

UNSWORTH ELEMENTARY SCHOOL

Our Mission Statement

The Unsworth School Community is a positive, safe, caring place where we work together, responsibly and respectfully to fully develop each child's individual skills and abilities

Unsworth Elementary...Where Learning Lives and Eagles S.O.A.R

At Unsworth we strive for excellence through the practice and demonstration of:

Self Regulation

Orderliness

Attitude

Respect

Unsworth Elementary School strives, in partnership with parents and community to provide each student with the best educational experience possible. We will succeed if:

- *We provide a safe and nurturing environment in which teaching and learning opportunities are maximized*
- *We recognize that everyone has a voice and a right to be heard*
- *Parents, staff and students communicate openly, honestly and respectfully*
- *We work together to build a supportive school community*
- *We accept ownership of and responsibility for our actions*
- *We believe that learning is a life-long process of personal growth and empowerment*

UNSWORTH ELEMENTARY SCHOOL GROWTH PLAN GOALS:

(A new school growth plan will be created this year for 2016 – 2019)

Student Goal - To improve student thinking:

Goal #1: *Unsworth Elementary students are flexible thinkers, fluent in literacy and numeracy, who are able to process and use knowledge systematically and critically in a variety of contexts and situations.*

Goal #2: *Unsworth Elementary students, staff and community are socially responsible school citizens.*



Unsworth Elementary School

5685 Unsworth Rd

Chilliwack, B.C. V2R 4B6

Phone: 604-858 4510 Fax: 604-858 9637

<http://unsworth.sd33.bc.ca>

Principal: Mrs. A. Utley Vice Principal: Ms. L. Kean

BELL SCHEDULE 2016/2017

8:15 - 8:30 a.m.	Morning Supervision
8:30 a.m.	Warning bell
8:35 a.m.	Classes in session
10:15 - 10:30 a.m.....	Recess
12:10 - 12:25 p.m.	Eating Time
12:25 - 12:50 p.m.	Playtime
12:50 p.m.	Warning Bell
12:55 p.m.	Classes Resume
2:28 p.m.	Dismissal
2:28 - 2:43 p.m.....	Afternoon Supervision

FAMILY INFORMATION – SAFETY RELATED

Arrival and departure times from school

Staff supervision of the playground and parking area begins at 8:15 a.m. and continues until the first bell at 8:30 a.m. Unless an adult supervises students, it is important that students are not dropped off or arrive prior to 8:15 a.m. After school, students are asked to go directly home following the 2:28 dismissal bell. Supervision for the afternoon concludes 15 minutes after dismissal (2:43 p.m.) As a standard rule, we ask that all students depart the school grounds at 2:28 and check-in at home with an adult. Once under parent supervision or permission has been granted from home, students may then return to the school grounds. In order to ensure the safety of all of our students, we ask that parents please help us enforce the before and after-school supervision and safety policy.

Consistent Attendance

While occasional full day or part day absences due to illness or other concerns are unavoidable, patterns of frequent absences, excessive late arrivals, or early departures from school cause concern. Academic success and progress can be linked directly to attendance and punctuality as important contributing factors.

When students have frequent absences, late arrivals or early departures, it disrupts their learning as well as causes classroom disruptions. Students miss important routines and instruction of key concepts that cannot simply be replaced with homework. Students who frequently miss lessons can fall behind and have difficulty catching up. Those arriving late in the morning miss start-up instructions and in some instances, additional small group intervention support. Additionally, students who are consistently picked up early at the end of the day, miss important closures and reviews of the days' instruction, as well as important instructions/planner messages for the following day.

During the elementary years, students who establish a positive attitude toward learning through punctuality and consistent attendance will carry this through to their senior years in school. Additionally, establishing habits of punctuality and attendance is an important life skill. We encourage you to make every effort to assist your child to attend school regularly and to support them in punctual arrival routines and full day attendance. Thank you for your support and assistance in this matter.

Student Absence and the Safe Arrival program

This program ensures that students have arrived safely at school each day. Shortly after 9:00 a.m. each morning, parent volunteers call home to see why a student has not arrived at school. If your child is going to be absent, please call us at (604) 858 – 4510, or leave a message on our answering machine. (Our answering machine will take messages 24 hours a day.) When you provide us with an alternate contact number or your emergency contact form, please ensure that this person knows that you have done so. The parent volunteers take this position very seriously and work hard to ensure we know the whereabouts of the students, so please give them every courtesy when they call you. If students arrive **FOLLOWING THE BELL IN THE MORNING OR AFTER LUNCH, THEY MUST REPORT TO THE OFFICE** for a late slip.

