

École Quarterway



**Parent/Student Handbook
2017 – 2018**

Vers l'excellence / Quest for the best!

École Quarterway School

www.quarterway.ca

1632 Bowen Road, Nanaimo, BC V9S 1G6
Telephone: 250-754-6845 / Fax: 250-754-6871

Principal Mr. Mike Lundine
Vice-Principal Ms. Shannon Apland
Head Secretary Ms. Jamie Smith

Office Hours:
8:00 a.m. to 3:30
Monday to Friday

Monday Bell Schedule
8:45 – 10:15 am Instructional Time
10:15 – 10:30 am Short Recess
10:30 – 11:45 am Instructional Time
11:45 – 12:20 pm Long Recess
12:20 – 1:37 pm Instructional Time

Tuesday to Friday Bell Schedule
8:45 – 11:45 am Instructional Time
11:45 – 12:20 pm Long Recess
12:20 – 1:30 pm Instructional Time
1:30 – 1:45 pm Short Recess
1:45 – 2:37 pm Instructional Time

Outdoor supervision is only provided 15 minutes before and after school. For their safety and well-being, students should arrive no earlier than 8:30 am and should leave the school grounds by 1:52 pm Mondays and 2:52 pm Tues-Friday.

WELCOME BIENVENUE NUM- 'ILUM! SEPTEMBER 2017

Bonjour! Nuw-ilum! Welcome! to École Quarterway. I look forward to a great year together. If you are a returning family, you are probably already familiar with school routines and policies. Each year we welcome many new families and staff. The coming year promises to be most exciting for all of us! Just imagine the things we can accomplish by working together . . .

“the sky’s the limit!”

As a staff:

- ✓ *we respect and share perspectives, beliefs and “best practices”*
- ✓ *we uphold our solemn duty to make the welfare of every Quarterway student our primary concern*
- ✓ *we uphold each other in educational innovation and risk taking ☺*
- ✓ *we are here to serve you, our clients, to the best of our ability*

Our success depends on open communication and a solid partnership with home and school. Please read this Handbook as well as the weekly electronic posted on the school website (www.quarterway.ca) in September. We also recommend you sign up for our listserve and download our SD68 App to get instant updates. We are planning to hold a Meet-the-Teacher Night on Thursday, September 21st from 6:30 to 7:30 p.m. Hope to see you then. Meanwhile, feel free to visit us *virtually* at any time of day or night at www.quarterway.ca

Here’s to another great year of growing and learning together at Quarterway! *“What do **you** think Quarterway should be?”*

Mike Lundine, Principal. mlundine@sd68.bc.ca

Quarterway Mission Statement

To create a community partnership within a safe environment that will inspire well-rounded, lifelong learners.

Créer une association des différents membres de la communauté scolaire au sein d'un milieu sécurisant où les élèves aspireront à devenir des apprenants à part entière pour la vie.

Quarterway strives to instill a love of learning, to provide the skills necessary to self-regulate, to process information, to think critically and creatively, and to acknowledge and celebrate differing abilities and backgrounds. Quarterway students are nurtured to become resourceful global citizens of tomorrow. Educating any child is a **shared responsibility** between home and school. Support and encouragement are essential to ensure that a child reaches his/her potential. An educational program that is balanced can foster the development of the *whole* child - *intellectually, socially and physically.*

The Right Opportunity in the Right Environment

Children need to assume an active role in their learning. They learn in various ways and at different rates. We know also that learning is both an individual and a group process. At Quarterway we value success and build it in for every child. Commitment and cooperation between school and home is the key.

