

# TABLE OF CONTENTS

	Page Numbers
Appeals Bylaw	36
Awards	25
Bell Schedule	21
Behaviour Tracking Form	20
Community Use of the School	32
Computer Programs	26
Dog Patrol	21
Emergency – Evacuation Drill	15
Extra-Curricular Activities	26
Field Trips	24
Gifted/Enrichment Program	26
Homework	25
Illness and Absenteeism	22
Intermediate Progress Report	31
Kindergarten Progress Report	27
Library Procedures	32
Lice	33
Lost and Found	26
Lunch Program	23
Map of School	35
Medication (administration of)	24
Mission Statement	5
Newsletters	4
Parent Advisory Council (P.A.C.)	3
Parent Responses Form	38
Parking Zone	21
Peanut/Nut Allergy	23
People you need to know	7
Primary Progress Report	27
Reporting	25
Rose Valley Elementary School Goals	5
School Board Policies and Regulations	18-19
School Calendar 2003 – 2004	34
School Code of Conduct	10
School District No. 23 Goals	6
School Fees	20
School Fire and Earthquake Drills	22
School Song	2
School Phone	23
Staff List	9
Walk/Discman/tape recorders	16

# THIS SCHOOL IS YOUR SCHOOL"

(to the tune "This Land is Your Land")

This school is your school  
This school is my school  
From the busy classrooms  
To the principal's office  
From the spacious staffroom  
To our Great Pond waters  
This school was made for you and me!  
and me!

As I was walking  
That linoleum hallway  
I saw above me  
That library skyway  
I saw around me  
The name "Rose Valley"  
This school was made for you



In 1983  
The first assembly  
One hundred children  
In just six classrooms  
But then in '94  
They said: "Let's build more!"  
This school was made for you and me!

There are so many things  
To keep us busy  
From different games and sports  
To computer programs  
From band and choir  
To our foster child  
This school was made for you and me!



I've roamed and rambled  
As I followed my footsteps  
To the fir-clad forests  
I see at recess  
And all around me  
Great opportunity  
This school was made for you and me!

The new millennium is now upon us  
A new addition  
That we're so proud of  
Building tomorrows  
With Bootin' Billy  
This school was made for you and me



Fall of 2001  
A site for everyone  
We're proud - right from the heart  
Four classrooms in that part  
We're not together  
One school forever  
This school was made for you and me

This school is children  
This school is teachers  
This school is parents  
Working together  
Rose Valley's spirit  
Is everlasting  
This school was made for you and me!



This school is your school  
This school is my school  
From the busy classrooms  
To our principal's office  
From the spacious staffroom  
To our Great Pond waters  
Rose Valley's here for you and me!  
Rose Valley's here for you and me!





# WELCOME

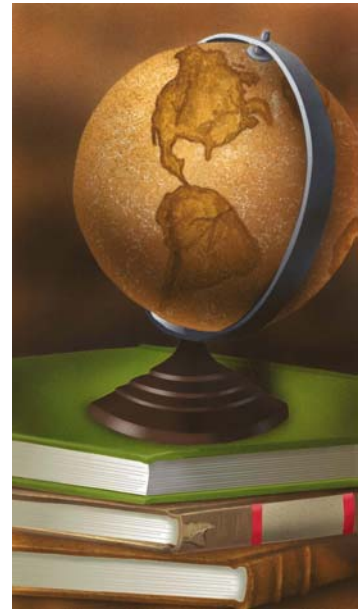
The staff of Rose Valley would like to welcome you to our school for the 2003-2004 school year. As a school community, we are pleased to serve your children in the vital task of formal education. We recognize the active involvement of parents and guardians as invaluable as we all attempt to deliver the best possible program for each child. We trust that pupils and parents will enjoy the time spent in our

school and hope there will be active involvement in the many and varied programs which are made available to enhance the educational experiences.

## PRINCIPAL'S MESSAGE

We are getting geared up for another great year here at Rose Valley. We have what it takes. . . enthusiastic students who are eager to learn and work hard every day, terrific teachers who plan effective, relevant lessons to inspire young minds, and a consistently dedicated group of parents who work collaboratively with the school to enhance student success. What a winning combination! As the new school year unfolds this September, your children will be coming through the door filled with energy, curiosity and a yearning to embrace the many new challenges of their new grade. This will mean that our job here has begun to provide not only a stimulating environment, but to awaken in your children a desire to learn independently. Once a child is taught the joy of learning they become encouraged to become life long learners. From my perspective, there is no greater inspiration . . . no greater gift.

Yours truly,  
Mrs. Janet Slaney, Principal



## PAC MESSAGE

Welcome back already to another school year. Hopefully it won't be too hard to get back into "the routine" although this year holds many changes for Rose Valley. **Every parent** of a child at Rose Valley is a member of our PAC so you have a voice in whatever issues concern you and your children. Contact our executive if you wish to make us aware of something needing parental input or attention.

The P.A.C. is the officially recognized voice of the parents at the school level. All parent/guardians of students at Rose Valley are automatically members of the P.A.C.

The Rose Valley P.A.C. strives to be active and meets on a monthly basis to consider school issues of concern to parents, to organize parent education and to plan ways of supporting school programs.

Meetings are conducted according to the constitution and by-laws of the P.A.C., and the Executive is elected by the parents at the final general meeting of the school year. The school principal, or his/her representative, and a staff representative, general meetings of the P.A.C. in order to facilitate consultation between the school and P.A.C.

The Executive for the current year is as follows:

President:

Marylyn Needham

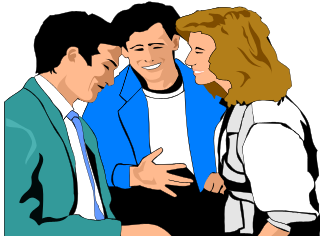
Vice-President:

Trina Glass

Secretary:	Lisa Rouck
Treasurer:	Jeff Watson
Hot Lunch Program	Karen Dow

The AGM will be held in October 2003 to elect a new executive. Anyone interested in a job description sheet, please call Marylyn at 769-2334. Times and dates of PAC meetings will be well advertised through memos home, posted on the events board in the front foyer of the school, and on the calendar in the monthly newsletter.

All interested parents are encouraged to attend the P.A.C. meetings which are announced in the school newsletter. This is one way that parents can take an active role in the school. Let's work together to make this an exciting and beautiful year for our kids.



## ROOM PARENTS

At the first P.A.C. Meeting of the school year 'room parents' are assigned for each classroom teacher. These people generally work with the teachers to coordinate various classroom activities, such as field trips. A new room parent list will be prepared after the first PAC meeting and sent home in the October newsletter.

## HOME - SCHOOL COMMUNICATION

While we at Rose Valley attempt to communicate with the parents of our school's children as often as possible, there are three means of communication that will take place on a regular year-to-year basis:

### NEWSLETTERS

You will receive one of these at the beginning of each month. This will give you an update on events that will tell you what to look forward to in the coming months. Since this is our main means of communicating with you on a regular basis, be sure that your youngest child brings it home. You will also be able to access the newsletter on our website at [www.geocities.com/rosevalleyelementary/](http://www.geocities.com/rosevalleyelementary/)

### INTERVIEWS

We encourage you to feel free to discuss items of concern with your child's teacher as the need arises. Twice during the school year, you will be scheduled for a formal interview. The first one, in the Fall, is generally, a 'sharing' time with both parents and teacher sharing information about each child. The second one, usually late January or early February, is more teacher-led and usually gives an idea of progress that has been made since the First Reporting Period.



### HANDBOOK

As stated, this manual is intended to help parents and students understand many of the programs and procedures of Rose Valley Elementary. If you can think of any way of making improvements, please let us know.

# School Goals

## 1. IMPROVE AND EXTEND THE WRITING SKILLS OF OUR STUDENTS. WE WILL:

- ☉ implement the B.C. Performance Standards for Writing
- ☉ initiate two school Wide Writes for our Grade 1 – Grade 6 students

**NOON**

**NOON**

# School Goals

A large, empty rounded rectangular box with a black border, intended for writing school goals.

## **2003 – 2004 District Goals**

### **1. TO IMPROVE THE NUMBER OF STUDENTS MEETING OR EXCEEDING EXPECTATIONS IN READING.**

#### **Rationale**

While some schools are exceeding district goals and the district performs well in comparison to provincial counterparts, data does not yet indicate that the district can discontinue its focus on literacy. Our goals will remain high (95% meeting or exceeding expectations in grade 4), as research is clear that achieving this level has profound consequences in terms of reducing the dropout rate and in terms of increasing the numbers of students who experience success in post secondary or in the world of work.