Parent and Emergency Contact Information

It is very important that we always have your updated information on file; as well as your alternate contacts in case of an emergency or student illness. Please ensure we have your latest information so we can connect with you when necessary.



Walking, Parking and Bussing

Pedestrians are asked to enter the school grounds **by using the crosswalk and walkway** at the north end of the school grounds. Students and parents who use “human powered wheels” as a mode of transportation (bikes, scooters etc.) to and from school are asked to walk their wheels upon entering the school property and at all times once on the school grounds. This creates a safe environment for all, but in particular our young children and parents with toddlers.

A morning and afternoon bus will drop-off and pick up students in front of the Kindergarten classes. **We ask for parent cooperation in ensuring that vehicles are not parked in the bus drop off zone or the through lanes so the bus is able to safely pick –up and drop –off the students.**

Wheels - Biking/Scooting/Skateboarding

Unsworth Elementary encourages walking, riding or “scooting” to school. We have plenty of spots for bicycles to be locked up and strongly encourage that all students have a solid lock for their property, as there have been incidents of theft in the past. “Safety first” includes wearing the proper gear. Helmets are essential and students riding a bike, skateboard or rollerblading to school are expected to wear a helmet. Helmet safety is a provincial law when riding a bicycle or scooter. Again, for safety sake, students **MUST** walk their “wheels” once they cross the cross walk and enter the school property.

Lunch Time Safety

We have a corner store in our community. Unsworth Elementary is a closed campus. This means that students are not permitted to leave the school grounds during any break. Please do not send notes asking permission for your child to go to the store. As we have a short lunch break, very few students go home for lunch. However, if your child is going home for lunch, we ask that you let us know in advance by either communicating the arrangement with your child’s teacher or by calling the office.

Nut Allergies

Our school currently has a significant number of students and a staff member who have serious nut allergies. A nut allergy is very different than most other allergies. Reaction to contact (touch, ingestion or even smell) with nuts (other than coconut) can be life threatening. A person could very quickly go into anaphylactic shock (difficulty breathing and possible loss of consciousness). Therefore, **our school is Nut Aware**. Meaning that all students will be educated on preventative measures and safe foods to bring to school. We ask that all students please avoid bringing peanut butter to school. Due to the stickiness and oil that peanut butter contains, it can be easily transferred to many surfaces and objects in the classroom and throughout the school. If a child does accidentally bring a peanut based item for lunch, we ask that they inform the teacher or Noon Hour Supervisor and staff will ensure that precautions are taken. However, we ask that **ALL** students and members of our community demonstrate and practice nut awareness and sensitivity in keeping our school a safe environment for all. Thank you for your assistance.

Pets on the Playground

We often have family pets “walking” their family member to school. However, as safety is paramount, we ask that parents please be vigilant with their pet. Even the gentlest of creatures can become “antsy” when approached by a crowd of excited children and the animal’s response cannot be guaranteed. If you are walking your child to school with your family pet, please be mindful of your proximity to other children when on the school grounds. Although we are all drawn to furry friends, as a parent you may not be aware of allergies, medical concerns or anxieties of others - or how the animal will respond in a particular instance – so please do not encourage groups of children to approach or pet your dog. Please be sure that animals are on a leash at all times when on the school grounds during school hours. Thank you.

FAMILY INFORMATION – DRESS CODE

Dress Code

Below are some guidelines to keep in mind when thinking about what is appropriate to wear in a learning environment.

- A reminder that shirts with inappropriate language or logos are not permitted. Shirts should also have a shoulder strap of at least 2 fingers and tummy areas should be covered;
- Shorts, skirts or skorts should come to at least mid –thigh (where your fingers can reach when touching your thigh);
- To avoid injury, shoes should have a low heel; sandals should have a back strap. We caution with the wearing of flip flops due to an increased risk of injury, particularly during outside play and line-ups, etc. During physical play (egg. Gym, run) students must wear running shoes to participate;
- Students wearing inappropriate clothing will be asked to cover up or put a t-shirt on that will be provided;
- Hats or sunglasses should not be worn in the building.

