

This agenda belongs to:

Walter Lee
ELEMENTARY SCHOOL



Principal: Ms. M. Pendharkar
Vice-Principal: Mrs. S. Tse

9491 Ash Street
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Telephone: 604-668-6269
Fax: 604-668-6414
Website: <http://lee.sd38.bc.ca>
Safe Arrival: 604-668-6269—Press #1

Teacher: _____

Grade: _____

Greetings from the Administration

The following pages have been prepared to assist parents and students in becoming familiar with Walter Lee Elementary School in the 2015-2016 school year. Working together as a home-school team can do much to contribute to your child's success and happiness at school. We encourage parental involvement in school life and ask you to consider the many ways you can participate to make Walter Lee a school in which each child is encouraged to reach his or her full potential. Please contact the school at 604-668-6269 whenever you have any questions, comments or concerns. Our goal is to work together to support your child's learning.

Ms. Pendharkar (mpendharkar@sd38.bc.ca), Principal
Mrs. Tse (stse@sd38.bc.ca), Vice-Principal

Walter Lee School Goals 2015/16

Goal #1: Social Responsibility

- To improve the ability to be more empathetic, respectful and responsible towards all members of our school community.
- To cultivate a safe, caring and respectful school and promote student connectedness.

Goal #2: Inquiry

- To improve students' scientific literacy and their ability to think critically and creatively.
- To learn to use an inquiry approach with their learning.



Lee Lions are PAWSitive!
Problem solve
Accept Others
Work Together
Show Responsibility



Walter Lee Philosophy Statement

As a community of learners at Walter Lee, students, parents and staff work as a team to create a stimulating and caring environment. Together, we acknowledge and support diversity and inclusion so that everyone feels safe, empowered and successful in our pursuit of lifelong learning.

Walter Lee Parent Advisory Council (PAC)

The Lee Parent Advisory Council believes that the education of a child should be viewed as a partnership between home and school, and that children as individuals and the school as a whole benefit from parents being informed and involved with the school. Every parent or guardian of a child attending Lee School is a member of the Parent Advisory Council. An executive is elected in April of each school year for the following year. Meetings are held on the second Wednesday of every month at 7:00pm in the staff room.

2015-2016 Executive:

Chairperson	Lesley Schnepfer (Co-Chair) Available Position - Co-Chair
Treasurer	Regina Yee
Secretary	Anya Rosenke
Canteen Coordinators	Anya Rosenke Tina Leung

Parent Involvement at Walter Lee

Parents In and Around the School

We welcome your involvement. We love having you in the school as volunteers. We encourage you to keep in close contact with the teachers. We would, however, ask you to respect the process of learning in the school. A couple of reminders for parents who are in the school:

- Please do not disturb classes while school is in session.
- Please get an ID tag at the office if you are helping in a class.

Parent Volunteers

Under the direction and supervision of the classroom teacher, volunteers can assist with non-professional tasks such as:

- Working with groups of children - reading a story, driving for field trips
- Working with individual children - drills in math facts, reading
- Organizing instructional material - counting pictures, charts, flash cards, posters

Please remember that volunteers must hold all matters connected with the school in confidence and respect the professional role and judgment of teachers and the administrators.

Home and School Communication

Communicating with Teachers

From time to time, parents become concerned about something that they observe or has been reported by their child. If this happens, please consider the following course of action:

- When appropriate, talk to your child about it.
- Talk directly to the teacher concerned or write a note.
- Talk to the principal if you are not sure how to proceed. You may need to make an appointment.

Your input is important.

School Newsletters

A newsletter will be emailed out to parents once per month on the 2nd Thursday of the month. This newsletter includes important information and announcements for that period of time and the coming month. All communication is now sent electronically. Please ensure the office has your email address so that you can receive this important school information. The newsletter will also be available on our school website.

Reporting to Parents

During the year there are 3 formal report cards issued and 2 informal conferencing meetings with parents. Parents are invited to a conference with teachers before the Fall and Spring formal reports are issued. These conferences allow parents to meet with the teacher to discuss your child's progress and to ask any questions that you may have concerning academic or social growth. Additional parent/teacher conferences may take place throughout the year at the request of either the parents or teacher.

School and District Websites

Please check the school website (<http://lee.sd38.bc.ca>) regularly for up-to-date information regarding upcoming events. Also, be sure to check the school district's website (<http://sd38.bc.ca>) for information regarding school district information including registration, policies and procedures as well as upcoming events.

