [PAC Facebook Page](#)

Our PAC Facebook page is a very good communication tool as well. You can access this by going to “East Chilliwack Parent Advisory Council”. It is a great way for our community to discuss up-and-coming community events, as well as highlighting some wonderful things happening in our schools.

### [Visitors](#)

Parents or any other guests of the school are asked to report and sign in to the school office.

### [Assemblies](#)

East Chilliwack will be holding special assemblies throughout the year to recognize student achievement, showcase classroom talent, and celebrate sports’ events. These assemblies will be advertised well in advance as we hope to have many parents and/or community members attend as well.

### [Building Entry/Exit for students](#)

Except in an emergency, students are expected to remain outside prior to school starting each morning. Each class has a designated place to quietly line up when the bell goes before school, after recess, and after lunch. Students will enter the building when they are invited to do so by their teacher. When classes are dismissed, students are expected to leave via the same designated door. The front doors to the school are to be used by parents, staff, and special visitors to the school. The only exceptions to this are the Kindergarten students who, at the end of the day, exit from the front door in order to be safely escorted onto buses, and into parents’ arms. If you are picking up your child from school, please use the designated classroom door for exiting at the end of the day. Please keep the hallways clear and meet your child outside. ☺

### [Bicycles](#)

Students who ride to school are asked to use a good lock and attach their bicycles to the bike rack during the day. **Students and parents are required to walk their bikes on school grounds.** Students are also required to wear helmets.

### [Medication for students](#)

Staff cannot give out medication to students (this includes throat lozenges, aspirin, Tylenol, epipens, cough syrup, and prescribed medications) unless there is a signed

authorization form in the office. Children who are regularly on medication, and who take it themselves, must still have a signed authorization on file in the office.

### Inside shoes

All students are expected to remove their “outside” shoes upon entering the school/classroom and store these as directed by their teacher. At that time students should change into their “inside shoes”. (Note: for the majority of students their “inside shoes” are also their gym shoes. Please ensure these have non-marking soles.) We have a beautifully clean facility and are proud to keep it that way.

### After-School Supervision

After-school supervision is provided for students while boarding the busses. It is not provided for students wanting to play after school. Students are expected to go home after school. We have a wonderful playground facility and encourage all community members to use it, but for safety reasons ***children need to be supervised by a parent/adult.***

### Home Reading Program

Every year, Mrs. Bergen, our teacher/librarian, organizes our home reading program. This program provides an opportunity for all students K-6 to read at home on a daily basis. Mrs. Bergen closely supervises this and provides goodies and incentives to keep our students reading. Our Home Reading Program is sponsored by the Kiwanis Club of Chilliwack. They attend our special “Home Reading Assemblies” and hand out even more prizes for our students.

### Field Trips

Student field trips are an integral part of the learning environment at East Chilliwack Elementary School. They are educationally enriching experiences, which all students will have the opportunity to participate in. All students who demonstrate cooperation, consideration and courtesy are eligible to attend planned field trips. Signed permission slips are required for all field trips. Parent volunteers are valued and may be requested by the classroom teacher to assist in supervision, depending on the type of excursion.

**\*\* Preschoolers will not be able to accompany classes on school buses.**

### Peer Helpers

East Chilliwack Elementary School enthusiastically supports the efforts of our Peer Helpers. Peer Helpers are selected from grade five and six students in September. Students chosen are expected to be role models for East Chilliwack, displaying the following characteristics: commitment, responsibility, caring and confidentiality. Peer Helpers can be seen around our school in activities such as: leading and refereeing noon hour games, working one-to-one with younger students, greeting new students to our school, organizing special events at our school, and being pro-active on the playground at recess and lunch hour. Thank you to Mrs. Crocker and Mrs. Durflinger for sponsoring the peer program.

## East Chilliwack's Homework Policy

Developing the ability to work independently, to take responsibility for one's own learning, and to develop organizational skills are some of the benefits that we, at East Chilliwack, believe are derived from homework. We also believe that homework is not a replacement for social and community activities, but that these are important parts of a child's development as well.

Homework should be appropriate to the age and abilities of the student. It is not intended as a form of accelerated academic learning nor is it intended to be punitive. It is intended to be productive for the child related to the classroom program. We appreciate that time with family is valuable and can also provide rich experiences that are equally important. In an endeavor to bring clarity to the notion of homework, the following guidelines have been developed.

