



École Mission Central Elementary

7466 Welton Street Mission, BC V2V 6L4

Phone: 604-826-1414 Fax: 604-826-0258

School's Website Address: <http://missioncentral.mpsd.ca/>

Principal: Mrs. Karen Greaux

karen.greaux@mpsd.ca

Parent Handbook

2014/2015 School Year

Welcome to École Mission Central Elementary. Our school has a diverse and unique student population. We are one of two schools in our District that offers an Early French Immersion program. Our school is also privileged to have strong representation from Mission's Aboriginal community. We take pride in our caring relationship with our families and students and we appreciate the support provided by our community in sustaining a positive learning environment at our school.

School Bell Schedule

| Time | Activity |
|-------|---|
| 08:25 | Warning bell – Students line up outside classroom doors |
| 08:30 | Second bell – Start of the instructional day |
| 10:00 | Recess bell |
| 10:15 | End of Recess |
| 11:45 | Start of lunch |
| 12:10 | Warning bell – All students must go outside (on outside days) |
| 12:25 | Warning bell – Students line up outside of classroom doors |
| 12:30 | Second bell – Classroom instruction resumes |
| 2:15 | Final bell – End of the school day |

Staff List

Office/Support Staff

Mrs. Karen Greaux..... Principal
Mrs. Mary Godley..... Secretary

Teaching Staff

Mr. Stewart Davis Division 1, Grades 5/6, Room 139
Mme. Bérengère Yvroud Division 2, Grade 4/5/6 (French Immersion), Room 124
Mr. Darren Chezzi Division 3, Grade 4/5, Room 131
Ms. Marie-Helene Gauthier Division 4, Grade 2/3 (French Immersion), Room 135
Ms. Amber Chung..... Division 5, Grade 2/3, Room 140
Mme. Hilary Von Hertzberg Division 6, Grade 1/2 (French Immersion), Room 156
Mrs. Mollie Karpowicz/Ms. Alyson Trout Division 7, Grades 1/2 Room 155
Mme. Diane Moreau Division 8, Grade K/1 (French Immersion), Room 148
Ms. Jean Greenshields..... Division 9, Grade: K Room 151

Mrs. Maria Hedderson..... French Immersion L.S.T. and Teacher-Librarian Library
Mrs. Alicia Reid..... Learning Support Teacher.... Room 144
Mrs. Nancy Werner Learning Support Teacher Room 145

Educational Assistants

Ms. Julie Baker, Mrs. Shannon Haig, Miss Sarah Jenkins, Mrs. Brenna Pennell,
Mrs. Dawn Stackhouse, Mrs. Kim Steele and Mr. Jack Verigan.

Aboriginal Department..... Rooms 126 & 130
Mrs. Carolyn Schmor..... District Principal
Miss Kim Gray..... Aboriginal Support Worker
Mrs. Marcy Buell..... Aboriginal Department Secretary

Supervision Assistants

Mrs. Mavis Leckie
Mrs. Irene Parker
Mrs. Karinanne Buckner
Mrs. Donna Kennedy
Mrs. Lisa Martin

Custodial Staff

Mr. Gerry Heriot
Ms. Donna Shepherd

District Flight Team Safe-Room Location: Room 146, Counselors' Room

The “Safe-Room” will be set up and supervised by Safe Room Coordinators and members of the Flight Team/staff.

In the event of a crisis (tragic or grief-related incident) a “Safe Room” is a place for any student who, after hearing the announcement of a death, is unable to participate in academics or who needs extra support and caring; a place for students to gather.

Attendance

Attendance patterns are important indications in predicting how well students will succeed at school. Students who attend school regularly (and on time) usually experience greater success. Parent support in this regard is greatly appreciated. Student attendance patterns are reviewed monthly by the school's administration. We do our best to contact families of students who are absent; you can assist by notifying the school when your child is absent. (604-826-1414).

Picking Children Up from School

If you would like an adult (other than those specified in the school's files) to pick up your child after school, please make sure that you send a note to the child's teacher informing them of your wishes. Please note that we will not release children to adults who are not listed as contacts in our school's files unless we have explicit permission from the child's parents.

School Code of Conduct

Our school's code of conduct is designed as a tool to help students make socially responsible decisions in a variety of situations. The code was developed through a process which involved staff, students, and parents. The code presented below results from these collaborative efforts.

École Mission Central Elementary is a SUPER school. SUPER stands for:

S – Safety/Sécurité

U – Unity/Unité

P – Participation/Participation

E – Excellence/Excellence

R – Respect and Responsibility/Respect et Responsabilité

Our expectation is that all people in the building (students, staff, and visitors) apply the code at all times.

In addition to our school's Code of Conduct, we utilize the W.I.T.S. acronym which gives students proactive strategies should they encounter conflict with their peers. Standing for **W**alk Away (and tell an adult if appropriate), **I**gnore (and tell an adult if appropriate), **T**alk it out (use your words), **S**eek Help. Research shows that schools that use W.I.T.S. have fewer incidents of verbal and physical altercations as students in all grades have four different strategies that they can instantly use if there is a need. Depending on the circumstance, students may find they only need to use one of the strategies to defuse the situation.

