

DRAGON LAKE ELEMENTARY SCHOOL HANDBOOK



Dragon Lake Elementary School

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DRAGON LAKE ELEMENTARY

TOGETHER WE CAN

“Together we can” is the Quesnel School District motto and at Dragon Lake Elementary we believe that the community approach in teaching and learning is a key element to student achievement. We all have things to learn, as well as to share with others. The following poem helps to express the importance of a good relationship between the school and home.

THE SCULPTOR

*I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher; the tools she used
Were books, music, and art.
One, a parent who worked with a guiding hand
And a gentle, loving heart.
Day after day the teacher toiled
With a touch that was deft and sure,
While the parent labored by her side
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought;
For the things they had molded into the child
Could neither be sold or bought.
And each agreed she would have failed
If she had worked alone,
For behind the teacher stood the school
And behind the parent, the home.
Author Unknown*

SCHOOL GROWTH PLANS & CURRICULUM

High standards for student achievements are accomplished by a balanced curriculum with a strong academic focus. Basic skills in Language Arts and Math are emphasized as essential tools in decision making, problem solving, critical thinking, and creativity. Evaluation of student growth will be continually shared with both the students and parents through our school assemblies, newsletters and PAC meetings. We encourage parents to become familiar with the School Growth Plan for Dragon Lake Elementary either through the school web page, PAC, SPC, or by asking a staff member. As we are moving into the 2023/2024 school year there will be new focus on the areas of curriculum core competencies for teachers in grades K-12. B.C.'s curriculum is changing to meet the needs of today's students who are growing up in a world where they have instant access to limitless information. Please feel free to find the information about these changes on the government website www.curriculum.gov.bc.ca or on our school website.

PROFESSIONAL DEVELOPMENT

There is a strong belief in the continuing development of the staff in order to meet new challenges of education which ultimately lead this school toward improved instruction. A staff that grows professionally benefits the community it serves. Please note that at certain times during the school year staff may not be available at the school, either during the day or after school, as they may be attending a professional development, training opportunities or workshops. Consult the annual school calendar for additional information of professional development and staff development days, when students are not in attendance at the school.

PICK UP / DROP OFF

We are very fortunate to have a parking lot designated for pick up and drop off of students. We ask that parents, grandparents and caregivers use this parking lot rather than the staff parking area. We are aware that at times during heavy snowfall the parking lot can be difficult to navigate and we appreciate your patience during those days. Please do not use the handicap space unless you have a designated tag. We have families who need and rely on this space for pick up and drop off.

RECESS

Students should be appropriately dressed for the weather conditions of the day. Should weather conditions dictate otherwise, an announcement will be made from the office indicating that the students may remain in their classrooms during recess and play quiet activities/games. Recess is from 10:00 – 10:15.

NUTRITIOUS FOOD AT SCHOOL

All students require a good breakfast each morning and nourishing food during the day for optimal learning at school. We request that students bring a well-balanced lunch, as well as healthy daily snacks for recess to school.

We have students and staff at our school with life-threatening allergies; we are committed to a nut-free environment. This includes any food products that contain the 'label may contain nuts'. We are also committed to ensuring the safety of our students by erring on the side of caution. If we cannot guarantee that a product is nut free we will ask that the article return home. Parents will be notified with a note that the article was sent home and an alternate food article will be provided if necessary.

LUNCH TIME – 12:01 – 12:58

We have 2 established times for lunch hours. The primary students play first from 12:00 to 12:25 then come in to eat from 12:30 – 1:00. During this first time the intermediate classes eat first and then go outside from 12:20 to 1:00.

All children who eat lunch at school are expected to remain on the school grounds. Children must be accompanied by a parent or authorized adult/guardian if they want to leave the school grounds. Some children who live near the school grounds may go home for lunch if this has been established in writing by the parent.

A noon hour supervisor will monitor and assist the students during lunch time at school. It is expected that the students display appropriate behavior and act respectfully, responsibly and safely at all times.

Lunch time clubs/ activities or games may be offered for interested students. Review monthly newsletters for further information.