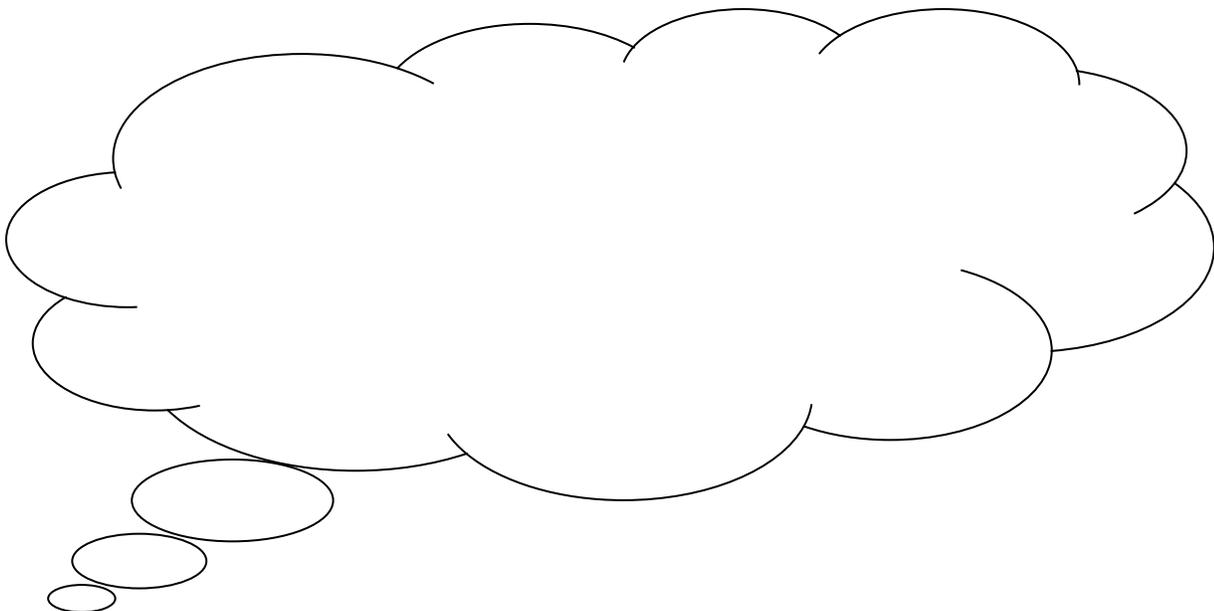
Open Communication

Parents and teachers need to establish and maintain open communication. Effective communication means taking the issue right to the source: “Please come and talk to us; don’t just talk about us☺” As committed partners in your child’s education, each party must feel free to convey our respective concerns while hearing what the other party is telling us. We must remain open, honest and ethical. A child’s needs are best served when home and school work together. Throughout the year, teachers inform parents of the goings-on at school. When there is a specific concern, the teacher contacts the parent and sometimes the office as well. When parents have a concern, they should contact the teacher (note / phone call / e-mail) to arrange a time to meet. On occasion, issues need to be referred to school or district administration. Confidentiality and respect in all such matters are both assured and expected.

Parents’ Advisory Council (PAC)

The Parents’ Advisory Council (PAC) is the central link between parents and the school. By definition, *every parent is automatically a member of the PAC.* Parents are strongly encouraged to get involved in PAC activities as this benefits all students. The PAC organizes special events and fundraising activities. The PAC executive consists of a President, a Vice-President, a Treasurer, a Secretary, two Directors and a school representative to the District-PAC (DPAC). The Quarterway PAC has a Facebook page and encourages parents to become a Facebook Friends.

Quarterway School Goal - TBA Fall 2017



We are Partners in Education

Students will:

- ✓ arrive on time, rested and ready to learn
- ✓ work diligently and complete assigned work
- ✓ bring a positive attitude and a sense of optimism to school each day
- ✓ demonstrate the behaviour expectations outlined in the Quarterway [PBIS School Climate Matrix](#)

Parents will:

- ✓ encourage their child to do his/her best to succeed
- ✓ ensure the child attends regularly and arrives on time (8:30- 8:40 a.m.)
- ✓ ensure the child arrives rested, fed, dressed for the weather and ready to learn
- ✓ support the child in following the educational program designed for him/her
- ✓ instill in the child a sense of responsibility and resiliency
- ✓ instill in the child respect for self and others
- ✓ work with school staff to support the learner
- ✓ advise the office of changes to emergency contact information

