



Prince Charles Elementary School

35410 McKee Road

Abbotsford, B.C. V3G 3B1

Phone: 604-852-9323 Fax: 604-850-7897

Website: <http://princecharles.abbyschools.ca/>

Email: princecharles@abbyschools.ca

Mr. Duane Penner, Principal

Three ways to report a student absence:

SchoolMessenger App: (download from Apple App or Google Play)

SafeArrival website: go.schoolmessenger.ca

Call toll-free: 1-844-487-3701

Parents, please help your child complete the information below:

This Planner Belongs to:

Name: _____

Grade: _____ Division / Teacher: _____

Contact Information:

Mom's Cell: _____

Mom's Work: _____

Dad's Cell: _____

Dad's Work: _____



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ABBOTSFORD
SCHOOL DISTRICT
RESPECT OPPORTUNITY INNOVATION

A collaborative community of lifelong learners who create a learning environment which engages students in academic work that results in a high level of achievement for all and allows them to reach their potential.

ENGAGE, EXPECT, EXCEL

Welcome to another exciting year at Prince Charles Elementary School. We encourage all members of our school community to get involved in the wide variety of activities offered at our school. The following pages in this Student Planner outline a great deal of information designed to make your child's year at our school a successful one. It is very important to our staff that we have open and honest communication between home and school, as that link is the very foundation upon which success for your child is built.

Please take a few minutes to read through this planner with your child. Review the Student and Parent Information pages together so your child is aware that we all have a part in their education. This planner is an extraordinary resource and a wonderful means of communication between home and school. Let's work together to help your child learn about time management and being responsible. There are great hints about how you can support your child in their learning and weekly goals for your child to set.

Welcome to our school and be sure to check out our website at <http://princecharles.abbyschools.ca/>. It is updated regularly and is our information conduit for last-minute announcements, changes to calendar dates, information regarding emergency school closures when the weather turns nasty, and other great things going on in our building. You will also find some great information about things going on in the classrooms and the community and links to our PAC Facebook site, Instagram, school app, and twitter. We are looking forward to a great year of working together and making the 2023/2024 school year a memorable one for everyone involved in our school.

STUDENT AND PARENT INFORMATION

Academics

Your child's 'job' at our school is to come with a positive attitude. We expect our students to always try their hardest, listen to their teachers, and ask for assistance when they need help. We will set high expectations for your child while providing support to ensure they develop academically and socially while at Prince Charles. Please support your child by ensuring they come to school well rested; properly dressed and ready to learn.



Decorum

Respect is the cornerstone of behaviour at Prince Charles Elementary. The three basic elements of respect include: respect for others, respect for ourselves and respect for the environment. When representing Prince Charles, it is important that each student, staff member and parent model the basic underlying belief of our school and conduct themselves respectfully and in such a manner as to promote a positive image of Prince Charles Elementary.

Bicycle/Scooter Safety

We encourage people to walk, ride, or 'scoot' themselves to school. We have plenty of spots for bicycles to be locked up and urge students to have a good solid lock for their property. Safety first includes wearing the proper gear when riding or using a scooter. Helmets are essential. For safety's sake, students MUST walk their bikes/scooters once they have entered the school property.



Contact Information

It is important that we keep up to date information on your alternate contacts in case of an emergency. As well, our district's 'Synervoice' communication system relies on current phone numbers and email addresses to connect with parents in emergency situations such a school closures and other important district information. Please ensure we have all your latest information, so we can connect with you.

Dress Code

The following points indicate our expectations of student attire at Prince Charles School. The dress code rules apply on the school grounds and at school sponsored activities either on-or-off campus.

- Clothing should be appropriate to a learning/working environment; and should not be distracting, offensive, or unsafe, nor promote the use of alcohol, tobacco, drugs, sex, inappropriate language, or racism
- Hats and sunglasses should not be worn inside the school.
- Undergarments must not be visible.
- Proper gym attire that students can move easily in is required for PE. Non-marking running shoes are required as well. Please note that "skate" shoes are not permitted for P.E.



