



Carnarvon Elementary

SCHOOL HANDBOOK





Welcome to Carnarvon Elementary School

WE ARE A NUT AWARE SCHOOL



PRINCIPAL: David Murphy
email: dvmurphy@vsb.bc.ca
ADMINISTRATIVE ASSISTANT: Katherine Lundh
email: klundh@vsb.bc.ca

TELEPHONE: 604-713-5396

MAILING ADDRESS:
3400 Balaclava Street
Vancouver, BC V6L 2S6

SAFE ARRIVAL: 604-713-5159, CODE 22



BELL SCHEDULE

- Warning Bell: 8:55 am
- Start of School: 9:00 am
- Recess: 10:30-10:50 am
- Lunch: 12:10-12:57 pm
- Dismissal: 2:58 pm



SCHOOL WEBSITE: <http://crn.vsb.bc.ca>

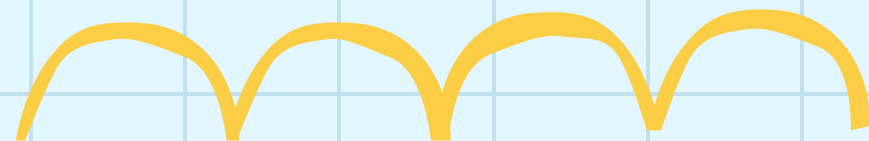
PAY A SCHOOL FEE:
<https://vsb.schoolcashonline.com>

CARNARVON BEFORE & AFTER CARE/PRESCHOOL
WEBSITE: www.carnarvonpreschool.ca
TELEPHONE: 604-731-7007

CARNARVON PAC WEBSITE: www.carnarvonpac.ca

CARNARVON'S MISSION STATEMENT

“The staff, students, parents and community members cooperate to create and experience success in a secure and welcoming environment. Together we promote a community of independent, life-long learners, in preparation for responsible membership in society.”



A BIT OF HISTORY

Trafalgar Annex was officially opened on April 27th, 1955, to provide educational facilities for children in grades 1 – 3. In September 1966, following a major renovation, the annex was re-opened as Carnarvon School, to serve grades K through 7. Like nearby Carnarvon Street, the school's name commemorates His Lordship the 4th Earl of Carnarvon. Lord Carnarvon introduced the bill for the 1867 British North America Act, which would define Canada as we know it today. The 5th Earl of Carnarvon, (Lord Carnarvon's only son), provided financing for the 1922 expedition which led to the discovery of King Tut's tomb!

In 1974, the Vancouver School Board approved Carnarvon for Community School status, with provisions for a coordinator and administrative assistant. In May of 1979, the Community School Advisory Council was registered as a Society. Many successful community initiatives took place at Carnarvon in subsequent years.

In September 2004, funding for the Community Programs Office at Carnarvon was eliminated, resulting in the transfer of many traditional activities to the coordination of the Parent Advisory Council.

Getting to School

What is the procedure if a child is going to be absent or late?

Student safety is of paramount importance in the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist our school, we ask parents to notify us of student absences or lates. Please phone the Safe Arrival line at 604-713-5159, Code 22 before 8:45 am to report your child's absence. If it is later than 8:45 am, please call the main office. Our school office is a very busy place, consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival morning routine.



Are there designated areas to load and unload children travelling by car to and from school?

There are stopping and parking areas designated by road signs on 16th, 18th and 19th Avenues and Balaclava Street, all within a short walking distance of school. Please be extra diligent in respecting traffic laws, which safeguard children. Stopping is not allowed in any other areas for any reason, and endangers the safety of our students.

Is the school serviced by public transit?

The #2 MacDonald 16th Avenue bus and the #33 bus stops on 16th Avenue between Trutch and Balaclava, approximately 1 block from school.

General Information



When and where do children eat lunch?

Students may go home for lunch or eat lunch in designated areas. If weather permits, students can eat outside.



What are Professional Days?

