

SILVER CREEK ELEMENTARY

“Home of the Stars”

**Student Handbook
2008-2009**

A message to the parents of Silver Creek Elementary:

This agenda is an important planning and communication tool for your child, for you and for the school. In addition to the agenda, this year we have included customized pages that have useful information about our school guidelines, policies and programs.

Your support and cooperation in helping your child understand the importance of using a student agenda daily is greatly appreciated. Once you have spent time with your child sharing and discussing the agenda, would you both sign below. Your child and his/ her teacher will use the agenda regularly to organize homework, plan for upcoming activities and to communicate with you.

Together We Can Reach for the 'Stars'

935 Salmon River Rd.
Salmon Arm, B.C. V1E 3G3
Phone: 832-8282 Fax: 833-1167

This agenda belongs to:

Name: _____

Address: _____

City/Town _____ Postal Code _____

Phone _____

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MISSION STATEMENT

Silver Creek Elementary strives to create a safe, caring, environment where parents, students, staff and community work together towards common goals which enable students to achieve success in social, emotional and academic development.

WELCOME TO SILVER CREEK ELEMENTARY SCHOOL

We are the home of the STARS! We hope that your years with us will be both enjoyable and successful. Our school will provide you with many opportunities to achieve your potential in all areas, however it is up to you to take advantage of these experiences.

Our staff will provide you with the support and assistance necessary for you to develop into happy, confident and productive young community members. We will encourage you to always give your personal best effort in all that you do and to follow our **STAR** behavior expectations. To assist everyone in learning to live and work together we have a basic guiding rule:

Everybody that works and learns at Silver Creek has the right to be treated with respect and the responsibility to treat all others with respect

Why Have an Agenda Book?

Part of the mandate of School District #83, and the Ministry of Education, is to prepare students for success beyond school. Silver Creek elementary believes that good organization is one of the key contributors to this result. This handbook is a means for improving organizational and planning skills, as well as a handy reference about school programs and expectations. Use this book to keep track of homework, assignment due dates, test dates, appointments, and activities. Enhance your potential for success; make the use of this agenda a part of your daily routine!

Bell Schedule

8:00	Bell – classes begin
9:45	Recess
10:00	Classes begin
11:15	Lunch
11:55	Classes begin
1:55	Dismissal

SCHOOL SERVICES

LEARNING ASSISTANCE

Students with specific learning difficulties may be tested and receive specific remedial assistance or support for regular academic classes from the Learning Resource Teacher. Students work at their own pace, at their independent level with remedial teaching taking place where necessary. Programs are carefully monitored. Students work on their own part, with help as needed from the Learning Resource Teacher, or Certified Education Assistant. Students may receive instruction in word processing programs. Certain students also receive specific instruction for individual programs in the content areas. Entry into this program is limited and all referrals are screened through the School Based Team to ensure appropriate placement.

GENERAL INFORMATION

1. SCHOOL BUS INFORMATION

Many students ride the bus to our school. Students are expected to behave appropriately at all times on the way to school and on the way home. The bus driver is the supervisor on the school bus and students are subject to the school Code of Conduct and bus rules while on the bus. Each school year, bus drivers provide students with a "Procedure and Code Of Conduct for Bus Students" form which must be signed and returned to the driver. If you have any questions concerning bus routes or times, please phone the Transportation office at 804-7890. Parents may arrange for their child to take a different bus or get off at a different stop by sending their child to school with a note for teacher or child to give to the bus driver.

2. ASSEMBLIES

A variety of assemblies are held throughout the year. Students at Silver Creek Elementary enjoy a reputation of being well behaved yet active participants in school assemblies. A number of touring professionals have taken time after their performances to congratulate students as being among the best behaved and most knowledgeable audiences they have experienced. Students unable to behave appropriately will lose the privilege of attending assemblies.

3. HOMEWORK

Students who complete their homework regularly are generally successful in school. Students are expected to complete all homework assigned by their teachers and to hand such work in on time when requested to do so. Parents who notice that their child has a lot of homework should check to see if the child is working on incomplete class work. Parents can work with the teacher to encourage students to use their class time wisely.

4. CLASSROOM PERFORMANCE

All students have the right and responsibility to work diligently on their studies. Teachers will provide the most interesting and varied learning activities possible for their students. Students must do their part by going to their classes to focus on the learning situation. Socializing should be left for outside class hours. In class, teachers can and must expect that students are there to learn.

5. FEES

In order to provide a range of programs, some fees are required. It is important that these fees be paid as soon as possible in September.

