

BAYVIEW ELEMENTARY SCHOOL

**140 View Street
Nanaimo, B.C.
V9R 4N6
(250) 754-3231 Fax(250) 754-2336**



**HANDBOOK
2018/2019**

*Welcome to
Bayview!!!*

*A great place to learn
... a wonderful place
to grow!*



*It takes a
Whole community
To raise a child*

*We value and encourage
Family involvement!
Together we can make a
difference!*

Dear Parents, Caregivers and Families,

I want to welcome each of you to a new school year at Bayview Elementary. I know that the staff this year is very excited to get going!

The best learning environments are those which harness the best of a community and engage all members. Please know that school staff, including myself, are here to serve the learning of your child; to that end, we welcome your ongoing communication with us. I also encourage parents and caregivers to consider how they can participate in school activities this year, including through PAC roles.

One of my central beliefs is that it is an honour and privilege to teach. Thank you for giving me that honour at Bayview Elementary.

Mr. Kevin Brand
Principal

Home of the
Bayview
Boxers!



SCHOOL CALENDAR 2018-2019

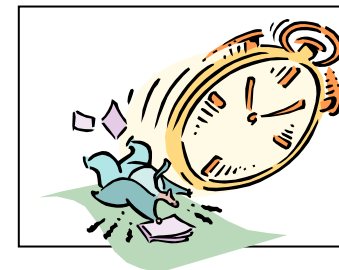
School Opening Day (1 hour))	Tuesday Sept 4
Open House After School	Tuesday, Sept 18
Terry Fox Run 1:30 p.m.	Wednesday, Sept 26
Individual Photo Day	Thursday, Sept. 27
*Professional Development Day	Thursday, Oct. 4
*Professional Development Day	Friday, Oct. 5
*Thanksgiving-stat holiday	Monday, Oct. 8
Parent/Teacher Conferences (early dismissal each day)	Monday, Oct 15 to Thursday, Oct 18
*Professional Development Day	Friday, Oct. 19
Individual Photo Retakes	Wednesday, Nov. 7
Remembrance Day Assembly	Thursday, Nov. 8
*Remembrance Day Stat Holiday	Monday, Nov. 12
Rotary Turkey Luncheon	Thursday, Dec. 20
Christmas Concert	Thursday, Dec. 20
Christmas Store Open	Monday Dec. 17-Thursday Dec. 20
*Christmas Holiday Break	Monday, Dec. 24 – Friday, Jan. 4
Schools Re-Open	Monday, Jan. 7
Formal Progress Report Card Home	Friday, Feb. 1
*BC Family Day – stat holiday	Monday, Feb. 18
Jump Rope for Heart	Thursday, Feb. 14
*Professional Development Day	Monday, Feb. 25
*Professional Development Day	Tuesday, Feb. 26
*Spring Break	Monday, Mar. 18 – Friday, Mar. 29
Schools re-open	Monday, Apr 1
Easter Holidays	Friday, Apr. 19 – Monday, Apr. 22
School Track Meet	Tuesday, April 30
*Professional Development Day	Friday, May 10
*Victoria Day-stat holiday	Monday, May 20
Zone Track Meet	Thursday May 30
District Track and Field Meet	Thursday, June 6
Bayview Aboriginal Day Celebration	Thursday, June 20
National Aboriginal Day	Friday, June 21
Year-End Field Trip	Tuesday, June 25
Awards and Year End Assembly	Thursday, June 27
Fun Day	Wednesday, June 29
*Administration Day	Friday, June 28

* School is not in session on these days.

**Please check monthly newsletters for calendar updates/changes

SCHOOL HOURS

8:40	Warning Bell
8:45-11:46	Morning Session (includes lunch eating time)
10:15-10:30	Recess time
11:46-12:20	Lunch Outside time
12:20-2:37	Afternoon Session (Tuesday through Friday)
*Monday afternoon dismissal – 1:37 (Early Dismissal for District Professional Learning Community (PLC) time)	



STUDENT ATTENDANCE POLICY

You can't win the ballgame without being on the field! Bayview Elementary places a high level of importance on regular school attendance for ALL students. We track attendance and will contact parents if we are concerned about the number of absences. While occasional absences due to illness are hard to avoid, we highly encourage all students to make their best efforts to attend school on a regular basis! We value each and every student's contribution to our school ... we want to see everyone everyday!

