



# Auguston Traditional Elementary School

## Student Handbook 2009 - 2010

“If you plan to learn, you learn to plan”

Welcome back to a brand new year of learning Auguston ARROWS! Students at Auguston are called the Arrows and each of the letters stands for an important virtue. Please read over the ARROWS promise and sign below!

I am proud to be an Auguston Arrow!

I promise to be:



### Ambitious

- set goals and check progress
- do my best work

### Respectful

- use kind words
- use good manners

### Responsible

- take care of myself and others
- complete work

### Orderly

- walk quietly in the school
- follow instructions

### Wise

- make good choices
- use words to solve problems

### Safe

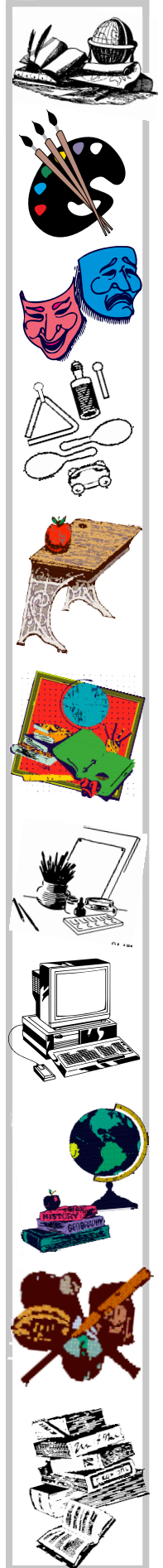
- report unsafe things to an adult
- wait until my turn

Auguston Arrow

Date

Students, as you begin the new school year, set goals for yourself. Use this planner to help organize your activities and tasks. The teachers and parents are here to help you, but it is up to you to take the responsibility for your own learning.

Welcome new students to our school. For those students returning to Auguston, we are counting on you to include and help our new students. Thank you for making our school a wonderful place to work and learn!



AUGUSTON TRADITIONAL ELEMENTARY SCHOOL  
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www.sd34.bc.ca/auguston  
Principal: Mr. B. Voth

**MESSAGE FROM THE PRINCIPAL**

Welcome back to a brand new year of learning! This is our tenth year at Auguston Traditional Elementary School and it promises to be a year of exciting learning opportunities in every classroom. For those students returning to Auguston, we are counting on you to welcome and support our new students. We also look forward to working with our Grade 5 student leaders!

Auguston combines the ideas, talents and the hard work of many people who believe in the traditional philosophy of respect, high expectations and structure. Staff members and families from a variety of backgrounds work together to promote the culture and standards of our school community. Our goal is to have every member of the school family feel a part of Auguston. Together we are creating a legacy at our school.

Students, as you begin the new school year, set goals for yourself. Use this planner to help organize your activities and tasks. "If you plan to learn, you need to learn to plan." The teachers and parents are here to help you, but it is up to you to take the responsibility for your own learning.

We look forward to a very exciting and busy year. Many of the activities and events will be similar to our first years as we continue to build a strong traditional school at Auguston. We will also have new programs and ideas to make our tenth year interesting and challenging. There is something for everyone. We encourage you to GET INVOLVED. Have a wonderful year at Auguston Traditional.

Sincerely,

Mr. Voth

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**Student and Family Contract:**

By signing below I am stating that I have read my handbook over with my family and I promise to work to the best of my ability to follow the policies in a respectful and responsible way.

Student \_\_\_\_\_ Division \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_



# AUGUSTON TRADITIONAL ELEMENTARY SCHOOL STAFF



Principal	Mr. B. Voth	Secretary	Mrs. K. Warmenhoven
Kindergarten	Mrs. M. MacLeod	Grade 3	Mrs. H. Harder/Ms. Hambly
Kindergarten	Miss. M. Antak	Grade 3	Ms. T. Bagri
Grade 1	Mrs. B. Vandermeer	Grade 3	Mrs. E. Berson
Grade 1	Ms. S. Dorgan	Grade 4	Mr. L. Peters/ Mrs. J. Dyck
Grade 2	Mr. J. Ketelaar	Grade 4	Mrs. L. Withers
Grade 2	Mrs. C. Ingham/Mrs. K. Charest	Grade 5	Mr. G. Blackwood
Grade 2	Mrs. V. Froese	Grade 5	Mr. S. Lawson
Grade 2	Mrs. J. Simpson	<u>Learning Services</u>	
PE	Mr. K. Chesney	LA/ESL	Ms. Johnson
Custodian	Mr. T. Tanner / Ms. L. Lever	LA-Gr. 4/5	Ms. L. Hambly



