

**HANDBOOK FOR PARENTS
2010-2011**

**Cloverdale Traditional School
K-5**



Cloverdale Traditional School
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A. *Who We Are...*

1. Opening Message

It is with great pride that we welcome all parents and students to Cloverdale Traditional School. We are a “school of choice” and therefore we have no catchment area. Students may attend our school from anywhere in south Vancouver Island. We provide our students a well rounded education with teachers using the latest teaching strategies and methodologies in their classrooms.

After much discussion and feedback, we have developed this handbook that outlines the policies of Cloverdale Traditional School.

2. History

Cloverdale has a proud heritage. Since 1917, Cloverdale Elementary School has gone through many transformations from the original wooden structure to its expanded current look. During that time it has served many families whose children and grandchildren have become part of our extended family. Cloverdale has always prided itself as a school that served children and families well, enabling children to become contributing members of society.

In the fall of 2006, the Greater Victoria School District approved the school’s transformation to Cloverdale Traditional School with a unique philosophy, code of conduct and organization.

3. Traditional School Definition

Each Traditional school is unique and particular to its community. However, there are commonalities. Traditional schools are defined by their greater emphasis on the following:

- **the traditional values of citizenship, responsibility and respect;**
- **student uniforms;**
- **active parent involvement; and,**
- **educational structure.**

Our Guiding Principles:

- Students achieve their fullest potential in a structured environment where skills and concepts, in distinct subjects, are presented in a sequential manner and consistently applied throughout the school.
- Students will strive for individual excellence and maximize their individual achievement when high standards and expectations are reinforced both at home and at school.
- Behavioural expectations, clearly defined and communicated in our school code of conduct, create an environment in which students act in a respectful and responsible manner.

- The goals of the school community are best met when parental involvement is expected and the PAC and school work together in a systematic, cooperative and thoughtful manner.

Cloverdale Traditional School will focus on academic excellence and consistent expectations in learning and teaching with common language and terminology. The most current, effective and innovative teaching methods will be used to enable all our learners to reach their fullest potential.

Together, we will build tomorrow's leaders, today.

4. Mission Statement

Cloverdale Traditional School is a community of children, staff and parents whose aim is to inspire the human spirit through achievement in citizenship, intellectual development and creative expression.

5. Goals

We have three goals for the 2010-2011 school year. They are:

Goal #1: To increase student interest and improve skills in reading fluency and reading comprehension of non-fiction.

Although the students did increase the percentage of nonfiction books that were read during our six week Reading Extravaganza, the majority of these books were staff directed. We will continue to move toward a student population who self-select 20% nonfiction material to read.

Goal #2: To improve student writing.

Writing will continue to be a focus for our school.

Goal #3: To increase our students' understanding of our social responsibility by establishing a more positive school climate and by making reasonable contributions within their communities, their country and in the global community.

With our focus on behaviour, our students have made a lot of progress over the past three years. We will continue to focus on WITS, Restitution and ways to assist students with positive behaviour within the school and the greater community. We also need to increase the children's understanding of their place in the world.

B. School Uniforms and Dress Code

1. Rationale

All students who attend Cloverdale Traditional are required to wear the prescribed uniform. The uniform committee, consisting of parents, created a school uniform which is **mandatory** for all students.

Our students are ambassadors for Cloverdale Traditional School in the community; well groomed students who wear well maintained uniforms create a positive image. We believe that the responsibility for maintaining the dress code rests with the parents and students together. **It is the expectation that students look presentable at all times.** When making decisions about appropriateness of uniform items and personal accessories, parents are asked to ensure that **no items, hairstyles or accessories detract from the general appearance of the uniform.**

It is our belief that uniform dress codes foster the following:

- a sense of belonging and pride;
- a safer and more respectful learning and teaching environment; and
- a confident and positive sense of self and respect for the dignity and welfare of others.

1. Dress Code and Guidelines

Cloverdale Traditional School has developed the following Dress Code in consultation with parents and staff.