Daily Physical Activity

The Staff of Prince Charles Elementary School recognizes the importance of daily physical activity. Along with scheduled physical education classes in the gym, we offer a range of activities designed to encourage movement and exposure to a variety of lifelong pursuits for healthy living.

Discipline

Schools are social places where we set high behavioural expectations; where student safety is paramount; and respect for self and others is the norm. We adhere to our district's Code of Conduct that is displayed in this handbook. Students exhibiting behaviours that are not safe, responsible nor respectful, will spend time reflecting on their choices, taking responsibility for their actions, and taking next steps to improve the situation. Parents can expect clear, concise communication when the student in question makes poor choices. Students can expect consistency in school-wide expectations. We approach our discipline from a belief that mistakes are opportunities we can learn from, and to make better choices moving forward.

Dropping Off/Picking Up Children



The school side of McKee Road is a combination of bike lanes and two-hour parking. To ensure the safety of your children, please adhere to posted road signs. By-law officers and the police make routine inspections to ensure this bylaw is enforced. We encourage families to use our drive-through drop off located at the top of the parking lot at 8:25 am. Simply pull up to the top and allow one of our 'Highlighters' to escort your child from the car to the school safely. We have found this reduces congestion and inconvenience for families in the mornings. Children can also be dropped off unescorted just beyond the front doors of the school. Pull over to the left lane, allow them in/out, and quickly move into the main lane of traffic. Please do not drop your child off at any other locations in our lot.

**Please do not use the STAFF PARKING LOT for a drop off/pick up. The entrance to this area is heavily used by pedestrians and becomes very dangerous if people are driving in and out. **

The front door to the school is reserved for visitors, parents, and students arriving late or departing early. To avoid confusion and to ensure the safety of your children, all parents must pick up their children from the outside classroom doors at dismissal. Please plan to pick up your child at the appropriate classroom door.



Comments, Questions, and Concerns

We encourage open and honest communication between parents and teachers. If there are questions, issues, or concerns we need to know, please arrange an appointment to review your child's progress with their classroom teacher as the first line of communication between school and home.



Cell Phones and Electronic Devices

Some students have the use of a cell phone occasionally. Often, they are brought to school for safety purposes or emergencies. While we do not discourage children from having cell phones at school, we ask that their use be restricted to after school hours or with permission from the teacher or principal. Portable electronics are a part of everyday life for young people. However, these things can be taken, lost, or get broken. For these reasons, please leave these devices at home.

Field Trips

Field trips are an extension of lessons taught in the classroom. We expect to continue the practice of offering opportunities for our students to learn and experience new things at places that are educationally rich environments. Often, there is a fee for these trips to cover costs for the bus or admission to a site. Our P.A.C. provides some support but we do have to ask for parent contributions whenever necessary. We want all children to experience these exciting trips and can make accommodation for some financial support for those families needing that help. Please contact Mr. Penner directly.

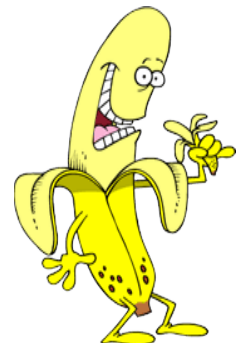
Prior to all field trips, parents are requested to complete a permission slip for each child. Permission slips are handed out by classroom teachers, or parents can give permission for their child to attend via SchoolCashOnline (online payment system). Parents who volunteer to drive students on a field trip must meet the District requirement for Driver Insurance and provide one seat belt per student, no children in the front seat. Booster seats must also be used where appropriate. A volunteer driver form must be completed by all parent drivers each year and whenever cars or insurance change. These are all kept on file in the office.

Fee Payments

Abbotsford School District uses an online payment system for you to make payments of school related fees. This will reduce the amount of cash and cheques coming into our school, providing parents with One-Stop shopping and the convenience of paying fees for multiple children at different schools in our district. Go to: <https://abbotsford.schoolcashionline.com> Register by selecting "Get Started Now" and following the steps.

