

ÉCOLE KEATING ELEMENTARY HANDBOOK



Our Children, Our Future
Nos Enfants, Notre Avenir

École Keating Handbook

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Principal's Message

A special welcome back to school life to all families both those returning and those new to Keating. It is a special learning community and culture that is evident at Keating and I invite you into the partnership we share in supporting our students, your children, in being their best, helping others to be their best and striving to support Keating in being its best within our community. We look forward to the days ahead and getting to know you as we work together on the goals of the school:

- To improve reading and writing skills through a Balanced Literacy Program
- Students will develop age-appropriate social skills
- To improve students conceptual understanding of Mathematics

Respectfully,
Principal, École Keating Elementary

Keating Home & School Association Message (KHASA)

Welcome to the new school year and to École Keating Elementary. For those of you that are new to our school we would like to introduce you to KHASA, which is that name we use for our Parent Advisory Council (PAC). If this is your first child entering the public school system you may have no idea what a PAC is or you may have a preconceived notion of what it is. We hope that this will give you some information about who KHASA is and how you can be involved in your child's school.

Officially the purpose of the Association is:

- ✓ To promote cooperation between the home and Keating School in providing for the education of the children;
- ✓ To promote the free exchange of ideas among parents, school administrators, staff, students and the School Board with respect to school programs and policies and evaluation of their effectiveness;
- ✓ To provide the principal and staff with the opportunity to consult those who are affected by the decisions they make;
- ✓ To give parents and opportunity to examine educational and school philosophy and policy and to suggest alternatives;
- ✓ To organize and coordinate issues of interest and social functions including fundraising.

All of this is done within a variety of means including monthly meetings, education seminars for parents and social events.

KHASA is also the organization behind the very important Working Committees that provide our children with everything from Crossing Guards to the Hot Lunch Program.

As a parent of a child in attendance at Keating you are automatically a Member of KHASA. You can play a very important role in your child's education and school by being an active participant within KHASA. You can choose to help in a variety of ways. Some parents like to be "on call" with things such as last minute volunteering for special events or baking. Others prefer a specific responsibility or have a skill or expertise they know can support a specific committee. However you choose your participation is up to you.

Your participation and support will not only enrich our school and community but also the lives of you and your children. Being active in your school pays back in so many ways. We invite you to contact us at any time if you have questions, feedback or would like information.

Sincerely,

KHASA Executive

KHASA Executive 2010 / 2011

President	Chris Wakefield
Vice-President	Leslie Keetley
Treasurer	Shelley Golon
Secretary	Leanne Flood
Fundraising Co-ordinator	Liza Glynn Shelley Golon
COPACS Rep	Neil Frelick
CPF Rep (Canadian Parents for French Representative)	Carol Paterson Leah Lyne
School Planning Council Representatives (2009/2010)	Tracy Zeisberger Sheila Ayres Rodger Dunn

**School Planning Council is elected each November and one member of the SPC will be asked to represent the Council on the KHASA Executive.

KHASA Committee Chairs

Budget	Shelley Golon
Call Background Crossing Guard	Alisa Cage
Fruit & Veggie Program	Gillian England
Head Lice	Heather Spencer
Healthy Schools	Vacant
Hot Lunch Coordinators	
Day of	Darcy Winkle
Volunteers	Allison Cairns
Ordering	Tracy Zeisberger
Counting	Sandell Bowler
Missed Lunch Program	Vacant
Playground Improvement	Hans Anderssen
Staff Appreciation	Vacant
School Supplies	Lori Beauvais
School Greening	-
Site Safety / Emergency Preparedness	Leila Nazaroff
Social Responsibility	Nicole Bains
Traffic Safety	Vacant
Volunteer Coordinator	Lori Beauvais
Website	Leanne Flood
Winter Activities	Tanya Adam

All KHASA Executive and Committee Chair emails
can be directed through khasa63@gmail.com

École Keating Elementary

6843 Central Saanich Rd., Victoria, BC V8Z 5V4

Phone: 250-652-9261

Fax: 250-652-2094

email: keating_elem@sd63.bc.ca

Website: <http://keating.sd63.bc.ca>

Principal	Mr. Mark Notte
Vice Principal	Mme Marilyn Pinder
Secretary	Mrs. Margaret Matthews
Accounts Clerk	Mrs. Dorota Johnson

Keating Home & School Association

Website: www.khasa.ca e-mail: khasa63@gmail.com

École Keating Elementary Safe Arrival Program

Phone: 250-652-1312

Keating Out of School Care

Phone: 250-652-5546 email: kosckids@telus.net

Daily Schedule for Students

Office Hours	8 a.m. - 3:30 p.m.
Bus Supervision	8:10 a.m. - 8:22 p.m.
Playground Supervision begins	8:22 a.m.
Warning Bell	8:38 a.m.
School Begins	8:40 a.m.
AM Kindergarten	8:40 a.m. - 11:04 a.m.
Lunch Recess Grades 1-5	
Activity	11:05 a.m. - 11:40 a.m.
Eating	11:40 a.m. - 12:05 p.m.
Afternoon Recess	1:30 p.m. - 1:45 p.m.
Dismissal	2:40 p.m.
Busses depart	2:50 – 3 p.m.
Playground Supervision ends	3 p.m.