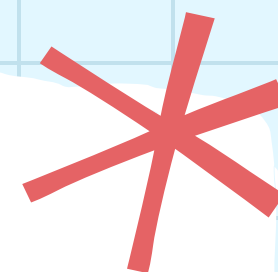
The Ministry of Education grants 5 professional development days and 1 non-instructional day to the staff. Classes are not in session on these days. Teachers and support staff use these days to attend workshops or study sessions, work on school-related business and develop and implement school-wide initiatives. Please refer to our school calendar for specific days as they can change from year to year.

Are dogs allowed at Carnarvon?

Under the VSB policy, accompanied canines are allowed on school grounds on weekends and on school days from 6 am to 8 am and after 5 - 10 pm. Dog handlers must pick up and remove animals' waste. All dogs must be on a leash and remain outside on the sidewalk and away from school entrances.



School Safety



Late?

- Sign in at office with name and Division number.
- Get a yellow slip and hand to teacher.

Before and After School Supervision

Staff supervise on the grounds from 8:40 a.m. to 9:00 a.m and 3:00 p.m. to 3:20 p.m. Please arrange supervision for your children if they need care beyond these times.

Playground Supervision

Three supervision aides are employed at Carnarvon during the recess and lunch breaks, as well as school support workers who assist with children who have special needs. Staff members are also on supervision duty before and after school.

Leaving the School Grounds

If your child has an appointment during the school day, they must sign out in their classroom and report back in upon return.

School Safety

Are safety rules reinforced?

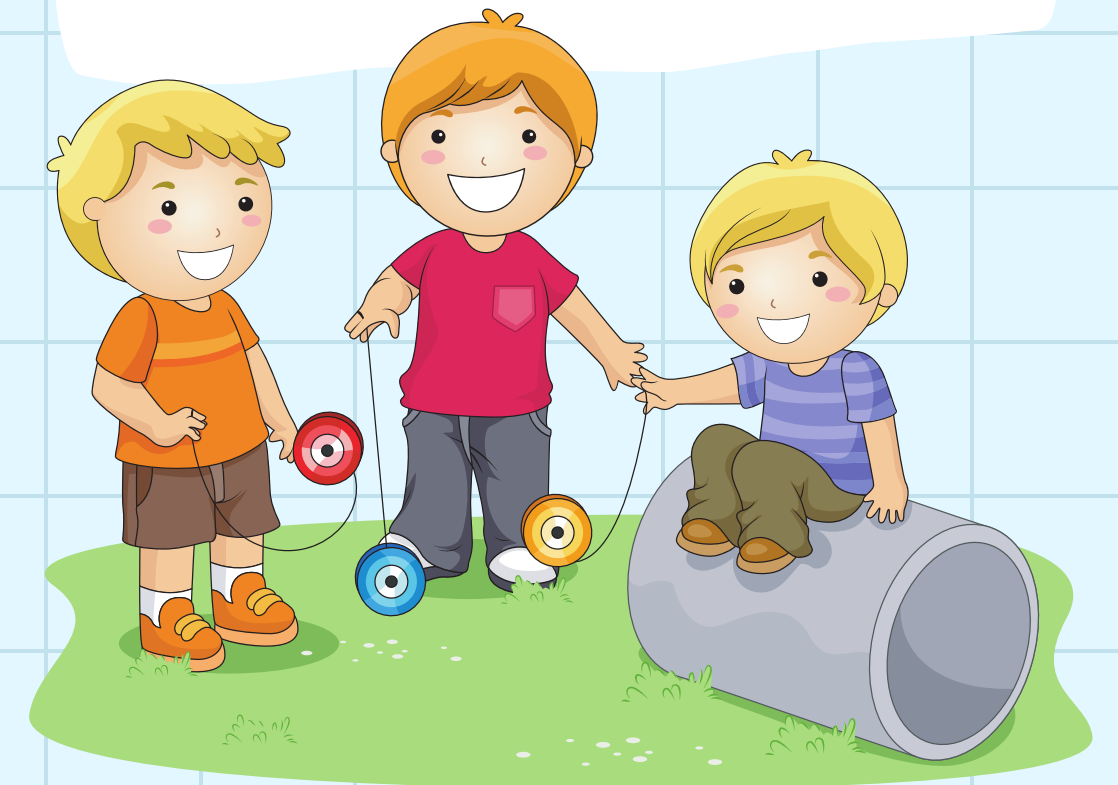
Yes! Students attend a special assembly early in the school year and safety rules are reviewed as well as our school Code of Conduct. These guidelines are reviewed throughout the year. Children are not permitted to enter the public washroom facilities adjacent to the school. A buddy system is sometimes used for hallway errands and washroom visits. Playgrounds are routinely inspected by custodial and district staff for hazardous items. Carnarvon's Code of Conduct is posted on our website and is available from the school office.