Healthy Snack/Lunches

To maximize learning opportunities at school, we recognize that children work best when they have adequate rest and good nutrition. We encourage children to bring healthy lunches and healthy snacks to school.





Lates and Absences

At the Abbotsford School District, one of our greatest priorities is ensuring that all our students arrive safely at school each day. We use an efficient student absence reporting system called SafeArrival. This system reduces the time it takes to verify student attendance, making it easy for you to report your child's absence and easy for staff to respond to unexplained student absences. With SafeArrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. SchoolMessenger App

Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store. The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.

2. SafeArrival Website

Using the SafeArrival website, go to: go.schoolmessenger.ca. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.

3. Toll-Free Number

Call 1-844-487-3701 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences of less than 3 consecutive days can be reported at any time. Absences of more than 3 days must be phoned into the school.

In addition, we will use the SchoolMessenger automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the SafeArrival feature on the SchoolMessenger app, website, or toll-free number you will NOT receive these notifications. If your child does arrive after the bell in the morning or after lunch, they MUST report to the office to sign in. This communicates to the classroom teacher that they have checked in at the office and that their attendance has been recorded.

Lunches, Labels, and other Extras

If you bring items for students during the day, please ensure they are clearly labeled with FIRST and LAST name, and DIVISION, and drop them off at the office. Please do not take the items to the classroom as this disrupts educational time. School Supplies, PE clothing, jackets, hats, and sweaters should all be labeled clearly as well. Our Lost and Found overflows very quickly with articles left in change rooms and out on the playground. A name written inside these items allows us to find the owner.

Parent Protocol for Classroom Concerns

Should concerns arise, parents should first contact the teacher and arrange a meeting. It is a good idea to write down the concerns or questions, so the meeting time covers the issues that have arisen. Most times, this face-to-face meeting or phone conversation solves the problem.

If you, as a parent, still have concerns, your next step is to connect with the principal.

If, after meeting with the principal, the issue is still not resolved, a call to the school board office would be next. Our superintendent can be reached at 604-859-4891.



Pets on the Playground

We ask that all dogs and other animals be kept off the school grounds as per school district policy. This is for the safety and health of all. Even the gentlest creature can become 'antsy' when approached by a crowd of noisy, excited children. Thank you for your cooperation.

Rainy Days

Living in beautiful British Columbia often means RAIN! We try to go outside as much as possible and remind students to be prepared to go outside for WEST COAST RECESSES. Please ensure that your child brings appropriate outerwear (boots, coat, gloves, and hats). Primary students should keep an extra pair of clothes in their classroom.

When the weather dictates, we keep the students inside during recess and lunch play times. A variety of activities in the classrooms, library, and the gym are offered to different groups of students. Students will normally be sent outside unless the weather is truly inclement.

Supervision of Students

Our supervision cycle begins at 8:28 am. Unless students are supervised by an adult, we ask that they NOT be dropped off prior to that time. At recess, we have at least three adults supervising our playground. At lunch, there are 3 Playground supervisors. After school until 2:38 pm, staff and Mr. Penner are outside covering general supervision at the front of the school.



Telephone Use

Students can use the telephone with written permission from their classroom teacher.

