

This agenda belongs to:

**James Thompson
ELEMENTARY SCHOOL**

STUDENT /PARENT
HANDBOOK



Principal: Mr. D. Cherry

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Teacher: _____

Grade: _____

School Calendar Dates 2015/2016

The Ministry of Education's School Calendar Regulations require that on or before May 31, 2015, schools are requested to make the following information available to every parent/guardian of a student in the school.

All schools are required to hold six Non-Instructional days specified by the Ministry for the school year 2015-2016. Therefore, the Thompson School calendar will be as follows:

Tuesday, September 8	Schools Open for 2015/2016 school year
Friday, September 25	Non-Instructional Day-Professional Development
Monday, October 12	Thanksgiving Holiday
Friday, October 23	Non-Instructional Day-Professional Development (Province-wide)
Wednesday, November 11	Remembrance Day Holiday
Monday, November 30	Non-Instructional Day-Professional Development
Friday, December 20	Last day before schools close for Winter Vacation
December 21-January 3	Winter Vacation
Monday, January 4	Schools Reopen after Winter Vacation
Friday, January 22	Half Day Professional Development Dismissal at 11:30 a.m.
Monday, February 8	Family Day Holiday
Friday, February 19	Non-Instructional Day-Professional Development
March 11 to March 24	Spring Break
Friday, March 25	Good Friday Holiday
Monday, March 28	Easter Monday Holiday
Friday, April 22	Non-Instructional Day-Professional Development
Monday, May 23	Victoria Day Holiday
Thursday, June 29	Half day Professional Development & Last Day of classes for students
Friday, June 30	Administrative Day

School Hours of Operation

Office hours of the school:	8:00 a.m. to 4:00 p.m.
Morning Bell:	8:40 a.m.
Classes begin:	8:45 a.m.
Recess:	10:15-10:30 a.m.
Lunch:	12:10- 1:02
Dismissal:	2:45 p.m.

Number of days in session:	187
Number of days of instruction:	180
Number of hours of instruction:	
Grade 1 - 7	878
Kindergarten	853

James Thompson Elementary School Mission Statement

As a community, we value...

- working and learning in a safe, supportive and sustainable environment
- building caring relationships through positive communication and cooperation
- enabling all learners in an inclusive environment
- providing opportunities for all students to learn, grow and achieve at a level of personal excellence
- educating our students to become socially responsible members of society

Thompson School Goals 2015/2016

To Improve Student Literacy Skills

- **To improve student proficiency in literacy by focusing on reading comprehension in the area of reading for information.**

Building and Maintaining Healthy Relationships

- **To improve student interpersonal skills through responsible decision making that will lead to healthy respectful relationships with others in our school community.**
- At Thompson, we show our STRIPES...

 Safety	<ul style="list-style-type: none">- making safe choices at school- working together to keep our school and community safe
 Teamwork	<ul style="list-style-type: none">- understanding we all have strengths and something to contribute- including others to help us be successful
 Responsibility	<ul style="list-style-type: none">- looking after our own belongings and school materials
 Care	<ul style="list-style-type: none">- caring about ourselves, others and this place- showing empathy and kindness with our words and actions
 Peaceful Problem Solving	<ul style="list-style-type: none">- using the three C's: calm, clear and cooperative- controlling our thoughts, words and actions so we can work together to solve the problem
 Eco-Tigers	<ul style="list-style-type: none">- making green choices to protect our Earth- helping protect our environment at Thompson and in our community

James Thompson Code of Student Rights and Responsibilities

Thompson School Staff strive to create an atmosphere of acceptance and support among all students, staff and community. To this end:

- We will continue to emphasize, clarify and consistently reinforce the rules and guidelines we feel are important for our school.
- We will continue to emphasize that children respect each other properly.
- We will continue to strive to create plans to incorporate student expectations and school goals into our day-to-day activities and routines.

These expectations can be summarized in the following manner:

- Respect yourself
- Respect others
- Respect your school

School District #38 Code of Conduct *(School District Policy 502.1.1)*

The Board of School Trustees recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. To that end it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action.

It is expected that all members of the school community (staff, students, parents, and guests) will:

- respect the rights of others;
- respect the health and safety of others;
- respect the property of others - private and public;
- respect the legitimate authority of the school administrative officers and staff;
- respect and take pride in the school's physical facilities;
- respect the diversity of the school community;
- respect the non smoking nature of district schools and property;
- respect the individual rules within each school;
- behave in an ethical and lawful manner;
- behave in a considerate and courteous manner;
- behave in a safe and responsible manner at all times;
- not threaten, harass, intimidate or assault, in any way, any person within the school community; and
- not be in possession of weapons, dangerous articles, alcohol, or illegal drugs while in school or at school functions.



James Thompson Elementary School Parent Advisory Committee (PAC)

What is the PAC?

The Parent Advisory Council (PAC) is a committee made up of parents, who are committed to the education and well being of the children in our school. We work closely with the administration and staff to provide education enrichment opportunities for our students. Any parent or guardian of a Thompson student is a PAC member.

The PAC:

- Supports educational opportunities for students
- Facilitates communication between school and home
- Advises the administrative team of parent concerns and parent views on school programs, policies and activities
- Subsidizes field trips and funds fine arts performances
- Provides the hot lunch program
- Through fundraising, supports a learning enhancement list that supplements purchases directly benefiting all students e.g. fine arts workshops

What can you expect at a PAC meeting?