SUPERVISION: For your child's safety please be sure to drop off no earlier than 8:22 a.m. Or pick up no later than 3 p.m. There is no scheduled supervision before or after these times.

Staff members provide playground supervision before & after school, recess and during lunch play / eating time. Children with special needs are supported by additional supervision as required.

Students begin their day promptly at 8:40 a.m. With that in mind, it is beneficial for your child to arrive by 8:35 a.m.

When inclement weather dictates, children are supervised inside at playtime. We do encourage all children to dress for the weather, whatever it may be. It is also important that children are dressed to be comfortable outdoors in case of an emergency such as fire or earthquake.

School District No. 63 (Saanich)

General Phone: 250-652-7300

Website: www.sd63.bc.ca

Dr. Kevin Elder

Mrs. Marlene Dergousoff

Mrs. Nancy Macdonald

Superintendent of Schools District 63

Assistant Superintendent – Student Services

Assistant Superintendent - Curricu

Board of School Trustees

e-mail: board_trustees@sd63.bc.ca

250-652-7326

PARKER, Helen, Board Chair

Saanich (South Zone)

hparker@sd63.bc.ca

COLLIER, Allan, Board Vice-Chair

North Saanich (North Zone)

acollier@sd63.bc.ca

HUSBAND, Jane

Town of Sidney (North Zone)

jhusband@sd63.bc.ca

LORING-KUHANGA, Edith

Central Saanich (Central Zone)

eloringkuhanga@sd63.bc.ca

McMURPHY, Elsie

Central Saanichton (Central Zone)

emcmurphy@sd63.bc.ca

RIMER, MaryLynne

Saanich (South Zone)

mrimer@sd63.bc.ca

STANDEN, Jim

North Saanich (North Zone)

jstanden@sd63.bc.ca

Board Meeting Dates

Wednesdays; 7 p.m.

September 15, 2010

October 13, 2010

November 10, 2010

January 12, 2011

February 16, 2011

March 16, 2011

April 13, 2011

May 11, 2011

June 15, 2011

Annual General Meeting

Monday, December 6, 2010 - 7 p.m.

Special Budget Meeting

Wednesday, April 27, 2011 – 7 p.m.

Keating Staff List

Administration

Principal: Mr. Mark Notte
Vice-Principal: Mme Marilyn Pinder

Office Staff

School Secretary: Mrs. Margaret Matthews
Accounts Clerk: Mrs. Dorota Johnson

Teaching Staff

Mrs. Chris Lee	Div. 001 Grade 4/5 English
M. Daniel Parent / Mme Valerie Pike	Div. 002 Grade 4/5 French Immersion
Ms. Windle / Mrs. Porter	Div. 003 Grade 4/5 English
Mme Jenifer Nicolson / Mme Marilyn Pinder	Div. 004 Grade 4/5 French Immersion
Mme MaryLynn Heron / Ms. Sarah Alford	Div. 005 Grade 4/5 French Immersion
Mr. Chris Bocking	Div. 006 Grade 3/4 English
Mme MarieJose Gautrais	Div. 007 Grade 3 French Immersion
M. Douglas Fraser	Div. 008 Grade 3 French Immersion
Mrs. Karen Erdem	Div. 009 Grade 2/3 English
Ms. Denise Brochu	Div. 010 Grade 2/3 English
Mme Dominique Boltres	Div. 011 Grade 2 French Immersion
Mme Alison Cuthill	Div. 012 Grade 2 English
Ms. Gloria Hawkins / Mrs. Whitehead	Div. 013 Grade 1 English
Mme Erin Barber	Div. 014 Grade 1 French Immersion
Mme Angela Johnson	Div. 015 Grade 1 French Immersion
Mrs. Linda Whitehead	Div. 016 English Kindergarten
Mme Lisa Gartrell Yeo	Div. 017 French Immersion Kindergarten
Mme Jennifer deBoer	Div. 018 French Immersion Kindergarten
Mme Anne-Marie Labrecque	Integration Support & Learning Assistance English & French Immersion
Mme Gartrell Yeo	Learning Assistance; French Immersion
Mme Michelle Porter	FSL