Teachers will:

- ✓ act as positive role models and preserve the dignity of every pupil in their charge
- ✓ provide engaging learning activities and assess student progress
- ✓ teach, monitor and reinforce school rules ([PBIS Matrix](#))
- ✓ adapt the student's program to suit individual needs
- ✓ work with parents to develop individual educational plans (IEPs) when needed
- ✓ initiate requests to access Learning Services Support staff as needed
- ✓ provide on-going informal feedback and prepare a summative written report to parents at year end

The Principal and Vice Principal will:

- ✓ administer the programs and practices in the school and supervise instruction
- ✓ oversee student placement and programming
- ✓ exercise authority in matters of conduct of pupils during school-related activities

Student Rights and Responsibilities:

Students are to behave safely and responsibly at all times, displaying good manners and consideration for others. The following are student ***rights*** and ***responsibilities***.

- ✓ I have a ***right*** to learn.
- ✓ I have a ***right*** to hear and be heard.
- ✓ I have a ***right*** to be respected.
- ✓ I have a ***right*** to be safe.
- ✓ I have a ***right*** to privacy and to my own personal space.

All ***rights*** carry with them a ***responsibility***...

- ✓ It is my ***responsibility*** to listen to instructions and to complete assignments
- ✓ It is my ***responsibility*** to allow those around me to work.
- ✓ It is my ***responsibility*** to listen politely while others are speaking.
- ✓ It is my ***responsibility*** to be conscious of my own actions
- ✓ It is my ***responsibility*** to be aware of the feelings of others.
- ✓ It is my ***responsibility*** to use appropriate language.

- ✓ It is my **responsibility** to respect the personal property of others
- ✓ It is my **responsibility** to respect the right of privacy for myself and for others.

Philosophy of Discipline

To punish a child is to arouse resentment and make him/her uneducable. The essence of discipline is finding effective alternatives, which leave the child's dignity intact, teach him how he has violated others' rights and teach him to do better.

... H. Ginnott,

Teacher and Child

- ✓ **Progressive Discipline:**
- ✓ Conversation between teacher and student.
- ✓ Problem-Solving sheet. Teacher may choose to inform parent at this stage.
- ✓ Office Referral.
- ✓ Restorative Practices (acknowledge responsibility; apologize; replace the behaviour)
- ✓ School staff meets with parents and student.
- ✓ Suspension for serious infractions (physical aggression, vandalism, weapons, threats, cyberbullying)
- ✓ Re-entry meeting - school staff, parent and student.
- ✓ Behaviour Support Plan to facilitate student success at school.

The SD68 Policy Discipline can be viewed at

<http://www.sd68.bc.ca/edocuments/Board/policiesandproc /default.html>

Quarterway PBIS School Climate Matrix

At Quarterway our code of conduct is linked to a school-wide approach called Positive Behaviour Interventions and Supports (PBIS). Expectations listed on the PBIS School Climate Matrix are taught and reinforced throughout the school year and are modeled by staff and by student leaders. The Quarterway PBIS School Climate Matrix can be viewed on line at our website. We encourage families to use PBIS language at home as well.

Personal Electronic Devices

As the prevalence and use of electronic technology continues to expand in society, so have the implications of using personal electronic devices in schools. At Quarterway we encourage *healthy, active living with physical play and pro-social interaction*. In addition, since electronic devices such as hand-held games can sometimes limit opportunities for social interaction and physical activity, our policy is that **electronic devices, such as hand-held games, mobile telephones, iPods should be turned off and not used during the school day (8:45-2:37) except under teacher supervision**. Parent assistance is greatly appreciated in reinforcing this policy. Please note that schools cannot accept responsibility for loss, damage or misuse of personal electronic devices that are brought to school.