## SCHOOL TIMETABLE



8:35	Warning Bell
8:40	Morning classes begin
	Kindergarten (am) class begins
10:30-10:45	Recess
11:08	Kindergarten (am) class dismissed
12:15-1:05	Lunch
12:10	Kindergarten (pm) class begins
1:05	Afternoon classes begin
2:38	School dismissed
	Kindergarten (pm) class dismissed

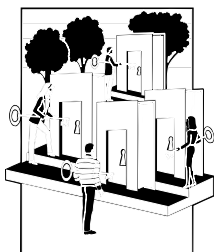
## MISSION STATEMENT

At Auguston Traditional Elementary School we will endeavour to:

- empower children to become contributing, productive citizens through a consistent, structured environment
- provide a nurturing environment to encourage children to develop their individual potential and the confidence to achieve their goals
- emphasize basic skills and the achievement of curricular outcomes in an environment based on the traditional values of citizenship, responsibility, and respect
- ensure a shared sense of mission and purpose among staff, parents, and students.

## KEYS FOR SUCCESS

There are many things that students can do to achieve success, and to have a rewarding and happy school year. Students are encouraged to:



- get involved in special activities - there is something for everyone
- always do your best - be organized, and use your time wisely
- ask for help when you need it
- attend classes, be on time, and come prepared
- complete homework assignments carefully and on time
- respect other people and expect them to respect you
- respect school property and the property of others
- be committed to making this the best year you have had at school.

# TABLE OF CONTENTS



	page
MESSAGE FROM THE PRINCIPAL.....	1
SCHOOL STAFF.....	2
TIMETABLE.....	2
MISSION STATEMENT.....	2
KEYS TO SUCCESS.....	2
TABLE OF CONTENTS.....	3
PARENTS' ROLE.....	3
HOMEWORK IS IMPORTANT.....	3
HOMEWORK POLICY.....	3
GUIDELINES.....	4
Personal Appearance/Dress Code.....	4
Indoor Shoes.....	4
Supervision.....	5
Attendance.....	5
Lates.....	5
Visitors to the School.....	5
Emergency Drills.....	5
Injuries, and Illness.....	5
Medical Room.....	5
Physical Education.....	6
Textbooks/Library Books.....	6
Lost and Found.....	6
Telephone.....	6
Student Pick-up.....	6
REPORTING PROCEDURES.....	6
Reports and Letter Grades.....	6
Parent-Teacher Interviews.....	6
AWARDS.....	6
STUDENT DISCIPLINE POLICY.....	7
Philosophy.....	7
School Rules.....	7
Student Rights and Responsibilities.....	7
Process For Dealing With Unacceptable Behaviour.....	8

## PARENTS' ROLE



Education is a partnership which involves the teacher, the parent, and the student. We encourage all of our parents to take an active role in their child's education.

Some ways to get involved include:

- show your child that you value education, and school involvement
- get to know your child's teacher - good communication is important
- take part in school activities - be a parent volunteer
- attend open houses and parent-teacher conferences
- contact the school if you have a question or concern
- make sure that your child has brought home all school notices, permission slips and newsletters
- read and review this handbook with your child
- help your child make the most of his or her study time, show encouragement and support
- ensure that your child arrives at school prepared for the school day (supplies, homework, gym strip, lunch, signed planner, etc.)

## HOMEWORK IS IMPORTANT



Homework is an important part of each student's academic program and is assigned for any of a number of reasons:

- to complete work not completed in class
- to check student's understanding of items covered in class
- to provide extra practice
- to serve as preparation for future lessons
- to reinforce material that was taught in class
- to complete a long term project

## HOMEWORK POLICY

Students who complete homework on a regular basis develop sound work habits and routines. Those students who do not, affect their own progress as well as hinder the pace of the lesson and the progress of the other students. They often require extra assistance from their teacher to catch up. District Guidelines recommend the following amount of homework:

**Grade 2 and 3 - 30 minutes for 4 days**  
**Grade 4 and 5 - 60 minutes for 4 days**

If a student has a valid reason for not completing homework, parents should write a note in the planner and the child will be excused. If there is no note for incomplete homework, the following steps will be implemented in Grades 4 and 5 :

## LEVEL ONE

## NOTE HOME

(first to fifth instances)

1. The student will face the regular consequences determined by his/her teacher (detention, etc).
2. The student will be given a note stating that he/she has not completed his/her homework. The note must be returned with the parent's signature the following day. If the note is not returned, this will be considered as a second incomplete homework assignment.

