


# Family Handbook

2023~2024



## Ecole Élémentaire Ladner Elementary School

*Soaring Together ... Learning Forever*  
**Ecole élémentaire  
Ladner Elementary School's**

### **Mission Statement**

To foster self-worth, a co-operative attitude and the desire and skills needed to be enthusiastic life-long learners

### **Notre but**

Favoriser l'estime de soi, la coopération, le désir et l'habileté nécessaire pour devenir un apprenant enthousiaste

5016 – 44<sup>th</sup> Avenue, Delta BC V4K 1C1  
Ph: 604-946-4158 Fax: 604-946-4150

Website: [le.deltasd.bc.ca](http://le.deltasd.bc.ca)

twitter: @LadnerElem

## A. SCHOOL HOURS

The **school office** opens at 8:15 A.M. and closes at 3:45 P.M.

- |            |                           |
|------------|---------------------------|
| 8:42 Bell  | • Students enter building |
| 8:47 Bell  | • Classes begin           |
| 10:30 Bell | • Recess begins           |
| 10:45 Bell | • Recess ends             |
| 11:52 Bell | • Lunchtime begins        |
| 12:10 Bell | • Lunch dismissal         |
| 12:52 Bell | • All students to rooms   |
| 2:52 Bell  | • Dismissal               |



## B. ENTRANCES AND EXITS

Parents are reminded to call the office staff upon arrival to the school, who will deliver lunches or messages to students. This helps reduce unnecessary interruptions during instructional time. During the school day, students are to use the entrance/exit designated for their classroom. The main entrance is reserved for adults. Parents, visitors, and volunteers are required to check in at the office and to wear a “visitor” identification tag.

## C. NEWSLETTERS AND SCHOOL CALENDARS

Newsletters are published monthly, and will be posted online, with a reminder email going out to families. Please ensure the school has a valid parent email address by updating Parent Connect.

## D. L'ÉCOLE ÉLÉMENTAIRE LADNER ELEMENTARY PARENTS' ADVISORY COUNCIL

The L'école élémentaire Ladner Elementary Parent Advisory Council (LEPAC) is a parent run council involved with many events and programs at L'école élémentaire Ladner Elementary. In addition to liaising with parents and staff, LEPAC also coordinates important activities and committees such as fundraising, special lunch days, and the Emergency Preparedness committee. All parents and guardians of L'école élémentaire Ladner Elementary students are automatically members of LEPAC, and are encouraged to attend the monthly meetings. More information can be found at [ladnerlepac.com](http://ladnerlepac.com).

## E. STUDENT SAFETY

- All parents, guardians and other visitors should enter the school using the front main entrance, and must report to the office upon entering the school.
- All visitors are required to sign in at the office, and to wear a “visitor” identification badge while in the school.
- No student will be released during the school day without permission from his/her parent or guardian. Please sign children out at the office when leaving the school during the day.

- If your child is going to be absent, please call the school at 604-946-4158, before 8:45 a.m. or in the afternoon before 1:00 p.m. If necessary, please leave a message on the answering machine (before 8:30 a.m. or after 3:45 p.m.) clearly indicating your child’s name, teacher and division number.
- Please do not send your children to school if they are ill. Our policy is to send ill students home as soon as possible. Our practice is to call parents and ask that the student be picked up, or given parental permission to go home. For this reason, please ensure that work, cell phone, and emergency contact phone numbers are current in Parent Connect.
- If your child is absent without the school having been notified, our office will try to contact you to verify your child’s whereabouts.
- Students are encouraged to make every effort to arrive at school on time. However, students who do arrive late must report to the office before going to their class.
- If parents/guardians need to pick up a student for an appointment during the school day, whenever possible please inform your child’s teacher by sending a note in the planner indicating the day and time that your child will be leaving for the appointment or email the teacher directly. We will have your child sent to the office to meet you there at the specified time.
- On a day that you are sending someone else to pick up your child, or if there is a change to your child’s usual after school routine, please inform the teacher.
- **Bicycles/Rollerblades/Skateboards/Scooters** – Any “wheels” ridden to school should be equipped with proper locking devices to prevent theft. For safety reasons, bicycles/skateboards/scooters are to be walked on the school grounds (we ask that parents and guardians also respect this request). The wearing of helmets is mandatory. Students who rollerblade to school are reminded that they must remove their rollerblades prior to entering the school building. Skateboards, scooters, rollerblades and bicycles are viewed as modes of transportation, and are not to be used on school property.