A few important guidelines . . .

- ✓ Parents are asked to please call us **(250-754- 6845) by 8:45 a.m.** if you know your child is going to be late or absent. Our 24-hour answering machine can record your phone message any time of day or night.
- ✓ Elementary aged children must remain on school property throughout the school day under the supervision of responsible adults. No student is permitted to remain inside if a staff member is not present. Students are not permitted to leave the school grounds at lunch for any reason.
- ✓ Upon arrival at school, students remain outside until the bell. Students are met by the teacher at the designated entry door. On occasions of inclement weather, an announcement may be made at 8:30 a.m. inviting children to come inside to their classrooms. (But please dress for the day's weather and expect to spend recess outside.)
- ✓ Students may **only** use the reception telephone in **emergency situations** and must be in possession of a **telephone pass** issued by their teacher.
- ✓ **No wheels at school please.** For everyone's safety and school liability. Students who bring bicycles, skateboards, roller blades, scooters, etc. to school are asked not to use them between the hours of 8:30 a.m. and 3:00 p.m. on school property. Bicycles should be dismounted upon arrival and locked securely to the bike rack. Roller blades, scooters, skateboards should be carried by the student.
- ✓ Electronic devices including hand-held games, cellular telephones and MP3 players must be **turned off** and **not used** between 8:30 a.m. and 2:37 p.m. unless supervised by a teacher.
- ✓ Dangerous articles such as fireworks and laser pointers and weapons such as air guns and pocket knives are strictly forbidden on School District Property. Possession of such items will result in **suspension** from school.
- ✓ Wearing hats and caps indoors is not permitted.
- ✓ For everyone's safety, throwing snow is not permitted and may result in suspension.
- ✓ Children should come dressed appropriately for the day's weather. T-shirt logos must be school-appropriate. Shirts must cover the midriff ("*tops need to meet bottoms*"). Articles of clothing and accessories that *detract from learning* or that are deemed *offensive* may not be worn at school.

Parent Volunteers and Drivers - SD68 Policy 4410

We rely on our parent volunteers throughout the year and we thank you in advance for being a partner in learning. If you would like to volunteer in ANY capacity at the school, you are required to fill out a Volunteer Registration Form and to obtain a Criminal Record Check (information and links on the school website). Volunteer drivers are required first to register with the school office and complete the Volunteer Driver Form. Volunteer drivers must:

- ✓ be 21 years of age and in good health
- ✓ hold a valid B.C. Driver's license and vehicle insurance with a minimum of \$200,000 liability
- ✓ ensure each child under 9 has a booster seat
- ✓ keep children out of the front seat of vehicles equipped with passenger-side airbags

Attendance

Regular attendance and punctuality are important indicators of social responsibility. Students arriving late miss important learning and disrupt teaching and the learning of others. Schools are required to maintain accurate records of attendance and punctuality. **Students arriving late without reason may be required to make up the missed time during their lunch recess.**

Parents sometimes ask whether their children can miss some school time in order to go on a **family holiday**. The majority of a child's learning occurs through *class discussions* and *group interaction*. Regular attendance is particularly important in French Immersion where the second language is modelled and reinforced. Time away cannot be made up with worksheets and textbook exercises. Absences for reasons other than illness are generally discouraged. This being said, we fully recognize that some family trips provide very beneficial learning opportunities. Ultimately, it is up to the parent to weigh the pros and cons of any extended absence.