If your child is going to be absent or late, please inform the office at 754-3231. in person or by note prior to 8:45a.m. Our attendance records are checked shortly after the morning bell and phone calls are made to homes to ensure that students are safe. ***Please ensure that we always have your current contact information on file at the school.***

Students who arrive late for school are expected to check in at the office to advise staff of their arrival and get a 'welcome to school' slip.

Students having lunch at the school are expected to remain on the school grounds at all times, unless they have written parental-permission to do otherwise or an adult comes into the school to sign them out.

Attendance at school is important for two main reasons:

1. ***Regular attendance ensures a continuity of instruction for all students.***
2. ***Student absence, with parent permission, due to any other reason except illness, places a lesser value on education in the eyes of the child.***

Parents are urged to carefully consider when taking their child out of school for reasons other than those stated in the Provincial School Act:

1. ***Student illness.***
2. ***Contagious disease in the home.***
3. ***Danger to student's health due to exposure.***

It is the parent's responsibility to see that the child is at school, on time, and to provide a written, dated excuse for being absent or late.

VISITORS TO THE SCHOOL

All visitors to the school are asked to check in at the office when they arrive. Visitor badges are available and will be given to anyone visiting or working in the school. If you notice a stranger on the playground or in the school without a visitor badge, please notify the office or a supervisor/teacher on duty.

NO SMOKING LEGISLATION

The use of tobacco products in school buildings and on school property is against the law. ***In March 2007, the B.C. Legislature approved legislation making it illegal to smoke or use tobacco at school.*** Parents are reminded that they must not smoke or use tobacco in the school building or on school property. This includes smoking in vehicles while on school grounds.

While we appreciate the challenge this can be for current smokers we appreciate your compliance with the law and the excellent example of a healthy lifestyle you are setting for all our students.

SUPERVISION OF STUDENTS

Supervision will be provided from 8:30 a.m. to 2:52 p.m. (1:52p.m. on Mondays). Morning supervision is restricted to the front and back of the school. We ask that students arrive after 8:30 a.m., except those students who are participating in the breakfast club or a sports team.

Students are free to move around the various play areas at break times. Bayview's R.O.C.K.S. (Respect, Ownership, Cooperation, Kindness & Safety) and using W.I.T.S. (Walk away, Ignore, Talk it out, Seek Help) are our main foci outside.

If a child is not coping well during free times, he/she will be referred to the office for behavioural support.

Grade 5 – 7 students with Self-Manager badges (issued after October with the recommendation of a parent and teacher) are given access to specific areas which will be unsupervised but monitored. This encourages students to be self-monitoring and responsible. Badges may be removed from the students not showing this capability.

SNOW POLICY

If there is severe inclement weather (snow), parents are advised to listen to the local radio stations (**FM – WAVE 102.3/WOLF 106.9/AM – CKEG 1570**) from 6:30 a.m. on to hear an announcement regarding possible school closures. Parents are advised, as well, to listen before noon (schools, depending on circumstances, may be open for the afternoon session).

SNOWBALLS – Due to the safety hazards associated with snowballs, *District Policy states that students should not throw snowballs on the way to, during, or on the way home from school.*

REPORTING TO PARENTS

A progress report card is a “sharing” document. It is an opportunity for you to see how your child is progressing and a time for your child to tell you about school. Older students should celebrate their accomplishments and successes with you and identify goals for their next term of the year. Younger students can take the opportunity to tell you about the things they do in school and how they think they are doing. The reports are most meaningful when they are shared and discussed between students and their parents.

Assessment of Students' Progress

Pupil progress is measured through continuous teacher observation of day-to-day performances, and through regular assessment practice (assessment for learning, assessment as learning and assessment of learning). Parents are encouraged to contact the school at any time to discuss the progress of their child.

Report Cards

All students will receive two formal written report cards issued in February and June. Anecdotal comments, supplemented with a performance scale appear for all grades.