Shoes: **Black** shoes are required for **indoor** wear. If only one pair can be purchased, it would be best if they are **black runners**, that way they can be worn as gym shoes as well. Please make sure that they are non-marking. Shoes that mark add a lot of extra work for our custodian.

Socks: Socks are to be navy, or black (for boys) and navy for girls. Girls' socks are to be **knee highs not ankle socks**. Dress socks may be worn under slacks.

Hair: As we are a traditional school, hair is not to be dyed in unusual colours. **Haircuts should be conservative**; no Mohawks, faux-hawks or any extreme cuts/spikes.

Jewellery: Jewellery such as rings and necklaces is not permitted. If a student is wearing earrings, only studs are permitted.

Skin: Students are not to have rub-on tattoos or other body art on visible skin or piercings.

Nails: No students are permitted to wear nail polish.

Warm indoor clothing: A Cloverdale Traditional School vest is mandatory. However, if you would like to supplement it because your child is cold in class, you may do so with a navy fleecy or a navy sweater (no logos). All other colours are not acceptable.

Uniform Cleanliness: It is very important that students come to school with clean uniforms. We understand that the whites are more challenging to keep clean and white. However, the overall look of the uniform is spoiled when shirts and tops are covered with dirt and/or food. We will require students to change shirts at school if they arrive looking less than presentable. (Having your child change into play clothes upon arrival at home will help keep shirts and pants cleaner longer.)

Please Note: There is an expectation that all students will wear clothing that meets the guidelines. When a student arrives at school wearing items that do not conform, you will be contacted by the school.

1. A phone call home will be made by the Principal or Vice-Principal.
2. A letter will be mailed to your home.
3. Parents will be asked to come to the school and meet with either the Principal or Vice-Principal.

Please contact the school should you require assistance, financially or otherwise, in this matter. Confidentiality will be maintained.

Additional Guidelines:

- Absolutely **NO** logos, pictures or print of any kind, this includes undershirts
- Capri's, Cargo, Rugby, Yoga or Sweat pants are not acceptable
- All uniform items need to be kept in good condition (clean, non faded, good repair, correct size, etc.)
- White-collar shirts must be worn under sweaters
- Shirts and tops must be tucked in
- No open toed/heeled shoes or sandals
- Simple, solid coloured hair accessories are acceptable, in navy, black or white
- Outdoor wear and gym shoes are exempt from the standard guidelines

Recommendations:

- Navy bike shorts are recommended underneath skirts and dresses. They may not exceed length of garment
- Dark navy shorts and white t-shirts are suggested items for P.E., for classes that do change

3: Infractions

There is an expectation that all students will wear clothing that meets the guidelines. When a student arrives at school wearing items that do not conform, you will be contacted by the

school. Although I have found that most families are able to solve the issue with a quick phone call, there will be additional steps in our process.

1. A phone call home will be made by the Principal or Vice-Principal.
2. A letter will be mailed to your home.
3. Parents will be asked to come to the school and meet with either the Principal or Vice-Principal.

4: Fieldtrips

In most cases, students are expected to wear their full uniform for field trips this includes dress shoes. Parents will be notified by the classroom teacher of the uniform expectations for field trips. Our crested dark navy fleece vest is *mandatory* for school outings.

5: Civvies Day

On occasion students will be allowed to wear non uniform clothing to school. On these days, students may wear civvies. These are often based on a theme and information will be sent home well in advance. Please ensure that on these days students are dressed in clean, tidy and appropriate clothing.

6: Suppliers

The committee has chosen a Canadian Manufacturing company, Top Marks, to be our official supplier. The product is long-lasting and colour fast. You may also choose to buy the uniform items through alternate suppliers e.g. Please Mum, Zellers, Sears, Sears Catalogue, The Gap, Old Navy, The Children's Store and Wal-Mart. However, not all of the retailers produce garments that follow our regulations. Please refer to the Uniform Guidelines information sheet to ensure you are purchasing clothing that meets our description.

For further information or clarification, please contact the uniform committee through the PAC.

7: Cloverdale Traditional School Uniform

Uniforms

Crested



Vest or Jacket – REQUIRED – Special order through the school

All students **MUST** have a crested vest or jacket at school each day.