Data also indicates that the strategies that are being employed are working, moving the district towards the goal. In 2003/04 the successful literacy pilot programs will be expanded to a greater number of schools, while the continued use of the kindergarten/grade 1 screener will help us target students who need specific skill or training. District-level inservice will continue to concentrate on reading instruction and our ANF schools will add Year 3 to our class size reduction project. Three new schools have also been added to the ANF project and will have classes reduced in kindergarten and grade 1. All schools in the district contain a literacy focus in the school plan.

### **2. TO IMPROVE THE NUMBER OF STUDENTS MEETING OR EXCEEDING EXPECTATIONS IN NUMERACY.**

#### **Rationale**

While numeracy skills are strong in the primary grades, too many students acquire math phobia by the start of middle school. In this regard, parent attitude, poor curriculum and teaching practice ('drill and kill') all contribute to low math achievement among Canada's adolescent population. While there may be no way to make a student immune from the influences of later life, research is clear that the vast majority of jobs require that students become proficient in math. It is our opinion that the best way to prepare students for the numeracy challenges of the future is to ensure that they have a solid grounding early in life. In this regard, workshops to improve instruction and the introduction of computer technology as an adjunct to numeracy instruction targeted at males will improve student performance. A trend line of improving performance indicates that district efforts are leading to success.

### **3. TO INCREASE THE NUMBER OF STUDENTS GRADUATING FROM SECONDARY SCHOOL WITHIN THREE YEARS OF STARTING GRADE 10.**

#### **Rationale**

Our track record on school completion has not been stellar. Data indicates that many students have not taken school seriously and that we have inadvertently implemented dropout referral programs which have decreased rather than increased the tendency to complete school. Data also indicates that our aboriginal grad rate (53%) is leading the province. The aboriginal grad rate, however, is still not a source of pride. Despite our lack luster grad results for all students, the data trend line is improving, suggesting that district efforts are forcing results in the desired direction. Secondary schools all have student retention as an aspect of their school plan, and several are engaged in serious discussions about timetable adjustments as one method to improve the graduation rate. In September 2003, all middle and secondary schools will have an ambitious transition program modeled after the 'Link Program' first implemented in Mount Boucherie Secondary School in August 2002.

The implementation of ***Raising the Bar*** (three-year rule) and improved programs at Central Services are expected to heavily influence the graduation rate. Further, the continued expansion of the apprenticeship and trades program will provide excellent alternatives for students not wishing to pursue an academic path.

# PEOPLE YOU NEED TO KNOW

## ADMINISTRATOR



Our school has been assigned a Principal who is responsible for helping teachers, students, and parents to get the most from the school's multi-faceted programs.

Also, she is responsible for the management of the human and material resources, made available by the School District, to create the best possible teaching and learning environment.

An 'Open Door' Policy is maintained, so that concerns of staff, students, and parents may be discussed with a view to a positive resolution. Please refer to the Appeals By

Law 5101 found at the end of this booklet!

## SECRETARY

Rose Valley has one secretary. Her role is to assist in the operation of the business office aspects of the school. In addition she performs a number of other roles, including administering first aid; receiving telephone inquiries and sharing information. She also assists teachers in various ways, including the monitoring and locating of supplies.



## TEACHER-LIBRARIAN



Our Teacher-Librarian is responsible for the orderly and progressive operation of our school Library, including:

- selecting and ordering new materials
- organizing and maintaining current collection
- circulation of materials

The Teacher-Librarian is also responsible for encouraging students to read and to make effective use of the Library.

The Teacher-Librarian works cooperatively with the Classroom Teachers in the planning and teaching of the instructional program. The Teacher-Librarian works in the library as equivalent of 2 days per week.

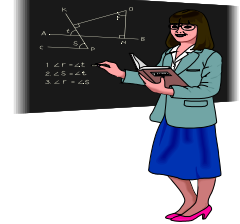
## LIBRARY ASSISTANT

The Library Assistant's Role is to assist the Teacher-Librarian in maintaining the smooth operation of the school library, including overseeing the circulation of materials,

processing new material, and assisting teachers and students in locating information.

## LEARNING ASSISTANCE TEACHER

The Learning Assistance Teacher will assist students who are performing academically below grade level expectations. The Learning Assistance Teacher may attempt to establish more individualized instructional conditions through assessment, program modification, and direct instruction and consultation, so that every child may experience appropriate educational growth and success.



## SCHOOL COUNSELLOR

Our School Counsellor provides a service which is designed to assist students to overcome learning, emotional, and/or behavioural problems which make learning difficult. This often involves consultation with students, parents, teachers, administrators, and community service agencies. Students and parents are encouraged to consult with the school counsellor as needed. Monday all day - and Thursday a.m.



## SCHOOL BASED TEAM

The School Based Team (SBT) is a group of adults who meet to discuss the needs of any child who appears to have educational, social or emotional problems. At Rose Valley the Team is led by the Learning Assistance Teacher, and consists of the Administrator, the School Counsellor, the Classroom Teacher, the Parent(s), and other School District Professionals, or any combination of the aforementioned individuals. The School District professionals include the School District Psychologist, Behaviour Intervention Teacher, Speech and Language Pathologist, Literacy Intervention Teacher, etc.



## SPEECH PATHOLOGIST

The Speech Pathologists in our School District provide assessment, therapy, and consultative help for children with disorders in communication functions. Although the therapy is provided on an itinerant basis, the speech pathologist encourages a close link between the school and the home.

## CUSTODIANS

Our school has two custodians with service time, 7:00 a.m. to open the school. Another custodian will be here from 2:30 – 10:30 p.m. in the evening to clean the school. They keep our school spotlessly clean, and giving us a school of which we can all be proud.



## CERTIFIED EDUCATION ASSISTANTS (C.E.A.'S)

Occasionally the School District provides our school with Certified Education Assistants to work with children who have special physical or educational needs. They usually work with an individual child or a small group of children under the supervision of the classroom teacher and/or the learning assistance teacher.

## NOON HOUR SUPERVISORS

The school utilizes the services of adult supervisors during the noon hour break. These important members of our staff supervise in classrooms during the first part of the noon hour while children eat their lunches and on the playground during the balance of the noon hour. Though supervisors are approachable and available to students, instructions given to children by the Supervisors are to be followed, just as students follow instructions from our Teachers. One other facet of the Supervisor's role is to contact parents when a child experiences serious difficulty or injury during lunch time.



## STAFF

The staff of Rose Valley Elementary School for the 2003-2004 school year is as follows:

Mr. Jim Bradshaw	Grade 6	Room No. 12
Mrs. Ethel Laidlaw	Grade 6	Room No. 1
Mr. Robert Cheater	Grade 5	Room No. 3
Mr. Ed Stuerle	Grade 5	Room No. 2
Mrs. Sandra Turner	Grade 4	Room No. 3
Ms. Wendy Marsich	Grade 4	Room No. 13
Mr. David Buckna	Grade 3	Room No. 8
Mrs. Barb Harlos	Grade 3	Room No. 9
Mrs. Elvera Cescon	Grade 2 / 3	Room No. 10
Mrs. Sandra Mendes	Grade 2	Room No. 5
Mrs. Jenny Wright	Grade 1 / 2	Room No. 7
Mrs. Sue Pendray	Grade 1	Room No. 4
Mrs. Mary Power	Grade 1	Room No. 6
Mrs. Bobby Nicoll	Kindergarten A.M. & P.M.	Kindg. Rm.

Mrs. Janet Slaney	Principal	Office
Mrs. Monika Smith	School Secretary	Office
Mrs. Brenda Catherall	Teacher-Librarian, Prep	Library
Mrs. Lorraine Simpson	Librarian Assistant	Library
Mrs. Lesley Lesiuk	Learning Assistant Teacher	LA Office
Mr. Mondy Challmie	School Counsellor	Office
Mrs. Charmaine Brade Nixon	Prep	Computer Lab Office

Mrs. Roxane Kerr	Certified Educational Assistant
Mrs. Jan Laurie	Certified Educational Assistant
Mrs. Miranda Berisoff	Certified Educational Assistant
Mr. Rick Hersey	Chief Custodian
Mr. Bob Utley	Evening Custodian
Mrs. Geraldine Mueller, Mrs. Kathy Warner, Mrs. Deb Simmons, Mrs. Vivian Urlacher, Mrs. Mary-Ann Rosberg, Mrs. Dawn Burton, Mrs. Bev Meakes - Noon Hour Supervisors	

# SCHOOL CODE OF CONDUCT

## ROSE VALLEY ELEMENTARY SCHOOL

### TO THE STUDENTS:

At Rose Valley Elementary School, all students are expected to exhibit a commitment to learning and to achieving success. We have guidelines for appropriate student behaviour which reflect the school's philosophy of rights, responsibilities and respect. The guidelines show that you are expected to take personal responsibility for your behaviour. This responsibility applies not only to your academic duties, but also to your use and care of school facilities, equipment, textbooks and supplies. The brochure entitled Code of Conduct highlights your Rights and Responsibilities.