Ongoing Communication of Student Learning

Informal calls or meetings will be made during the school year between reporting periods to inform you of your child's progress. Conferences with the teacher are scheduled for all parents in the first term; however, parents can request a meeting at any time during the year. Throughout the school year, BC schools are required to provide ongoing communication of student learning in four subject area: Mathematics, Language Arts, Science and Social Studies. For more information, please refer to the Ministry of Education website:

<https://curriculum.gov.bc.ca/assessment>



FIRE DRILL

To ensure the safety of our students all schools conduct fire drills several times per year. Any continuous ringing of the fire bell **must** be treated as a real emergency. Pupils evacuate the school in a silent and orderly fashion and gather at a designated place on our back field a safe distance from the building.

The deliberate activation of a false alarm is a very serious offense and will result in being dealt with by the appropriate authorities.

EARTHQUAKE DRILL

Earthquake drills are conducted at least twice yearly.

In an event of an earthquake, when shaking stops, the school is evacuated in a silent and orderly fashion. Teachers and students move to a predetermined open space (our backfield) away from buildings and overhead power lines.

Bayview has a comprehensive Earthquake survival plan that is reviewed annually. In the event of an earthquake, students and parents are required to follow Bayview staff directions. *Students will be kept in the vicinity of the school until an adult comes to get them.* **It is very important to fill in and return the information sheet for your child each year as we use this document to confirm student release information.**

LOCKDOWN DRILL

Lockdown drills are conducted twice per school year. Although infrequent, the possibility of a major threatening incident is a reality. Serious violent incidents at schools are rare events, however; school lockdown drills must be practiced to ensure staff and students now what to do and are prepared to act quickly. Drills are supervised activities involving all members of the school community to provide the opportunity to practice the skills in the response procedure. Students are directed to the closest secure area where they remain until the lockdown is over.

HEALTH CARE

There are a variety of reasons why students may require medication during the school day. The health and safety of all is of paramount importance at Bayview. Therefore, parents/caregivers are reminded of the following school district procedures for the administering of any medications at school.

Parents/caregivers must sign a form, available from the office, before any medication can be administered at school (including antibiotics and Tylenol). Teachers are not required to administer medication, but provisions can be made for appropriately trained staff to do so.

Medication can be dangerous! Please do not allow your child to carry or leave medications of any kind at school.

DRESS FOR SUCCESS

Bayview staff feels that students' clothing should be conducive to learning and be safe to wear. *Students are allowed to wear anything they choose so long as it conforms with the school Code of Conduct requirements for the intended activity and does not promote drugs or alcohol, display offensive images or language, or encourage discrimination.*

Guidelines:

- Footwear must be worn at all times, and must be considered safe to wear in the case of emergency exits from the building
- Clothing must be appropriate to a school setting ***and be free from any reference to alcohol, drugs, gangs, hate, obscenity, profanity, racism/discrimination, sex, violence and/or "put downs"***

Students who wear inappropriate clothing to school will be asked to change. Parents/caregivers will be notified.

HEALTHY FOOD

Help Keep Bayview "Junk-Food Free"

Healthy food promotes learning and wellness. Healthy snacks including fruit and vegetables are inexpensive and help to create minds and bodies that are ready, healthy and keen to learn. Having junk food such as pop, sugary drinks, energy drinks, slurpies, chips or chocolate bars on a regular basis does not promote a healthy lifestyle. If students bring these items, they may be directed to wait to consume them until after class is completed.

HEALTH

LICE: Not a health risk, not a safety risk - just a plain nuisance

Each year, all year, every school in B.C. is bothered by this pesky nuisance. If your son or daughter is in contact with this favorite friend, you will receive a letter from the school. If your son or daughter is in a classroom where lice or nits (nuisance eggs) have been found you will receive a letter. If you need assistance to rid your son, daughter or family of this unwanted guest, please contact the school—we may be able to assist you. **(754-3231)**

Head Lice Facts From V.I.H.A.:

- ❖ Lice are tiny insects about the size of a sesame seed.
- ❖ Anyone with hair can get head lice.
- ❖ Lice do not have wings and cannot fly or jump.
- ❖ Lice move quickly in dry hair, and this makes them hard to see.
- ❖ Lice can only stay live on the head and will only lay eggs on the head.
- ❖ Having head lice does not always make the scalp itchy.
- ❖ Lice move to other heads when heads touch and by sharing brushes and combs.
- ❖ Lice are common where children play or work closely together.
- ❖ Adult lice live about 20 days and lay about 10 eggs each day.
- ❖ Lice eggs are called nits and are glued to hair near the scalp.
- ❖ It takes about 7 to 10 days for the lice eggs to hatch.
- ❖ Once a lice egg has hatched the empty eggshell stays stuck to the hair.
- ❖ If you find an eggshell more than half an inch away from the scalp it is most likely empty.
- ❖ The eggshells are white and look like dandruff but cannot be brushed or blown away.