Shirt - White



Shirt

All shirts must have a collar.
Blouses must be a plain white blouse.

No attached vests

No t-shirts

No logos

Golf Shirts

Turtleneck

Dress

Pants - Dark Navy



Dress pants

- **No cargo pants** **No capris**

- **No corduroy pants**

- **No 'jean style pants'**

- **No studs or other adornments**

- **No fleece or yoga pants**

- **No sweat pants, jogging pants or leggings**

Shoes

- black shoes

- non-marking black sole

- dark laces or velcro

- dress shoes or running shoes

- **If your child has one pair of shoes please make these black runners**

- **No boots**

- **No adornments on shoes**

Shorts - Dark Navy



Dress walking shorts

Modest length

- **No cargo shorts or zip off shorts**

Socks

Boys

- solid colour: navy or black

Girls

- navy or white knee socks or tights

- **with pants** – solid coloured socks navy, black

No ankle socks

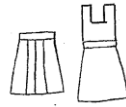
Sweaters - Dark Navy



Knit pullover
Crew-neck or v-neck
Sweater Vest
Button or zippered cardigan

No hoods

Tunics and skirts



Dark Navy Tunic

- plain, knee length
-A-line, knee length

Dark Navy Skort

- walking shorts with panel
- modest length

No denim or ruffles

No silver or coloured buckles

C. Cloverdale Code of Conduct

One of the key principles of Cloverdale Traditional School is Social Responsibility. Our parents and community expect our children to be respectful citizens who ...

- are well mannered,
- are caring and supportive of each other, and
- set high academic and behavioural standards for themselves.

1. Statement of Purpose

The purpose of our Code of Conduct is to:

- establish and maintain safe, caring and orderly environments for purposeful learning for all students.
- establish and maintain appropriate balances between individual and collective rights, freedoms and responsibilities.

2. Conduct Expectations

This is how we expect Cloverdale students to conduct themselves at school, while going to and from school, and while attending any school function at any location.

Acceptable Conduct –

- respecting self, others and the school
- engaging in the various learning activities in an appropriate manner by helping to make the school a safe, caring and orderly place by:
 - 1. Being polite.** Using Please, Thank You, May I, Excuse me, etc.
 - 2. Respecting personal space.** Keeping hands and feet to yourself.
 - 3. Behaving appropriately in the halls.** Staying to the right side, single file, not talking, not running, facing forward, and hats off inside the school.
- acting in a manner that brings credit to the school community. Specifically, showing Courtesy, Cooperation and Respect for public and private property and to school members.

Unacceptable Conduct –

- **behaviours that:**
 - interfere with the learning of others
 - interfere with an orderly environment
 - create unsafe conditions
- **acts of:**
 - bullying, harassment or intimidation
 - physical violence
 - retribution against a person who has reported incidents
- **illegal acts, such as:**
 - possession, use or distribution of illegal or restricted substances
 - possession or use of weapons
 - theft or damage to property

Rising Expectations – All students are expected to follow the Code of Conduct. There is the expectation that as students become older, more mature and move through successive grades, that:

- they will become more engaged in learning
- there is increased personal responsibility and self-discipline
- the consequences for inappropriate behaviour will increase

3. Consequences

Parents and guardians should be the first and foremost providers of discipline for their child's behaviour both at home and at school. They, along with the school personnel, should be active in implementing modifications that may be required when problem behaviours present themselves at school.

The severity and frequency of unacceptable conduct, as well as the age and maturity of the students is taken into consideration when determining appropriate disciplinary action.

Specifically:

- responses to unacceptable conduct are pre-planned, consistent and fair
- disciplinary action, wherever possible, is restorative, rather than merely punitive
- students, where possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct

The following consequences may be given to the student depending on the seriousness of the misbehaviour.