Local School Calendar

2023 – 2024



School Opening / Secondary – Semester 1 starts (½ day dismissal)	September 5
<i>Non-Instructional Day #1</i>	September 29
National Day for Truth & Reconciliation (in lieu day)	October 2
Thanksgiving Day	October 9
Early Dismissal for Parent-Teacher Conferences	October 18
Early Dismissal for Parent-Teacher Conferences	October 19
<i>Non-Instructional Day #2</i>	October 20
<i>Non-Instructional Day #3</i>	November 10
Remembrance Day (in lieu day)	November 13
Report Cards (Elementary/Middle)	December 1
Last day before Winter Break	December 22
Winter Break	December 25 – January 5
Schools reopen after Winter Break	January 8
Secondary – Semester 2 starts	January 29
Report Cards (Secondary)	February 2
Early Dismissal for Parent-Teacher Conferences	February 7
Early Dismissal for Parent-Teacher Conferences	February 8
<i>Non-Instructional Day #4</i>	February 16
Family Day	February 19
Report Cards (Elementary/Middle)	March 8
Last day before Spring Break	March 15
Spring Break	March 18 – 29
Good Friday	March 29
Easter Monday	April 1
Schools reopen after Spring Break	April 2
<i>Non-Instructional Day #5</i>	April 26
<i>Non-Instructional Day #6</i>	May 17
Victoria Day	May 20
Last day for students (Report Cards for Elementary/Middle)	June 27
Report Cards (Secondary)	June 28
Last day for teachers	June 28

Minutes of Instruction Per Day | Elementary – 291 | Middle – 293 | Secondary – 316

WHAT ARE EFFECTIVE SCHOOLS?

According to the most recent research, effective schools are places where...

- All students learn because of focused teacher actions
- All students learn regardless of their socio-economic status or family background
- Student *attendance, behaviour and attitudes* improve because of improved learning outcomes

INDICATORS OF STUDENT & SCHOOL SUCCESS

Student *achievement, attendance, attitudes, and behaviours* can be influenced by actions taken by schools. When schools are improving on these measures, they tend to focus on seven indicators.

- An inviting and safe school with positive student behavior
- High expectations with encouragement and recognition for all students
- Effective leadership and shared decision making
- Focus on teaching and learning
- Shared purpose and mission
- Effective planning & monitoring of student progress
- Parent and community support

INDICATORS OF EFFECTIVE SCHOOLS

Safe & Orderly Environment

In the effective school, there is an orderly, purposeful, businesslike atmosphere that is free from the threat of physical harm. The school climate is not oppressive and is conducive to teaching and learning.

Climate of High Expectations

In the effective school, there is a climate of expectation in which the staff believes and demonstrates that all students can attain mastery of the essential school skills and they believe that they have the capability to help all students attain that mastery.

Strong Instructional Leadership

In the effective school, the principal acts as an instructional leader and effectively and persistently communicates that mission to the staff, parents, and students. The principal understands and applies the characteristics of instructional effectiveness in the management of the instructional program.

Opportunity to Learn & Student Time on Task

In the effective school, teachers allocate a significant amount of classroom time to instruction in the essential skills. For a high percentage of this time, students are engaged in planned, teacher directed learning activities.

Clear and Focused Mission

In the effective school, there is a clearly articulated school mission through which the staff shares an understanding of and a commitment to the instructional goals, priorities, assessment procedures, and accountability. Staff accepts responsibility for students' learning of the school's essential curricular goals.

Frequent Monitoring of Student Progress

In the effective school, student academic progress is measured frequently. A variety of assessment procedures are used. The results of the assessments are used to improve individual student performance, and to improve the educational program.

How Can Parents Help?

Parents are vital partners in the educational process. Some ways in which parents might help are:

- asking your child what the best part of his/her day was
- helping your child set aside a specific time and place to study
- taking an interest in what your child has learned that day
- listening to your child read or reading to them, a very powerful activity
- keeping in touch with the classroom teacher about classroom routines, expectations, projects, etc.
 - Know your child's school.
 - Know your child's teacher(s)
 - Set up a regular time to read to your child, or listen to your child read, each day.
 - Help your child with organization.
 - Be involved with your child's learning.
 - Know your child's friends.
 - Understand progress reports, grades, and credits.
 - Use your school's resources (webpage, Twitter, school app, and email)
 - Communicate with your child's teacher about any questions you have or contact the office.



Promoting a Positive Home Reading Environment

It is sometimes useful to think of ourselves (parents) as enhancers of experiences, extenders of learning rather than as the drill sergeant of skills. Remember, our goal is to lead children to view reading as a pleasurable experience.

