

Royston Elementary School



Parent Handbook

2018-2019

ROYSTON ELEMENTARY SCHOOL

Administrative Message:

Well here we are back at it once again. I hope you had a great summer filled with lots of family, friends and relaxation.

We have three new teacher staff members, Kat Hryko (Grade 3), Julia Douglas (Music and shared Grade 5/6 with Jacki Zbirun) and Rebecca Coley (Grade 1/2). Our new SLP is Krista Manson and our new school counsellor is Leanne Thornton.

It is wonderful to be at a school with an outstanding staff and a parent community that continually supports all staff and children in our school.

Have a great start up to the year and have fun working with your new group of wonderful students.

Katy Doran



REGULAR SCHOOL HOURS and BELL TIMES

8:10	Bus students Arrive, duty begins
8:25	Warning Bell
8:30	O Canada and classes begin
10:15 - 10:30	Recess (and morning announcements at 10:10am)
10:30-11:30	Classes
11:30 – 11:55	Outside Playtime
11:55 – 12:15	Back to class to eat lunch
12:15-2:15	Classes
2:15	Dismissal and buses

EDUCATION STAFF

Ms. Julia Douglas	Music and Grade 5/6	Ms. Nora Harwijne	Grade K/1
Ms. Jacki Zbirun	Grade 5/6	Ms. Linda Peta	Kindergarten
Mr. Rob Webb	Grade 5/6	Ms. Ginny Currie	Teacher Librarian
Ms. Cassie Von Niessen	Grade 4	Ms. Shannon Bavis- Knox	Learning Support Teacher
Mr. Lee Hutchison	Grade 3/4	Ms. Tanya Borden	Computer Prep Teacher
Ms. Kat Hryko	Grade 3		
Ms. Kathi Sirrs	Grade 2/3		
Ms. Rebecca Coley	Grade 1/2	Ms. Leanne Thornton	Counselor
Ms. Jill Clayton	Grade 1	Ms. Krista Manson	Speech Language Pathologist
Ms. Kim Veloso	Grade K/1	Ms. Katy Doran	Principal

SUPPORT STAFF

Sherrill Beek	Admin. Assistant,	Laurie Larson	Library Clerk
Dianne Christensen	EA	Ms. Phylis Edgar	Strongstart Coordinator
Simone Tottenham	EA	Ms. Twyla MacDonald	Indigenous Support Worker
Maureen Weiman	EA	Dianna Truscott	EA
Chris Tomko	Senior Custodian		



ROYSTON ELEMENTARY SCHOOL

“Tle-Tla-Tay”

3830 WARREN AVENUE
ROYSTON B.C. V0R 2V0

Phone: 250 334-2161

Fax: 250 338-8051

CODE OF CONDUCT

Our School Community believes that **EVERY** child has the right to a quality education in a safe, caring environment. A set of rights and responsibilities, together with an outline of student expectations that are simple, direct and easily understood are discussed with students at the beginning of the year. Reminders are given periodically throughout the year.

All schools in BC adhere to the Human Rights Code and as such, the following forms of discrimination are not tolerated at school:

race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression; and age.

EXPECTATIONS

Everyone will:

- Enter school in a respectful and timely manner
- Turn out a quality product to the best of his/her ability
- Work cooperatively and demonstrate courtesy and honesty
- Use language and wear clothing appropriate to the school setting
- Undertake tasks willingly and make an effort to complete them on time.

OUR SCHOOL COMMUNITY'S RIGHTS AND RESPONSIBILITIES

1. We have the right to be safe.
We have the responsibility to treat others with care.
2. We have the right to a productive and respectful learning environment.
We have the responsibility to work productively.
3. We have the right to be treated fairly.
We have the responsibility to treat others fairly.
4. We have the right to be heard.
We have the responsibility to listen.
5. We have the right to use the school materials and equipment.
We have the responsibility to take care of the school, its materials and equipment.
6. We have the right to socialize.
We have the responsibility to socialize at the right time

Most of our students, most of the time, are very well behaved. Some children do have special needs that may require extra help and perhaps counseling to help them control their behaviour and learn to make wise choices. All children are considered individually and in a caring manner. All possible methods of improving behaviour will be explored and progressive disciplinary actions will be taken depending on the frequency and severity of unacceptable behaviours. **Parents are requested to discuss the RIGHTS AND RESPONSIBILITIES and the statement of STUDENT EXPECTATIONS with their child/children.**

Grossly unacceptable behaviour includes bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment. Additional serious offences include illegal acts such as possession, use or distribution of illegal or restricted substances, possession or use of a weapon or theft of or damage to property. These types of behavior are not tolerated and will be investigated and dealt with by teachers and school administration.