- Student, after the discovery process (What Happened? Who did what?), is asked to assume responsibility for his or her inappropriate behaviour.
- Student, through a discussion process, is asked to detail appropriate alternative courses of action (e.g. WITS – Walk Away, Ignore, Talk it Out, Seek Help).
- Implement a restitution process. See #5 (Page 12)
- Communication with parent(s)/guardian(s) and school staff
- Early recess and/or lunch recess detentions
- Written action plan/behaviour contract through the counsellor and/or principal
- “In-school” suspension
- Suspension from school as per Greater Victoria School District Policy 5131.7
- Access to school district and government support mechanisms such as: counselling, Ministry of Children and Families, behavioural consultant, psychologist, health official.

While student suspensions are used as a last resort and after all preventative measures have been attempted, there are times when a student's behaviour does result in suspension even when there have not been any previous offences. Such behaviour could include physical violence, theft, or open defiance. Suspensions could range from one to five days in length.

4. Notification

We have the responsibility to advise other parties of “serious” breaches of the code of conduct.

- parents of student offender(s) – in every instance
- parents of student victim(s) – in every instance
- school district officials – as required by school district policy
- police and/or other agencies – as required by law
- all parents/guardians – when it is deemed important to reassure the school community that school officials are aware of the seriousness of the situation or incident and are taking appropriate action to address it.

The following misbehaviours are considered **serious**.

- racial, ethnic or derogatory slurs
- swearing or verbal abuse
- hands on behaviour such as pushing, rough play, play fighting or fighting
- leaving the school or school grounds without permission
- bringing toy weapons or replicas to school
- throwing rocks, sticks, snowballs or other objects that are not part of a structured and supervised game
- rudeness, disobedience or disrespect
- stealing, graffiti or wilful damage to school property or property of others.

The following behaviours will result in suspension as per Regulation 5131.7.

- wilful physical assault
- acts of intimidation or harassment
- homophobic or racial hatred
- being in possession of or bringing weapons to school, including pocket-knives
- being in possession of or bringing illegal substances to school
- extortion

We believe that it is more important to teach children appropriate behaviour and to help them learn how to make appropriate choices than to simply punish them. To that end, we use Restitution.

5. Restitution

Many schools are moving away from punitive forms of discipline and are choosing restitution rather than retribution.

Restitution is a humane approach for guiding students. The goal of any intervention within the restitution model is to assist the student in developing self-discipline by making an initial evaluation of the problem, deciding what they can do to repair their mistakes, and then make reparations.

The restitution model operates from the following guiding principles:

1. All human behaviour is based on meeting five basic needs, those being:
 - Belonging (belonging, friendship, caring and involvement)

- Power (importance, recognition, skill and competence)
- Fun (pleasure, enjoyment, laughter, learning)
- Freedom (choice, independence, liberty, autonomy)
- Survival (food, clothing, exercise, health, savings)

(How can you meet your needs while meeting the needs of others?)

2. Every child knows when he/she has done wrong.
3. It is O.K. to make a mistake. What are you going to do to fix it?
4. It is all right to say you are sorry. What are you going to do to fix it?
5. The wrongdoer finds his/her own solution to make amends to the victim.
6. Effort is required.
7. Guilt, anger, punishment, and criticism are not used with the wrongdoer as these lead to defensive behaviour.
8. The emphasis is on compensation and learning a better way.

Here is an example:

A child is caught stealing at school.

PUNISH	MONITOR	RESTITUTION
Send the student to the principal's office.	Detention	The child decides to return the stolen item(s) and asks the victim what he can do to make amends.

D. General Information...

1. New School Hours

School begins with a Warning Bell at 8:43. Classes start at 8:44 a.m. each morning. Students are dismissed at 2:52 p.m.

Parents should not send their children to school before 8:30 a.m. and should pick them up by 3:07 p.m. as they cannot be supervised. Supervision is available on the grounds from:

- 8:30 to 8:45 - one supervisor for the perimeter of the school
- 10:16 to 10:31 - four supervisors covering all playground areas
- 11:49 to 12:19 - three supervisors covering the children while they eat lunches
- 12:19 to 12:49 - four supervisors covering all the playground areas
- 2:52 to 3:07 - one supervisor for the perimeter of the school

Our supervisors can be identified by black jackets with STAFF written in yellow and/or Red Safety vests.