## LEVEL TWO IN-SCHOOL SUSPENSION

(sixth to eighth instances)

1. The student will face the regular consequences determined by his/her teacher.
2. The student will be given a one day **in-school suspension**.
3. The student will be given a note to take home stating that he/she has not completed his/her homework  
The note must be returned with the parent's signature the following day. If the note is not returned, this will be considered a second incomplete homework assignment.
4. During the in-school suspension the student will receive help and counselling on strategies for completing his/her homework successfully.

## LEVEL THREE IN-SCHOOL REVIEW COMMITTEE

(after the third in-school suspension)

The student, parent, classroom teacher, LA teacher, and principal, will meet to review the behaviour, discuss options, and set a course of action.

## LEVEL FOUR OUT-OF-SCHOOL SUSPENSION

(ninth instance)

1. The student will face the regular consequences determined by his/her teacher.
2. The student may be suspended **out-of-school** for one day

**NOTE: The process is reset** (starts again at level one) **each term**.

This homework policy has been established to support student achievement. Any system is rendered less effective without parental support. We expect your help and support with homework and the homework policy. Primary teachers use the planner.

# GUIDELINES

## PERSONAL APPEARANCE

A dress code has been established for Auguston Traditional for the following reasons:

- to help develop a strong school focus & team spirit
- to give students a sense of belonging to a unique school
- to discourage competition based on clothing

Students are expected to adhere to the school dress code. Sweat, cargo, capri or tear-away pants, shirts with coloured trims or logos, or outerwear with offensive words, slogans, or pictures are not acceptable. T-shirts or sports shorts are for gym only. Burgundy sweaters and vests must be worn with a white collar or turtleneck. The dress code now includes hair colour. Only natural human hair colours are permitted.

## DRESS CODE REQUIREMENTS

### Boys

**White golf/polo shirt** - plain, long or short sleeve

**White dress shirt** - plain, long or short sleeve

**White turtleneck** - plain, long sleeve

**Burgundy sweat shirt** - crew neck, ribbed cuffs/waist with school crest

**Burgundy pullover sweater** - V-neck, ribbed cuffs/waist with school crest

**Burgundy cardigan sweater** - with school crest

**Burgundy fleece vest** - with school crest

**Dark navy dress pant** - fly front, rugby, or 5 pocket style, cotton, poly/cotton or corduroy

**Dark navy dress shorts** - fly front, rugby, or 5 pocket style, cotton, poly/cotton or corduroy

### Girls

**White golf/polo shirt** - plain, long or short sleeve

**White blouse** - with white or natural buttons

**White turtleneck** - plain, long sleeve

**Burgundy sweat shirt** - crew neck, ribbed cuffs/waist with school crest

**Burgundy pullover sweater** - V-neck, ribbed cuffs/waist with school crest

**Burgundy cardigan sweater** - with school crest

**Burgundy fleece vest** - with school crest

**Dark navy dress pant** - fly front, rugby, or 5 pocket style, cotton, poly/cotton or corduroy

**Dark navy dress shorts** - fly front, rugby, or 5 pocket style, cotton, poly/cotton or corduroy

**Dark navy tunic** - plain, knee length; cotton or poly/cotton

**Dark navy skirt** - A-line, knee length; cotton or poly/cotton (excluding stretch fabrics)

## Gym Strip



**Navy gym short** - plain or with the school sports logo

**White T-shirt** - short sleeve, plain or with the school sports logo. Students in grades 1 to 5 are expected to wear gym strip to all P.E. classes.

## INDOOR SHOES

In order to maintain and enjoy our facility, students should remove their outdoor shoes when they enter the building. Students must have a pair of indoor shoes to wear for classroom and gym use. Black marking shoes are not acceptable for gym or indoor use.

## SUPERVISION

Teachers provide supervision during the following times:

8:25 - 8:35	before school
10:30 - 10:45	recess
2:38 - 2:50	after school

All before and after school activities will be arranged and supervised by individual staff members, and parents will be informed of these extra events.

Our lunch time supervisors assist with monitoring the students at lunch time between 12:15 - 1:05 p.m. They visit the classrooms while the students are eating their lunches, and supervise on the playground during play time. Students are expected to dress appropriately for play outside, weather permitting.

Our supervisors ensure the safety of the children and help to resolve problems. Citations for positive or for inappropriate behaviour are completed and brought to the attention of the teacher(s) and/or principal. At that time, parents may be involved if the situation warrants.