Teachers may require students to finish work at recess, lunch hour or after school. Teachers will communicate to parents before having a student stay in after school to complete work.

### Homework Factors

The amount of time that a student would, or should, spend on homework depends on a large number of factors:

- all learners, regardless of age, need personal time for things such as recreation, play, religious and cultural activities, home duties, family responsibilities, and social activities
- the activities for some learners and their families, and/or their home situations, could provide difficulties in finding a suitable location or sufficient time for school-related tasks
- the ability level of the student
- the student's age and grade
- the difficulty of the subject for the student
- the self-discipline of the learner (we don't want parents "doing" their child's homework for them ☺)
- the amount of in-school time available to complete the homework

### How Much Homework?

#### Kindergarten

- Parents may support their child's program by encouraging the use of books for pleasure. Number games may be an effective way for the home to be involved. Teaching self-regulation skills at home helps children to become independent

learners at school. (eg. carrying their own backpacks, doing up their own zippers, etc.)

#### Grades 1-2

- Students may spend about 10 – 30 minutes per day on varying types of homework.

#### Grades 3-6

- Students may spend about 30-60 minutes per day on varying types of homework.

### What Homework Might Look Like

#### Primary Grades

- In the primary grades, homework or home study should support the child's learning and should occur for a short time. Homework may take the form of a home reading program, playing games, having discussions, building on responsibility by helping at home, etc.. In the early grades, homework will be interactive with the parent working with the child. This form of guided practice is intended to support classroom learning.

#### Intermediate Grades

- In the intermediate grades, homework will move from guided practice activities to more independent work. Although students are encouraged to develop independent work habits, it is still appropriate for parents to clarify concepts and assist with homework when needed. Established literacy and numeracy activities started in the primary grades may be continued as homework, but homework may also include completion of work not finished during class as well as research and project work. During these years, the time spent on homework will increase.

**Take-home assignments should not be a cause of stress. Quality home assignments do not interfere with families; instead, they help to build connections between students, parents, and teachers.**

#### Suggestions to Students

- Before leaving school, be sure homework is written down and materials are in your backpack.
- Ask your teacher if you aren't sure of something.
- Complete homework by the due date; return it to the school.
- Choose the right time – establish a routine homework time and stick to it.
- Find the right space – find the setting in your home that works best for you.
- Organize needed materials.
- Prioritize assignments – complete one assignment at a time and check it off your list. You'll feel a sense of accomplishment, and your motivation to continue will increase.
- Take breaks – when you find your mind wandering, or after finishing a difficult assignment, take a short break.

- Reward yourself – give yourself a reward when all homework is completed. Watch a favorite TV show, call a friend, or ask your family for a round of applause. You deserve it.
- Not past regular bedtime.

### Suggestions for parents

- Ask, “What are you going to do for homework?” (not, “Do you have homework?”)
- Ask “show me what you’ve done.” (not, “have you finished?”)
- Support completion of tasks by checking student planner/assignment/email from teacher/etc.
- Support development of time management skills, i.e. work completed in an appropriate amount of time and at an appropriate hour.
- When needed, clarify concepts being learned.
- Assist with proofreading and editing written work.
- Parents should contact the teacher if the child repeatedly requires very long periods to finish assignment.

### Extended Absences

Each year we are approached by an increasing number of parents who wish to take their child out of school for extended periods of time. Usually this is for reasons associated with family plans or family business. We do not have a procedure for granting students a “leave of absence”. Rather it is assumed that parents will make decisions in the best interests of their own child. We are respectful of the fact that many of our families have family members far away, and spending time with them is important. Difficulties arise, however, when parents wish to have some sort of reassurance that their child will not be “behind” in their work when they return. If your child misses school for extended periods of time, he or she **will be** behind in classroom work. Students may well have other cultural and travel experiences which contribute to their overall development, but the many varied daily classroom activities they will miss cannot be duplicated through work-sheets or workbooks.

We are not in the position to provide assignments for children who have extended absences due to family plans. Rather we are providing a list of suggested activities which are designed to assist parents with planning for their child’s educational needs while traveling.