2. Student Drop-off and Pick-up

Parents should use the parking area on Linwood Avenue to drop off children and not the staff parking lot or the Thrifty Foods parking lot. These areas are extremely unsafe and beyond our ability to supervise.

Also, any student who is not picked up by 3:07 p.m. must wait inside by the school office because we have no supervision outside after that time.

3. School Entry and Exit

Entry

Students are to remain outside the school until the 8:43 a.m. bell. They then line up at the location designated by their classroom teacher. Students will be allowed to enter the school before 8:43 a.m. for the following reasons only:

- emergencies
- rainy days; buzzer will signify early entry into the school
- attending before-school supervised practices or meeting with teacher
- students with permission and who will be supervised on-site by their classroom teacher or educational assistant
- using the washroom – with permission
- dropping off large musical instruments
- dropping off 3-D projects or models for classroom assignments

Parents with business in the school please leave your Gr. 1 to 5 children outside where they can be supervised and you can conduct your business without interruption.

Exit

- Students are expected to exit the school as soon as they are dismissed.
- Students are expected to dress appropriately for the weather

4. Attendance

Regular attendance at school creates positive attitudes towards responsibility, which will carry over into your child's adult life. Each child enrolled at Cloverdale Traditional School is expected to be in attendance each day the school is in session, except for excused absences. If your child will not be attending school due to illness or an emergency, please call the **Safe Arrival number 250 361-3706**.

5. Safe Arrival System

Cloverdale Traditional School has a Safe Arrival System (Call Back) in place that is run by parents for parents. The intent of this program is to ensure that all students arrive at school safely. It is done on a voluntary basis and is available to all who wish to participate. To make the system work, it is important that the parent/guardian contact the school when the student is going to be absent or late. Please phone before 8:44 a.m. Messages can be left on the answering machine during out-of-school hours. If a student does not arrive at school and we have not been notified, we follow up with a phone call to the parents to establish the reason for the absence and to confirm that the child is safe. It is imperative that home, emergency and work numbers are kept up to date during the year.

Please do not call the school's main office to leave a message. Call 250 361-3706.

6. Late Students

There is an expectation that all students come to school on time. It is less disruptive to everyone if parents get the children here before the bell. Students who are late should first go to check in with Safe Arrival (in the Medical Room). If there is no one there, the student should go to the office and check in before going to the classroom.

7. Indoor Days

Only when there is a severe downpour or when it is extremely cold outside will students be permitted to stay inside their classrooms at which time monitors will help supervise. During that time, students are to engage in quiet activities. Students will not be permitted to be in any other location without supervision.

8. Lunch Hour

Eating Time: 11:49 – 12:19 p.m.
Outside Play Time: 12:19 – 12:49 p.m.

All elementary and middle schools in our School District are closed campuses during lunch hour. Students can not leave the school grounds by themselves to buy lunches.

We all know that learning requires energy and clear thinking. To that end, we ask that parents provide their children with nutritious snacks and lunches and avoid the pre-packaged products that are either high in sugar or salt and/or are filled with chemical additives. **With the changes coming from the Ministry of Education, students are not permitted to consume pop and caffeinated drinks at schools.** The more natural the food the better it is

for brain growth and physical development. Suggestions for nutritious lunches can be found on the school website. www.sd61.bc.ca/school/cloverdale

We should all do our part to support the environment by using recyclable containers. We want to encourage all the children to use as few disposable containers as possible.

9. Lunch Room Behaviour

During lunch-time, students are expected to stay in their seats, speak quietly, be courteous and clean-up after themselves.

We have student supervision in the primary classes with adult supervision in the halls during the time students eat their lunches. The primary classes have older students who serve as monitors and report directly to the teacher if students are not living up to behavioural expectations. This year we will once again train our Grade 5 students to monitor during the lunch break. There is an adult supervisor in each wing who is responsible for the general behaviour of all the classes and is available should the monitors need support.