École Mission Central Elementary students use their W.I.T.S.

W.I.T.S. stands for:

W – Walk Away

I – Ignore

T – Talk It Out

S – Seek Help

School Dress Code

- Students must wear clothing that displays only appropriate logos and slogans
- Straps on sleeveless tops must be wide enough to cover most of the shoulder area.
- The bottom edge of a shirt (or other top) must cover the top of pants, skirt or shorts, both when the wearer is standing or sitting.
- Shorts and skirts must be of appropriate length
- Necklines are to be appropriate
- Head coverings, including hats and hoodies, may not be worn within the building, unless it is for religious reasons.

Weapons (Real and Toy)

In accordance with our School District Code of Conduct, no weapons, real or toy, are permitted at school. Laser pointers are considered in this class, due to the potential for serious eye damage.

Vandalism

Vandalism is a very serious offence at all Mission District schools. Students who are caught vandalizing school property or equipment may face suspension from school and will be held financially responsible for damages incurred. In some cases, the RCMP may become involved. The community of Mission takes great pride in our facility and we expect that all students will value and respect it.

Student Use of Phone

Students are only permitted to use the telephone during an emergency. All other arrangements need to be made at home the night before.

Dogs

Dogs are not allowed on school property without the approval of the principal as per Administrative Procedure #301 which can be found on the School District website.

Electronic Devices

Electronic devices such as portable electronic games (Nintendo DS, Sony PSP) and MP3's/Ipod's are not permitted in school. Cell phones may be brought, but must be turned off during the school day, including recess and lunch. Furthermore, due to privacy concerns, students are not permitted to take pictures or video with their cell phone or cameras. In the event that a student ignores this policy, the item will be confiscated and parents will be notified.

Skateboards, Roller Shoes, Bicycles and Scooters

Skateboards and Roller Shoes are not permitted at school. If students are using their bicycle or scooter as transportation to school, then they must use the bike rack and lock up their bicycles and scooters. Such items can not be stored in the school.

School Homework Guidelines

Homework gives us the opportunity to extend learning for our students beyond the school day. Reading is not considered homework, but should be encouraged every night. The most common reasons for assigning homework are: practice, preparation and to catch up on work that has not been completed during the regular school day. Homework is not necessarily assigned every night.

The following suggestions are provided to guide parents in helping their children make homework a successful experience:

- Help set up a consistent place for homework to be done.
- Help your child establish a consistent schedule.
- Consistent use of a daily planner will help in developing organizational skills.
- Encourage, motivate, and prompt your child, but do not do the homework yourself.
- Although there might be exceptions, the amount of time your child should spend on homework is roughly equivalent to 10 minutes per grade level.

For example: Grade 1 - 10 minutes per night

Grade 2 - 20 minutes per night

Although students benefit from learning the discipline of routine homework assignments, as a rule they should not be spending a great deal more time than 10 minutes per grade level each night. If you have any concerns about the homework your child is receiving, please contact the teacher for clarification.

Student Recognition

Super Student Tickets are given to students who demonstrate positive behaviours that follow our school code of conduct. Every month all super student tickets are placed in a draw that takes place during our student recognition assemblies.

Student recognition assemblies happen monthly. Each classroom teacher recommends the names of students from their class to be recognized with a certificate during this assembly. Every month we publish the students' names in our school newsletter. We also recognize members of our athletic teams, and provide opportunities for student-volunteers to perform in front of the school.

Students in the intermediate grades who achieve letter grades of "B" or higher in academic subjects are placed on the school Honour Roll. These students receive certificates at the end of each reporting term.

Effort Roll certificates are also given to intermediate students who meet the criteria of straight "G's" on their report card. These students receive certificates at the end of each reporting term.

Finally, at the end of the school year, we present service certificates for students who have assisted throughout the school year in areas such as gym equipment monitors, office monitors, library monitors, etc

School Policy – Classroom Placements

The process of making up classes for each school year begins in May and is based on the best information available at that time. The school staff meets and follows a process that considers the following factors. This list is *not* in priority order:

- the teaching style of the teacher and the learning style of the student
 - the child's physical and social maturity
 - male/female balance in each class
 - the number of years the child has been with the teacher.
 - the child's interactions with other students
 - the child's needs in social, emotional, and behavioural areas
 - the child's intellectual development level
 - the age of the child
 - student friendships
 - the best use of education assistants
 - the child's need for learning assistance or special education services
 - the placement which will afford the child the greatest chance of success
 - parental requests – (in writing to the principal by May 1st)
- Although we will attempt to meet parent requests, we cannot guarantee to satisfy all requests.

Home School Communication

Occasionally, parents have concerns or questions about their child's program at school. Parents are encouraged to use the following process to resolve their concerns:

1. Discuss the matter with your child's teacher. Often after an initial discussion with the teacher, the concern is resolved.
2. If, after discussing the matter with your child's teacher, you still have concerns, please speak to an administrator. Often, a three-way meeting is successful in addressing the concerns.

