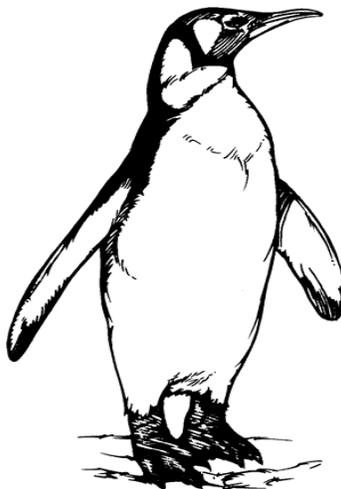


General Gordon Elementary School

2268 Bayswater Street
Vancouver, BC
V6K 4P5
604-713-5403

Proud to be Penguins



We choose to be Safe
We choose to be Fair
We choose to be Kind

Message from the Principal

I'm happy to welcome all of our families to Gordon for the new school year. I'm sure you will find our school a supportive learning environment. Our Code of Conduct, motto, and mission statement put children, character, and learning at the forefront. We want our school to be a place where students feel safe and valued, and where they are encouraged to do and be their best.

This booklet contains some of our Gordon policies and procedures. It is not exhaustive, so if you have any further questions, our office staff would love to help you.

Ms. Marion Broadbent, Principal

General Gordon Mission Statement

Gordon Elementary School is a vibrant and active community of staff, students and families. We strive to provide opportunities for students to develop intellectually, emotionally, physically and socially while doing meaningful work in a safe and socially responsible environment where self-evaluation is encouraged.

Safety and Security Policies and Procedures

Volunteers

Our school is enriched by the many parents and community members who volunteer. The Board of Education Policy requires that all volunteers in schools complete a Volunteer Conduct Agreement. If you anticipate that you may be volunteering during the school year to work with students other than your own, please go to the school office for a form and return the completed form to the office. If you are working with groups of students without a VSB staff present we will also request a criminal record check. The completed forms will be kept in a confidential file. Those who drive students, are required to complete a 3rd party liability form. When volunteering at the school, we request that you sign in at the office as you arrive and put on a visitor's badge.

Visitors

All visitors are expected to report to the office upon entering the school. This is a safety and security measure, it is important for us to know who is in the school should an emergency arise. Visitors are expected to sign in at the office and collect a visitor badge, which must be displayed while in the building or on school grounds.

Student Absences and Late Arrivals

For the safety of all students, all students will be placed on the safe arrival system this year. Please call the school and press option 1 if your child will be late or absent. Please leave a message on the answering machine if staff isn't there to take your call. Students who arrive late to school must report to the office and sign in. If you or a designated adult needs to pick up your child from school during school hours, please sign them out at the office. If you return the same day, please sign in at the office before proceeding to the classroom. If you planning to go on vacation, please fill out an Extended Vacation or Move form and submit it to the office.

When Children Are Ill

In fairness to all, please do not send your child to school if in the morning there are definite signs of sickness. Students who become ill during the day should go directly to their teacher. Our policy is to get students who are ill home as soon as possible. Our practice is to call parents and ask that the students get either picked up or other arrangements made. For this reason, it is important that parents keep up-to-date work and emergency phone number information at the office.

Medical Alerts and Requests for Administration of Medication

A Medical Intervention Form must be completed if your child has an existing medical condition that we at the school should be clearly aware of and have documented. A Request for Administration of Medication Form must also be completed if your child will be taking any form of prescribed medication at the school. Please note that students may not be in possession of any medication at school unless specifically authorized by the principal, and staff may not administer medication to students unless the required form has been completed and signed by a parent. No over-the-counter drugs such as Tylenol or Aspirin can be supplied by the school.

First Aid Procedures

The School Act gives teachers the same responsibility as that of prudent parents. "Prudent practice" varies from parent to parent, but we would rather err on the side of caution. When, in our judgment, an injury or an illness is something more than minor or casual, we contact the parent. If we are unable to reach a parent, we try the emergency number you have given the school. If we are unsuccessful in contacting you or your Emergency Contacts, we take the necessary actions to ensure your child is cared for. In obvious emergency situations, we will call 911 and request an ambulance.