Each responsible student contributes to the well-being and success of everyone at Rose Valley Elementary, where you can make learning fun.

### TO THE PARENTS:

We want all students to be fully informed of their responsibilities at Rose Valley Elementary School. We try to ensure that in all cases, students will be treated in a fair manner by being kept fully informed of an incident, charge or outcome which affects them. We have a consistent approach to school discipline; thus rules will be applied as the situation and cumulative behaviour warrants.

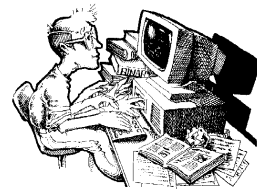
We try to be firm and fair with decisions which result from complete fact-finding and communication with all parties concerned.

The Code of Conduct will be communicated to students and parents at regular intervals (i.e. assemblies, newsletters, new student information, parent handbook, class discussions, and the Code of Conduct Brochure!)

## 1. ACADEMIC SUCCESS

### **Expected Behaviour:**

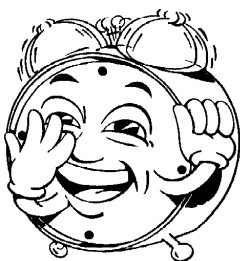
To ensure success in your school year, you are expected to complete all class and homework assignments on time and to the best of your ability.



## 2. HONESTY

### **Expected Behaviour:**

You are expected to be honest in your relations with students and staff. Lying, stealing and cheating are all forms of dishonesty and as such are unacceptable behaviours.



### **3. ATTENDANCE, ABSENTEEISM & TARDINESS**

#### **Expected Behaviour:**

You shall report to class promptly each day, ready, willing and able to work. You must report the reason for tardiness to your teacher. Absenteeism requires a written excuse or a telephone call from your parent or guardian. Parents are requested to phone the school to report your absence. REGULAR ATTENDANCE IS ESSENTIAL.

### **4. RESPECT FOR OTHERS**

#### **Expected Behaviour:**

You are expected to treat all people with consideration and respect. Your school is a public area. The following is not an exhaustive list but examples of student behaviours that are not acceptable: fighting, pushing, shoving, tripping, kicking, biting, rough horse-play, being rude and disrespectful.

### **5. APPROPRIATE LANGUAGE**

#### **Expected Behaviour:**

Your language will be such that it shows respect for staff and students. Name calling, swearing, crude, rude and obscene language spoken, written, implied or gestured are unacceptable.

### **6. STUDENT MOVEMENT**



#### **Expected Behaviour:**

In the morning you will enter through your designated entrance.

While inside the school you shall walk in a quiet, orderly manner. At lunch time you shall remain in your classroom for the first fifteen minutes of your lunch period and when you are dismissed you may go out.

All students shall remain on school property during the school day unless permission has been given by the parent and the school.

### **7. DESIGNATED AREAS**

#### **Expected Behaviour:**

You will be in the following areas only if you have the permission of a teacher: gymnasium, equipment room, library, computer lab, kitchen, bathrooms, paper room, math/science/art room, staffroom and classrooms other than your room.

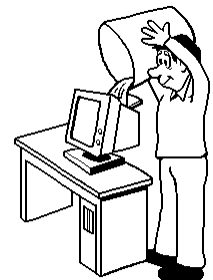
### **8. CARE OF SCHOOL PROPERTY**

#### **Expected Behaviour:**

You will respect all school property (classrooms, halls, stairways, bathrooms, kitchen, playground, gym, library, all equipment, textbooks and supplies).

Your desk and the floor area around it are to be kept neat and tidy. When sitting down in class you should make sure that all four legs of your chair are always on the floor. Tables and desks are for doing your work, on, not for sitting on.

You are expected to treat the school and equipment with the same care and respect as you would your own valuable personal possessions.





## **9. EXTRA-CURRICULAR ACTIVITIES**

### **Expected Behaviour:**

On school buses, at extra-curricular activities, at the Art Gallery or Ice Arena on field trips or at the bus stop, all relevant school rules apply. Being on a field trip is like being at school.

## **10. TOBACCO, ALCOHOL, DRUGS AND CONTRABAND ITEMS IN A PLACE CALLED SCHOOL**

### **Expected Behaviour – School Board Policy #5600 Discipline:**

You will not partake of any tobacco, alcohol, illegal drugs while on school property nor partake in bringing contraband items to school. Some examples but not an exhaustive list are: weapons, play guns, darts, matches, lighters, etc.

## **CODE OF CONDUCT FOR SPECIFIC AREAS**



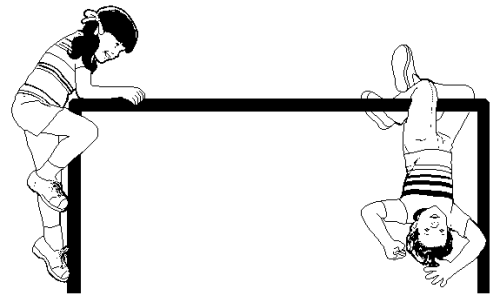
### **1. CLASSROOM:**

- Pupils are not permitted in classrooms without adult supervision.
- Active participation and involvement in assigned activities is expected.
- Maximum effort on all learning experiences is essential.
- Respect for others and their property is necessary.
- Students will adhere to classroom guidelines established by the teacher.
- Children are expected to care for their own personal belongings.

### **2. LUNCH BEHAVIOUR:**

All pupils staying for lunch eat at their own desks unless they are monitors or have permission to be elsewhere. Good behaviour is expected. Unacceptable behaviour will result in the following steps being initiated:

- \*Supervisor on duty informs classroom teacher of misbehaviour.
- \*Classroom teacher discusses problem with pupil and attempts to work out a solution.
- \*After repeated similar misbehaviours or a serious offence the classroom teacher informs the principal.
- \*Student is warned that alternate eating arrangements will be made if poor behaviour continues. Principal or classroom teacher informs parents via phone call or note.
- \*Continued poor behaviour results in alternate eating arrangements being made. (Student sent home to eat lunch, or assigned to another area of the school.)
- \*Students are not dismissed until a supervisor dismisses them at 11:25 a.m.
- \*For a child who misbehaves during the lunch hour, supervisors will:
  - ☞ Deal with problem right away.
  - ☞ May fill out a Behaviour Tracking Form
  - ☞ Record name, grade and ask the students to complete a problem report.
  - ☞ Inform the principal after supervision time for further action.



\*Principal or school staff authorized by the principal may permit students to leave the school during the lunch hour when verbal and/or written notification has been received from the parent/guardian. Where students are permitted to leave the school during the lunch hour, they are expected to conduct themselves in accordance with the code of conduct. Any conduct which adversely impacts on the welfare of other students or the learning atmosphere of the school may be subject to discipline.

### 3. HALLWAYS:

- Walk, maintain respect for others and use caution at drinking fountains and doorways.

### 4. WASHROOMS:

MN Access to washrooms during class time will be at the discretion of the teacher.

NM Sensible use of washroom facilities is expected.

MN Pupils should use the washrooms and drinking fountains during recess and lunch.

### 5. GYM:

- ↪ Pupils are not permitted in gym without adult supervision.
- ↪ Gym strip is required for Intermediate P.E. classes. Primary students are encouraged to bring gym strip.
- ↪ Food should not be eaten in gym, except during supervised activities.
- ↪ Access to equipment rooms is limited to teachers, monitors, or students with permission
- ↪ Only indoor shoes are to be worn



### 6. LIBRARY:

📖 All students using the library are expected to use respect, be responsible for the materials they use and return borrowed materials on time. Food, drinks, snacks etc. will not be eaten in the library.

📖 Students using the library during these open times will be expected to read quietly, exchange books, study, do homework, use reference books, read magazines etc.

### 7. COMPUTER LAB

Follow the Lab Laws:





- 📖 No food or drink in lab
- 📖 Sit on floor when you arrive for class
- 📖 Push in chair
- 📖 No horseplay
- 📖 Must have "O.K." from teacher before printing
- 📖 For computer use outside of class time, see the schedule posted on the lab door
- 📖 Be respectful of the computer monitors on duty. They have the right to ask you to leave if your behaviour is inappropriate
- 📖 Stay on topic – work must be completed and checked by teacher before proceeding with free time
- 📖 There is NO Internet access until the Internet Agreement form is filled out and you are given permission by your teacher




### 8. PLAYGROUND:

🌳 All fields are available for use by pupils as designated.











🌳 Watch for construction signs this year.

🌳 Teeters, swings and playground equipment are available to all students. There may be scheduled times for use of our playground.