BAYVIEW PARTICIPATING PARENTS (P.A.C.)

IT TAKES A WHOLE COMMUNITY TO RAISE A CHILD!

Check out & join the facebook page – <https://www.facebook.com/bayviewpac>

Structure of the Meetings

1. Parents of students in the school are elected to serve on the executive committee that meets monthly from September to June.
2. **All parents** are invited to attend meetings and have input.
3. The Principal attends meetings.

What is the purpose?

1. To provide a discussion forum for the school's educational program.
2. To bring ideas/concerns to the attention of the principal and staff members.
3. To meet regarding fundraising and volunteer activities.

It should be noted that the council does *not discuss individual or personal issues concerning students/staff*. This is appropriately conducted with the relevant staff person, student, parents and principal.

Why a Parent Advisory Council (PAC)?

1. Provides liaison between parents and staff of individual schools in support of facilities, materials and programs that support the education of students.
2. Provides a structure in which communication between parents and school is facilitated.
3. Provides a means for the community to become directly involved in support of the students and the school.
4. Provides a means of keeping parents informed about issues affecting the well-being of their children – education, health and safety.
5. Provides a means of publicizing school events, and involving parents in the larger educational community, of school board, District Parent Advisory Council (D.P.A.C), local and provincial educational issues.
6. Provides a means for parents to have immediate input into Bayview's efforts.

The PAC works in the best interest of your child and needs your support on committees and at one meeting per month. Many hands make light work! Become a part of our dynamic learning community for the benefit of all the children at Bayview.

SCHOOL LUNCH PROGRAM

Our popular and nutritious school lunches are prepared each day in our school kitchen, and are available upon request to all students. Students may participate by having a parent/caregiver complete and return to school the lunch order forms. The cost is \$30/month - contact the school if this is a problem for your family budget.

Our breakfast club is available to any student in need of a nutritious start to their day. The ***breakfast club is open from 8:15 - 8:45 a.m.*** every day. This program is sponsored through donations. You are free to donate funds as well.

COMMUNITY PROGRAMS

1. Family Life Association, 1070 Townsite Road, V9S 1M5	250-754-3331	Fax 250-753-0268
2. Child & Family Services for Children 202-488 Albert Street Child & Youth Mental Health	250-741-5444	Fax 250-741-5440
3. Aboriginal Child & Family Services 301-190 Wallace Street Aboriginal Child & Youth Mental Health 201-190 Wallace Street	250-741-5701 250-741-5734	Fax 250-741-5749 Fax 250-741-5725
4. NARSF Programs 202-190 Wallace Street	250-754-2773 ext 213	Fax 250-754-1605
5. VIHA- Child Youth & Family 1665 Grant Avenue, V9S 5K7	250-755-3342	Fax 250-755-3369
6. Child Development Centre, 1135 Nelson Street	250-753-0251	Fax 250-753-5614
7. Boys' & Girls' Club, 20 Fifth Street, V9R 1M7	250-754-3215	
8. Snuneymuxw Band Office, 668 Centre St., V9R 1H1	250-740-2300	Fax 250-754-3492
9. Stz'uminus (Chemainus) Band Office, R.R. #1, Ladysmith, V0R 2E0	250-245-7155	Fax 250-245-3012
10. Tillicum Lelum Aboriginal Society, 927 Haliburton St., V9R 6N4	250-753-8291	Fax 250-753-6560
11. Tillicum Lelum Health Centre, 602 Haliburton	250-753-6578	Fax 250-754-1390
11. Kwumut Lelum Child & Family Services Society 544 Centre Street	250-591-0933	Fax 250-591-0935
12. Princess Royal Family Centre – 260 Irwin Street	250-739-5845	Fax 250-739-5846