Our lunchroom rules are very basic and are no different than what would be expected at home. They are:

- Be seated and eat your lunch in your own desk until dismissal at 12:19 p.m.
- Put waste materials into the garbage after dismissal.
- Take any uneaten food home.
- Quiet talking is permitted.

Eating lunch at school is a privilege. Inappropriate lunchroom behaviour may result in the loss of this privilege and parents will be asked to make other arrangements for their child's lunch time.

10. Outside Play Time Expectations

We have four supervisors who monitor student behaviour during recess breaks. The intent is to ensure that all children are safe during that period of time.

Playground Supervisors doing general supervision can be identified by their black jackets with STAFF written in yellow or Red Safety Vests.

Students are expected to...

- Go outdoors at recess and lunch unless the weather is inclement. Students are not to stay in the classrooms at recess and after the 12:19 p.m. bell because we have no one to supervise them.
- **Dress appropriately for the weather.**
- Play safely and not throw rocks, sticks, acorns, or pine cones. Hard balls and hockey and lacrosse sticks are not permitted.
- Walk their bikes while on school property and no roller blades, scooters, or skateboards are to be used on school grounds.
- Behave in a respectful, considerate manner.

Fighting, play fighting, verbal abuse or any form of bullying will not be tolerated.

Consequences for inappropriate behavior...

Refer to the Code of Conduct starting on page 10.

11. Washroom Expectations

Students shall:

- Obtain permission from teacher or supervisor on duty,
- Keep washrooms neat and clean at all times,
- Wash hands and leave the washroom when finished,
- Not play in the washrooms
- Return to class immediately after using the washroom.

12. Leaving the School Grounds

All primary schools are closed campuses. Students are not permitted to leave the school grounds at recess or lunchtime by themselves.

If a child has an appointment, please provide a note for the teacher so that the teacher and child are prepared for an early departure. This will also provide a record that your child has left the school grounds.

13. Student Use of the School Building and Grounds

Our school environment is important and everyone can contribute by:

- respecting our communal space
- keeping desks, hallways and washrooms clean and tidy
- keeping walls and hall displays free from graffiti and damage
- caring for textbooks, library books, equipment, furniture and other supplies as if they were your own
- walking on the right side of the hallways
- moving quietly in the halls so as not to disturb other classes

14. Medications at School

Students who are required to take prescription drugs or over the counter drugs while at school, must have a signed consent form from the doctor (form available from our school office). School staff cannot administer any form of medication unless authorized by the student's doctor.

15. Telephone Use by Students

The use of the student phone is restricted to **emergency situations** and not to plan after school activities.

Please appreciate that with the number of children in the school, students' use of the phone is by teacher permission. We also request that parents limit the messages they leave for their children at school. **Please be sure that they are absolutely critical or emergencies.** We cannot guarantee that messages will always reach your child in time.

16. Personal Belongings and Equipment

Students are not to bring valuable equipment (cell phones, Ipods, Tamagachi or other electronic equipment), trading cards, or large sums of money to school. If there is a special reason for doing so, students should ask the teacher or office to keep it safely stored for them during the day. The school does not provide insurance for lost, damaged or stolen items or assume responsibility for missing items. Any item that is confiscated will need to be picked up by a parent or guardian.

17. Notebooks, Textbooks, Library Books and Agendas

Students are provided with Ministry approved and required textbooks in their respective grade levels and subjects. Maintaining those books in an appropriate and respectful way is expected of all students. A student will be required to pay the full price of a given textbook or library book if it is lost or damaged. Students will be required to keep their notebooks in a neat and orderly manner. At the start of the year, each teacher will show the students how to organize and maintain their notebooks for various subjects and then each student will be expected to follow the plan for the remainder of the year.

Students will use agendas in all grades except Kindergarten. They are a great communication system between school and home. Students will be taught how to organize their agendas and how to fill them out. This system will be taught sequentially as the children progress from grade to grade. The agendas are a useful tool for parents to follow what their child is studying at school and to monitor homework. Parents can also use the agenda to communicate with the classroom teacher.

Our school will provide the initial agenda. Parents are responsible for the replacement cost for an additional agenda.