Early Warning Detection System

- ✓ For student safety, Quarterway uses the Early Warning Detection System to determine as soon as possible the whereabouts of any student who does not arrive either in the morning or after lunch.
- ✓ The Early Warning Detection System relies on parents phoning us in advance (250-754-6845) if you know your child is going to be late or absent. Our answering machine will record your message 24 hours a day. You can also send a note or let us know in advance.
- ✓ Unless we already know the reason for a child's absence, the office staff phones the home to check. This is a big job in our large school, so please try and remember to phone us first.
- ✓ **Parents** It is very important to advise the school immediately of any changes to:
 - ✓ phone number(s), address, e-mail
 - ✓ emergency contacts
 - ✓ custody orders
 - ✓ medical conditions
 - ✓ any significant family situation that might impact your child's learning at school

Homework

Homework refers to any task that a student is asked to complete outside of school hours. This can include unfinished work, projects, reading or practicing math facts and spelling words. Instilling conscientious work habits at home is important for the years ahead. Parents are strongly encouraged to be proactive in providing a quiet work place and supervising prompt and proper homework completion. You can help your child develop great study habits just by showing interest in and looking over their work, asking questions,

scheduling a regular homework time on weeknights, keeping in touch with the teacher, and above all, praising your child for all his/her efforts. A very small amount of homework may occasionally be assigned in the primary classes (K-Grade 3). Usually “homework” in the younger grades is just a little bit of nightly reading, counting and possibly spelling.

Reporting to Parents

There are two formal reporting periods each school year. Formal reports are issued in February and June. Teachers will communicate with you in an ongoing way throughout the year as to your child’s progress. Student achievement is assessed according to the Province’s “*big Ideas*”. The competency scale can be found at www.curriculum.gov.bc.ca.

Healthy Eating Policy

Schools, parents and the community all share the responsibility of instilling healthy eating habits in children. Health conscious and well-nourished children are better equipped to learn and are more likely to engage fully in learning and take advantage of the educational opportunities available. We ask that students bring only **healthy snacks** and **lunches** to school. Please see the *Canada Food Guide* for examples of foods that children should choose most often.

Schools do not allow students to consume chips, pop, candy or energy drinks during the school day.

Make the Most of your Day at Quarterway

The extra-curricular activities schools offer depend on the availability of staff sponsors and community volunteers. Quarterway students are encouraged to take an active part in any extra-curricular offerings and, when doing so, abide by school rules. Activities may be either Intramural during the school day, such as clubs, seasonal activities, noon-hour sports or Extramural after school such as interschool teams. Extramural activities require parent signature and permission slips for travel.

Interventions for Students

School-based team (SBT): SBT meetings are held as needed for staff to generate strategies to support individual children with learning needs that require adaptations or modifications to their program. Parents are encouraged to communicate to the teacher whenever there is a concern over the child’s overall progress at school.

School Support: School Support Teachers provide tiered support both within and at times outside of the classroom. SSTs offer support in reading, writing and mathematics. A student may be referred by their teacher to School-based Team and then may be recommended to work with School Support Staff for a certain amount of time.

Flexible Learning Groups: Students achieving at differing levels in reading and mathematics receive instruction in flexible learning groups that are tailored to their needs and learning styles. This includes guided reading, literature circles and math groups. Groups are operated by teachers, education assistants, parent volunteers, Literacy CVI volunteers and buddy reading partners. Students are placed in learning groups that are flexible and often change based on on-going assessments.

ELL (English language learners): Any student who is identified by their teacher as requiring extra support in their academic English language skills can benefit from the use of our ELL teacher. The goal of the ELL teacher is to help students gain familiarity with proper verb tenses, pronunciation and certain idioms and expressions they will encounter in the school setting. This service is offered for a maximum of 5 academic school years per child.

Counselor / Child Youth and Family Support Worker (CYFSW): Counselors and CYFSWs provide a range of pro-active and intervention services. Working in tandem with the School-based Team, they help develop and implement behaviour and safety plans to support students at risk, and on occasion may refer families to community resources beyond the school. Counseling services include:

- ✓ being a member of the School-based Team
- ✓ managing behaviour plans, identifying and implementing appropriate supports and empowering students in managing behavior change
- ✓ providing individual and group counseling, including crisis intervention
- ✓ liaising with parents and staff, facilitating referrals to access support from appropriate outside agencies
- ✓ providing support and resources for developmental, remedial and preventative programs
- ✓ promoting personal development and social skills through esteem building, social responsibility, goal setting, problem solving and decision making
- ✓ assisting in transition processes from pre-school to kindergarten and from grade 7 to secondary

Health Care: There is no nurse at the school. Health Care Professionals do not work in public schools; however, if you have specific questions relating to health or hygiene, please call the VIHA Health Unit at 250-755-6200 or dial **811**.