Emergency Procedures

Fire Drills & Other Emergency Situations

Fire and earthquake drills are held to teach children how to vacate the school quickly, quietly and in an orderly fashion. Proper behaviour and a serious attitude are demanded from all students during these drills. If you enter the building during a drill, please exit the school and proceed to the gravel field. In the event of an actual emergency, please ensure you have alerted staff and followed established process before taking your child off school property.

Sports Teams/Clubs/After School Programs

Please watch for notices offering opportunities throughout the school year.

Emergency Closures

On the rare occasion, school may be canceled due to extreme winter weather conditions. The decision to close a school can only be made by the superintendent of schools. To get information about emergency closures, please go to the district website www.vsb.bc.ca or listen to the radio stations listed below, as school staff may not be able to answer the school phone lines. Announcements on these stations will be made between 6:00 and 8:30 AM.

*CKNW 980 AM CKWX 1130 AM CBC 690 AM
JACK FM 96.9 AM*

Before and After School Supervision

We have staff supervising 20 minutes before and after school. Please note that there is no supervision outside of these times and students cannot be left unsupervised after this time. All students should be picked up or on their way home by 3:15.

Leaving School Grounds at Recess & Lunch

For their own safety, students may not leave the school grounds during the school day without written permission from their parents. Students who routinely go out or home for lunch must have written permission that is provided at the start of the year and indicates the duration of this privilege. The student must also sign out and sign in daily in the Student Sign-out Book.

Hot Lunch Programs

Parents have an opportunity to participate in a paid lunch program Mondays and Thursdays. More information will be sent home regarding on-line sign-up at cestmoncafe.com

Animals on School Premises

For the safety and comfort of all, we ask that pets be kept off school grounds. Please do not bring your pet into the building unless you have permission from the principal.

Cell Phones

We recognize that cell phones are an important communication tool for parents and students. Students may bring their phones to school, but to avoid distraction during school hours, students are expected to keep their electronics out of sight from 9am to 3pm. Some teachers will collect all cell phones at the start of the school day and some may request students to use their devices for educational purposes. If students are using their phones inappropriately, they will be confiscated and will remain with the principal for the day. If they are confiscated a second time, parents will be called to pick them up.

Internet Use

Gordon is very fortunate to have a number of iPads, laptops and desktop computers that students use to access the internet. In addition, some students bring various electronic devices to school. We expect students to follow their respective teacher's rules regarding use. Our school policy for student use of the internet is consistent with the district policy as outlined in the Acceptable Use Policy contract that is sent home in September. If you have already completed this last year you will not need to but if not, please review, sign and return this contract with your September Student Verification Package. The internet is used to support classroom learning, and students may access the internet only when directly supervised by a teacher. Students who fail to comply with these expectations will lose their user privileges and/or face disciplinary action. Classroom teachers will also review these policies and the agreement with students in September. The school will not

be responsible for tech support or the security of the personal devices, but staff will help where they can.

Student Use of the Telephone

Students are permitted to use the office telephone with permission from their classroom teacher or they have permission granted by other staff. Use of the phone should be restricted to emergency or urgent calls only and not to arrange play dates.

Communication

It is important to establish good two-way communication between home and school. The teaching staff is encouraged to contact parents about exciting accomplishments or concerns they may have about a student. Communication may be done through agendas, email, notes or phone calls.

If you have a concern, it is important to discuss it first with your child's teacher. It is the teacher's responsibility to keep the principal informed. If parent and teacher concerns are not resolved, the principal will be consulted and involved. The priority for all of us, is what best meets a student's needs. You can be assured that all matters will be treated confidentially and that we will make every effort to rectify situations that are found to be unsatisfactory for our students.

Professional Development Days

Under the School Act, school staff are provided five days in the school year for professional development and two days for curriculum implementation. These are days that have been allocated in addition to the regular instructional and administration days. Students will not attend on these days. Please refer to the school calendar for specific dates.

Field trips

In order to attend all field trips, students must return their signed field trip notices in a timely fashion. If the activity has a certain level of risk, phone calls home for permission will not be adequate.