-  Respect and responsibility behaviours are expected at all times.
-  Any inappropriate behaviour that violates a pupil's right to be safe is prohibited. Threats, causing physical harm, bullying, are a few examples but this is not an exhaustive list.
-  Pupils are responsible for the care of playground equipment taken outside.
-  The parking area is out-of-bounds as a play area.

-  Permission must be obtained from a teacher before retrieving any equipment that has gone into out of bounds areas.
-  Students are not allowed on the roof to retrieve lost equipment. A teacher must be informed and designated personnel will retrieve the equipment.
-  Nothing is to be thrown at or over the fences.


## 9. BUS BEHAVIOUR:

-  Classroom conduct is to be observed.
-  Students must remain in their seats until the bus comes to a complete stop
-  Students are not to put their heads or arms out of the open windows.
-  Eating and/or drinking is prohibited on the bus. Pupils must not throw waste paper or other rubbish on the floor of the bus or out the bus windows.
-  Unnecessary conversation with the driver is to be avoided
-  Talking among students is permitted, in a low, calm voice.
-  Soft drink bottles must not be taken on the bus.
-  Students must obey instructions of the bus driver. All cases of misbehaviour on school buses shall be reported by the driver to the principal.
-  Pupils will be held responsible for willful damage to the school bus under Section 10 of the School Act.
-  Pupils should remember that they represent our school when they are on field trips. Only best behaviour will be accepted.

## 10. BICYCLES / SKATEBOARDS / SCOOTERS / ROLLER BLADES / WINTER SLIDING APPARATUS

-  Bicycle riders obey rules of the road and should walk their bikes when on school property between 8:00 a.m. and 3:00 p.m.
-  Bicycles should be parked and locked in the bicycle rack during the school day.
-  Bicycles should be in safe condition and licensed.
-  All students riding bicycles to school must, by law, wear a bike helmet.
-  The bicycle rack is out-of-bounds at recess.
-  The bicycle rack is out-of-bounds at lunch times except for those students going home for lunch on their bicycles.
-  No loitering is allowed in the bicycle rack area at any time.
-  Skateboards, rollerblades and scooters must not be used between 8:00 a.m. – 3:00 p.m.
-  Sliding Hill only crazy carpets may be used
-  Students must be wearing snow pants and jacket to help keep them dry
-  Students are to slide down the middle and climb back to the top on the sides to avoid collision

## 11. USE OF SCHOOL PHONES:

-  Before using the phone, students must receive permission from their classroom teacher and/or the secretary.

- ☎ The phone is to be used for emergency matters only and calls are to be as brief as possible.
- ☎ After school social visits, for example, are not to be arranged over the school phone.
- ☎ Student phone in front foyer is to be used.
- ☎ After school, if your teacher is unavailable, use of the phone is left up to the discretion of the student. Any abuse will result in loss of privilege.

## 12. GUM:

- Students are not allowed to chew gum on the school grounds or in the building.



## 13. FIRE DRILLS:

- When the fire alarm sounds, students shall immediately cease activities and remain still and quiet to await further instruction. Students will follow the instructions of the teacher and leave the school quietly and in an orderly fashion.
- Pupils outside the classroom and still in the building shall leave the building through the nearest exit and then report to their own class designated area.
- Pupils outside the school should go to their class gathering area on the field and wait for their teacher.
- Pupils will stand quietly and wait in their gathering area until dismissed by the principal, teacher or person in charge.

## 14. EMERGENCY EVACUATION DRILLS

### ie. Bomb Threat/Chemical Emergency:

In the event of a potential life-threatening situation other than fire or earthquake in which it is essential to control the movement of students, an announcement of “**LOCKDOWN ALL ROOMS NOW**” would alert school to initiate plan.

### STEPS TO FOLLOW:

- Students would cease current activity and return to desks, quietly awaiting further instructions, with the classroom/lab or gym doors closed. (Heads on desks is entirely optional.) - window coverings will be put in place
- Bell system would be de-activated.
- All adults who are not directly responsible for students would report to a specified location.
- Secretary would call 911 for appropriate emergency response team. Administrative Officer would notify appropriate district personnel.
- If crime were involved, the crime scene would be preserved.
- If children were outside at time of Lockdown, flag signals would be used. (Horizontal – assume Fire Drill formation. Vertical = Immediate return to classroom and assume Lockdown position.
- We would remain in Code Position until school-wide announcement of “**Lockdown Complete**” is made.



The goal is to return the school to normal operation as soon as it is safe to do so – but only after the “Lockdown Complete” announcement is given.



## 15. DRESS:

- Students are expected to arrive at school in clean acceptable clothing.

- The principal and teachers will be responsible for determining what is/is not acceptable clothing. For example:
  - a) Bathing attire, short shorts and tops that are not waist length or have thin straps are not permitted
  - b) Clothing that advertises substances that are illegal for elementary aged students are not permitted
  - c) Clothing with inappropriate suggestive language is not permitted
- Make up is not to be worn unless for a special occasion
- Students who wear clothing with inappropriate writing will be asked to turn this clothing inside out, phone home for replacement and leave clothing at home in the future.

## 16. WALK/DISCMAN/TAPE RECORDERS

- Walkmans are for enjoying outside of school time and are not permitted at school because the student's choice of listening material may not be acceptable listening for a school environment.
- Students who bring a walkman to school will be asked to take it to the office for safe keeping and it can be picked up at the end of the day.



## 17. INTERIM RULES:

- The principal and staff may enforce any interim rules which have been publicized to the students and/or which are of a safety oriented nature.

# CODE OF CONDUCT

## REGARDING CONDUCT OFF SCHOOL PROPERTY

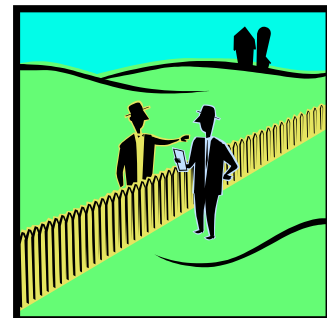


### 1. TRAVELING TO AND FROM SCHOOL

Students are expected to conduct themselves in accordance with the code of conduct of the school while traveling to and from school. Students who contravene the code of conduct while traveling to and from school in circumstances which adversely impact on the rights of other students or the learning atmosphere of the school may be subject to discipline.

### 2. SCHOOL NEIGHBOURS

Students are expected to conduct themselves as responsible members of the neighbourhood within which the school is located. Students must be courteous to the families living in the school neighbourhood and respectful of their property. Students who engage in conduct which disturbs, disrupts or damages the persons or property of the school neighbourhood (which has "direct and



immediate effect on the general welfare of the school") may be subject to discipline.



### 3. SCHOOL STAFF AND THEIR PROPERTY

Students are expected at all times, on or off school property, to be courteous to all school staff and to respect their personal property. Students who engage in any acts which are disrespectful of school staff (but not an exhaustive list are: using offensive language, making threats, intimidating remarks, harassing staff) or which display a reckless or willful disregard for their property which clearly demonstrates a connection to the school may be subject to discipline.

## VIOLATIONS AND CONSEQUENCES OF THE CODE OF CONDUCT

### **GENERAL STATEMENT:**

The staff of Rose Valley Elementary School recognizes that from time to time disciplinary offenses must be dealt with at the Board of School Trustees level. Generally, however, the staff is of the opinion that teachers and the Principal should be largely responsible for this area of concern and that a violation of the Code of Conduct is detrimental to the well-being of the violator as well as other students.

The staff also recognizes that some offenses (examples but not an exhaustive list are: vandalism, violent behaviour, assault or intimidation, use of contraband items) are more serious than others and that pupils must be dealt with on an individual basis.

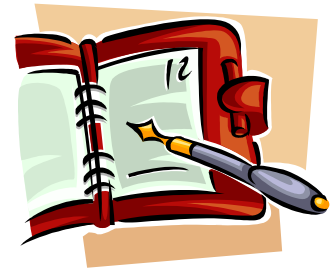
**Every effort will be made to suit the consequence to the violation and the violator.** Students will be provided the opportunity for restitution and to make an action plan. Referrals for counselling may be provided for violators.

Policy 5600 Discipline Regulations - Reg. 3.1.11

Students are provided with opportunities to question and consult their teachers and the Principal.

It is the policy of the school to involve parents:

- through direct information
- on a consultative basis
- by requesting indirect support of corrective measures
- in direct application of consequences and
- in frequent liaison sessions between home and school



### **PROCEDURES:**

- The teacher or supervisor and pupil will attempt to deal with offences immediately. Problem reports may be filled out.
- Each offense will be dealt with individually depending upon its severity, circumstance and history. Students should have input at all stages and should be made aware of their responsibility for their own actions and behaviour.
- Repeated offenses or severe problems will be referred to the principal, who may record details and determine appropriate consequences.
- If the child is recorded two or more times in the student behaviour record book, the parents will be contacted as outlined in our School District policy regarding "Discipline". A joint parent-principal-teacher plan may be developed at this time to help the child. Students may be asked to complete a restitution plan.
- Continued problems will be dealt with according to the School Act and or School District policy which usually would mean a "suspension" (i.e.: definite - up to 10

school days or indefinite - in excess of 10 school days) (refer to School District #23 Policy and Procedures Regulation 5600). A copy of this policy will be provided upon request. Ask at the school office.