ADMINISTRIVIA

- 1. School Website and Calendar:** For additional school information, please visit our school website at: <http://www3.sd71.bc.ca/school/royston/Pages/default.aspx>
For up to date school events in our school calendar, please visit our website calendar at: <http://www3.sd71.bc.ca/School/royston/Lists/Calendar/calendar.aspx>
- 2. Attendance:** It is expected that students attend school regularly and punctually. All late students need to come to the office to check in. If you know your child is going to be absent, please call the school at 250-334-2161 and leave a message or email our admin assistant, Sherrill Beek at Sherrill.Beek@sd71.bc.ca. This helps our busy office in the morning a great deal!
- 3. Emergency Procedures:** In the case of a school wide emergency, our school district has developed an Emergency Protocols for Parents Document. Please access it here: [School Emergency Program](#)
- 4. Morning Routines:** Your children can place their backpacks in the class lineup outside their teacher's line up door before school. Then, they can play outside on the Big Toy area in the morning until the warning bell at 8:25 am. We have supervisors on duty from 8am onwards and parents are welcome to hang around outside with their children until 8:25 am.
- 5. Stop Drop and Go Zone:** The front of the school has a stop, drop and go zone. Parents can drop their students off in front of our school as long as parents do not exit the vehicle to walk their child to class. Let's keep that traffic flowing for everyone's safety. If you wish to walk your child to their class, please park on the street or in the dead end past the barricades on the road.

6. Celebration of Success Assemblies:

Each month we recognize students for their achievements in various areas. All students should receive at least one certificate during the school year. Parents are invited to attend these assemblies.

Month	Date	Theme of Recognition
September	Thurs Sept 27 1:15 pm	Social Responsibility
October	Fri Oct 26 1:15 pm	Fitness/ PE/ Sportsmanship
November	Fri Nov 30 1:15 pm	Creative Thinking
December	Fri Dec 21 1:15 pm	Communication and Literacy
January	Fri Jan 25 1:15 pm	Numeracy
February	Fri Feb 22 1:15 pm	Personal Awareness and Responsibility
March	Fri Mar 15 1:15 pm	Critical Thinking
April	Fri Apr 26 1:15 pm	Fine Arts
May	Fri May 31 1:15 pm	Most Improved
June	Thurs June 27 10:30 am	Open Category

7. Raindrop Draw:

When students are filling other's buckets with kind deeds, we reward them with a raindrop (with their name, division and what they did filled in). Students can pin their raindrops onto the bulletin board where they stay on display until the end of the month. At our monthly Celebration of Success Assembly, student raindrops are drawn from a raindrop bucket to win lunch with the principal or other prizes. This is based on the picture book: Have you Filled a Bucket Today? -which is located in our school's library.

8. Communicating Student Learning:

Teachers have the option to use student portfolios (electronic or paper format) or a MyEdBC formal report card to communicate student learning. Teachers using My Ed BC reports are expected to have three formal reports per year. These formal reports go home Friday Dec 21, Friday March 15 and Thursday June 27. For teachers using portfolios, Summaries of Learning are handed out at least twice a year – generally Dec/ Jan and the end of June.

9. School Field Trip Drivers: We rely on parent/ caregiver volunteers to drive on many of our school field trips to keep our costs to a minimum. Each year volunteer drivers need to submit a driver's abstract and prove valid insurance with a minimum \$1 000 000 liability and a valid driver's licence. Booster seats are required for students are under 9 years of age and over 40 pounds in weight and should be used until the child reaches 9 years of age or a height of 4'9". The school has a class set of booster seats available for use.

10. **Nut Aware & Medical Concerns:** The school is a nut aware school. Information around which classrooms have students with allergies is sent out in early September.

11. **Buddy Bench and Recess:** Our PAC has generously donated a special bench called the 'Buddy Bench' where students can sit at recess time if they are looking for someone to play with them. Students are reminded and encouraged to use the Buddy Bench and to look for students on the Buddy Bench to include everyone in their play.

12. **W.I.T.S.:** Students are encouraged to use their WITS when dealing with issues at school. If someone is bothering them, they are to **Walk Away, Ignore, Talk it out or Seek Help** (from an adult). Which strategy to use depends on the type of the bothering being experienced.

PAC EXECUTIVE

Our PAC (Parent Advisory Council) meets the second Thursday of each month in the school library @ 6:30 pm. Babysitting is provided. All parents/ caregivers are invited to attend.

POSITION	MEMBER
Chairperson	Charmaine Pietrzak
Secretary	Marcy McCluskie
Treasurer	Lindsey Eastman
Fundraising Coordinators	Carly Matkin, Anna Minaker, Fran Hailstone
Hot Lunch Coordinator	Marissa Cotter
Kitchen Shopper	Robyn Holme
Fruit and Veggies Coordinator	Jennifer Stevenson
Earthquake Preparedness	Selena Speed

To access up to date information and connect with other parents at our school, please join our PAC Facebook Page at: [Royston PAC Facebook Page](#)