Parent Volunteers

Studies show that parental involvement in education results in greater student success, better attitudes towards school, and higher graduation rates. There are many ways you can volunteer at school, including reading to children in the classroom, assisting with preparing materials for projects, supervising on field trips, and becoming involved in the PAC or SPC.

All volunteers must complete the appropriate district forms, which are available from the school office. (Driver's Abstract and/or Criminal records check). Parents are encouraged to complete the necessary forms early in the school year. All parents are automatically members of the school Parent Advisory Council (PAC), and are welcome to attend and vote at general meetings. Our PAC meets the third Tuesday of each month at 8:45am.

Mission Central Calendar for 2014/2015

September 2014

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|----------------|---|
| Mon., Sept. 22 | Schools Open: Dismissal at 11:00 am |
| Wed., Sept. 26 | Ready, Set, Learn 1:00 - 2:00 p.m. |
| Fri., Sept. 26 | Month-End Assembly, 8:45 am (Student of the Month) Terry Fox Run |

October

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|----------------|--|
| Mon. Oct. 13 | Thanksgiving (students not at school) |
| Fri., Oct. 17 | Mid-Month Assembly, 8:45 a.m. |
| Wed., Oct. 22 | Photo Day - Individual Student Photos |
| Tues., Oct. 24 | Provincial Pro-D - No School for students |
| Wed., Oct. 29 | Ready, Set, Learn |
| Fri., Oct. 31 | Month-End Assembly 1:00 (Student of the Month) |

November

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|----------------|---|
| Wed., Nov. 5 | Sand Northrup Performance - French Immersion classes to Christine Morrison 9:00 a.m. |
| Fri. Nov. 7 | Remembrance Day Assembly, Newsletter home |
| Tues., Nov. 11 | Remembrance Day Holiday (students not at school) |
| Mon., Nov. 17 | Photo Retakes, starting at 8:45 a.m. |
| Fri., Nov. 21 | Half-Day for students: dismissal at 11:00 a.m. Evaluation and Assessment. |
| Fri., Nov. 28 | Month-End Assembly, 8:45 a.m. |

December

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|-------------------------|--|
| Mon., Dec. 1 | Report Cards home |
| Dec. 1 - 4 | Parent-Teacher Conferences |
| Fri., Dec. 5 | Student not in attendance: Day in lieu of Parent-Teacher Conferences |
| Mon., Dec. 8 | Nutcracker at Clarke Theatre |
| Fri., Dec. 12 | Mid-Month Assembly, 8:45 a.m. |
| Fri., Dec. 19 | Last day before Winter Vacation |
| Dec. 22 - Jan. 2 | Winter Vacation |

January 2015

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|----------------|---|
| Mon., Jan. 5 | Schools Reopen |
| Thurs., Jan. 8 | Teddy Anderson Performance, 8:45 a.m. |
| Fri., Jan. 9 | Newsletter home |
| Fri., Jan 16 | Mid-Month Assembly 8:45 am |
| Sat., Jan 24 | Riot of Reading 11:00-3:00 |
| Fri., Jan. 30 | Month-End Assembly, 8:45 (Student of the Month) |

Mission Central Calendar for 2014/2015 (continued)

February

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| Fri., Feb. 6 | Newsletters home |
| Mon., Feb. 9 | Family Day - No School |
| Fri., Feb. 13 | District Pro-D - Students not in school |
| Wed., Feb. 25 | Pink-Shirt Day |
| Fri., Feb. 27 | Month-End Assembly, 8:45 (Student of the Month) Assessment/Evaluation: 11:00 a.m. Dismissal |

March

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|---------------------|---|
| Fri., Mar. 6 | Newsletters home |
| Mon., Mar. 9 | Report Cards home |
| Fri., Mar. 13 | Students not in school: Day in lieu of Parent-Teacher Conferences |
| Mar. 16 - 20 | Spring Break |
| Mon., Mar. 23 | Schools Reopen |
| Fri., Mar. 27 | Month-End Assembly, 8:45 (Student of the Month) |

April

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| Fri., Apr. 3 | Good Friday |
| Mon., Apr. 6 | Stat day |
| Fri., Apr. 10 | Mid-Month Assembly 8:45, Newsletter home |
| Wed., Apr. 15 | MSS Family of Schools Dinner - Aboriginal students only |
| Fri., Apr. 24 | Month-End Assembly, 8:45 (Student of the Month) |

May

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|--------------|---|
| Fri., May 1 | Newsletter home |
| Fri., May 8 | Mid-Month Assembly 8:45 |
| Wed., May 13 | Ready, Set, Learn, 9:00 - 10:00 |
| Fri., May 15 | Non-Instructional Day (students not in school) |
| Mon., May 18 | Victoria Day (students not in school) |
| Fri., May 29 | Month-End Assembly, 8:45 (Student of the Month) |

June

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|-----------------|--|
| Fri., June 5 | Newsletter home. |
| T.B.A. | Service Award Assembly |
| T.B.A. | Grade 6 Farewell |
| T.B.A. | Grade 6 Assembly |
| Thurs., June 25 | Assembly. Last Day for Students. Report Cards home |
| Fri., June 26 | Administrative Day |