- Steps in this process may be skipped if the student behaviour is serious enough to warrant more serious consequences.
- Reportable offences will be recorded on the office computer for future reference.

## SCHOOL CODE OF CONDUCT – SPECIFIC RULES

### CONSEQUENCES – POSSIBLE LIST

- Recorded in Behaviour Tracking Binder
- Out of school suspensions
- In school suspensions
- Isolated work areas
- Detentions – recess, lunch after school
- Think sheets, summary of what happened, letters of apology
- Community service: grounds clean up – garbage detail, wash desk tops, clean floors, chores
- Discipline notes home
- Restitution
- Phone calls home
- Parent meetings
- See counsellor
- Anger management course
- Pay for damage or cost of replacement
- Loss of privilege to ride bus
- Loss of privilege to stay for lunch
- RCMP contacted

SCHOOL DISTRICT NO. 23



CENTRAL OKANAGAN  
"Together We Learn"

## SCHOOL BOARD POLICIES AND REGULATIONS

As one of the main partners in education, the Board of School Trustees sets Policies and Regulations within the authority accorded it under the School Act. The following items are matters the Board of School Trustees wishes to bring to your attention:

### 1. School Board Goals and Objectives

The Board of School Trustees has established a set of Goals and Objectives for all schools in School District #23 which states that teachers shall:

- 1.1 Emphasize the basic skills of reading, writing (including grammar, spelling and penmanship), speaking, listening and calculating;
- 1.2 Direct pupils toward self-discipline, tolerance and respect for others and responsibility for themselves and their actions;
- 1.3 Encourage the development of every pupil's capabilities and self-esteem in an atmosphere of self-respect and trust;

- 1.4 Encourage pupils to appreciate and understand literature, the sciences,  
the humanities and the arts;
- 1.5 Motivate pupils to strive for individual excellence in all they undertake,  
thereby experiencing success and attempting to realize maximum potential;
- 1.6 Promote good work habits and establish a positive atmosphere in which  
critical thinking and a desire for learning and creativity will flourish;
- 1.7 Encourage all pupils to develop an individual sense of self-worth and a  
feeling of pride in school and community and a love and knowledge of  
Canada;
- 1.8 Stress the importance of good health and encourage the participation of all  
pupils in programs designed to develop physical fitness;
- 1.9 Ensure that all pupils understand and follow established safety procedures.

## 2. School Board Student Code of Conduct:

The Board views as serious violations those that: repeatedly occur; may be dangerous to the safety of pupils, teachers and staff; and may cause health hazards; and/or may constitute criminal acts. The Board therefore directs that the principal shall include the following in the school's code of conduct and shall take appropriate action when violations occur:

- 2.1 Bomb Threat, Vandalism, Assault** - a pupil may be suspended indefinitely and reported to the Superintendent of Schools for further action in cases where the violations are considered serious.
- 2.2 Smoking** - a pupil violating the smoking regulation may be suspended up to five days with the condition of return being a conference between the parents or guardians, the pupil and the principal. After further violations, the pupil may be suspended indefinitely and referred to the Superintendent of Schools for further action.
- 2.3 Alcohol** - a pupil consuming or possessing intoxicating liquor on the school premises or at a school function on or off school premises shall be suspended

from school up to five days or suspended indefinitely and referred to the Superintendent of Schools for further action.

2.4 Drugs - a pupil involved in the possession, exchange, or use of drugs other than those medically prescribed for the pupil's use, on school premises or at a school function on or off school premises, shall be suspended from school up to five days or suspended indefinitely and referred to the Superintendent of Schools for further action.

2.5 Weapons - a pupil in possession of a weapon may be indefinitely suspended. Weapons include any item used to threaten the safety of another person. Knives are not allowed at school, including pen knives, plastic "toy" knives or knives brought from home to cut up lunch

2.6 Repeated Violations - a pupil may be suspended indefinitely and referred to the Superintendent for further action.

2.7 - Violations to be Reported to the R.C.M.P. - if there is sufficient evidence in the opinion of the principal that a pupil, while under school supervision:

- a) is in possession of or is trafficking in an illicit drug, or b) may be violating provisions of the Criminal Code the matter shall forthwith be reported to the pupil's parents and the R.C.M.P.

ROSE VALLEY ELEMENTARY SCHOOL

1680 Westlake Road, Kelowna, B.C. V1Z 3G6 Phone: 769-551 769-0246



BEHAVIOUR TRACKING

- 1ROUGH PLAY 1SHOVING 1MISUSE OF EQUIPMENT
1DISRESPECT 1RUDENESS 1THROWING SNOWBALLS
1FIGHTING 1THEFT 1MISBEHAVING IN CLASSROOM (noon)
1PLAY-FIGHTING 1NAME CALLING 1FOUL LANGUAGE / SWEARING
1OTHER: \_\_\_\_\_

Infraction Details \_\_\_\_\_

3TIME OF DAY: 1AM 1RECESS 1LUNCH 1PM

STUDENT'S NAME: \_\_\_\_\_ DIV. \_\_\_ DATE

2Person making report: \_\_\_\_\_

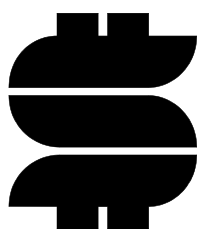
TWO WHITE copies to the office - YELLOW copy to the classroom teacher



## WHAT IF YOU HAVE A CONCERN?

If you have a concern regarding a classroom practice or policy, you should **first** talk to your child's teacher. If the matter is not resolved to your satisfaction, you should bring it to the attention of the school principal. If your concern is not resolved after consultation with the school principal you should contact the Director of Instruction assigned to Rose Valley, Mrs. Terry-Lee

Beaudry, at 860-8888. You are encouraged to follow the above steps when dealing with any school related concern.



## SCHOOL FEES

Fees for the school year cover the cost of cultural events, school supplies, for the Intermediate Students. While some students purchase their own supplies, they do get an extremely good buy when purchasing from the school. This also ensures that all students have the same equipment and that they do, in fact, have equipment on hand for the entire year.

The breakdown of fees is as follows:

	<b>SUPPLIES</b> (includes a planner)	<b>CULTURAL FEE</b>	<b>TOTAL</b>
Kindergarten	\$19.00	\$7.00	\$26.00
Grades 1 - 6	\$30.00	\$7.00	\$37.00

## SUPERVISION

Student supervision is provided at Rose Valley during the following times:

8:10 a.m. – 8:30 a.m.

Noon Hour 11:10 a.m. - 12:07 p.m.

Recess 1:30 – 1:45 p.m.

2:30 – 2:45 p.m. - Dismissal

Students are expected to arrive just before the start of the school day and leave the school upon dismissal at the end of the day. The only exception is when they are engaged in some other supervised activity.

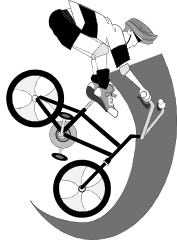
## BELL TIMES



- 8:15 a.m. - Morning supervision
- 8:25 a.m. - Warning Bell (students enter school)
- 8:30 a.m. - School Day Begins
- 11:10 a.m. - Lunch Session
- 11:25 a.m. - Students may leave classroom when given permission by a Supervisor
- 12:02 p.m. - Warning Bell
- 12:07 p.m. - Afternoon Session Begins

- 1:30 p.m. – Recess Begins
- 1:45 p.m. - Recess Finishes
- 2:30 p.m. - School Day Ends
- 2:45 p.m. - Afternoon supervision ends

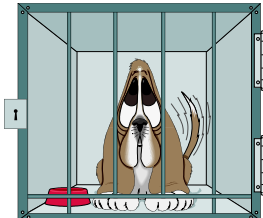
## BICYCLES & SCOOTERS & ROLLERBLADES



Bicycles should be **walked** on the school grounds at all times. They should also be parked and locked in the designated area on the school grounds. This area is out of bounds to all students at recess and at lunch, except for those students going home for lunch on their bicycles. There is no loitering in the bike area at any time. Students must now wear helmets when they ride their bikes. This is a new law that took effect September 3rd, 1996.

## DOG PATROL

Parents, and other individuals in the community, are reminded that dogs are not allowed on school property unattended. Unattended dogs can leave deposits on the school grounds. Some also frighten the youngsters. When dogs are loose on the playground, we are placed in the position of having to notify the dogcatcher. We understand that retrieving the dog is quite an expensive undertaking.