6. DRESS

The general rule for the dress code is for students to dress in a manner **appropriate to the workplace**. This means that clothes that may be appropriate for other settings may not be appropriate for school. School administration reserves the right to make the best judgment possible about what is or what is not appropriate clothing. The following are specific guidelines for students to adhere to:

1. Wear footwear at all times
2. Shorts and skirts must be of sufficient length
3. You must have acceptable pictures and words on your shirt. Slogans promoting sexual acts, or including violence or profanity, hatred or discrimination toward a person or group, or promoting illegal drugs or abuse of alcohol are not appropriate.
4. *The THREE B's rule applies to clothing worn by students:*
 - **No butts – top of pants must be above the hips**
 - **No bellies – shirt must be touching the tops of the pants.**
 - **No backs – no spaghetti straps and the majority of the shoulder must be covered.**
5. Hats (including toques) must not be worn in the building unless the school is having a special event that allows head gear.

Students will be asked to cover up or change should these guidelines be violated. Students who **refuse** to comply with these guidelines may be sent home.

7. SCHOOL TELEPHONE

The student phone is provided to students for emergency use. Students must have teacher permission and present a phone pass at the office before using the phone. Students should make arrangements for visiting friends before coming to school. Arranging 'Play Dates' is not an appropriate use of the school phone.

8. MEDICAL ROOM

This room is provided as a last alternative for students who are ill. Students who are ill are to come to the office, where a parent or guardian will be called to allow you to go home or to pick you up. If one cannot be contacted, students may be admitted to the medical room by permission of the office.

9. VISITORS

Silver Creek Elementary has a closed campus policy that requires any visitors to report to the office upon entering the school. Signs are posted at the entrances. Parents and volunteers who are working in the building are asked to check in at the office. Students wishing to bring a visitor to school need to gain permission from their teacher and principal beforehand.

10. STUDENT TRAVEL

Teachers at Silver Creek Elementary believe that educational experiences must extend beyond the classroom. Students participate in such activities as band trips, sports competitions, fairs and other student competitions. **For the school to maintain and expand these programs it is important that students always act in the interest of the school.** Students that misbehave in any way reflect poorly on Silver Creek Elementary's reputation. The school Code of Conduct and School District Code of Ethics apply at all times on school sponsored trips.

11. BICYCLES, SKATEBOARDS AND SCOOTERS

These items may not be used on the school grounds during the school day because of safety concerns.

12. PARENT INVOLVEMENT

We encourage parent participation at the school. If you would like to help listen to children read, put up displays, prepare charts, obtain materials or have a special talent you would like to share, please let your child's teacher know. There are different ways that parents support their children's learning at Silver Creek Elementary. Some of these are:

- Talking to children about learning and valuing education
- Assisting in school activities, field trips, sports events, etc
- Providing a quiet place and time for homework
- Keeping in touch with teachers through the student planner
- Reading to/with their children every day
- Helping in the classroom
- Supporting/participating in the Parent Advisory Committee

13. PARENT VOLUNTEERS

All parent volunteers agree to abide by the following *Code of Ethics*:

1. Respect the confidentiality of the teacher and the children and refrain from discussing them outside the school situation
2. Practice tolerance and understanding towards the children and teachers with whom you come in contact. Be sensitive to the teaching role. Strive to be accepting of all children.
3. Be dependable. If you agree to undertake a task, follow it through by attending on the dates and times arranged. Be realistic about the amount of time you can spend. If you must be late or absent, please contact the teacher.
4. Be sensitive to the needs of your own child and, with the teacher, decide whether or not it is advisable to volunteer in your own child's classroom.

12. PARENT ADVISORY COMMITTEE

The Parent Advisory Committee is composed of parents of students and meets once a month with the principal and teacher rep. The mission of the Parent Advisory Committee is to:

- Help Silver Creek Elementary School be the best it can be
- Help create a positive, caring place for our children
- Help ensure our kids get the best education possible
- Help enhance the school's learning resources
- Promote efficient communication between parents and staff
- Act as liaison between the school and the community
- Increase parent understanding of school issues
- Help parents gain an understanding of new programs
- Lend support and encouragement to the school staff and become a strong parent voice in the School District
- Lend financial support where able
- Encourage each other as parents to become involved in all aspects of our children's education at home, at school, and in the community

13. LICE POLICY

To prevent an outbreak of head lice, mandatory head lice checks are conducted at our school. In the case of a suspected infestation the parent will be notified by the Principal. The parent is responsible for taking the necessary steps for the child to receive appropriate treatment. Parents are asked to ensure the problem is eliminated prior to returning to school. Parents are encouraged to conduct regular checks at home to ensure that any infestation is detected as early as possible.