Toys & Cell Phones

Students are asked to keep all toys at home. Students should not bring anything to school that would make them sad if it were lost, broken or stolen. If students bring cell phones to school, they must be off between 9 am and 3 pm and out of sight. If students are found using phones between 9 am and 3 pm, the phone will be kept in the office for the remainder of the day. In the case of a second offense, the student's parent will be asked to pick the phone up in the office.

Visitors to the School

Anyone entering the school is required to report to the office. All parents/caregivers should identify themselves to school staff as early in the school year as possible. If you need to speak with staff please make an appointment in advance.



What is the policy regarding school discipline?

See the school's "Code of Conduct" at the end of this document or on our school website for policy regarding school discipline and expected student behaviour.

STUDENT BEHAVIOUR

How is bullying dealt with?

Parents and guardians are expected to reinforce the active anti-bullying strategies in place at Carnarvon. (Refer to school "Code of Conduct" and the "Peer Conflict, Mean Behaviour and Bullying" document in this handbook).



EMERGENCY DRILLS

Are fire drills routinely practiced?

Yes. Red emergency backpacks containing fire/earthquake /evacuation/lockdown drill information are in each classroom.

What about "The Big One"?

All schools in Vancouver conduct a common earthquake drill in May and again usually in October. Discussions and drill procedures occur in each class. Water and emergency supplies are stored in airtight containers near the school, and First Aid supplies and "Grab and Go bags" are available in each classroom.



Community Spirit

What does “I Take Care of Myself” mean?

There are many ways that students are encouraged to “take care of themselves” at Carnarvon. These include behaving calmly in the hallways, classrooms, lunch areas and library, playing safely in the gym and on the playground, dressing appropriately for the weather, practicing good sanitation in the school washrooms and reporting injuries to the administrative assistant. Students can also take care of themselves by joining in healthy, school-led activities such as cross country running, volleyball, basketball, track and field and ultimate.



What does “I Take Care of Others” mean?

Students can “take care of others” at Carnarvon by respecting personal space and property, showing concern and offering help to those in need, offering inclusion and friendship, using a quiet “inside” voice, waiting patiently when requiring help from a staff member and keeping language appropriate and well mannered. Additionally, taking care of others can mean volunteering, providing recess and lunch support as a Peer Helper or assisting with a wide variety of school activities during the year.



What does “I Take Care of This Place” mean?

“This Place”, otherwise known as Carnarvon School, needs lots of care! Students should respect all school property (eg. ceiling tiles, heat registers, washrooms, clocks, etc.), not damage playground equipment or landscaping, recycle/dispose of garbage in proper receptacles, treat library books and audio visual equipment with due care and report any maintenance problems immediately.

These expectations are posted throughout the school and classrooms, and reviewed by teachers on an “as needed basis”.

Peer Conflict, Mean Behaviour and Bullying

What kind of problem is this?

Students are encouraged to talk about problems in order to solve them. School staff will help to deal with the problem according to the type of behaviour demonstrated. The problem solving process is important to allow students to learn about how to solve problems and accept responsibility for the choices they make.

Is this Peer Conflict?

Conflict between students is a natural part of growing up. You will have times when you disagree and can't solve problems on your own. Sometimes students become so frustrated that they say mean things or act out physically by hitting, kicking or trying to hurt.