## ATTENDANCE

Regular attendance is one of the keys to success. Students are expected to be present each day during school hours. If for any reason your child will be absent from school, please notify the office by 8:20 a.m.

## LATES

Late arrivals are unfair interruptions for the class. Students are expected to be present and punctual for all classes. If a student is late, he/she must check in at the school office, pick up a late slip and give the slip to the classroom teacher upon entering the class.

## VISITORS TO THE SCHOOL

Visitors to our school will be identified by a visitor's tag. If a student sees a visitor who is not wearing a tag, they should contact the office immediately.

## EMERGENCY DRILLS

Throughout the year we have fire, earthquake and lockdown drills so that staff and children will be prepared in the event of such emergencies.



## Fire

In the event of a fire, the **fire alarm** will sound. Students, guided by their classroom teacher will leave the school promptly and quietly using the nearest exit route. Once outside, students will assemble quietly in their assigned area (soccer field) until they are given further direction. Should a student not be in class when the alarm sounds, he/she should go directly outside and join his/her class. Students should **NOT** go back into the school until they are told to do so.

## Earthquake

### If indoors, stay indoors

#### DUCK AND COVER

- Take cover under or beside desks or tables. Use one hand to take hold of a desk or table leg.
- Face away from windows or glass areas.
- Cover head/neck with a book or jacket if possible.

#### CRASH POSITION

- Get onto your knees, keep your head down, cover your neck or head with one hand.
- Count from 1 to 60 before moving.
- Remain calm.
- When the shaking stops, check for injuries and dangerous things like broken glass before moving and standing up.
- Ensure that your feet are covered, either by shoes or other covering.

#### EVACUATION

- Leave the building when told to do so by your teacher or the person in charge.

### If outdoors, stay outdoors

- Move away from utility poles and wires.
- Move away from buildings and trees.
- Crouch on the ground.

## INJURIES AND ILLNESS



Children sometimes receive minor cuts and bruises while out on the playground. If a student has been injured, he/she or another student should report the accident immediately to a teacher or supervisor. Minor injuries will be looked after in the school office.

When injuries are more serious, parents or the alternate contact will be notified immediately. Should the student require immediate medical attention and the parent or alternate contact is not available, 911 will be called. In a life threatening situation, 911 will be called immediately.

To reduce the health risk to other students, parents are asked to inform the school should their child have a communicable illness.

## MEDICAL ROOM

When a student is ill or injured at school, provision will be made for him/her to lie down in the medical room until he/she feels better or the parent arrives.

## PHYSICAL EDUCATION (P.E.)

P.E. is part of the elementary school curriculum. All students are expected to participate. P.E. strip should be brought for all grade 1 to 5 P.E. classes .

## TEXTBOOKS/LIBRARY BOOKS

Students are issued the textbooks they will need for the year at no cost. Students will be billed for lost or damaged books.



## LOST AND FOUND

Students should take responsibility for their belongings. All personal possessions including clothing and books should be clearly labeled with the student's name. (No electronics please)

The school will not be responsible for lost money, jewelry, or personal possessions. Students should not bring any **valuable** items to school unless they are specifically required by the teacher.

## TELEPHONE

Telephones at the school are used for school business and incoming messages. Students may not use the office telephone except in the case of an emergency. After school activities should be prearranged so the child does not have to phone.



## STUDENT PICK UP

If a student has not been picked up by 2:50, he/she must report to the front hallway to await pick-up.

## REPORTING PROCEDURES REPORTS AND LETTER GRADES



Reporting takes many forms: telephone calls, notes sent home, or informal conversations at the school. Formal report cards are issued three times a year; November, March, and at the end of the year. At other times during the year, interim reports may be issued at the discretion of individual teachers.

Levels of achievement are indicated on a four point scale on the report card cover. Intermediate student reports will contain letter grades according to **Ministry**

**of Education** guidelines as follows:

- A** The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the subject or grade.
- B** The student demonstrates very good performance in relation to expected learning outcomes for the subject or grade.
- C+** The student demonstrates good performance in relation to expected learning outcomes for the subject or grade.
- C** The student demonstrates satisfactory performance in relation to expected learning outcomes for the subject or grade.
- C-** The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the subject or grade.
- I** Incomplete. The student is making progress, but the teacher has determined that additional time is required to meet the expected learning outcomes for the subject or grade.
- F** Failed or Failing. The student has not demonstrated, or is not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the subject or grade.