RECOGNITION PROGRAM

Awards are given to recognize student achievement in four categories:

Principal's List

Students who have received an "A" in all subjects taken in a regular program.

Honour Roll

Students who have received "A" average (86% or better) based on all subjects taken in a regular program, and who have not failed any course.

Merit Roll

Students who have received a "B" average (73% to 85%) based on all subjects taken in a regular program, and who have not failed any course.

Effort List

Students who have received all 3's in "Work Habits" in one term with no "N" s,

STUDENT EVALUATION

The following reporting symbols are used at Silver Creek Elementary for intermediate students:

Intermediate Academic Achievement:

- A = 86-100% (Excellent)
- B = 73-85% (Very Good)
- C+ = 67-72% (Good)
- C = 60-66% (Satisfactory)
- C- = 50-59% (Minimally acceptable)
- I = "in progress" or "incomplete". The student is making progress, but it has been determined that additional time is required to meet the expected learning outcomes. Expectations and timelines are attached for each I.
- F = 0-49% (Failed or Failing) The student has not demonstrated or is not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade. F (Failed) may only be assigned if an I (in progress or incomplete) has been assigned previously.

Primary Academic Achievement:

- 4 – Exceeding Expectations
- 3 – Meeting Expectations
- 2 – Approaching Expectations
- 1 – Not Yet Meeting Expectations

Work Habits:

- G = Good
- S = Satisfactory
- N = Unsatisfactory

If there are any questions concerning progress at any given point in the school year please contact the classroom teacher. If you still have questions contact the administration.

REPORTING

Parents will receive three formal report cards from their child's teacher:

Term One:	September to Christmas	First Report
Term Two:	January to Spring	Second Report
Term Three	Spring Break to June	Third Report

In addition, teachers will send out an interim report during Terms One and Two. Parents are encouraged to contact their child's teacher if they have questions or concerns about their child's progress.

SCHOOL ACTIVITIES

Silver Creek's staff offers a wide range of student extracurricular activities. This offering varies from year to year depending on staffing and student needs. Students are urged to select at least one activity in addition to their academic workload.

TEAMS

- Basketball – Intermediate Boys and Girls
- Volleyball – Intermediate Boys and Girls
- Track and Field
- Cross Country Running
- Wrestling

CLUBS

- Student Leadership
- Yearbook
- Chess

INTRAMURALS

- Basketball
- Indoor Soccer
- Floor Hockey
- Volleyball

HOW TO SURVIVE IN THE CLASSROOM

- Listen
- Ask for help
- Say Thank You - appreciate help given
- Bring materials to class
- Follow instructions
- Set a goal
- Complete assignments
- Contribute to discussions
- Offer to help
- Ask a question
- Ignore distractions
- Make corrections
- Decide on something to do

WALKING FIELD TRIPS

The following form is intended as a 'blanket' permission slip for curriculum, or sport related activities within a single day. Some examples of how this may be implemented are: a math trip to the stores, a French cultural tour, a socials mapping assignment, a cultural visit to a local facility, or a P.E. run around the block, etc.

I grant my student permission to participate in supervised walking class field trips within a radius of approx. 5 km. of Silver Creek Elementary throughout the school year 2008/2009

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Conduct

Student conduct at Silver Creek Elementary will operate within the framework of the School District Code of Ethics for students.

Shuswap School District #83 STUDENT CODE OF ETHICS

Students are expected to become responsible citizens as they learn the connections between their rights and their responsibilities.

1. Students are to be given the opportunity to learn and teachers are to be given the opportunity to teach without disruption.

Students are expected to attend class on a regular basis and to participate constructively in the learning process and in appropriate decision-making procedures.

2. Students have the right to feel safe and to be treated with respect and courtesy.

Students are expected to treat self, others and property with respect, demonstrating positive standards of attitude and behaviour.

ZERO TOLERANCE FOR BULLIES AT SILVER CREEK ELEMENTARY

This information sheet has been prepared to give you a GENERAL IDEA of the kind and degree of consequences you can expect to receive if you engage in bullying behaviors.

THE TEACHERS AND ADMINISTRATOR AT SILVER CREEK RESERVE THE RIGHT TO EXERCISE DISCRETION in the assigning of consequences according to their judgment of the individual circumstances and contributing factors in each situation. This means that you may receive a more serious or less serious consequence than the one shown below, depending on things such as the severity and impact of the offence, your previous behavior and discipline record, your attitude, and so on.

For each of the behaviors listed, the TYPICAL consequence for a FIRST OFFENCE is listed beneath the behavior column.