If it's peer conflict, you will notice that you:

- usually choose to play or hang out together;
- have equal power (similar age, size, social status, etc.)
- are equally upset
- are both interested in the outcome
- will be able to work things out with adult help (after calming down)

Is this Mean Behaviour?

Sometimes students may try out behaviours to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or “budging” in line.

If it is mean behavior, usually:

- it is not planned and seems to happen spontaneously or by chance;
- it may be aimed at any child nearby;
- the child being mean may feel badly when an adult points out the harm they've caused.



Peer Conflict, Mean Behaviour and Bullying

Is this Bullying Behaviour?

Bullying is serious behaviour and requires the help of an adult to deal with it. It has three key features – all three must be present for the situation to be considered bullying:

- Power imbalance -- One child clearly has power over the other(s), which may be due to age, size, social status, and so on.
- Intention to harm -- The purpose of the bullying behaviour is to harm or hurt other(s) – it's intended to be mean and is clearly not accidental.
- Repeated over time -- bullying behaviour continues over time, and gets worse with repetition. There is a real or implied threat that the behaviour will not stop, and in fact will become even more serious.

Logical Consequences for Unacceptable Student Conduct

The purpose of the Code of Conduct is to help provide a safe and supportive environment for learning at school, on field trips, and online. The school will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of the Code of Conduct.

Sometimes students make bad choices that serve as opportunities for learning. Whenever possible, consequences for unacceptable student conduct will be logical, preventative, and restorative. Breaking the Code of Conduct will be handled according to the severity and frequency of unacceptable conduct, as well as the age, maturity and IEP goals of the student(s).

- Minor misconduct will result in a staff member speaking directly to the student to review appropriate choices and address how the student can restore the relationship. A short time out may be assigned.
- More serious or repeated minor misconduct will be reported to the classroom teacher or principal and a record will be kept of the incident and the action that was taken.
- When necessary, the classroom teacher or principal will contact the child's parents to discuss ways to reinforce the appropriate behaviour. Loss of playground, classroom, or school privileges, and /or community service may be assigned to the student.
- Very serious or chronic misconduct will be reported to the principal. A record will be made and parents, officials, or agencies will be contacted as needed. Consequences at this stage may include loss of playground and school privileges, community service or suspension from school.
- As our school promotes the values expressed in the BC Human Rights Code: The school will treat seriously any behaviour or communication (onsite & online) that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation.

The B.C. School Act and The Vancouver School Board of Trustees authorizes that the principal or vice-principal to suspend a student from attendance at school for up to five days.



STUDENT HEALTH

Is there a school nurse?

A community health nurse is available at the Pacific Spirit Health Unit for consultation (phone 604-261-6366). Please contact the office administrative assistant for further information.

What happens if a child is sick or injured at school?

A bed is available in the office area, and the Office Administrative Assistant will administer basic first aid as required. Parents and caregivers will be contacted if necessary. Emergency contact numbers for all children attending Carnarvon are kept on file and updated annually. It is essential that you provide emergency contacts and update the information as required. Emergency (911) services will be called as the situation warrants.

What is the policy for children and staff members with allergies and other medical conditions?

All families and staff at Carnarvon are made aware of children and staff members with life-threatening (anaphylactic) allergies to nut, peanut, dairy and fish products and are encouraged not to send these products to school. Additionally, strong scented products such as perfume, and fish can trigger asthmatic reactions among some children and staff members. Parents/guardians of children with severe allergies and/or medical conditions must provide appropriate medication and instructions. A strict cleanliness and awareness program is upheld in classrooms attended by anaphylactic/asthmatic children and staff members. Please note Carnarvon is a Nut Aware School.



Parnet Advisory Council



Carnarvon
PAC



What is the Carnarvon Parent Advisory Council (P.A.C.)?

The Carnarvon Parent Advisory Council comprises parents and guardians, who provide assistance in the co-ordination of various school-related events, issues and activities. The Council's official role is to "advise the Board and the principal and staff of the school respecting any matter relating to the school".

When and where are meetings held?

