

Annieville School Handbook: 2024-2025



Annieville Elementary School

9240 112th Street, Delta, BC V4C 4X8

Phone: 604-588-1204

annieville.elem@deltaschools.ca

Website: <http://an.deltasd.bc.ca/>

Ms. Susan Parmar, Principal

Mrs. G. McCallum, Administrative Assistant

Daily Schedule:

Office Hours: 8:15 am - 3:45 pm
Opening Time: 8:45 am (Instruction Begins at 8:50am)
Recess: 10:20am -10:35 am
Lunch: 12:07pm-12:53 pm (Instruction begins at 12:58pm)
Dismissal 3:00 pm (2:15pm on Wednesdays)

Annieville Elementary
 9240 112 Street, Delta BC



2024/2025 SCHOOL CALENDAR INFORMATION FOR PARENTS	
Days in Session	187
Hours of Instruction in School Week	Kindergarten - Grade 7: 24.55 hrs.
Number of Days of Instruction	180
Minutes of Instruction in School Day	Kindergarten – Grade 7: 295 min.
Number of Non-Instructional Days	6 (District Wide)
Schools Open	Tuesday, September 3
Non-Instructional Day (District Wide)	Friday, September 20
Parent Teacher Conferences (Early Dismissal 1:15pm)	Wednesday, September 25
Parent Teacher Conferences (Early Dismissal 2:00pm)	Thursday, September 26
Day for Truth and Reconciliation – Statutory Holiday	Monday, September 30
Thanksgiving Day – Statutory Holiday	Monday, October 14
Non-Instructional Day (District Wide)	Friday, October 25
Remembrance Day – Statutory Holiday	Monday, November 11
Non-Instructional Day (District Wide)	Monday, November 25
1:15pm Dismissal- Reporting Purposes	Wednesday, November 27
Term One Report Cards	Friday, December 13
Last Day of School before Winter Vacation	Friday, December 20
Winter Vacation Period	December 23 – January 3
Schools Reopen after Winter Vacation	Monday, January 6
Non-Instructional Day (District Wide)	Friday, January 24
Family Day – Statutory Holiday	Monday, February 17
Non-Instructional Day (District Wide)	Friday, February 21
Spring Vacation Period	March 17 – March 28
Schools Reopen	Monday, March 31
Term Two Report Cards	Friday, April 4
Good Friday – Statutory Holiday	Friday, April 18
Easter Monday – Statutory Holiday	Monday, April 21
Student-Led Conferences (Early Dismissal 1:15pm)	Wednesday, April 23
Non-Instructional Day (District Wide)	Friday, May 16
Victoria Day – Statutory Holiday	Monday, May 19
Sports Day	Friday, June 13
Term Three Report Cards	Thursday, June 26
Last Day for Students	Thursday, June 26
Schools Close/Administrative Day	Friday, June 27



STATEMENT OF PURPOSE:

Annieville's Code of Conduct is created to provide guiding principles of conduct for all students enrolled in the school district and is in accordance with the School Act: Section 6 (1) A student must comply

- a) with the school rules authorized by the principal of the school or Provincial school attended by the student, and
- b) with the Code of Conduct and other rules and policies of the board or Provincial school.

The Purpose of the Code of Conduct as referenced in Delta School District Procedure 350, Student Conduct and Discipline is to:

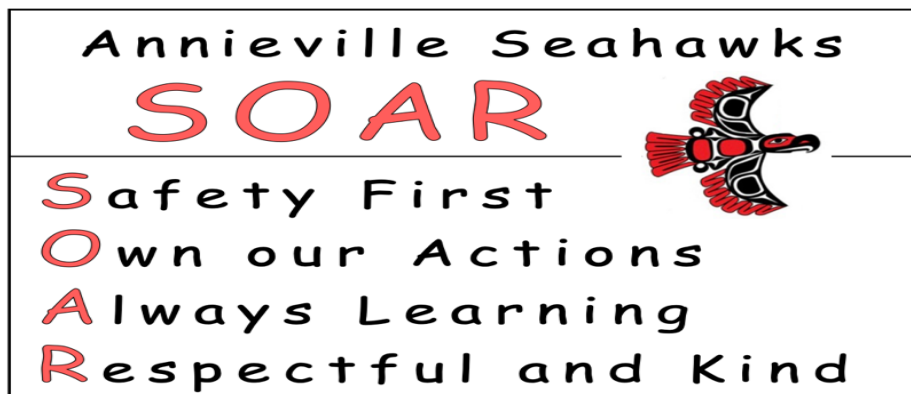
- Provide and maintain a safe, caring, orderly environment to develop their full potential
- Ensure that the rights and responsibilities of individuals are appropriately balanced to uphold the collective well-being of all
- Communicate the expectations of student behavior, to all members of the school community

At Annieville, we S.O.A.R.