ON EACH SUBSEQUENT OFFENCE, ANTICIPATE THAT CONSEQUENCES WILL ESCALATE. For example, you may receive a detention the first time you spit on someone; but the next time, you could get numerous detentions or an in-school suspension.

EXTREME or EXCESSIVE BEHAVIORS in any category may lead directly to more serious consequences, even the first time.

BULLYING BEHAVIORS CHART					
PHYSICAL AGGRESSION					
<ul style="list-style-type: none"> • Pushing • Shoving • Spitting 	<ul style="list-style-type: none"> • Kicking • Hitting 	<ul style="list-style-type: none"> • Defacing property • Stealing 	<ul style="list-style-type: none"> • Physical acts that are demeaning and humiliating, but not bodily harmful (e.g., de-panting) • Locking in a closed or confined space 	<ul style="list-style-type: none"> • Physical violence against family or friends 	<ul style="list-style-type: none"> • Threatening with a weapon • Inflicting bodily harm
SOCIAL ALIENATION					
<ul style="list-style-type: none"> • Gossiping • Embarrassing 	<ul style="list-style-type: none"> • Setting up to look foolish • Spreading rumors about 	<ul style="list-style-type: none"> • Ethnic slurs • Setting up to take the blame 	<ul style="list-style-type: none"> • Publicly humiliating (e.g., revealing personal information) • Excluding from group • Social rejection 	<ul style="list-style-type: none"> • Maliciously excluding • Manipulating social order to achieve rejection • Malicious rumor mongering 	<ul style="list-style-type: none"> • Threatening with total isolation by peer group
VERBAL AGGRESSION					
<ul style="list-style-type: none"> • Mocking • Name calling • Dirty looks • Taunting 	<ul style="list-style-type: none"> • Teasing about clothing or possessions 	<ul style="list-style-type: none"> • Teasing about appearance 	<ul style="list-style-type: none"> • Intimidating telephone calls 	<ul style="list-style-type: none"> • Verbal threats of aggression against property or possessions 	<ul style="list-style-type: none"> • Verbal threats of violence or of inflicting bodily harm
INTIMIDATION					
<ul style="list-style-type: none"> • Threatening to reveal personal information • Graffiti • Publicly challenging to do something 	<ul style="list-style-type: none"> • Defacing property or clothing • Playing a dirty trick 	<ul style="list-style-type: none"> • Taking possessions (e.g., lunch, clothing, toys) 	<ul style="list-style-type: none"> • Extortion 	<ul style="list-style-type: none"> • Threats of using coercion against family or friends 	<ul style="list-style-type: none"> • Coercion • Threatening with a weapon

DETENTION(S).....IN-SCHOOL SUSPENSION.....SATURDAY SCHOOL OR SUSPENSION.....REF TO SD#83
 WRITTEN ASSIGNMENT.....PARENT INTERVIEW.....CONFLICT RESOLUTION.....BEHAVIOR CONTRACT

Every student at Silver Creek Elementary has the right to learn in a safe, harassment-free environment. Most of you respect that right—**AND YOU ARE THE SILENT MAJORITY WHO NEED TO SPEAK OUT AGAINST BULLIES!** Only a minority of students are bullies, but they make life miserable for many others.

As long you SAY NOTHING when you or your friends are being bullied, YOU ARE GIVING THE BULLY PERMISSION TO KEEP DOING IT.

Do you really believe that a bullying situation will actually get better if you don't report it? A BAD SITUATION WILL STAY BAD AS LONG AS YOU SAY NOTHING. And bullies know it! BULLYING WON'T STOP UNLESS YOU HELP BY SPEAKING UP. SAY "NO" TO BULLIES by talking to an adult you trust. ALL REPORTS ARE TREATED WITH THE UTMOST DEGREE OF CONFIDENTIALITY. REMEMBER: "STOP, WALK, SQUAWK".

BULLYING STOPS WHEN WE REFUSE TO TOLERATE IT.

ATTENDANCE POLICY

ABSENCES

Regular attendance is a vital factor in the success of students at school. If your child is going to be absent from school, the parent or guardian should **notify the office by telephone (832-8282) before 8:00 a.m.**

Our Safe Arrival Program will attempt to contact each home where there is an unexplained student absence in the morning

EARLY DEPARTURE/LATE ARRIVAL

If it is necessary to leave school while classes are in session, please bring a signed note indicating the time you must leave. Show the note to your classroom teacher and then present it to the office. Under no circumstances are you permitted to leave school without being attended by a parent or guardian. Please sign your child out when leaving the school. Late arrivals must also sign in at the office before going to class.