Internet Safety Tips for Parents

There are steps parents can take to protect their children who use the Internet. Some recommendations are listed below:

- Openly communicate with your children about using the internet – establish family rules about internet use that includes time limits and specific sites that are acceptable.
- Teach your children to never share passwords, even with close friends.
- It's important to be knowledgeable about the Internet, because even if you don't have a computer at home, your child can access it at school, at a friend's house, or at your public library.
- Look at the sites your child visits.
- Look into software or online services that filter out offensive material. Check with your Internet service provider (ISP) for any blocking features they might offer.
- If you have a website, avoid putting your children's pictures on it.
- Teach your children to never give out identifying information about any family member. This includes: names, addresses, phone numbers, e-mail addresses, passwords or credit card numbers.
- Talk to your children about potential online dangers such as giving out personal information to strangers. Chat room acquaintances are strangers and your child should never arrange to meet them in the real world unless you give permission and/or know who they are. Better yet, if your children are young, steer them away from chat rooms. Older children should only participate in chat rooms you have approved.



What If My Child... ?

- ... is absent? Advise the teacher or leave a message on the Safe Arrival line (604-668-6269 and press #1) before 8:45 a.m. Remember, you will be contacted by a staff member if you do not notify the school of your child's absence.
- Send a note for the teacher as a follow-up to any absence.
- ... has a lengthy illness? Inform your child's teacher.
- ... will have a lengthy absence? Inform the school office. If your child is away from school for 4 weeks or longer they will no longer remain registered at the school.
- ... has an appointment? Send a note to the teacher so that your child can be dismissed at the required time.
- ... brings a lunch? Lunch is eaten in the classrooms. If it is a very rainy day children will stay inside, otherwise they will go out to play.
- ... loses something? Check the "Lost and Found" box located outside the gym. For small or valuable items (e.g. watches, jewelry, small toys, etc.), check at the office.
- ... wants to use the phone? Children may use the office phone when necessary but not for personal/social arrangements.
- ... becomes ill at school? If your child becomes ill or has an accident at school, you or one of the adults you designate on your child's medical form will be contacted immediately. **Please inform the school of any changes in your child's health, your work number, alternate emergency numbers, doctor, etc.** Any child injured at school will be given emergency first aid by a staff member. If nobody can be contacted and hospital treatment is required, the child will be taken to the hospital by a staff member or an ambulance will be called.
- ... has a health condition? Please inform the school office or your child's teacher of any health condition that may affect them at school. Medic alert information is critical.
- ... requires medication at school? Please complete the required form (HLTH 41) which is available at the office.
- ... is moving? Let your child's teacher and the school office know at least one week in advance so the necessary forms can be completed.



SCHOOL HOURS AND CALENDAR

School Calendar Dates 2015/16

The Ministry of Education’s School Calendar Regulations require that on or before May 31st, schools are required to make the following information available to every parent/guardian of a student in the school. The standard school calendar for **2015-2016** is also provided at this time. All schools are required to hold six Non-Instructional days specified by the Ministry for the school year. Therefore, the Walter Lee School calendar will be as follows:

Tuesday, September 8	Schools Open for 2015/2016 school year
Monday, September 28	Non-Instructional Day - Professional Development
Tuesday, October 6 and Wednesday October 7	Early Dismissal (2:00 pm) for parent teacher conferencing
Monday, October 12	Thanksgiving Holiday
Friday, October 23	Non-Instructional Day - Professional Development
Wednesday, November 11	Remembrance Day Holiday
Friday, November 27	Non-Instructional Day - Professional Development
Friday, December 18	Last day before schools close for Winter Vacation
December 21-January 1	Winter Vacation
Monday, January 4	Schools Reopen after Winter Vacation
Monday, February 8	Family Day Holiday
Wednesday, February 10 and Thursday, February 11	Early Dismissal (2:00 pm) for parent teacher conferencing
Friday, February 19	Non-Instructional Day - Professional Development
Thursday, March 10	Last day before schools close for Spring Break
March 11- 24	Spring Break
Friday, March 25	Good Friday Holiday
Monday, March 28	Easter Monday Holiday
Tuesday, March 29	School reopen after Spring Break
Friday, April 22	Non-Instructional Day - Professional Development
Monday, May 23	Victoria Day Holiday
Tuesday, June 28	Last day of class for students
Wednesday, June 29	Non-Instructional Day - Professional Development
Thursday, June 30	Administrative Day

School Hours of Operation

Office hours of the school:	Monday – Thursday 8:00 a.m. to 4:00 p.m.	Friday 8:00 a.m. to 4:00 p.m.
Morning Bell:	8:40 a.m.	8:40 a.m.
Classes begin:	8:45 a.m.	8:45 a.m.
Recess:	10:15-10:30 a.m.	11:15–11:45 a.m. (“Runch”)
Lunch:	12:10-1:00 p.m.	
Dismissal:	3:00 p.m.	1:00 p.m.