Meetings are usually held on a rotating basis (See Calendar). September through June, beginning at 7 p.m. Please refer to the monthly newsletter and the attached calendar for exact dates and format. Minutes are posted on the parent board in the main hall.

Can anyone attend the meetings?

Meetings are open to all Carnarvon parents and guardians, staff, community members and pre-arranged guest speakers.

What elected positions are there on council?

Elected positions include Chair/Co-chair, Vice Chair, Secretary, Treasurer, Fundraising Coordinator, Parent Education Rep, Class Reps, Chinese Language Translation, Education Rep, Fruit and Veggie Program Rep, Hot Lunch Coordinators, Garden and Playground Reps, Website Rep, Welcome Back BBQ Reps, Yearbook Rep, Spirit Wear Rep.

Parent Advisory Council

When are elections held for the positions? Can anyone run for a position?

Elections are held at the Annual General Meeting (June). Any parent or guardian may run for a position. Job descriptions of Carnarvon Parent Advisory Council positions can be provided upon request.

What does fundraising involve and why does the school need to fundraise?

Many fundraising events are supported through the volunteer efforts of the Carnarvon Parent Advisory Council. Profits from hot lunches, dances, shows, and other events are all used to fund items not covered by government funding sources. These items may include computers, software, library books, gym equipment, audio visual supplies, playground equipment etc.

Does the school accept financial contributions or gifts in lieu of participation in a fundraising activity?

Yes! Financial contributions and/or donations of supplies, etc. are gratefully received at Carnarvon. Used books in good condition are welcomed at the library. The school creates an annual “wish list” of items not covered by government funding sources. Tax receipts will automatically be generated for all online donations over \$20.

What are “Class Representatives”?

Each class at Carnarvon has one or more volunteer parent representatives. In addition to coordinating parental help for the teacher on occasion, the class representative is responsible for initiating an e-mail list of all families in their class to circulate PAC and school information.



Communicating Student Learning



Communicating Student Learning on a regular and ongoing basis allows both learners and parents to gauge where the student is in their learning, what they are working towards, and the ways in which learning is supported. By participating in this process, students are provided with meaningful information or feedback about their learning so that they can monitor their progress towards the learning goals they have set. Parents are involved as partners in a dialogue about their child's progress and the best ways to support and improve learning. This transparent and collaborative process helps guide and empower students to reflect on their learning and set future goals.

The communication of student learning to parents is based on clear standards and expectations and is intended to make learning visible. This continuous window into their child's progress encourages them to take an active part by working closely with teachers to help ensure their child's success. Students are encouraged to think of the questions: Where am I now? Where am I going? What do I need to do to get there?

Reporting

The reporting practice includes five required communications with parents within a calendar year:

- Two ongoing communication with families
 - These ongoing communications can occur in different ways, such as: three-way conferences, parent-teacher meetings, reflections on student work.
- Three formal written reports:
 - A Progress Report that will be sent home to families in December and March.
 - A Summative Report that will be sent home to families by the end of June



The Formal Written Report

The report includes:

- Descriptive Written Comments addressing:
 - Student Learning Strengths
 - Areas for Growth
 - Ways to Support Learning
- Student Competency Scale (In Relation to Grade Level Expectations):
 - EMERGING to acquire knowledge, skills, strategies and processes
 - DEVELOPING the ability to apply knowledge, skills, strategies and processes
 - PROFICIENT knowledge, skills, strategies and processes consistently
 - EXTENDING knowledge, skills, strategies and processes creatively and strategically.



Education/Curriculum

ABOUT CLASSES

How many children are in each class?

Class sizes vary according to many factors. Recent government legislation has also impacted class size. There are maximum numbers of students in classes: Kindergarten – 20, grades 1 to 3 – 22, grades 4 to 7 – 30, (28 in a grade 4 to 7 split class).



Do division numbers correspond to grades?

No. The lower the division number, the higher the grade.

Why does it sometimes take several days for children to be placed in their new classes at the beginning of the school year?

Temporary class lists are prepared for school opening. If the projected number of students arrive in September, new classes can quickly be established. Final totals for staffing allocations from VSB cannot be decided until late September (20 teaching days).