## PARKING

Many parents of our students bring their children to school by car, and take them home after school. The turnaround area in the school lot is to be used as a Fire Lane and for the bus turnaround. For this reason, this is a 'No Parking' area. **Cars waiting for students to be dismissed should be parked on either Westlake**

**Road or West Kelowna Road.**

## SCHOOL FIRE AND EARTHQUAKE DRILLS

While Rose Valley has regular Fire Drills and also reviews the Earthquake Drills in the classrooms, we also have developed an evacuation plan. **IN THE EVENT OF A GENUINE FIRE OR EARTHQUAKE.**



Should a GENUINE fire or earthquake occur involving our school, the teachers and children will carry out their normal evacuation plans of the building. We have predetermined sites around the building where we normally wait until the **ALL-CLEAR BELLS** ring.

If these bells did not sound, then students are to walk to the open area at the south end of the school (near the pond). Depending on the severity of the situation, students may be bussed from this location to another 'holding' area (to be determined by Fire Department Chief of overall evacuation team). The Kelowna System is on call to respond to such emergencies, and the 'holding' area could likely be the closest neighboring school (i.e. Hudson Road).



We have asked that **CARS NOT BE PARKED IN OUR TURNAROUND.** Access for fire trucks is one of these reasons. In the event of a genuine fire at Rose Valley Elementary, all vehicles should stay completely clear of the school. You are asked to drive to the 'holding' area to pick up your child. Please **DO NOT** remove any children from that area without the teacher's knowledge.

In the event of an **EARTHQUAKE**, the children and teachers will remain at the southern part of the playing field until either an **ALL CLEAR** is given or until other pre-determined plans come into play. Again, please do not clog up the school's entry point with your vehicle.

Thank you for your calm and assistance in the above matter. Please rest assured that, in emergencies, your child will be cared for by responsible adults, acting on your behalf.

## ILLNESS AND ABSENTEEISM



Regular attendance and punctuality in arriving at school are essential if a child is to make reasonable progress in school. However, we realize that there are times when a child is too ill to attend, or when (s)he is tardy for some unavoidable reason. We ask for assistance in helping us monitor your child's whereabouts by having:

- a) you phone the school (769-5535) when your child is absent, giving reasons for the absence.
- b) your child reports to the office if (s)he is late, giving the reason for his/her tardiness.

If your child becomes ill at school (s)he should alert a staff member who will then attempt to contact you, or your emergency contact.

If your child is in an accident at school, (s)he should notify the nearest staff member. Any necessary First Aid will be administered and parents or emergency contacts will be notified.



## EAT LUNCH AT SCHOOL

For students who cannot go home for lunch, a fifteen minute supervised eating time is provided. While a bell signals the end of this eating period, some slower students are allowed to stay in their classrooms until they are finished.



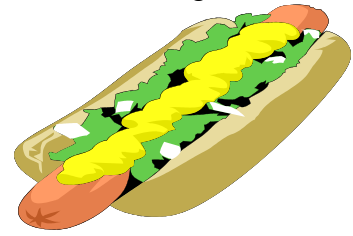
Responsible and properly trained adult supervisors are on duty every lunch break. All students will eat lunch in their classrooms, sit at their desks and eat in a reasonably quiet manner. At the end of this eating time, the supervisors dismiss the students after the bell sounds. The supervisors will then supervise the students until the end of the lunch break.

Poor behavior during this time could result in students being asked to go home for lunch for a period of time.

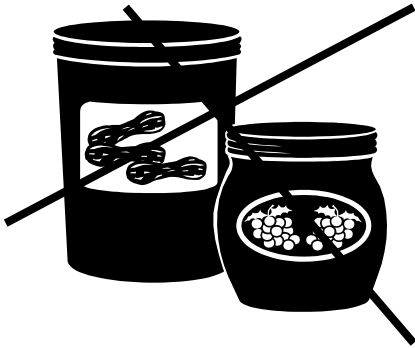
Students may go to their own homes to eat lunch, and may do so without permission from the teacher and without providing a note. Students may not go to the home of a friend at this time unless there is a special circumstance and the teacher/noon supervisor is provided with a note from the parent.

## HOT LUNCH PROGRAM

Virtually every Thursday throughout the year, hot lunches are provided for students and are coordinated by a committee of our parents. A menu for a 3 month period is sent home with each student. Students are then to pay for their lunches by handing in their order and money in a sealed envelope.

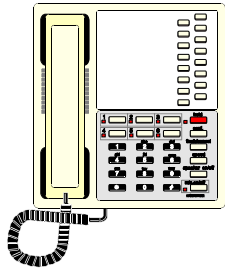


## PEANUT / NUT ALLERGY AWARE SCHOOL.



Rose Valley Elementary is designated as a 'PEANUT/NUT ALLERGY AWARE SCHOOL'. We ask for the cooperation of all parents and students to consider not sending peanut, peanut product or nuts to school. Examples include; peanut butter sandwiches, peanut butter cookies, any type of bagged nuts as snacks, nuts as salad toppings, many chocolate bars and nut granola bars. Recognizing the surprising number of food snacks that "may contain nuts" we are not asking you to stop sending snacks or empty your pantries of potentially harmful products. Regardless of the content of the student's lunch, we are requesting that your child remembers to clean their hands

after lunch and snack time and not to offer to share their snack with other children.



## SCHOOL PHONES

There is a school phone available in the hallway for student use. To use it, however, students must have permission from a teacher and present a phone tag to confirm the permission.

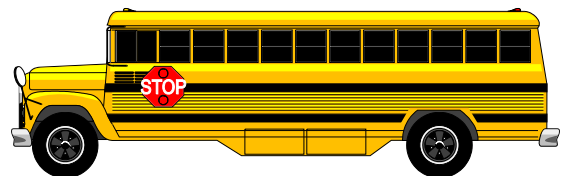
The phone is for emergency matters only and calls are to be as brief as possible. After school visits, for example, are not to be arranged over the school phone.

## 'IN' DAYS

During particularly inclement weather 'in' days may be declared. During this time, students are expected to occupy themselves quietly in their classrooms, or any other areas where supervision is provided.

## FIELD TRIPS

It has been decided that in order to keep our students as safe as possible travelling to and from field trips, we will use District bussing as our first choice of transportation. Although we have immensely appreciated all the parents who have so willingly driven to field trips in the past, research has clearly indicated that school bus travel is more safe for school aged children. Weight restrictions for young children and issues concerning airbags will be eliminated with school bus transportation. As there are no district busses available after school, all extra-curricular travelling for sport activities will need to be supported by parent drivers.



**TO HELP OFFSET THE EXPENSE OF DISTRICT BUSSING, THE COST TO RIDE A BUS FOR ANY FIELD TRIP WILL BE A TOONIE.**

## ADMINISTERING MEDICATION

There are students who may require emergency care while at school. These students are commonly referred to as students with Medical Alert Conditions. These conditions are physician diagnosed and potentially life threatening. They may require planned care and support inside as well as outside the school environment (e.g. field trips). Such conditions may include the



following: diabetes, epilepsy, anaphylaxis and/or history of severe allergic response, severe asthma - immediate medical treatment required, blood clotting disorders such as hemophilia that require immediate medical care in the event of injury, serious heart conditions, and other conditions which may require emergency care as determined in consultation with parent/student/family physician, school and medical health officer or designate.

If your son or daughter has a medical alert condition it is imperative that the school be made aware of this and that a "Medical Alert Planning Form" be completed. This plan will include a photo (supplied by the parents), contact information, clear description of the medical condition and a plan for school personnel to follow in case of an emergency.

If medication is needed to be administered at the school then a special form entitled "Request for Administration of Medication at School" must be completed by the parent or guardian, the prescribing physician, the public health nurse and the member of the staff who is responsible for administering the medication. If this form is not completed then we cannot give medication to your son or daughter. These forms are available at the school office. A special brochure entitled: "Students With Medical Alert Conditions" is available at the school for those families with a child who has a Medical Alert Condition.

# 911

## PHYSICAL EDUCATION ATTIRE

During Intermediate Physical Education, students are asked to wear proper attire (shorts, t-shirt, and indoor running shoes) unless they are taking part in an activity where this is not required. In this case, they will be notified by the teacher.



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj



## HOMEWORK

At the Primary level, formal homework is not regularly assigned although students may be required to complete work that was not completed during class time. At the Intermediate level, it is seen as an essential tool in some areas for reinforcement or consolidation of skills introduced in daily work. It may also be used as an enrichment technique for those seeking additional challenges. Longer assignments often will require time spent at home. Parents are requested to provide a quiet

time and space at home for the purpose of study and to reinforce a positive attitude towards the merits of home assignments.