Annieville's **Code of Conduct** has been established to maintain a safe and respectful learning environment at school and in the community, where students take ownership of their actions.

ALL students are expected to be and/or demonstrate:

- S - Safety First** for ourselves, others and in our surroundings
- O - Own our Actions** when we make mistakes and try to learn from them
- A - Always learning** in the classroom, playgrounds, and community
- R - Respectful and Kind** by demonstrating care, respect and empathy for ourselves and others



If a behavior is not safe, respectful or kind, we believe that corrective action should be educative and restorative. This means that we recognize there will be a wide spectrum of misbehavior ranging from minor infractions to very serious and dangerous actions. Supervising adults will take into

account the context of the behavior, including the child's age and ability to understand the expected behavior, the severity and frequency, and the child's background experiences. Our goal is to help children learn from their mistakes and make improvements to be successful and respectful learners at school and good citizens in the community.

According to the Delta District Code of Conduct, *all students must comply with school rules and codes of conduct*. It also lists the following as **unacceptable behaviors**:

- Interfering with the learning of others;
- Noncompliance with school rules/expectations and disrespecting school staff;
- Using inappropriate or abusive language;
- Threatening, harassing, intimidating, assaulting, discriminating against, or bullying others, including cyber hate messaging or websites created along these lines.

CONSEQUENCES:

When determining consequences, and in compliance with Delta School District Administrative Procedure 350, consideration is given to the maturity as well as the intellectual, social, and emotional capacity of the student along with the severity and frequency of the misbehavior.

Consequences should, where appropriate, follow district procedures and will:

- Be thoughtful, consistent, and fair
- Seek to prevent a recurrence of the offence
- Teach acceptable social behavior, rather than be merely punitive.

And, where appropriate:

- Provide means for restitution and restorative actions.
- Involve the offender in determining a corrective plan of action.

STUDENT THREATS TO SAFETY:

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs, it is taken very seriously, and a student threat assessment is started. As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing an intent of harm to themselves, another person, or property or acting out violently against them. Whether the threat is spoken, drawn, made with gestures, or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.

WHAT IS BULLYING?

Not all unkind behaviours are bullying. A definition of bullying: "A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more other persons and he or she has difficulty defending himself or herself."

Children who bully generally do so with the intent to either physically or emotionally harm the other child.

At Annieville, we work as a team to guide, support, and challenge children within a safe and caring school community. We will encourage the development of skills and attitudes needed to become thoughtful and responsible members of a changing society.

NOTIFICATION – FAIR NOTICE:

It is understood that communication is essential to the home and school partnership. Notification will be given to the school's community of the school's Code of Conduct. As well, notice will be given to the parents and students within each school of the range of responses that schools may apply to breaches of the Code of Conduct including threat-making behaviours.

Therefore, for breaches of the Code of Conduct, notification may occur as follows:

- Parents of the student in breach of the Code of Conduct;
- Parents of the student victim(s);
- School and District personnel - where appropriate;
- Police and/or other agencies - where deemed appropriate or where required by law;
- All parents of the school community - when deemed important to reassure members of the school community are taking appropriate action to address it;
- When the breach of the Code of Conduct is criminal in nature, police will be consulted prior to public notifications;
- Possessing weapons or dangerous articles, or illegal substances;
- Stealing or damaging property;
- Gang-related behaviors;
- Acts of retribution toward a person who has reported incidents.
- For minor infractions, corrective action will be mild and instructional in nature. For more serious infractions and repeat offences, students will be referred to the Principal.

ANNIEVILLE DRESS CODE:

Students should come to school appropriately dressed for their day.