Who decides what class a child will be in? Is there a policy regarding placement?

Class placement is decided upon by a committee made up of teachers and the principal. Several factors are taken into consideration when preparing class lists, including academic and social balance, learning assistance and English Language Learners (ELL) needs.



SCHOOL FACILITIES

Does the school have a Library/Learning Commons?

YES! Carnarvon's ever-expanding Library is open to all students and parents/guardians. Children are taught library usage skills and have access to a variety of reference sources. The maximum loan period is two weeks.

Do the children have Internet access?

Yes. Supervised Internet access is available in classrooms and Library. Children and parents must sign an Acceptable Use of Technology form prior to use.

Does the school have a performing arts program?

Yes. Musical and dramatic performances are often included in school programming, either curricular or extra-curricular. The school stage and activity room are frequently used to showcase performing arts. All students, from Kindergarten to grade 7 receive Fine Arts instruction throughout the year.



Do children have an opportunity to learn French?

Basic French is taught to children in grade 5 and up.





What sports facilities are available?

Carnarvon has a gymnasium with a broad selection of sports equipment. Children in grades 4 to 7 are encouraged to participate in team sports such as volleyball and basketball. Seasonal programs are offered in cross country running and track and field events.

SCHOOL FACILITIES

Are field trips part of the curriculum?

Children in all grades may have opportunities to participate in class field trips. Field trips are an enrichment of the curriculum. Each child must have a permission form signed and dated by a parent or guardian. Volunteer drivers are required for transportation on most local field trips. All drivers must sign a third party liability form for insurance purposes, and be able to provide seatbelts for all passengers. Students who weigh under 40kg must be in a car seat when transported in a vehicle. Volunteers must also sign a volunteer conduct agreement form.

These forms are available in the office and require a signature from administrator.

Does the school have a Lost and Found?

Yes, beside the east entrance to the gymnasium. Items not claimed are periodically donated to charity. All personal items brought to school should be permanently labeled, and any valuables should remain at home!



Staying Informed

Welcome Back BBQ/Open House

Shortly after the school year begins, parents/guardians are invited to an information evening hosted by school staff to familiarize themselves with educational procedures at Carnarvon. Parents and guardians are given an opportunity to meet with teachers, learn about the planned curriculum for their child(ren), and ask questions. The PAC will also have a welcome back BBQ. Information regarding the BBQ is distributed through the classrooms and in newsletters prior to the event.

Are opportunities available to review a child's background and progress?

Yes! You are welcome to view your child's work during the school year. Informal parent/teacher conferences are held in the fall to discuss individual needs and establish goals for your child. Conferences are also held during the second term to allow children to display work and discuss goals with his/her parent(s)/guardian(s) and teacher in attendance.

Why does the child attend the conference?