## **F. WHAT TO DO IF AN EARTHQUAKE OR OTHER EMERGENCY OCCURS DURING SCHOOL HOURS WHEN YOU ARE AT HOME BUT YOUR CHILD IS IN SCHOOL**

- Stay calm.
- Do not immediately drive to the school. Streets and access to our school may be cluttered with debris. The school access route and street entrances must remain clear for emergency vehicles.
- When you arrive at the school, FOLLOW SIGNS AND DIRECTIONS from those in charge. Remain calm.
- Once you are at the school, PROCEED TO YOUR CHILD’S CLASSROOM TEACHER OR DESIGNATE WHO WILL RELEASE YOUR CHILD TO YOU. It is extremely important that all children are accounted for. DO NOT TAKE A CHILD WITHOUT INFORMING SCHOOL STAFF.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here.
- Please do not call the school - we must have lines open for emergency calls.

## G. SUPERVISION OF STUDENTS

- Supervision begins at **8:25 a.m.** and goes until **3:05 p.m.** after school.
- Students are expected to arrive between **8:25 and 8:40 a.m.**
- Students will not be permitted to enter the school to put their bags away prior to the bell.

## H. RECESS AND LUNCH HOUR:

As much as possible, students will be outside at recess and lunch for fresh air and exercise. They need to be dressed appropriately for all weather conditions. During “in days” students will remain in their own classrooms doing something quiet and constructive that follows behavior expectations. At lunch, students are expected to eat in their own classrooms from **11:50** until **12:10**. They are to remain seated, talk quietly, and tidy up.

Students who go home for lunch must sign out at the office and are expected to go directly home and return directly unless they have a note from home giving them permission to do otherwise.



## I. DRESS GUIDELINES

Students should come to school appropriately dressed for their day. Clothing should not promote drugs or alcohol or display offensive language or images that denigrate a person or persons or encourage discrimination. Students should come to school wearing safe, activity appropriate footwear (this is especially important on days they have P.E. Class or are participating in athletic activities). Student dress should not obscure the face except as appropriate for religious reasons, health and safety, or to accommodate a disability.



Any concerns about student dress are addressed with individual students in a discreet and respectful manner.

## J. LOST AND FOUND

Lost and found articles are located in the main hallway and when weather permits outside at the front of the school. Please label all clothing with your child’s name. Clothing not claimed by the end of each term is sent to charitable organizations.

## K. IF PROBLEMS ARISE

We recognize that from time to time concerns regarding the operation of the school will arise. We believe that constructive criticism can assist in improving the quality of our programs and in meeting individual student needs more effectively. Delta School District’s policy regarding complaints states that matters should be handled as close to the source as possible. If you have concerns about your child’s program please see your child’s teacher first, if you still have concerns then see either Ms. Potter or Mrs. Matheson. If we at the school level are unable to assuage your concerns you can then contact the Superintendent’s office at the School Board Office.

## L. DRIVEWAY HAZARDS

The front driveway is hazardous at starting and dismissal time. Please be especially careful in this area. The drop off-lane does not provide room for parking! Use this lane only for picking up or dropping off children. There is no parking in front of the school, as it is a BUS ONLY zone. Do not park in the staff parking lot when dropping off or picking up children. There is always heavy congestion just prior to 8:45 a.m. and just after 2:50 p.m. The following can make it easier and safer if you drive your children to and from school:



- Drop off your children in the parking lot at the Tennis Courts in Cromie Park. This area is in complete view of the school and is just a short walk across the school grounds.
- Drop off your children just before 8:30 a.m. The traffic flow is much lighter at this time;
- Pick up your children after 3:00 p.m. Buses have left and traffic has subsided significantly;
- Drop off your children on 44th Avenue within a block or two of school and have them walk the rest of the way.