In addition to work not finished during class time, Intermediate pupils should spend an average of approximately 30 minutes daily on home study. If your child is continually spending a lot longer, please contact the teacher.

## REPORTING

Formal reports are distributed to the students three times a year: before Christmas, around Spring Break, and at the end of the year.

**Primary Reports:** The Primary Report will highlight the key learning outcomes and then indicate whether the child has demonstrated success or still requires more work. A copy is included on pages 21/22. The learning outcomes will change from term to term and are based on the grade related IRP curriculum program.

The report must still contain information under these headings:

- a) Strengths exhibited by (your child) this term:
- b) Areas which require further attention and ways to support this:
- c) Summary - this section will contain comments on the student's progress with reference to the expected development for students in a similar range - in each area.

In addition to information listed above, **Intermediate Reports** also contain letter grades (A, B, C+, C, C-, I and F), and symbols for Work Habits and Student Behaviour (G, S, N,) in each subject area. Letter Grades do not compare children to each other but to a pre-set list of criteria. Definitions of each letter grade can be found on the report card cover.

## AWARDS

Intermediate students are eligible for awards each term in the Curricular Areas of Humanities, Science and Technology, Fine Arts, and Physical Education. Certificates for Effort and Citizenship are also presented at this time. These are presented in the classroom near the time the report cards go home.



## COMPUTER PROGRAM

We have an IBM platform with completely updated software. We have a large variety of software, including word processing, graphic and animation programs. As well as our lab we have computers located in the classrooms and student accessible programs in the library.

We are proud of our computer lab and have included as one of our school goals continued computer teacher in-service and professional development as well as enhanced student use.

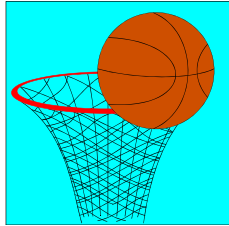
Web Site: [www.geocities.com/rosevalleyelementary/](http://www.geocities.com/rosevalleyelementary/)



## GIFTED/ENRICHMENT PROGRAM

While we do have a teacher assigned with the responsibility of providing Gifted/Enrichment activities to students, this is only for a total of less than half a day per week. Activities are designed for groups of students identified by the classroom teachers and are generally an extension of concepts taught in the classroom.

## EXTRA- CURRICULAR ACTIVITIES



Extra-Curricular Activities at the school are organized and coordinated by teachers on strictly a voluntary basis. These include Choir, House Games, Basketball, Volleyball, Track and Field, Cross-Country, and various other activities. Fortunately, at Rose Valley, we have a number of teachers who are willing to assume responsibilities for these areas. Students are encouraged to take part in such activities, if they are interested. Teachers coordinating such activities will remind students of any conditions (i.e. number of practices) and any other requirements. Supporting our extra-curricular activities in the gym is our Sport's Council – made up of Grade 6 students.

## LOST AND FOUND

Students often report that they have lost a jacket, a shoe, a glove or various other articles of clothing. These 'lost' items are continually on display in the box near the multi-purpose room. They are also laid out in the Multi-Purpose Room during Parent-Teacher Conferences times, and during major school functions. To reduce the size of our 'Lost and Found' display, we encourage pupils and parents to label all clothing and personal items to assist us in returning them.



**Here are examples of the primary and intermediate report cards to be used in the 2003-2004 school year. These reports will go home first week of December, middle of March and end of June respectively.**

insert Kindg. progress report



insert prim. progress report

continued prim. prog. report

insert intermediate prog. report

## LIBRARY PROCEDURES

**HOURS:** Our library is open Monday through Thursday from 8:15 a.m. to 2:45 p.m. The library is open on Fridays 8:15 - 11:00 a.m. It is expected that students who come into the library before school or at lunch do so to read or work on assignments. A quiet reading/learning atmosphere is maintained at all times.

**BORROWING BOOKS:** A weekly exchange period is scheduled for each class. Independent visits to the library are strongly encouraged as a supplement to this weekly period. Early primary students (Kindg., Grade 1) may sign out two books at once, late primary (Grade 2,3) and



intermediate pupils, three. These books must be returned before new ones are signed out.

**OVERDUE BOOKS:** The loan period is two weeks. Overdue reminders are sent out periodically. Unfinished books may, of course, be renewed. Please encourage your child to return his/her books promptly so everyone may share the library resources.

**LOST BOOKS:** Students are reminded to take extra good care of the books that they sign out. Students may be charged for lost or damaged books. As well these books are then no longer available to other students.



## PARENTS AS A RESOURCE

We at Rose Valley consider parents a most valuable resource. Throughout the year parents are invited to become involved in many areas. Some of these areas are:

- Teachers' helpers
- Computer Lab Assistants
- Guest speakers/presenters
- Program Involvement (i.e. Music, Art)
- Field Trip Drivers
- Track & Field Station Personnel

Just let us know if and how you would like to become involved, and we'll certainly do what we can to make use of your talents. Please make sure if you choose to be a Parent Volunteer to fill out a Criminal Record Check form from the office. You need to complete this **only** once.



## COMMUNITY USE OF THE SCHOOL

Our school facility is used by various community groups after school and during the evenings throughout the week. Inquiries and bookings can be made by phoning the School Board at 860-8888.

## ROSE VALLEY ELEMENTARY SCHOOL CATCHMENT AREA

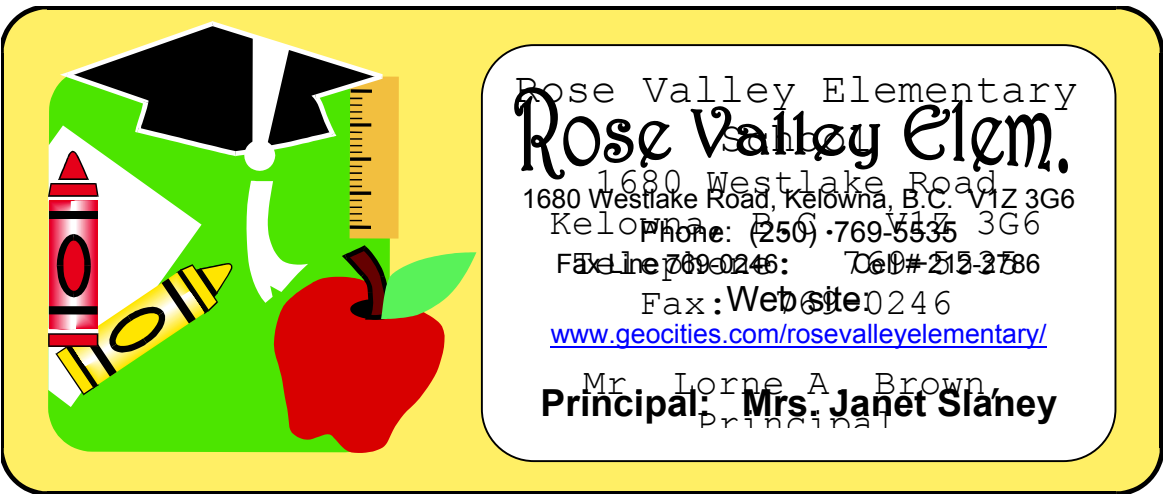
As of September 2003, we are now an open boundary for students living in Lakeview Heights, Hudson Road area, Shannon Lake and Chief Tomat. All students living in those areas may attend Rose Valley Elementary. If our grade allotment is full a student may have to attend one of the other schools in the area. Your child will be put on a waitlist for Rose Valley and once we have available space, your child/ren may attend here.

## WHAT HAPPENS IF MY CHILD HAS HEAD LICE?

Parents of students with head lice are contacted by the school office and those students are sent home for treatment. A letter is also sent home to all families of students in the class where a case of head lice has been identified. This letter does not contain the name of the student with head lice. In the event of a serious epidemic, students in all classrooms may be checked for head lice.

After treatment, students are welcome to return to school. Those students must come to the office to be rechecked before returning to class. Students should be 'nit-free' before returning to class. Advice regarding prevention and treatment is available from the South Okanagan health Unit, your doctor or pharmacist.