- Learn more about our school and our education system
- A chance to meet and network with other parents from the school
- Reports from our Principal
- Parent education speakers (at some meetings)
- The opportunity to give feedback on how PAC funds are spent
- PAC meetings are once a month, 7 times per year for 1-2 hours

Richmond District Parents Association

The purposes of the Richmond District Parents Association are:

- To strengthen the relationship between home and school and to foster parental involvement so that parents and teachers may cooperate constructively in the education of the students.
- To promote an increased awareness, understanding and support for the public school system in order to unite educators and the general public in securing the highest advantages in physical, mental and social education for students.

- To participate in planning for the solutions of community-wide problems affecting children and youths.
- To improve communications and the process of sharing information at the intra and inter-school level as well as District-wide.
- To be effective advocates for children and youth within the school community.
- To contribute to the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Richmond School Board.

Home and School Communication

PARENTS AROUND AND ABOUT THE SCHOOL

We welcome your involvement. We love to have you as volunteers. We encourage you to keep in close contact with the teachers. We would, however, ask you to respect the process of learning in the school.

- ***Please do not disturb classes while school is in session.***
- Please get an ID Tag at the office if you are helping in a class.

PARENT VOLUNTEERS

Under the direction and supervision of the classroom teacher, volunteers can assist with non-professional tasks such as:

- Working with groups of children - reading a story, field trips
- Working with individual children - drill in math facts, reading
- Organizing instructional material - counting pictures, charts, flash cards, posters.

Please remember that volunteers must hold all matters connected with the school in confidence and respect the professional role and judgment of teachers and the administrators. **All volunteers need to discuss their role with administration before volunteering in the school. For regular volunteers a criminal record check will be required.**

COMMUNICATING WITH TEACHERS

From time to time, parents become concerned about something that may or may not have happened in their child's class. If this happens, please consider the following course of action:

- Talk directly to the teacher concerned or write a note.
- Make an appointment and talk to the principal if you are not sure how to proceed.

Please do not discuss your concern with another teacher on staff. Doing so puts that teacher in a very difficult position. You will find that your talk with the teacher will be most productive if you have called ahead and made an appointment.

Homework

At James Thompson Elementary School, homework is a part of the educational partnership between the student, home and school. Conferences, parent information evenings, class newsletters, and individual meetings are opportunities where parents and students can review expectations in general, and for individual students and assignments in particular. An ongoing dialogue based on involvement is our commitment.

Teachers:

- in September, teachers will communicate to parents the manner in which reminders and information will be sent home (i.e. home reading, student planners, reminder books, regular notices)

- provide clear explicit instructions and feedback
- teach necessary skills to complete tasks or homework assignments

Parents:

- ensure children can get adequate sleep - establish a regular bed time
- provide positive reinforcement and encourage your child to be an independent learner
- provide a quiet work space and necessary experiences
- communicate with the teacher when necessary

Students:

- understand what is expected and ask questions to clarify expectations when necessary
- submit homework on time
- take reminders, assigned books, materials or planners to share with parents and return to school

The school makes student planners available for student purchase at the Grades 2-7 levels. The use of student planners at the intermediate grade levels assists students in building organizational and time management skills as well as serving as a communication tool between home and school. It's important to advise the teacher if something has kept your child from completing homework.

Dress Code

Within our learning and working community at Thompson, we show respect for each other in a variety of ways; for example in the way we speak to each other, the way we behave toward each other and also in the way we dress. The attitude, which we bring to learning, is reflected in the way in which we come dressed for it. Students need to be clean, warm, and comfortable and have clothing appropriate for the learning activity. Clothing with offensive slogans or of a revealing nature more suitable for the beach would not be appropriate to wear at the school. The essence of the dress code for Thompson School is based upon common sense and the importance of each person to: Respect Yourself, Respect Others, Respect Your School.

Health Promoting Schools Policy

We consider health to be a reflection of the whole person comprising the physical, mental and emotional aspects of human nature. We are committed to providing information about healthful living, offering opportunities to develop skills and making healthy choices easily accessible for our students. In addition, we endeavor to inculcate healthy attitudes in our students for a lifetime by creating a learning environment that connects home, school and community with the goal of providing children with a foundation for lifelong healthy living. Our goal is summed up by the school creed: Respect Yourself, Respect Others, Respect this Planet.



What if my child...?

is absent... Advise the teacher or leave a message on the Early Warning line (668-6426) before 8:45 a.m. Remember, you will be contacted by an Early Warning Parent if you do not notify the school of your child's absence or late arrival. Please send a note for the teacher as a follow-up to any absence.

has a lengthy illness... Inform your child's teacher

has an appointment... Send a note to the teacher so that your child can be dismissed at the required time.

brings a lunch... Lunch is eaten in the classrooms. Students go out to play from 12:00-12:30, and then they come inside to eat. In extreme weather, students will be required to stay in the school and an "in day" will be declared by the administration. Otherwise, please ensure that children are dressed appropriately to go outside at recess and lunch each day.

loses something... Check the lost and found located by the gym. For small or valuable items (watches, jewelry, small toys, etc.) check at the office.

wants to use a phone... Children may use the office phone only for emergencies, (e.g. to advise parents they will be working after class, forgotten lunch). Forgotten homework is not an emergency. Students are to only use cell phones before and after school; and otherwise, they need to be kept turned off and in their backpacks.

becomes ill at school... If your child becomes ill or has an accident at school, you or one of the adults you designate on the student information sheet will be contacted immediately. Please inform the school of any changes in your child's health, your work number, alternate emergency numbers, doctor, etc. A staff member will give any child injured at school emergency first aid. If nobody can be contacted and hospital treatment is required, a staff member will take the child to the hospital or an ambulance will be called.

has a health condition... Please inform the school office or your child's teacher of any health condition that may affect them at school. Medical alert information is critical.

requires medication... You must complete the required form (HLTH 41). Contact our office.

is moving... Let your child's teacher and the school office know at least one week in advance so the necessary forms can be completed.