Indoor Shoes

Unsworth Students are required to have a pair of indoor shoes. Please ensure that your child has appropriate footwear each day. Indoor (clean and non-marking) running shoes must be worn in the gym. Shoes should fit properly and securely to ensure safety in P.E. and during Daily Physical Activity. Additionally, indoor shoes help us to “*Take care of this place.*”

COMMUNICATION AND INFORMATION SHARING

Monthly Newsletters

At Unsworth.... we are green! In an effort to encourage parents and students to consult our school website for pertinent information and to conserve paper and resources, our monthly newsletters are posted on our school website. Newsletters are posted on our **website, the first Thursday of the month**. Additional special bulletins may come home if the need arises, during the month. If you require a paper copy of the newsletter, please communicate your request via a planner message to the classroom teacher. In this digital age, we are aiming to reduce our paper consumption and hope to encourage our families to access our school community through our website. Our website address is: <http://unsworth.sd33.bc.ca> . If we have your email address, we will email the newsletter to our school community as well as post it on our website.

Student Calls Home

The school telephone is provided for school business and emergencies. Arrangements to go to a friend’s house should be made with parents before students come to school each morning. Students must have a telephone slip from their teacher before they can place a call at the office. All phone calls out of the school must be made on a school phone and not from personal cell phones.

Questions, Comments and Concerns

We encourage open and honest communication between home and school. If you have questions, issues or concerns please contact the school. Parents are strongly encouraged to contact the classroom teacher for a chat or to arrange a meeting to review student progress. At times there are incidents that worry, concern or anger parents, but often through an open, respectful and calm dialogue, issues are easily clarified or a plan for a solution can be determined through a partnership approach.

Parent Protocols for Dealing with Concerns

Should concerns arise, parents should first contact the teacher and make arrangements for a meeting. It's always a good idea to write down the concerns or questions so that the meeting covers the issues that have arisen. Most times, this face-to-face meeting or phone conversation solves most problems as it provides an opportunity for both parent and teacher to share information, which results in a larger picture of the incident or concern and this shared perspective can then result in a solution or plan for moving forward. If you as a parent still have concerns, your next step is to connect with the Vice Principal or the Principal. As with the meeting with the teacher, keep your notes, which focus on your concern and what your solution to the issue might be. If, following the meeting with the Principal the issue is still not resolved, a call to the School Board Office may be required.

We feel it is very important to keep the lines of communication open between home and school. Problems, whether small or significant are best resolved when the school and the home can work respectfully together.

*A good rule of thumb is
WHEN IN DOUBT, GIVE US A CALL.*

STUDENT LEARNING

Homework Policy

Our homework policy assumes that students have used classroom time wisely.

Primary: At the primary level - homework expectations are typically an opportunity to practice basic skills such as Math facts and spelling and the occasional theme related assignments. All students are strongly encouraged to read on a daily basis with sustained reading increasing with age and endurance.

Intermediate: Homework may consist of:

- review and practice of basic skill
- finishing assigned work
- research and reports
- projects
- reading for leisure
 - Grade 4 – 30 minutes
 - Grades 5 and 6 – 30 to 45 minutes on Monday – Thursday. Weekends may be used for completing incomplete assignments and preparing for upcoming tests.

Extended Absences

If your child will be away for an extended amount of time, speak to your child's teacher and they in turn will inform the office. We are unable to provide assignments for children who have extended absences due to family plans. However, we can provide a list of suggested activities which are designed to assist parents with planning for their child's educational needs while traveling.

- Set aside a time each day for reading books. As school textbooks and library books cannot be taken on extended absences, you may wish to acquire several paperback novels or children's magazines suitable for your child's age and reading ability.
- Have your child keep a reading response journal in which he or she records this reading activity and thoughts about what has been read that day. There are many ways of structuring this, depending on how much time the parent and child are willing to devote.
- Keep a scrapbook of special places or sightseeing. This can include postcards, pamphlets, drawings, etc., with some student writing or labeling. Maps with routes marked on them and short paragraphs about the historical significance of certain landmarks would be useful additions.
- Have your child keep a "math journal" or ledger, dealing with changes in time and currency, distances traveled, cost of fuel and meals... lots of real life practice with numbers.
- Send e-mails back to the School

- Take digital pictures showing how math is all around us

We will be happy to see what your child has accomplished upon his or her return, but will not be evaluating or marking these activities.