## M. STUDENTS' ROLES AND RESPONSIBILITIES

At L'école élémentaire Ladner Elementary School we feel it is desirable to have a structured environment in which students know what is expected of them. It is important that students in our school pursue their work and activities in an orderly, productive manner that allows them, without disturbing others, to do their best.

## CODE OF CONDUCT

Our school Code of Conduct supports the promotion of a caring, safe learning environment where all children are treated with respect and can achieve their personal best. The code of conduct shall apply to all students from the time they leave home in the morning until the time they return home after school. It includes all school-sponsored activities and can include such things as on-line behaviour and other out of school activities where it affects the safe and caring environment of the school.

## CONDUCT EXPECTATIONS

**Acceptable Conduct supports a positive learning environment. It is expected that students will:**

- Conduct themselves in an appropriate manner when going to and from school, within school, on school grounds, during extended school activities and on school buses;
- Apply themselves to the best of their ability in all aspects of their education;
- Attend school and classes regularly and punctually;
- Be respectful of the thoughts, feelings and heritage of others;
- Respect the rights and property of others;
- Dress in a manner which reflects purpose and propriety;
- Contribute positively to a safe, caring and orderly school;
- Behave in an ethical and lawful manner;
- Report to a responsible adult, incidents of threats, bullying, harassment, violence or intimidation.

**Unacceptable Conduct interferes with a positive learning environment. Some examples of unacceptable behaviours include:**

- Interference with the learning of others;
- Use of inappropriate or abusive language;
- Threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community including aggressive behaviours such as “cyber” hate messaging and websites created in the student’s home, or other settings;
- Possessing weapons or dangerous articles;
- Possession, use, or distribution of illegal or restricted substances;
- Theft of or damage to property;
- Any efforts to cause harm or discriminate against another person based on, but not limited to race, religion, gender, physical or intellectual disability, marital or family status, sexual orientation or age;
- Gang related behaviours;
- Acts of retribution toward a person who has reported incidents.

## **RISING EXPECTATIONS**

The Code of Conduct recognizes that as children grow and mature, they are more able to make appropriate decisions and to be responsible for their actions. As students progress through school, they are expected to:

- Acquire greater knowledge and understanding about their personal behaviour and its impact on others;
- Learn and utilize appropriate decision-making strategies;
- Demonstrate increasing self-discipline;
- Take increasing personal responsibility for their actions and learning;
- Be subject to increasing consequences for inappropriate behaviour. Consequences will focus on learning from mistakes and making reparations where possible. Consequences will be considered in the context of the severity of the incident and student history.

## **NOTIFICATION**

It is understood that communication is essential to the home and school partnership. Notification will be given to the school’s community of the school’s Code Of Conduct. As well, notice will be given to the parents and students within each school of the range of responses that schools may apply to breaches of the Code of Conduct including threat-making behaviours. Therefore, for breaches of the Code of Conduct, notification may occur as follows:

- Parents of student in breach of the Code of Conduct;
- Parents of student victim(s);
- School and district personnel - where appropriate;
- Police and/or other agencies - where deemed appropriate or where
- Required by law;
- All parents of the school community - when deemed important to reassure members of the school community that school and district officials are aware of a serious situation or incident and are taking appropriate action to address it;

- When the breach of the Code of Conduct is criminal in nature, police will be consulted prior to public notification.

### **STUDENT THREAT TO SAFETY-FAIR NOTICE**

The safety of students is a top priority in the Delta School District. When a threat or violent incident occurs it is taken very seriously and a student threat assessment is started. As partners in educating our youth, everyone in the community has a duty to report all threat related behaviours. These threats include expressing intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or social media, they must all be taken seriously. We will investigate and respond to all threats to our students.