FOR STUDENT MISBEHAVIOUR

Disciplinary measures use natural and logical consequences designed to promote responsible social behavior and to recognize the connection between rights and responsibilities.

1. Classroom

Each teacher at Silver Creek Elementary has a code of student conduct consistent with School and District codes. Students are expected to ensure that they understand and follow the classroom expectations of the individual subject teacher. Generally, teachers deal with students on matters, most of which are resolved at the classroom level. If there are any questions, consult first with your classroom teacher. If there are still unanswered questions, the school administration should be contacted.

2. Administration

In serious cases, teachers will refer student conduct matters to the school administration. In addition, the school administration may take disciplinary action based on information received directly in the office.

What happens at the office?

The office response depends on the incident, your role in it, and your record of referrals for the current year. Some of these problems or inappropriate behaviours may be dealt with at a more serious level depending on the circumstances or administrative /teacher consultation. Typical consequences are outlined below.

SCHOOL DISTRICT POLICIES

DRUG AND ALCOHOL POLICY

School District #83 considers being under the influence of or in the possession of or use of drugs and alcohol during a school day or a school sanctioned event to be a very serious offence. Consequences include a suspension with a referral to the superintendent's office. This may result in a suspension of up to 15 school days for a first offence and a suspension from any school in this School District for up to one school year for a second offence.

WEAPONS

School District #83 considers the possession or use of weapons on school property to be a very serious offence. The definition of **weapon** under this policy is very broad, and includes any item used in a threatening manner as well as more obvious weapons such as guns and knives. Suspension with referral to the school board is immediate, and a student may be suspended from School District #83 for the rest of the school year (or longer).

HARASSMENT

Silver Creek Elementary is a school that prides itself on being a place where students may feel secure from violence or from feelings of intimidation from other people around the school environment. Any person who purposefully intimidates, either by physical means or verbal threats, or who violates the personal security and feelings of safety of others around the school will be considered to be involved in harassment. Any student involved with harassing another student, a teacher, or any other person here, will be dealt with by the administration in a very serious manner. This may involve a serious warning by the administration, and zero tolerance for any further behaviour will be put into effect. If a student is responsible for further harassment, the student may be suspended and a parent conference required before the student is readmitted to school. If the harassment is considered serious enough on the initial case, immediate suspension may occur. Referral to the School District may occur in any case.

PARENT INVOLVEMENT AND RIGHT OF APPEAL

Parents and students have the right to approach the school administration regarding any concern. Students and their parents have the right to appeal school based student conduct decisions preferably in the following sequence: 1. to the teacher; 2. to the school principal; 3. to the superintendent or designate; 4. to the school board

Use of the Internet and Computers at Silver Creek

Guidelines for Acceptable Use of SD83 Computers

Successful operation of the network requires that account holders regard SD83 as a shared resource. It is important that members conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Following is a list of guidelines as well as a list of specific behaviors that may lead to suspension or termination of privileges.

1. SD83 is intended for educational and/or research purposes. Local businesses sell Internet access if you wish to use telecommunications for personal or business purposes.
2. When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your school/employer.
3. Using SD83 for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited.
4. SD83 accounts shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account.
5. SD83 is a shared resource, and must be used in moderation. Please be aware that there are other users in your district who will want to access the network. You are expected to follow the district time use guidelines.
6. Disk storage space on SD83 is limited, and consequently account holders should store information on SD83 in moderation.

Inappropriate Use of Silver Creek Computers

Inappropriate use of computers includes, but is not limited to, the following:

1. You may not use SD83 computing or networking equipment to:
 - transmit any materials in violation of Canadian laws;
 - duplicate, store, or transmit pornographic materials;
 - transmit or post threatening, abusive, or obscene material;
 - duplicate, store, or transmit copyrighted material that violates copyright law;
2. You may not violate, or attempt to violate, the security of the SD83 computers, data, or network.
 - Any attempts to access unauthorized data on SD83 will result in termination of the account.
 - Any attempts to vandalize SD83 accounts or systems will result in termination of the account. Vandalism is defined as any malicious attempt to harm or destroy data of another member, SD83, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SD83.
3. When interacting on the Internet, DO NOT:
 - use abusive, vulgar, profane, obscene or other inappropriate language;
 - criticize the spelling, writing, or keyboarding of others;
4. As a SD83 account holder DO NOT:
 - share your SD83 password with others. Remember, SD83 accounts are to be used only by the owner of the account. Account holders are responsible for all activity within their account.
 - distribute or use anyone else's SD83 id and password;
 - reveal anyone else's personal address or phone number.
5. SD83 is a shared resource and you should use it in such a way that it doesn't disrupt the services to others.

Parent signature: _____