- Clothing should be respectful of self and others. It should not promote drugs or alcohol or display offensive language or images. Undergarments should be covered.
- Students should come to school wearing safe, activity-appropriate footwear. This is especially important on days they have P.E. Class or are participating in athletic activities
- Students should be prepared for any kind of outdoor activity, including emergency evacuations. Please plan wisely. Most recess and lunch breaks are outside days.
- Student dress should not obscure the face except as appropriate for religious reasons, health and safety, or to accommodate a disability.
- Cleanliness and hygiene are important.

Any concerns about student dress are addressed with individual students in a discreet and respectful manner.

RESTRICTIONS ON PERSONAL DIGITAL DEVICE USAGE AT SCHOOL:

The definition of a personal digital device includes, but is not limited to, any personal electronic device that can be used to communicate or to access the internet, such as cellphones, tablets, smart watches, gaming devices and electronic toys, and includes the use of earbuds and headphones.

- Students should not be using their personal digital devices at school. This includes instructional time, recess, lunch and field trips.
- Students with diverse abilities or health-related requirements will continue to be able to use their personal digital device in line with their designated support plans and Individual Education Plans (IEPS).
- If families need to contact their child urgently, please contact the school office for assistance.
- The security of personal digital devices is the sole responsibility of the owner/user. The school/district assumes no responsibility for the safety, security, loss, repair or replacement of personal digital devices.

SUPERVISION:

There is general supervision from 8:30-8:45am, at recess, at lunchtime, and from 3:00–3:15 (on Wednesdays, from 2:15-2:30). Outside of these times, it is a parent's responsibility to make arrangements for the care and supervision of their child. Please do not send children to school early unless there is a supervised event. As well, please ensure students are picked up promptly at 3:00 pm. No unauthorized adults should be on the school grounds during recess and lunch.

ENTRANCES AND EXITS:

To ensure safety, the doors to our school are locked at all times. All visitors and parents are required to sign in at the office and wear a "VISITOR PASS". Parents are asked to report to the office every time you enter the building. The staff will ask you to come to the office to sign in if you do not have a pass, so we can ensure your safety in the event of an earthquake or fire.

Students are to enter and exit through their assigned entrances. The front doors should not be used unless students are late. In the morning, at recess and lunch, students are expected to:

- Line up by division in designated areas
- Enter the building in an orderly manner
- Move through the hallways quietly
- Stay to the right side when passing oncoming traffic

LUNCH GUIDELINES:

At 12:07 pm, students will eat their lunches in class. At 12:22, a bell will sound, and students will go outside for playtime. Children who bring their lunches are expected to eat in their classrooms.

Appropriate behaviour includes:

- Staying seated while eating
- Having quiet conversations
- Cleaning up recycling, desks, and food on the floor
- Returning lunch bags to backpacks
- Demonstrating respect and responsibility

We ask all families to have their child bring their lunch to school in the morning and to minimize lunch drop-offs. It is important to note that children who do NOT go home for lunch are expected to stay on school grounds. Students are not to go to a friend's house without a signed and dated letter from all parents involved.

PLAY AREAS:

Students have several options for free play during recess and lunchtime. Students are expected to play in a safe, respectful and fair manner. Off-limit areas for play are at the front of the school, anywhere near or in the parking lot, and along the side of the building, by the baseball dugout/field. Bicycles, skateboards, scooters, inline skates, and "healie" shoes are not to be used on the playground during school and supervision hours and must be walked on the playground for the safety of all. Electric bikes/scooters are not permitted to be operated by children under the age of 16, so they should not be ridden to school.

HELMETS:

Protective helmets are mandatory when riding bicycles in British Columbia and must be worn on the school grounds. We also recommend proper protective gear such as wrist guards, elbow pads, and kneepads when skateboarding, scootering or skating.

ABSENCES:

Please call the school office at **604-588-1204** (Press 1 to leave a message) or email the school at annievile.elem@deltaschools before 8:45 am to report your child's absence every day they are away. Please include your child's first and last name, teacher's name, the reason for the absence or delay, and whether it will be a multiple-day absence. Otherwise, the school Admin Assistant will try to contact your home to make sure your child is safe.

LATE ARRIVAL:

Students must report to the office directly to sign in if they arrive after 8:50am. All students should be on the school grounds by 8:40 to be on time. A warning bell will sound at 8:45am. Students are expected to be in their desks, ready to learn, by 8:50am each morning.