18. Homework Policy

Homework is considered an integral part of the education program. **Homework will be assigned by all classroom teachers. Each teacher, at the start of the year, will send a letter home describing his/her homework policies and expectations for students for completing homework.** Students in Kindergarten are usually assigned 10 minutes of homework on a daily basis. This could include being read to, reading to or with someone, learning colours, numbers, letters and letter sounds. Generally, students in Grade 1 and Grade 2 are assigned 20 minutes and in Grade 3, they will be expected to complete 30 minutes of homework. In Grades 4 and 5, students will generally be assigned a minimum of 30 minutes of homework, but in many cases more time will be needed to complete projects, assignments and to review for tests, quizzes and unit ending tests.

D. Parent Information...

1. Parent Expectations

- Participating in 10 hours of school related activities. This could be volunteering in a classroom, supporting fundraising activities, serving as a classroom coordinator, serving on the PAC executive, and much, much more.
- Supporting Cloverdale Traditional School's Code of Conduct, Dress Code and Academic Standards.
- Reinforce appropriate behaviour standards, study habits and good attendance.
- Promote self-esteem, self-respect and self-empowerment.

2. Successful Students

Successful students are those who consistently strive to do their best. Successful students:

- attend school regularly
- establish homework routines
- are healthy, ready and able to learn
- are well-rested and well-nourished
- are attentive in the classroom
- are active in class discussions and activities
- work in an organized and effective manner in the classroom
- ask for extra help when needed
- become involved in school activities
- have realistic self-expectations and accept their capabilities and limitations
- take responsibility for their own work by balancing work and play time
- get encouragement and support from family and friends who share realistic expectations

2. Attendance

Regular attendance and being on time are two key factors to ensuring student success.

Research shows that when a student is absent more than 20% of the school year, the student has only a 1 in 6 chance of graduating from high school with his/her peer group.

School classrooms have changed, with an increased emphasis on interactive learning and participation. Missed time is therefore difficult and often impossible to make up, even

when work is sent home. At school we work hard to ensure your child has a learning environment that fosters intellectual, social and emotional growth and that it meets the individual needs of your child.

Some parents have asked classroom teachers to provide work for students while they are at home ill, or for students who go on a holiday during school time.

It will not be the general policy for our school to send packages of work home for students going on holidays or who are sick for extended periods of time.

For those students going on holidays, we recommend that they do plenty of reading and perhaps keep a journal to share when they return.

If students are home because they are ill, we assume that they really are not feeling well enough to concentrate and do much more than read a book.

Please don't send sick children to school. We do not have anyone who can supervise them or care for them while they convalesce. We also don't want germs/infections to be spread to other children and staff.

4. Parents' Role - General

At School:

- Ensure that your child attends school regularly and is on time.
- Be part of the PAC – Parent Advisory Council. Every parent/guardian is welcome.
- Be part of the School Planning Council.
- Attend PAC meetings. See calendar for dates and times.
- Volunteer to help in a class.
- Volunteer to drive students on field trips and to sporting events.
- Volunteer time during school and PAC sponsored activities.
- Read and keep up with school newsletters, notices and activities.
- Attend school assemblies when your children are participating.
- Keep up regular communication with classroom teacher.
- Meet with the teachers for conferences regarding your child's progress and achievement.
- Ensure that your child adheres to the established dress code and label all clothing.
- Ensure that your child has the needed supplies to complete her/his work and assignments.
- Make an appointment to speak to your child's teacher at a time that is mutually agreeable when you have issues or concerns about your child's academic or social progress.
- Call the school when questions arise regarding school-wide activities.

At Home:

- Review and initial your child's agenda daily for homework, upcoming assignments and notices.
- With primary children, please make sure the agenda goes into the school bag.
- Encourage and monitor the intermediate students for daily transportation of the agenda to and from school until it becomes a habit.
- Have students establish short and long term academic and social goals and review them constantly.
- Keep reminding and encouraging children about the intrinsic benefits of achieving goals.
- Establish routines for school work and home responsibilities.
- Set aside a time each night for reading silently or for reading to children.
- Connect to Cloverdale Traditional School website (www.sd61.bc.ca/school/cloverdale) for suggestions and other links.
- Make certain that your child gets proper rest and food, and daily exercise.
- Establish a Code of Conduct at home and reinforce the school's Code of Conduct.

