



PARENT INFORMATION

SAFE ARRIVAL PROGRAM

Please phone the school at 628-3551 by 8:45 AM if your child will be absent from school that day. If we do not receive notification of your child's absence, you will receive a recorded message from the school asking for your confirmation that your child is absent. Your assistance is greatly appreciated.

LEAVE A MESSAGE

During the day our office is very busy. Should you need to leave a message from your child, we will do our best to ensure it arrives in a timely fashion and before our office closes at 12:00. It is not possible to disrupt classes for a student to come to the phone (except for emergencies,), so please do your best to make all necessary arrangements before school.

SCHOOL VISITORS

All visitors to Port Edward **must report to the office** when they arrive at the building. Parents are always welcome and may visit at any time. Please ensure that your teacher is aware should you want to spend time in classrooms to visit. You do not need to visit the office if you are picking up your children or coming to participate in a school event. Students from other schools are not normally allowed to visit during the school day. Our door will be locked for safety purposes after 12:00 but you can gain access by ringing the doorbell. Someone will answer as promptly as possible.

STUDENT ACCESS TO SCHOOL

School ground supervision is provided 10 minutes before the bell at 8:35. Students should arrive no sooner than that unless there are activities arranged. They will go outside during recess and lunch hour except when the weather is extreme. This means that on most days students will be outside during the break periods. We believe that outside activity helps improve student learning, so as much as possible, will encourage outdoor play at breaks. Should it be necessary to call an "in" day, students will stay in their own classrooms with monitor supervision. Students are expected to dress for the weather. Most students are dismissed by 2:30 unless they have been asked or have chosen to stay after school to work with their teacher or to attend after school activities. Students should not stay after school to play on equipment unless supervised by a parent because we do not provide supervision at that time. Students who stay after school when asked by the teacher will be provided opportunity to phone home to inform parents/guardians.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Please check the lost and found regularly for your child's belongings



USE OF STUDENT PHONES

Our student phone is situated outside the office. Students are allowed to use the phone for emergency purposes only and with teacher permission. Please help your child to organize play dates and other such situations during time away from school. This will help to alleviate overuse and congestion of our one phone. Students are not allowed to bring cell phones to school. We do not encourage cell phone use and insist that cellphones remain in back packs when school is in session.

NEWSLETTER

A newsletter comes at the twice monthly. This is a valuable communication tool for planning ahead. Newsletters will be available on the website only but you can ask for a paper copy if you do not have access to internet. If you wish a newsletter emailed directly to you, please make sure that our secretary has an up-to-date email address.

ATTENDANCE

Regular attendance is essential if your child is to receive the full potential from his/her educational program. Children who are frequently absent miss important instructional time when class discussions and pupil-teacher interactions take place. Working with other pupils, learning to express one's own ideas and listening carefully and respectfully to others are an important part of each child's day. Please carefully consider extended absences for your child.

PARENT/TEACHER CONFERENCES

Check newsletters and calendars for the timing of these. If you feel an appointment is necessary to ensure that your child's needs are being addressed appropriately, please call your son's or daughter's classroom teacher for a discussion anytime. Our teacher's are willing and eager to talk to you. It is most important to involve students in any discussions and decisions that affect their education. Conferences can be used in a number of ways, for example to share on the student's progress, share particular accomplishments, set goals for the future, review previously goals. Obtain information from parents or to simply share successes.

ASSEMBLIES

Assemblies will be held about once a month. These will be short assemblies meant to recognize birthdays or other special occurrences and/or student recognition. Parents are always welcome to attend.

PERFORMING ARTS CENTER

At different times during the year the school will take part in activities at the PAC. School expectations are in play and student behaviour is important. Respectful audience behaviour is a life skill.



ELECTRONICS

We do not encourage the use of electronics at school. This includes iPods, game systems, cell phones etc. Students, who bring any type of electronic device to school, do so at their own risk: these devices may be confiscated and returned to only to parents. These systems can be distracting to the learning environment as well as being at risk for theft. Some teachers allow use for special occasions or rewards for work accomplished. Parents will likely be informed in that event. Should an electronic device go missing, no attempt will be made to investigate its loss.



SHOES

Students are to have two pair of shoes: one for inside and one for outside. Students are asked to take off their outdoor shoes at the mat when they enter the building and carry them to their classrooms. When students leave the building they leave inside shoes in the classroom and put their outside shoes on before they go outside. We do this to help our custodians in the care of the floors.



DOORS

Students are to enter and exit through their designated doors in a quiet and orderly manner. Students in each pod will line up at each end of the school depending on which side of the pod their classroom is in. The front door is used for parents and for students who arrive late as this door is the only unlocked door into the building during school hours.



REPORTING

The school act requires that we report home on your child's educational progress a minimum of five times per year. Three of these reports are written, formal reports. One of these will be a parent/teacher/student conference and the other will be student-led conferences. (See calendar for projected dates).

Check the ministry website for details regarding the format and expectations of these reports. <http://www.bced.gov.bc.ca/reportcards/>



COMMUNICATION

Please make sure that you are in touch regularly with your child's teacher. Parents are our greatest resource in helping to build a positive and effective school experience for children.

We are partners in this endeavor.



LUNCHTIME INFORMATION

WE encourage students to go home for lunch, however a significant number stay for lunch. We eat lunches in our classrooms. The primary students have student monitors assigned to

their classes. An adult lunchtime supervisor monitors our lunchrooms overall. Lunchtime for all classes will be from 11:45-12:30. At Port Edward, we play outside before we eat. Students will come inside for the last fifteen minutes of the lunch hour to eat. Those students who need longer to eat their lunches will be allowed as much time as they need for lunch.

A small number of our students receive a lunch program. If you wish your child to participate in this program, please call the school for details.

Staying at school for lunch is a privilege, not a right. This is a service provided to students for situations where families have no alternative other than to have the child/ren eat at school. Ideally, however, children often need a break in their school day and we appreciate every effort made by families to accommodate a lunch break away from the school.

BEHAVIOURAL EXPECTATIONS FOR LUNCH HOUR

Students will:

1. Sit until they finish eating lunch.
2. Clean up after themselves.
3. Talk quietly.
4. Display good manners and eating habits.
5. Treat supervisors with respect and courtesy.
6. Stay on school grounds during the whole of lunch hour.
7. Bring a permission slip from parent should they wish to leave school grounds.
8. Not bring junk food for lunch. (Candy, chips, pop etc.) as we are required by the ministry to support a healthy eating curriculum.

Should we have difficulty with compliance to these requests; the parent will be made aware and will become responsible for supervising their child during the lunch hour at home. Other arrangements at lunch will have to be considered.