



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, a staff member will call. Your assistance is greatly appreciated.

LEAVE A MESSAGE

Should you need to leave a message from your child, we will do our best to ensure it arrives in a timely fashion. 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. The phone is checked at every break for messages.

SCHOOL VISITORS

All visitors to Port Edward Community School 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, you can gain access by knocking on the door or walk around the building and knock on the window. Someone will answer as promptly as possible.

STUDENT ACCESS TO SCHOOL

School ground supervision is provided 10 minutes before the bell at 8:35 am. 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, we will encourage outdoor play at breaks. Should it be necessary to call an “in” day, students will be in the gym or classroom with supervision. Students are expected to dress for the weather. Most students are dismissed by 2:38 pm 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, 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 PHONE

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 is sent home once a month. This is a valuable communication tool for planning ahead. Newsletters will be available on the website as well. 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.

PARENT/TEACHER CONNECTION TIME

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 teachers' are willing and eager to talk to you. It is most important to involve students in any discussions and decisions that affect their education. Connection time 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.

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 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.

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 communicate with your child's teacher regularly. 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

Lunchtime will be from 12:00 pm to 12:45 pm. All children are signed up for the lunch program. Staying at school for lunch is a privilege, not a right. 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.