Field Trips

The teachers carefully plan the admittance and transportation costs and space for all of their field trips. The planning does not include siblings taking part in the trip. Our policy is that siblings, who are in school or are older, do not participate on field trips. Please check with the classroom teacher about preschool siblings before you make your plans to transport your younger child on a school bus, as there are transportation regulations that must be followed.

The PAC tries each year to support each classroom by contributing \$10 - \$12/student for field trips. This, however, does not cover the cost for all field trips especially if bussing is required. Therefore, a small fee may be charged to offset these costs.

- If you would like to be a volunteer driver – please check with the office to make sure that you have a current Criminal Record check and that you have a completed Driver’s Abstract on file. Additionally, drivers require a minimum of one million dollars in liability insurance.

TECHNOLOGY AT SCHOOL

Cell Phones and Electronic Devices

While there are good reasons that students may bring cell phones and iPods to school, there are often instances when the devices are used either during class time or during break times, without permission or an educational purpose, that problems arise.

Therefore, the school policy is that cell phones and electronic devices should not come to school, unless individual teachers have given permission and the device is being used for an educational purpose on a particular day. If families have an arrangement that their child take a cell phone to school, it should be understood that the child will be asked to keep the device in their backpacks for the duration of the day in order to avoid potential problems. Students and parents must recognize that there is an element of risk to personal property when bringing a device such as a cell phone or other electronic devices to school. By providing consent, the students/parents/guardians understand that Unsworth Elementary School will not accept responsibility for the loss/theft/damage of a personally owned device.

If a child needs to phone home, all calls should be placed through the office and not on personal cell phones. If, following previous conversations with staff, a student continues to use a device during school hours or while on the playground before school, after-school or during recess or lunch, for purposes other than authorized educational learning, the device will be taken by a staff member and returned following a conversation with the parent. We ask for your cooperation on this matter, in order to keep all of our students safe and focused on their learning during school hours.

Technology as Learning and Teaching Tools

We are privileged to have leading edge technology in our building. At the beginning of the year, students will be asked to sign a Technology User Agreement. The User Agreement covers all equipment that students may use as a learning tool such as: computers, laptops, digital cameras, projectors, and ipads. While normal wear and tear is expected, damage caused due to abuse or neglect will be charged to the students. Internet usage and student email also requires a contract that commits to appropriate use.

Our aim is to develop responsible citizens and increase students’ opportunities to use technology in their learning at Unsworth Elementary School. Students will learn about the elements of digital citizenship and incorporate the responsible use of technology into their learning and activities as digital citizens.

THE PAC AND PARENT VOLUNTEERS

Our school has an active Parent Advisory Council, which helps enrich each child's education and supports active parental involvement in the school. The Parent Advisory Council holds regular monthly meetings on the third Tuesday of each month unless otherwise posted. The PAC meets in the P.A.C room in the Unsworth Annex at 7 p.m. At the meetings, the P.A.C hears from the school administration and the various committees about what is going on in the school. It is a great way to stay in touch with the school and the P.A.C. The P.A.C also votes on budget suggestions and other policies and procedures put forth at the meetings. All parents who have a child enrolled at Unsworth are part of the P.A.C. Please refer to monthly newsletters and announcements for PAC meeting dates and times.

- P.A.C. stands for Parent Advisory Council. All parents that enroll one or more children at Unsworth Elementary are a member of the school P.A.C. You have a vote in what happens at the school.
- The P.A.C. has a formed executive and receive extra funding from the government, which is used to offset some of the cost of field trips and also to fund extra-curricular programs that are not covered by the regular school budget.
- The P.A.C. also does fundraising during the year to continue ongoing programs that have been implemented by the P.A.C. and also to add things to the school as needed and when possible.
- The P.A.C. coordinates many initiatives. Without the P.A.C. there would be no lice checks, no hot lunch program, no crossing guard, just to name a few.
- The P.A.C. is primarily here to serve the students. The P.A.C. is here for the kids, working along side the staff to make each year a positive year to remember.
- The P.A.C. is always happy to have new people get involved. It seems that there is always something to be done at the school and really even a little time here and there makes all the difference.