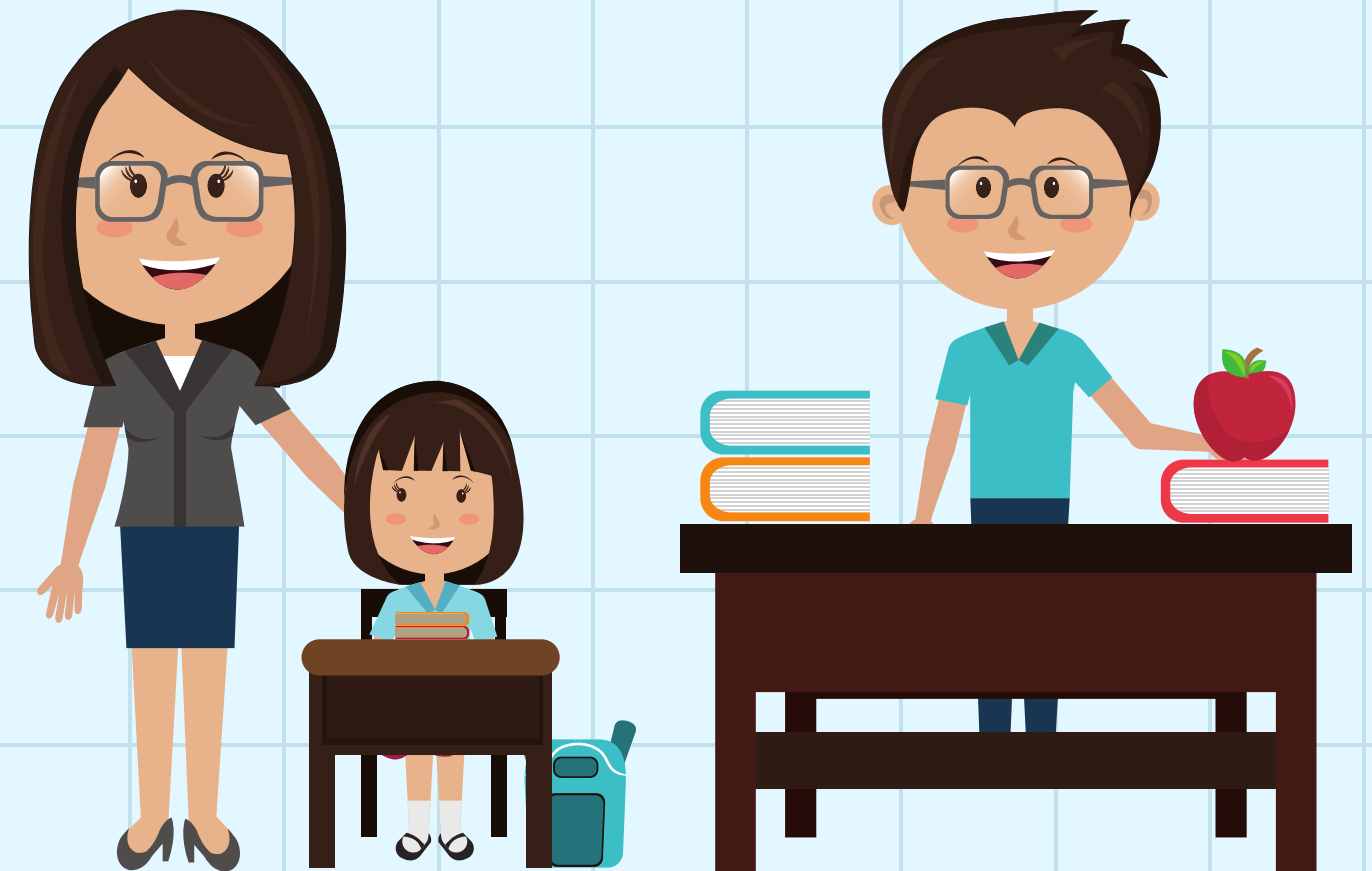
By actively participating in report card discussion, a child can feel more a part of the educational process and develop a sense of personal responsibility.

Can a private meeting with the teacher be arranged?

Yes. Parents or guardians should feel free to make an appointment for further consultation, during which the child need not be in attendance. Talk to the teacher or contact the school office for specifics.

How can general information be obtained on upcoming school events etc.?

The school publishes a newsletter – copies are sent home by email. Parents and guardians are encouraged to watch for and read these newsletters, as pertinent information may otherwise be missed. The most recent newsletter is posted regularly on our school website.



Special Events

Is there a Hot Lunch Program?

Hot Lunch occurs on Wednesdays and Fridays at Carnarvon beginning in late September. Children are given the opportunity to pre-order their choice of lunch items online. Hot Lunch is coordinated entirely by parent volunteers and all net proceeds benefit the school.



Is there a Sports Day?

YES! Sports Day at Carnarvon is held in the spring. A wide range of age-related activities is offered for pre-schoolers, primary and intermediate grades. The emphasis is on fun and participation as opposed to competition for younger children.

What happens at grade 7 leaving?

At a special grade 7 leaving ceremony with staff and parents/guardians in attendance, Grade 7s are honoured for their years of dedication and service to their school. Achievement certificates may be presented to students demonstrating excellence in a wide variety of categories.