School District #38 Code of Conduct (School District Policy 502.1.1)

The Board of School Trustees recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. To that end, it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action.

It is expected that all members of the school community (staff, students, parents, and guests) will:

- respect the rights of others;
- respect the health and safety of others;
- respect the property of others - private and public;
- respect the legitimate authority of the school administrative officers and staff;
- respect and take pride in the school's physical facilities;
- respect the diversity of the school community;
- respect the non-smoking nature of district schools and property;
- respect the individual rules within each school;
- behave in an ethical and lawful manner;
- behave in a considerate and courteous manner;
- behave in a safe and responsible manner at all times;
- not threaten, harass, intimidate or assault, in any way, any person within the school community;
- and not be in possession of weapons, dangerous articles, alcohol, or illegal drugs while in school or at school functions.

Student Possession of Weapons (Policy 502.3)

The Board considers the possession or use of a weapon on or near school property or at school events as a threat to the safety and security of students and staff. Any student found to have used or be in possession of a weapon will be subject to severe disciplinary action and/or criminal charges. A weapon shall be defined as anything used, capable of being used, intended or designed for the purpose of threatening, intimidating or causing harm to any person.

Dress Code (Policy 502.1.2)

Staff and students are expected to dress in ways that are appropriate for their particular roles in the school and that show respect for themselves, for others, and for the school.

The correct balance between individual liberty, social convention, functionality, and context in matters of dress is impossible to define precisely. It involves judgments based on personal values and collective purposes that are best determined collaboratively by the members of a school community with due regard for district guidelines, community standards, and individual rights.

In the case of student dress, there should be a partnership between student, parent, and school that provides sufficient, but not excessive, guidance so that students not only dress appropriately but also learn to make good, independent decisions regarding dress.

As role models, staff should dress in ways that set a good example for students. When they are in the school or attending school functions, parents and other adults should also dress in a manner that is consistent with the values of the school.

Emergency Preparedness

As our school is in an earthquake zone, safety procedures have been put in place in the event that this or a similar emergency situation should occur. First Aid supplies, search and rescue equipment and water are all stored in the school. Walter Lee has its own Emergency Preparedness Manual, which outlines the procedures to be followed before, during and after an earthquake. All staff members are familiar with this document and are prepared to care for your child until you can reach the school.

As required by the Ministry and district policies, our school will be practicing earthquake drills with a similar frequency as fire drills. The following procedures will be used:

- Take cover and “hold” under desks or table. Assume Crash Position on knees, head down; hold with arms held high to protect the sides of the head.
- Face away from windows.
- Count aloud from 1 - 60 until the shaking stops.
- Evacuate the building in single file to the assembly area on the back field and remain there until instructions are received from the principal or his/her designate.

In the event of an emergency, parents should be aware that in the interest of student safety:

- No student will be allowed to leave without a parent or individual designated by the parent.
- No student will be allowed to leave with anyone other than his/her parent unless we have written permission to that effect, or, unless that person is listed on the student’s information card.
- Teachers will be required to await authorization from the Principal or designate before dismissing students. An authorized representative must sign out your child. We do ask for your help in the following areas:
 - Please do not call the school; we must have lines open for emergency calls.
 - Following an earthquake or other emergency, do not immediately drive to the school as streets may be cluttered with debris. The school access route and entrance must remain open for emergency vehicles. Do turn your radios to CKNW (980 am) or CBC (690 am) for emergency announcements.

Emergency Closure - Snow Days

Schools provide an important public service to the community. Closure has a significant impact on tens of thousands of families who are already challenged by the snow event that schools also face. Those in the community with the least resources are least able to manage and are most affected by a decision to close schools. Consequently, schools will not be closed due to snow or other weather conditions unless these result in a declaration of a civic emergency by the Richmond Emergency Management Office, emergency vehicles cannot access schools expeditiously, or there is damage to a particular school which creates an unacceptable safety risk. During snow events it is common for police and other authorities to advise citizens to avoid unnecessary travel. These advisories do not constitute direction to close public facilities and should not be interpreted as implying school closure.

Staff, students and parents should assume that schools will be open every day during the school year. During a snow event, or other weather event, there will be no public announcement that schools are open. Only closures will be announced. Should it become necessary to close schools, that decision will be made as early as possible - no later than 6:00 a.m. - and announced via the following media outlets: CKNW AM 980 radio, News AM 1130 radio, CBU AM 690 radio, Fairchild AM 1470 radio, CHQM FM 103.5 radio, CBC television, BCTV, City TV and CTV BC. In addition, a scrolling notice will be placed on the district website and a voice message on the district switchboard (604-668-6000).