PICKING UP STUDENTS DURING THE SCHOOL DAY:

On occasion, parents come to school to take their child home early. The office calls into the classroom and the child comes to the office where they are signed out. At recess and lunch this process takes longer. A staff member must be called to locate the student on the playground and bring them to the office. This can take a considerable amount of time. If possible, we would appreciate students being picked up before or after recess or lunch break.

STUDENTS LEAVING THE SCHOOL GROUNDS:

No child will be dismissed during the school day without permission from his/her parent/guardian. Parents/Guardians are required to sign-out their child from the office. Play-dates need to be arranged before the school day begins. Students will not be permitted to go home during the school day to retrieve forgotten items.

PARENT-TEACHER COMMUNICATIONS:

Each year, three formal reports and two informal reports are required by the Ministry of Education. This year, we will provide three formal report cards in December, April and June. In addition, there will be two informal reports in the form of Parent-Teacher or Student-Led conferences in October

and April. Occasionally, parents may have concerns about issues in the classroom which may include educational programs or trying to find information about something that may or may not have happened. **Parents are to make an appointment to speak directly with the teacher to clarify the issue.**

The Delta District policy states that parents are expected:

- To play a supportive role in affirming District and school expectations;
- To maintain contact with the school;
- To ensure care and appropriate supervision of their children when parents are absent from the District;
- To be available on short notice to attend a school interview when deemed necessary.

EMERGENCY INFORMATION:

If you move or if any of your contact information changes (phone numbers, email addresses, work information, etc.) please contact the school office at 604-588-1204 so we can update your information as soon as possible.

PARENT INFORMATION:

There will be minimal paper handouts to families. Informational items will most often be shared digitally, through the weekly WAAG email or the school website. Please bookmark our website: an.deltasd.bc.ca.

Every family should provide us with their email address to keep the communication lines open.

LOST AND FOUND:

Part of demonstrating respect and responsibility is being able to look after our own things. Students should pay attention to the items they wear or bring to school and make sure these are returned home at the end of the day. Small found items should be turned into the office and articles of clothing will be hung on the Lost and Found rack. Any pieces left unclaimed at the end of each term will be donated to charity.

EXTENDED VACATIONS:

While we appreciate that families cannot always plan and work around the same schedule as the school, the teacher is not expected by the School District to provide work for a student to do while they are away. Most lessons that teachers do in class involve explanation, discussion, group work, and materials that are not easily assigned as independent study. Sometimes, lesson plans change. It will be the student's responsibility to find out what was covered while he/she was away. We suggest instead that students take along some age-appropriate reading material and write a daily journal or keep a holiday scrapbook in order to apply their literacy skills.

IN THE EVENT OF EMERGENCY SCHOOL CLOSURES:

Especially during the winter months with possible heavy snowfall or violent windstorms, please listen to AM 1130, CBC AM 690 or local TV stations. The Delta Board of Education will make a CLEAR announcement if there are any closures. You can also check the Delta School District website (www.deltasd.bc.ca).

PARKING AND DRIVEWAY GUIDELINES:

Traffic and parking are concerns at every school. Our most important concern is the safety of our entire community (students, parents, staff, and visitors). Annieville parking procedures have been developed through a lengthy process of consultation including the PAC, staff, Delta Police, and the City of Delta. Please follow these guidelines carefully:

- The parking lot is for staff only
 - No drop-offs or pick-ups are permitted in the staff parking lot
 - **Do NOT** stop or park in **NO STOPPING areas**, especially the bus stop on 92A Ave
 - **Do NOT** make any **U-Turns** on any street-it is extremely UNSAFE and illegal
 - Follow the directions of crossing guards
 - **Do not block private driveways** of houses near our school
 - **Use the cross walk** to cross 112 street and 92A avenue and encourage your children to do the same (it's not safe for kids to run across the street)
 - Encourage older students to walk or bike to school
 - If possible, walk younger students to school
 - Drive slowly and cautiously
 - If a child requires the driver's assistance to enter or exit the vehicle (including booster seats) and parent supervision walking to the building or class line-up, please park safely and give yourself extra time to walk to the school grounds. We are especially busy at 8:30-8:50am and 2:50-3:15pm. Whenever possible, walk or bike to school.
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- ***Please remember your children are watching you follow or not follow these guidelines. It can be uncomfortable for everyone involved if a staff member has to remind a driver of these guidelines; it is very important that everyone sets an example of good citizenship for our students.***