LATENESS

At Dragon Lake it is encouraged that students arrive at school to begin class when the first bell goes at 8:25. In the event that your child will be arriving late (illness, doctor, dentist, etc.) please leave a message at the office. Learning that is missed due to absenteeism cannot be replicated. There is no substitute for being here...besides, we look forward to seeing your child every day!

It is essential that any child arriving at school after 8:30 AM check in at the office before going to class. If your child's name appears as absent on their teachers class list, there will be a call home (unless the school or teacher were previously notified of the absence). If your child is late and doesn't sign in, an unnecessary and possibly worrisome call may be received at home. Ensure that your child is aware of the sign in procedure.

VISITORS

All visitors are expected to report first to the office to minimize disruption to classes in session. You will be asked to make your presence known with the office staff so we know your whereabouts in case of emergencies.

STUDENT ACCIDENTS AND ILLNESS

First Aid for minor cuts and scrapes will be carried out by a member of the staff. It is important for parents/guardians to ensure that student demographic sheets are accurately filled out and provide the necessary information in case of an emergency. If a student is unconscious telephone calls will be made in the following order:

AMBULANCE 911

The students' PARENT/GUARDIAN or designated adult

If a student is conscious and requires medical attention, e.g. broken bones, cuts, etc., the calls will be made in the following order:

The students' PARENT/GUARDIAN or designated adult will be contacted.

TRANSPORTATION will be arranged by staff, parent, or person designated by parents. If we are unable to reach an adult in some circumstances an ambulance may be called.

STUDENT ILLNESS

If a student becomes ill at school, a staff member will determine whether or not the parent should be contacted. Students will not be given permission to go home if the parent, or designated adult, has not been contacted by the classroom teacher or office personnel.

To prevent the spread of illness to other students and staff in the school, we offer the following guidelines for when consideration that a child should be kept home:

- fever above 100 degrees F or 38 degrees C

- generally unwell - headache, irritable, malaise, poor appetite
- severe coughing
- sore throat accompanied by fever
- crusting or pus drainage from eyes
- unexplained rashes or spots accompanied with fever and other symptoms
- severe itching of head or body
- ringworm

It is also recommended that students remain at home, until they have seen a doctor if they have;

- chicken pox - fifth disease - impetigo - influenza
- measles - mononucleosis - mumps - pink eye
- scabies - hand/foot/mouth disease - streptococcal infections

TELEPHONE MESSAGES

In an emergency only: We will call your child to the office or take the message to the child right away. Other messages: Your child is called to the office at the next bell to receive it. Our policy at Dragon Lake Elementary is that classes are not disturbed unless absolutely necessary.

LOST AND FOUND

These items are kept until the end of the month and then taken to Bumble Bee Boutique. Please feel free to go through the lost and found bin at any time, which is located by the office. Small items and jewelry are kept by the secretary. If students can identify their items (rings, watches, etc.) they can have them back. Labeling student clothing is a good way to ensure their safe return when they are misplaced. The school does not assume any responsibility for any personal items or valuable items which are brought to the school by the student. We recommend keeping toys, family heirlooms, electronic equipment or other such objects at home.

BAD WEATHER

Should the need arise; please listen to the local radio station.

Announcements regarding bus cancellation start at 6 A.M. Once you have heard the announcement on the radio of a bus cancellation you are then able to make a decision about sending your child to school. Bus cancellations do not mean the school is closed. Students are not penalized for being absent if the buses do not run due to poor weather. Students should be prepared to be outdoors in all weather (rain, hail, snow). Dragon Lake has a cold weather policy which states that when it is -15 Celsius we offer students the option of staying indoors. Provided we have the supervision we also provide the option for students to go outside if it is below -15 Celsius, but staff reserves the right to make the judgement if it is much colder.

KINDERGARTEN REGISTRATION

Kindergarten registration usually begins in February and is advertised on the radio and in the local paper. See our school bulletin board for current information. Please bring your child's Birth Certificate, Care Card as well as 2 pieces of proof of address. We will also be asking you to fill out demographic information such as parent/ guardian names, address, phone numbers, emergency contacts and family doctors' name/ clinic.

Your child's learning begins at home with his/her parents. The school will build on that learning and together we can increase the opportunities offered to your child. We at Dragon Lake Elementary believe that you (the parents) are partners in the educational process and your participation is critical for your child's success. We hope to see you involved at Dragon Lake Elementary through your attendance at school functions, celebrations, parent-teacher interviews and attendance at monthly evening PAC or SPC meetings.