## PARENT-TEACHER INTERVIEWS

Parent-Teacher interviews will be scheduled at the end of first term. All parents are encouraged to visit the school to discuss their child's progress. Appointments can be made with your child's teacher at any time.

## AWARDS

**Term Academic and Effort Roll** Academic - students must have a 3.1 grade point average (A = 4, B = 3, C+ = 2, C = 1.5, C- = 1) in the four academic subjects (Language Arts, Math, Social Studies, Science). Effort - students must achieve a 'good' or 'excellent' for effort in all subject areas. Gr. 4 students may not have more than three homework slips in the term and Grade 5 students may not have more than two homework slips in the term.

**Year Academic and Effort Roll** Intermediate students who have been on the Academic or Effort Roll in each of the three terms will be receive the Year-end Academic or Effort Award.

**Academic Award** Two students in each of the intermediate classes will be recognized for the top academic standing in the class for the school year.

**Athletic Award** Up to two female and two male students from each intermediate grade will be awarded the Athletic Award. These students must demonstrate outstanding athletic ability, superior sportsmanship, team work and leadership skills.

**Citizenship Award** With input by their peers, up to two students from each intermediate class will be awarded the Citizenship Award. The recipients will have demonstrated throughout the year respect for school rules and expectations, the ability and willingness to work with others, and show polite manners, kindness and honesty in all aspects of school life.

**School District Award** The top academic student in Grade 5 receives a School District Award of \$25.00.

## STUDENT DISCIPLINE POLICY

### PHILOSOPHY

Our goal is to work together with parents to provide a safe and comfortable learning environment for all our students. To help us do this we need to have a code of conduct that our students will understand.

We believe that discipline should:

- show students what they have done wrong,
- show students how they are responsible for their actions,
- show students that there are consequences,
- show students that they can create solutions,
- keep students' dignity intact.

### SCHOOL RULES

All students are subject to the rules of the school while on the school premises, in going to and returning from school, and at all school sponsored games and functions, whenever and wherever they are held. The following are some of the major rules. Since all rules cannot be stated, students are expected to use their **common sense**.

#### PLEASE:

- respect the rights of others.
- follow the instructions of the administrative and teaching staff, and the lunchtime supervisors.
- attend school daily and be on time.

- bring all the necessary materials to class.
- participate in class and do your best.
- dress appropriately. Students should be prepared to spend recess outside.
- eat your lunch in your classroom. Food or drink is **NOT** permitted in any other areas of the school including the hallways, computer room, library, or gymnasium.
- use common sense in all situations.

#### PLEASE:

- do **NOT** physically or verbally abuse, harm, or threaten others.
- do **NOT** use inappropriate or offensive language.
- do **NOT** disobey a staff member.
- do **NOT** be disruptive in your class or in the school.
- do **NOT** copy other people's work or cheat on tests or assignments.
- do **NOT** leave the school grounds at any time during the school day unless you have written permission from your parents or guardians.

At Auguston Traditional Elementary School we try to live by the Golden Rule. We believe that children and adults are honoured when we are **'treating others the way we want to be treated.'**



## THE PROCESS FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

The failure of a student to follow the school rules is unacceptable. In most cases, incidents can be resolved by the students and the staff involved. If the incidents are of an ongoing nature, the following steps, supported by documentation, will apply:

### STEP 1

The teacher will have a discussion with the student (s) involved at the time. Appropriate consequences will be assigned. If a teacher or student is not satisfied that the unacceptable behaviour is changing, then...

### STEP 2

The teacher will contact the student's parents and work with them to change the student's behaviour. If the behaviour does not change, then ...

### STEP 3

The teacher will arrange a meeting with the parents and student to discuss the problem and to resolve the situation. Teachers will inform the principal of this situation so that preparation can be made should the next step be necessary.

### STEP 4

The student and his/her parents will have a meeting with the principal and the student's teachers. In exceptional circumstances, once the parent(s) have been informed, this meeting may take place without the student's parent(s). At this meeting it will be made clear to the student exactly what steps must be taken to change the unacceptable behaviour, and it will be made clear that continued unacceptable behaviour will result in ...

### STEP 5

Suspension (in or out of school). The nature and timing of the suspension will be decided by the principal, in consultation with the student's teachers.

### Learning from our Mistakes

Every child in our school has the right to feel safe. Our policy on student conduct, discipline, and safety is built around common sense. We should all learn from our mistakes.

Serious misbehaviour such as fighting, verbal or physical abuse, defiance of staff, offensive language, or illegal activities may result in automatic suspension without the process described above.