Parent Volunteers

Volunteers assist us in various and endless ways. As the saying goes "It takes a village to raise a child." We very much appreciate the support of our volunteers and offer many ways to get involved in the school community. Prior to helping out in the school or on a fieldtrip, a criminal record check form must be completed and provided to the RCMP. Likewise, parent drivers must complete a Driver's abstract and provide a copy of their insurance to the office. Forms can be requested at the office.

BEHAVIOUR EXPECTATIONS AT UNSWORTH

Positive Behaviour Support System

A Positive Behaviour Support system (PBS) is a consistent approach to behavior by school staff, students and parents, which results in students knowing and following behavioral expectations at Unsworth Elementary School.

The teacher makes expectations clear; models appropriate behavior and attitudes, reinforces correct behavior and is alert to the student who needs assistance. We will help our students remember our school expectations by teaching the expectations of the school behavior matrix, by teaching and modeling appropriate social skills, such as Bucket Filling and by fostering a culture and understanding of: *Take Care of Yourself, Take Care of Others, Take Care of This Place and Take Care of Learning.*

The student is aware, understands and follows expectations to help maintain a safe and appropriate learning environment. Students model appropriate behaviors for others in the school.

The parent supports school expectations and models behaviors and attitudes conducive to their child's learning.

Responding to Bullying

Students, staff and parents expect the school to be a safe, orderly, comfortable learning place, free from violence and bullying. Students should not initiate or participate in acts of bullying (*bullying includes, but is not limited to ongoing physical or verbal intimidation, verbal harassment and cyber-bullying, occurring on or off school property*)

Bullying is a pattern of repeated aggressive behaviours, where there is an imbalance of power that is meant to hurt or cause discomfort to another individual. It may be physical, verbal or social in nature. If bullying is left unresolved it can have serious consequences. Addressing early signs of bullying is important to our school. If you suspect your child is a victim of bullying, please contact the teacher, or the principal /vice principal as soon as possible to report the situation. If the bullying behaviour is not addressed, then we are giving the bully power and his/her bully-like behaviours will tend to increase. It is not appropriate for parents/guardians to address the child that is being accused of bullying.

When working toward a change of behaviour of a bully and a positive solution we will:

- address the problem quickly and privately with students and parents
- keep your child safe while the problem is being addressed
- provide appropriate support to all the students involved
- come up with a positive restorative solution

Unsworth Code of Conduct Process

Take Care of Yourself, Take Care of Others, Take Care of this Place and Take Care of Learning

Students, staff and parents of Unsworth Elementary School are expected to behave in a manner that honors our Code of Conduct, by speaking and acting with “Care, Kindness and Respect” at all times.

These expectations apply to behaviour at school, during school-organized and sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

Members of the Unsworth Family believe that socially responsible behaviour needs to be based on clear and consistent rules, expectations and consequences. At Unsworth, expected behaviours are taught, modeled, practiced and discussed. Students learn to monitor and evaluate their own behaviour and to set goals for improvement.

Common Language Approach

In 2014/15 the Bucket Filling Initiative began at Unsworth, which is based on the book “Have You Filled a Bucket Today.” The invisible bucket is a tangible approach to teaching Social and Emotional learning as well Self-Regulatory behaviours. It is a simple concept whereby we each have an invisible bucket with the singular purpose of holding good thoughts and feelings about ourselves. When we are happy and good to others, our buckets become full. When we are sad or negatively impact others, our buckets become empty. We are “Bucket Fillers” when we are helpful, accepting, respectful and kind to others. Acts of kindness fill both our own buckets and the buckets of those around us. We become “Bucket Dippers” when we take from someone’s bucket, by making them feel uncomfortable, disrespected, or sad. Bucket Filling teaches important character traits, such as kindness, fairness, responsibility, respect, honesty and compassion. When we help students to recognize and avoid “dipping” we are teaching them to think before they speak, to learn to control their emotions and actions (to self-regulate) and to consider the consequences of their behaviour before they act. When we teach the concept of “the lid” we are teaching students about empathy, assertiveness and conflict resolution as children begin to understand that the fullness or emptiness of buckets often determines behaviour. All of the above traits can be taught and the common language approach of the bucket filling concept is empowering to students when they learn it, understand it, practice it and make it a habit in their interactions with others.

Increasing Expectations

As our students become older and more mature, our expectations of them change. We expect increased personal responsibility and self-discipline with increased age. Please see our attached School Code of Conduct document.