PARENT INVOLVEMENT

Your involvement is key to your child's success. Here are some ways to get started:

- read each night to your child
- review alphabet or have your child write (cards, notes, lists, stories, etc) on a daily basis
- participate with your child in community programs which allow for expanded experiences
- attend school meetings and conferences
- maintain regular contact with your child's teacher
- become familiar with your child's programs and activities
- become familiar with the Ministry learning goals for your child's grade (located at <http://www.gov.bc.ca/bced/>)
- talk about school with your child and share in his/her enjoyment and interests
- show your enthusiasm for learning
- turn off the TV and encourage physical activity, reading or board games instead

VOLUNTEERS AT SCHOOL

We welcome parents who want to help out at Dragon Lake Elementary. Parents can help out in many ways through their volunteer efforts.

- read with students
- go on field trips and help supervise
- help with the writing process or reading groups
- help with hot lunch days
- assist in the library
- volunteer as a team coach
- share your skills and knowledge through noon hour activity sponsorship
- help in making school based decision through involvement on the PAC or SPC

All volunteers are asked to provide a successful Criminal Records Check before working in the school. This verification form must be done every five years. The driver's abstract and insurance forms are done yearly. Come and visit the school

and offer your services: either to the school in general (e.g., the library) or talk to your child's teacher about volunteering in their classroom. Your time and commitment are valued!

PARENT ADVISORY COUNCIL

The Dragon Lake Elementary Parent Advisory Council is composed of a group of parents who volunteer their time to help at our school. The PAC is an active and integral part of the school, providing an avenue for parental input concerning the operation of the school, and looking at student achievement and learning. If you want to find out more information about joining PAC or information about meetings, check out the PAC page on this site. PAC also has a Facebook page where they post many of the school activities.

Here is the executive for the 2021/2022 school year!

President: Kristin Brown	Treasurer: Courtney Bornholdt
Vice President: Jody Rosner	Secretary: Deanna Prokopetz

REPORTING TO PARENTS

School reports let parents know how their children are progressing both academically and socially. Teachers are reporting through a digital platform called EdInform. Teachers send out a number of posts about students' progress throughout the year. We encourage open and consistent communication between home and school. The use of school planners is a good way to ensure continued sharing of information. Parent/teacher/student conferences may take place throughout the year at the request of any party.

NEWSLETTERS

The Dragon Lake School Newsletter is sent electronically the last Thursday of the month or with your child if requested. This newsletter is a good way to keep up on current events in the school, as well with the PAC updates. Newsletters are also posted on our school website. Ms. Austin also sends out a weekly update if there are any reminders to parents about upcoming events, activities or reminders. See newsletters.

SCHOOL ASSEMBLIES

Assemblies occur throughout the year. The purpose of these assemblies is to promote school unity, share information and allow children to make presentations. These assemblies are coordinated by staff and usually involve the students. Parents are welcome to attend these assemblies.

CELL PHONES AND SOCIAL MEDIA

We ask that students keep their cell phones in their back packs. Classroom use of cell phones is at the discretion of the teacher. We ask students to be thoughtful about the stuff they post on their social media accounts and the type of information they share with others. We also ask that parents are thoughtful about posting stuff on social media sites. Not all parents want their child's pictures to appear on the internet so we ask parents to video tape and photograph only their child in school events. We ask all parents to sign media consent forms at the beginning of the year and we do our very best to ensure we honor requests from parents who do not consent for their child to be photographed and /or video-taped.

MESSAGES FROM HOME

We encourage you, as parents, to telephone the school or write a note to your child's planner sharing information which is important for your child's well-being. While teachers are not usually available to come to the telephone during class hours, they are pleased to return your phone call when time allows. The school phone number is 250 747-2142.

TELEPHONE USAGE

We try to limit the use of school telephones. Student use of the telephone is restricted to essential use, such as phoning home due to illness, or unforeseen circumstances. During class time, if students are required to use the phone, the teacher will give your child access to the telephone. We ask that students obtain staff permission before using the school phone. Playdates and social arrangements should be made by students through home the night before.