- All children can participate. Non-readers can participate by having someone read to them.
- Children do not have to read independently. Children can read with a parent or supportive older sibling who can give assistance when necessary.
- Although readers may need some guidance in choosing a book appropriate for their reading level, it is important that the child feel he/she has some say in making the choice.
- Reading sessions should not be a test of endurance, but an enjoyable experience for the parent and child.
- Don't worry about substitutions (e.g., mom for mother) as long as the meaning remains intact.
- If the child makes an error that does not make sense and does not self-correct, assist by asking, "Did that make sense?" or by giving a clue.
- If the child pauses at a word that he or she doesn't know, help to determine the right word by asking, "What word that starts with this letter would make sense?" Encourage the child to sound out the word if it is phonetically correct. However, if the word is too difficult, give the child the word to prevent frustration and to preserve fluency.
- Be supportive by offering lots of praise and encouragement.
- Take time to discuss the story to check your child's comprehension.

Reading Strategies to Help Your Child with Comprehension at Home

- Reading aloud to your child helps foster vocabulary development and comprehension.
- Before reading picture books, read the title, and try to predict the story.
- Look at the illustrations. Discuss what is taking place in each picture. Adjust your predictions.
- Talk about the main characters and setting of the story.
- Discuss the beginning, middle and end of the story; along with the meanings of words your child does not know.
- Draw pictures about the story.

PRINCE CHARLES CODE OF CONDUCT

Statement of Purpose

At Prince Charles Elementary School, we have a Code of Conduct to establish and maintain a safe, caring, and orderly environment for purposeful learning and the development of citizenship skills.

Reference to the BC Human Rights Code

Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the BC Human Rights Code and becoming actively and productively involved in their own academic learning and social growth.

Acceptable Conduct

Students are expected to be safe, responsible, and respectful at school, on the way to and from school, and while attending any school function or field trip. We believe that students should be self-directed good citizens by showing compassion, tolerance, kindness, and honesty.

Unacceptable Conduct

Examples of unacceptable conduct are behaviours that interfere with the learning of self and others, are disrespectful, or create unsafe conditions in the school community. Acts of bullying, harassment, physical violence, or intimidation will not be tolerated. Any illegal acts such as theft or damage of property will involve serious consequences at the school level and may consequently involve the police.

Rising Expectations and Consequences

As students become older, more mature, and move through the successive grades, we expect an increasing level of personal responsibility. Consequences will depend on the severity and frequency of the unacceptable conduct as well as the age and maturity of the students.

Responses to unacceptable conduct will be consistent and fair. Disciplinary action is intended to help students learn from their mistakes and be restorative rather than punitive.

Parents/guardians will be notified of any serious breaches of the Code of Conduct. School district officials and the police may consequently be involved in serious incidents. The board will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of the code of conduct.

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 misbehavior 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. Whenever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive. Special consideration may apply to students with special needs who are unable to comply with expectations due to having a disability of an intellectual, physical, sensory, or emotional nature.

Consequences and Notification

The Process for Dealing with Unacceptable Behaviour

School rules are in place to keep all students safe and to allow everyone the opportunity to have a positive experience and be successful at school. It is our common expectation at Prince Charles that students will make choices which are safe, responsible, and respectful. Everyone makes mistakes from time to time, and in most cases, incidents can be resolved by the students and staff involved at the school level. 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 next steps 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 behavior. If the behavior does not change, then ...

STEP 3: The teacher will arrange a meeting with the parents and students 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 behavior 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.

Please note: During the process of dealing with unacceptable behaviour, the school officials (i.e., principal, teachers) will be responsible for advising other parties of serious breaches of the code of conduct. (e.g., parents, school district officials, police, and/or other agencies)

WE HAVE READ AND UNDERSTAND THESE EXPECTATIONS.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

PARENT NAME: _____

PARENT SIGNATURE: _____