Medication at School: Sometimes children require prescription medication during the school day. Please **do not allow** your child to carry or leave drugs at school. Medications should be handed by the parent directly to the office staff along with appropriate instructions. Arrangements are made for staff to administer medications to students. Parents simply complete a Medications form in the office. If your child requires special medical attention of any kind, please provide details on the student information form.

Library Services / “Learning Commons”: The school library plays a central role in children’s education and constitutes an integral part of our School Plan for Literacy. The Quarterway Library (“Learning Commons”) houses resources in both French and English in formats including digital, print, video, DVD and multimedia. These resources address the research and leisure reading requirements of our students. The library collection numbers thousands of titles covering the entire elementary curriculum plus many interests of children from Kindergarten to Grade 7. A section of the collection also offers books of interest to parents. Parents are welcome to borrow books for themselves and for their children. All classes from Kindergarten to grade 5 visit the library with our teacher-librarian once a week, and the grades 6 and 7 classes make use of the resources available in the library with the help of their teacher and the teacher-librarian acting as a resource person and teaching partner.

Fine Arts: A music specialist provides music instruction to students from Kindergarten to Grade 5. Some grade 6/7 students are enrolled in band.

District Learning Services: The school district strives to provide a full range of Learning Services including Counsellors, School Psychologists, Speech and Language, Behaviour Support, Autism specialists and Alternate Education Programs.

Fire/Earthquake/Lockdown Procedures

Fire Drill: Schools are required to conduct emergency evacuation drills throughout the year. Students are taught to evacuate the school in an orderly fashion and gather at the designated assembly area for attendance and further instructions.

Earthquake Drill: Earthquake drills are conducted regularly. Students practice the *duck, cover and hold on* procedure and then evacuate outdoors once it is safe to do so. Staff, students and visitors gather in the designated assembly area.

Lock-Down Drill: These drills are conducted twice a year. They are meant to prepare staff and students; not to frighten them. The RCMP aids the school in running these drills in a calm and safe manner. Staff, parents, and students are given fair warning as to when these drills will take place.

School Calendar for 2017-18

Schools Open for Students	Tuesday, September 5
Non-Instructional Day (School-based Pro D Day)	Friday, October 6
Thanksgiving Day	Monday, October 9
Non-Instructional Day / Pro D Day (Provincial PSA)	Friday, October 20
Remembrance Day (Observed)	Monday, November 13
Last day of classes before Winter Vacation	Friday, December 22
Schools Re-Open after Winter Vacation	Monday, January 8
BC Family Day	Monday, February 12
Non-Instructional Day (District Pro D Day)	Monday, February 19
Non-Instructional Day (School-based Pro D Day)	Tuesday, February 20
Last Day of Classes before Spring Vacation	Friday, March 16
Good Friday	Friday, March 30
Easter Monday	Monday, April 2
Schools re-open after Spring Vacation	Tuesday, April 3
Non-Instructional Day	Friday, May 11
Victoria Day	Monday, May 21
Administrative Day - Schools area closed	Friday, June 29

There are 188 days in session.

Superintendent's Office Calendar – Local School 2017-18 as at May 24, 2017

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Students do not attend classes on non-instructional days.

DATES ARE SUBJECT TO CHANGE . . . The dates below are as known on May 24th, 2017

Visit our electronic ‘Google Calendar’ for the most current information and events such as field trips, team practices and game schedules, etc.