5. CLOVERDALE TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL (CTSPAC)

At Cloverdale Traditional, we know that parents and guardians play an integral role in their children's education and in promoting a positive school environment. All parents and guardians of the children at Cloverdale Traditional are members of the CTSPAC and are therefore expected to take part in these meetings as well as other school events. A school PAC is successful when parents come together and share their ideas and goals for the school.

Our school relies on parents to be active PAC members by contributing in any way they can, whether it is through fundraisers, attending meetings, acting as a class rep or helping in general when possible.

Parent involvement is required in our Traditional School model

The Executive

The CTSPAC executive is made up of a group of parents who have been voted into position by other parents in the school at the mandatory AGM, which takes place each May. The executive is put in place to represent the voice of the parents to the school administration by communicating their views and opinions on programs, policies and activities.

Keeping Informed

The CTSPAC holds **Our School Meetings** in the school library, the last Tuesday of each month*. Every parent/guardian is welcome and strongly encouraged to attend. This is

a great opportunity to meet other parents, share ideas and learn more about how you can participate in your child's school life.

A monthly CTSPAC newsletter is circulated soon after the Our School Meeting to help keep parents informed and involved when they are unable to attend a meeting. Alternatively, minutes from the Our School Meetings will be posted on the Cloverdale Traditional School Website.

Informed, involved parents strengthen and enrich our school, benefiting our children!

* Please see the School Calendar for confirmation of meeting dates and times.

CLOVERDALE PARENT ADVISORY COUNCIL (PAC)

2010 – 2011 Board Of Directors

Co-Chair	Duncan Cardinal
Co-Chair	Gret Dowd
Treasurer	Melissa Nute
Secretary	Stacey Haase
Member At Large	Ken Su

For Contact information please visit
<http://www.sd61.bc.ca/school/cloverdale/pac.asp> or the school office

7. Steps To Addressing a School Concern

(based on Policy and Regulation 1155)

From time to time, situations or circumstances may arise which cause parents concern, and which they wish to have resolved. The following steps need to be taken in the order listed:

1. meet with the appropriate teacher or staff member to talk over your specific situation.
2. if not resolved, refer to the School Principal, Mrs. Upton.
3. If not resolved, contact our Associate Superintendent (Sherri Bell @ 250 475-4220).
4. If not resolved, inform the Superintendent of Schools (John Gaipman @ 250 475-4159).

8. Student Placement

Each June we begin to tentatively place students into next year's classes. Final decisions are not made until we know the exact number of students we have registered in September. Placing students in classes is one of the more important responsibilities we have and it is done only after a great deal of thought and discussion. Fourteen criteria influence placement decisions. They are:

- the child's need for extra academic attention in the classroom
- the child's need for social, emotional, behavioural attention from the teacher
- the child's need for Learning Assistance or Special Education support
- the child's physical and social maturity
- the gender balance in the class
- heterogeneous groupings in all classes with Gifted and Special Needs students placed with their chronological peers
- siblings in the same class
- multi-age classes
- the number of years the child has been with the teacher
- use of available Educational Assistant time in the school
- peer relationships
- class sizes according to District and Teacher Contract requirements
- class sizes as closely balanced as possible
- the number of years the student has been in a multi-age class

F. Quick Notes...

What if your child...?

Is sick: phone a message through the **Safe Arrival Number, 250 361-3706 before 8:44 a.m.**
Please do not call the main office number.

Is moving: notify the office (250 382-7231) so the necessary forms can be completed; one week notice, please.

Lost items: check the Lost and Found Box at the bottom of the stairs by the Library or check in the office.

Has an appointment: send a note to the teacher so your child can be dismissed at the required time.

Experiences a lengthy illness: notify the office (250 382-7231)

Is going on vacation: notify the office (250 382-7231)