**Building Our Tomorrows . . . .  
Today!**



Rose Valley Elementary  
**Rose Valley Elem.**  
 1680 Westlake Road  
 1680 Westlake Road, Kelowna, B.C. V1Z 3G6  
 Kelowna, B.C. V1Z 3G6  
 Phone: (250) 769-5535  
 Fax: (250) 769-0246  
 Website: [www.geocities.com/rosevalleyelementary/](http://www.geocities.com/rosevalleyelementary/)  
 Mr. Lorne A. Brown  
**Principal: Mrs. Janet Slaney**  
 Principal

# SCHOOL CALENDAR 2003 – 2004

DATE	FUNCTION	TIME
Tuesday, Sept. 2	School Opening	8:30 - 11:10 a.m.
Thursday, Sept. 18	Community Barbecue and Open House	5:00 - 7:30 p.m.
Friday, September 19	District Professional Day	NO SCHOOL
Wednesday, Sept. 24	Parent-Teacher Conferences - Dismissal 12:30 p.m.	8:30 - 12:30 p.m.
Thursday, Sept. 25	Parent-Teacher Conference - Dismissal 12:30p.m.	8:30 - 12:30
Friday, September 26	Terry Fox Run	9:00 a.m.
Thursday, October 2	School Pictures     RETAKES - October 27	ALL DAY
Monday, October 13	Thanksgiving	NO SCHOOL
Mon. Oct. 6 – Oct. 17	Magazine Sales for two weeks	
Tues. October 14	Robert Minden Cultural Performance	p.m.
Friday, October 24	District - Wide Professional Day	NO SCHOOL
Monday, November 10	Remembrance Day Assembly – Operation Christmas Child Campaign Begins	10:30 a.m.
Tuesday, Nov. 11	Remembrance Day	NO SCHOOL
Friday, November 28	Cultural Performance 'Max-I-Mime'	p.m.
Friday, December 5	Report Cards out	2:30 p.m.
Friday, Dec. 19	School Closes for Christmas Break	2:30 p.m.
Monday, January 5	Schools re-opens 'Happy New Year'	8:30 am
Friday, January 23	Cultural Performance Terry Kelly	a.m.
Wednesday, Jan. 28	Big White Ski Program	2:30 - 9:00 p.m.
Monday, Feb. 2	Parent-Teacher Interviews - Dismissal 12:30 p.m.	
Tuesday, Feb. 3	Parent-Teacher Interviews - Dismissal 12:30 p.m.	
Wednesday, Feb. 4	Big White Ski Program	2:30 - 9:00 p.m.
Wednesday, Feb. 11	Big White Ski Program	2:30 – 9:00 p.m.
February 12 – 13	Mr. Stuerle's Winter Camp	Gr. 5's / 2 days
Wednesday, Feb. 18	Cultural Performance 'Faustworks'	a.m.
Thursday, February 26	Speech Contest	afternoon
Friday, March 12	Report Cards Out / Schools close for Spring Break	2:30 p.m.
Monday, March 29	Schools re-open	8:30 am
Friday, April 9	Good Friday	NO SCHOOL
Monday, April 12	Easter Monday	NO SCHOOL
Friday, April 23	Jump Rope for Heart	afternoon
Wednesday, April 28	Cultural Performance ' Saxophone Dual	undecided
Wednesday, May 12	Bootin' Bill Bowl	ALL DAY
Monday, May 24	Victoria Day	NO SCHOOL
Tuesday, June 1	Kindergarten Orientation for new Sept. 2004 students	a.m.
Wed. May 19-20-21	Silver Lake Camp-out for Grade 6's	3 days
Friday, June 4	PLAY DAY / District Apple Bowl	8:30 - 11:45 am
Thursday, June 10	Parent Appreciation Tea	2:00-3:00 p.m.
Friday, June 11	Farewell Grade 6 Luncheon	lunch hour
Monday, June 28	Mariner's Reef / Bear Creek Primary Picnic	All Day
Tuesday, June 29	Awards Ceremony A.M. / Talent Show P.M. Reports cards issued *Last day of school *	2:30 p.m. closed
Wednesday, June 30 <sup>th</sup>	Administrative Day for Teachers	8:30 - 2:30 p.m.

**2003/2004 SCHOOL FLOOR PLAN**

SCHOOL DISTRICT NO. 23

CENTRAL OKANAGAN  
"Together We Learn"POLICIES & PROCEDURES  
SCHOOL DISTRICT NO. 23  
(Central Okanagan) Kelowna, B.C.APPEALS BYLAW  
5101**5101****APPEALS BYLAW**

A student or a parent/guardian of a student who is entitled to an educational program in School District No. 23 may appeal a decision of an employee of the school board which significantly affects the education, health or safety of the student. The failure of an employee to make a decision shall be deemed to be a decision for the purpose of bringing an appeal.

1. School -based administrators shall inform students / parents / guardians of the existence and availability of such a bylaw on not less than an annual basis.
2. The appeal process for a student/parent/guardian will first be addressed, using appropriate administrative procedures. Specifically:
  - 2.1 meeting with the employee to solve the problem;
  - 2.2 meeting with the employee's supervisor(s) to solve the problem; and
  - 2.3 meeting with the Superintendent to solve the problem.
3. If a student/parent/guardian is not satisfied with the response provided through administrative appeals as set out in No. 2 above, their final appeal shall be to the Board, normally at the next regularly scheduled special Board meeting.
4. In the event no regularly scheduled special meeting of the Board is due to be held within five (5) working days of the receipt of Form 5101, the chairperson shall call a special meeting of the Board for the purpose of:
  - 4.1 receiving Form 5101;
  - 4.2 considering whether the appeal would be heard, and if so;
  - 4.3 setting a time and date at which the appeal would be heard.
5. Every appeal to the Board must be initiated by the student/parent/guardian submitting Form 5101 to the Board of School Trustees, through the Superintendent, stating the:
  - 5.1 name, address and school of the student;
  - 5.2 name and address of the person(s) making the appeal;
  - 5.3 decision which is being appealed;
  - 5.4 date on which the student/parent/guardian was informed of the decision which is being appealed;
  - 5.5 name of the Board employee(s) who made the decision;
  - 5.6 detailed reason for the appeal

SCHOOL DISTRICT NO. 23

CENTRAL OKANAGAN  
"Together We Learn"

POLICIES &amp; PROCEDURES

SCHOOL DISTRICT NO. 23 (Central Okanagan) Kelowna, B.C.	APPEALS BYLAW 5101 . . . . . continued
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If a student under the age of 19 years initiates the appeal, a copy of the appeal will be sent to the parents/guardians.

6. The Board may refuse to hear an appeal where:
  - 6.1 The appeal has not been initiated within a reasonable time from the date the decision affecting the student's education, health or safety was made.
  - 6.2 The Board determines that the decision does not significantly affect the student's education, health or safety.
7. The Board may invite oral or written submissions pursuant to the appeal from all concerned parties.
  - 7.1 The student/parent/guardian may be accompanied by his/her advocate. An interpreter/translator may also attend such meetings if required.
  - 7.2 A copy of all written submissions shall be provided to the student/parent/guardian and his/her advocate, and to the employee whose decision is being appealed.
  - 7.3 Prior to the meeting of the Board, no trustee shall discuss the matter under appeal, unless both parties (the employee and the student/parent/guardian/advocate) are present.
8. The decision of the Board, which shall be considered as final, will be communicated promptly in writing to the student/parent/guardian and his/her advocate. If the appeal was initiated by a student under the age of 19 years, a copy of the Board's decision will also be sent to the parent/guardian.
9. Persons who exercise their right to appeal are assured that where evidence of reprisals against them and/or their children is submitted to the Superintendent of Schools, immediate steps will be taken by him/her to investigate any such evidence and, when warranted, to remedy the situation. The Superintendent in turn shall report to the Board the details arising out of such investigation of the evidence.



## SCHOOL CALENDAR (SUPPLEMENT)

DESIGNATION	2002/2003	2003/2004	2004/2005
Days in session	194	197	192
Minimum number of days of instruction	188	190	185
Maximum number of non-instructional days	5	6	6
Schools open	September 3	September 2	September 7
Thanksgiving Day	October 14	October 13	October 11
Remembrance Day	November 11	November 11	November 11
Schools close for winter vacation	Fri. Dec. 20	Fri. Dec. 19	Fri. Dec. 17
Winter vacation period	Dec. 23 - Jan. 3	Dec. 22 - Jan. 2	Dec. 20 - Dec. 31
School reopen after Winter vacation	Mon. Jan. 6	Mon. Jan. 5	Tues. Jan. 4
Schools close for Spring vacation	Fri. March 14	Fri. March 12	Fri. March 18
Spring vacation period	March 17-21	March 15-19	March 21-25
Schools reopen after Spring vacation	Mon. Mar. 24	Mon. Mar. 22	Wed. March 30
Good Friday	April 18	April 9	March 25
Easter Monday	April 21	April 12	March 28
Victoria Day	May 19	May 24	May 23
Administrative day	Fri. June 27	Wed. June 30	Thurs. June 30
Schools close	Fri. June 27	Wed. June 30	Thurs. June 30

Sept. 23, 2002 - ministerial day

Oct. 25, 2002 - district-level professional development

November 12, 2002 - school-based professional development

February 21, 2003 - district-level professional development

May 2, 2003 - school-determined professional development

May 16, 2003 - school-determined professional development