Parent Advisory Council

Gordon has an active Parent Advisory Council that meets regularly. Those involved in the PAC find that it provides a meaningful opportunity for involvement in the education of their child and in the life of the school. Parents are actively encouraged to participate in fundraising, workshops, social and school-wide events such as our Spring Fling. Scheduled meetings are noted in the school newsletter. Everyone is welcome! Please take the time to visit their website for up to date information and events www.gordonelementary.ca

Partners for Inclusive Education (PIE)

Our goal is to promote an inclusive community. We believe that every person regardless of their challenges is important, participates and contributes something unique and valuable to our community. Please email any questions to: partnersforinclusiveeducation@gmail.com

Library Policies and Routines

Students sign out their books during their weekly library periods or other times when the librarian is present. Books should be returned weekly. Borrowing privileges will be temporarily restricted when overdue items are not returned. For lost and damaged material, the librarian will assess an amount payable.

Student Responsibilities - Code of Conduct

It is expected that students uphold a high standard of behaviour when at school, on the way to and from school, and while attending school functions or fieldtrips. Students are also expected to demonstrate high standards of work habits, arriving at school and class on time, being prepared with the necessary supplies and materials, and completing all in-school and homework assignments.

Reporting

There are three formal written reports sent home at the end of each term. Conferences take place in Term 1 and 2. On these days students are dismissed at 2 PM. If concerns arise throughout the school year, you are welcome to contact your child's teacher to arrange extra meetings.

Website: <http://go.vsb.bc.ca/schools/gordon>.

This site contains all the up to date school events, announcements, information and other documents you may need.

Students Rights & Responsibilities

Students are expected to act in a safe, responsible manner and to treat others with politeness and consideration.

Students have the:

- RIGHT to learn and the RESPONSIBILITY to listen to instruction, work quietly, complete assignments and not disturb others.
- RIGHT to hear and be heard and the RESPONSIBILITY to listen quietly, complete assignments and not disturb others
- RIGHT to be treated respectfully and the RESPONSIBILITY to treat others respectfully and not hurt their feelings. This includes no bullying, harassing, verbally abusing or intimidating others.
- RIGHT to be safe and the RESPONSIBILITY not to physically harm or threaten anyone.

Dress Code

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance creates a risk to his or her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal or other staff members will ask the student to make the necessary changes (i.e., contacting parents for a change of clothing, etc.). In all matters relating to individual dress and grooming, students are required to exercise good judgment, exhibit responsible

behaviour and endeavor to reflect respect for themselves and their school.

Behaviour

The development of socially responsible individuals is a very important goal at our school. Our school Code of Conduct, Be Safe – Be Fair – Be Kind is our overarching school behaviour expectation. Each class is also responsible for creating their own classroom expectations to establish a safe learning environment for all students in their classrooms. They are taught to take ownership of their actions. This teaches them to be responsible for their choices. We let them know that it is okay to make a mistake, but we need to reflect on our mistakes and learn from them.

As a school, we follow the principles of restorative justice. We encourage students to find ways to restore the damages caused or restore the trust that may be broken. If students persist with behaviour that is hurtful to themselves, others, or the group, further consequences may be put in place. In these situations, referrals will be made to the office and students are dealt with on an individual basis in a fair and respectful manner, with consequences that are logical, realistic, and consistent with the misbehavior. Depending on the situation, forms may be sent home to be signed or families may be contacted via phone by the teacher or the office.

School Rules

- No unapproved cell phone or electronic devices use between 9 and 3
- No gum chewing in the school or on the school grounds
- No leaving school grounds without permission
- No wheels on the playground 20 min before or after school
- No hats or hoodies in assemblies

General Gordon Daily Schedule

**School is in session
Monday to Friday from:**

9:00 AM to 3:00 PM

Bell Schedule

8:55 am	Warning Bell
9:00 am	Classes Begin
10:30 am	Recess Begins
10:50 am	End of Recess
12:10 pm	Lunch Begins
12:30 pm	Outside Play
12:57pm	End of Lunch
3:00 pm	End of School Day
3:20 pm	End of After School Supervision