- Set aside a time each day for reading books. As school textbooks and library books cannot be taken on extended absences, you may wish to acquire books or paperback novels from the Fraser Valley Regional Library, or children’s magazines suitable for your child’s age and reading ability.
- Have your child keep a reading response journal in which he or she records thoughts and reflections about what has been read that day. There are many ways of structuring this, depending on how much time the parent and child are willing to devote.
- Keep a scrapbook of special places or sightseeing. This can include postcards, pamphlets, drawings, etc., with some student writing or



labeling. Maps with routes marked on them and short paragraphs about the historical significance of certain landmarks would be useful additions.

- Have your child keep a “math journal”, dealing with changes in time and currency, distances traveled, cost of fuel and meals....lots of real-life practice with numbers. Your child can even help to check the VISA bill when you get home. ☺
- Send emails back to the school.
- Take digital pictures showing how math is all around us.
- Once home, the student can prepare a slideshow of pictures to show to the class about their holiday.

We will be happy to see what your child has accomplished upon his or her return, but will not be evaluating or marking these activities. It is your right to take your child out of school due to family circumstances, but once you have exercised that privilege, you must also accept the responsibility of your child’s education during that absence. Thank you for your support with this.

### Parent Advisory Council (P.A.C.)

East Chilliwack Elementary has a well-organized and extremely hard-working P.A.C. This group is a valuable asset to our school both in an advisory and a supportive capacity. P.A.C. meetings are open to all parents, and items can be brought to the meeting in person, or through any member of the P.A.C. Executive. The Executive of East Chilliwack’s P.A.C. for the 2014-15 school year is:

|            |                |             |                  |
|------------|----------------|-------------|------------------|
| Chair:     | Amy Herfst     | Vice-Chair: | Mandi Davies     |
| Treasurer: | Jennifer Hooze | Secretary:  | Karen Steinebach |
| Hot Lunch: | Angela DeBruyn |             |                  |

You can contact any of these people regarding questions you may have by connecting on the PAC Facebook page (East Chilliwack Parent Advisory Committee), or you can email the principal at [deneen\\_scott@sd33.bc.ca](mailto:deneen_scott@sd33.bc.ca) and she will help by connecting you with the correct Executive Member.

### Hawk’s Feathers

Hawk’s Feathers are handed out to students display the following:

**H** – gives a **helping** hand to others

**A** – showed marked improvement in their **achievements** at school

**W** – **work** ethic that shows incredible responsible and much effort

**K** – displays **kindness** to others

**S** – **safety** – plays safely with others; shows responsibility towards making sure that others are safe as well.

Every month, we hold a “Hawk’s Feather Draw” and Mrs. Scott buys lunch for 6 lucky winners. We save the Hawk’s feathers for a year-end draw where many students have a chance to win fun summer prizes before the holidays.

## Lice Information

Chances are that some time during elementary school years your child will report having a “lousy” day at school, and will mean it quite literally. This information is to tell you how our school plans to control the spread of head lice and to ask you for your help in that plan.

The best way to control the spread of head lice is be on the look-out to get rid of them right away. Parents, therefore, are the most important people in the control plan. We urge you to check your child’s hair for lice once a week. If you hear that one of your child’s classmates or playmates has head lice, start checking your child’s hair daily.

If you find lice or their eggs (nits), use a treatment product from the drugstore before the child returns to school, and find time each day to pull off the nits that have been left behind. Although highly effective in killing live lice, the first treatment may not get rid of all the eggs, therefore the treatment must be repeated in seven days. Check other family members at the same time and treat only if lice or nits are found.

When a school staff member notices a student with signs of lice, a phone-call will be made to the parents asking that the child’s hair be checked and treated if necessary.

Parents understandably get upset when a child is treated and gets head lice again when he/she returns to school. You may help avoid this by informing the school office that your child needed treatment. The teacher will then send form letters to parents of classmates asking them to check their children’s hair more frequently. The letter will not name the child and the child will receive a similar letter so that he/she won’t be singled out.

For more information about head lice, call your public health nurse at 604-795-8200 or your family doctor.

Thank you for taking the time to read our  
Family Handbook!

If you have any questions, please do not  
hesitate to give us a call at the school  
(604-794-7533).

Go Hawks, Go!