Educational Assistants

Mme Maryse Vachon, Mrs. Colleen Brown, Ms. Karen Smith

French Monitor(s)

M. Julian Michaud, Mme Veronique Trudel

Lunch Supervisors

Mrs. Marla Hipwell, Mrs. Josephina Koenig, Mme Maryse Vachon, Mrs. Colleen Brown, Ms. Karen Smith,
M. Julian Michaud

Computer Lab Tech

Mrs. Damaris Notte

Library Tech

Mrs. Agnes Mills

Custodians

Mr. Fred Baker, Mrs. Martha Fletcher

Crossing Guard

Mme Maryse Vachon, Mrs. Karin Smith

Bussing

Mme Maryse Vachon

District Psychologist

Mrs. Margaret Chevalier

ESL Teacher

Mrs. Henrietta Langran Desbrisay

School Counsellor

Mr. John Martin

School Counsellor

Mr. John Martin

French Immersion / English Speech Pathologist

Mr. Bruce VanPetten

Parents / Guardians as Partners

Our goal is to ensure that students, staff, parents, guardians and community members enjoy positive and supportive relationships that pool our strengths in the best interests of our students. We believe that effective relationships develop through open communication and mutual respect. We commit to ensuring that student learning and safety remain our focus. Early in the year, parents are invited to meet the staff and learn more about the families that share your child's school day.

At home

You provide a healthy and supportive environment that is essential for your child's development. We note the confidence that lives in those students who have conversation about their school learning at home.

In the School

We invite you to support school functions by helping during special events, attending assemblies, conferences, and thematic activities. Parents and guardians may participate in the consultative process of setting or revising school goals and policies through our Parent Advisory Council – KHASA and the School Planning Council. We encourage you to join these groups.

Volunteer Roles

École Keating Elementary encourages parent participation as it supports your child's education. We welcome volunteers and we appreciate when you offer to:

- ✓ drive for Field Trips;
- ✓ share constructive feedback;
- ✓ attend class presentations;
- ✓ help with coaching,
- ✓ help in the Library;
- ✓ share special skills or interests i.e. musical, artistic, workplace information.

Confidentiality

Respect for all children, their learning abilities and their family situations are important to us. This is reflected in our absolute commitment to treating information about students in a confidential manner. When you are volunteering in a classroom, please remember that you are in a position of trust and privilege. If your observations of children or of teachers cause you concern, please speak only to the teacher concerned or the principal.

Chats with Teachers

If you would like to discuss your child's learning profile, address concerns, share a success story or plan an event, please remember that the time immediately before or after class is usually busy with preparations, greetings and farewell reminders. Please send a note, an email or use the student agenda to request a meeting with teachers. We welcome your visit and want to be sure that our time with you is distraction-free.

Keating Home & School Association

KHASA

All parents and guardians are member so the Parent Advisory Council and are encouraged to become active in the organization. You may support KHASA by;

- ✓ Volunteering to be a Class Representative;
- ✓ Attending monthly KHASA meetings (dates are on your magnetic calendar);
- ✓ Helping organize and conduct KHASA activities;
- ✓ Becoming part of KHASA or COPACS executive;
- ✓ Calling your classroom rep or a KHASA Committee chairperson to offer assistance or discuss concerns.

Confederation of Parent Advisory Councils of Saanich

COPACS

COPACS is District 63's parent network and serves as a forum for discussion of district wide issues. Delegates from each of the districts 18+ schools meet once a month. Each delegate has a non-voting seat at the School Board and is represented on the Educations Directions Standing Committee. Parents, through COPACS, are regularly invited to sit on other district committees. COPACS has a voice for our district at the provincial level as a voting member of BC Confederation of Parent Advisory Councils (BCCPAC).

BCCPAC Advocacy Project

Advocacy is about speaking or acting on behalf of oneself, or in support of another person or group. As a parent,

- you are your child's natural advocate;
- you can make sure your child's rights, needs, and opinions are respected;
- you can make sure that decisions affecting your child are made fairly.

The BCCPAC Advocacy Project is a parent-driven movement to help parents and students be heard in our public education system and solve problems in a positive way.

For more information on how you can get involved or if you need help advocating for your child visit www.bccpac.bc.ca/advocacy or call 1-888-351-9834.

Steps to follow if you have a concern

Our District support the following procedures:

1. The Teacher – begin here to find the facts and develop a plan if required. This is the person to check with on all matters pertaining to your child's educational needs.
2. The Principal – the principal is the educational leader and has a broad perspective on the school. He will make every attempt to help develop a plan to meet your concern.
3. Assistant Superintendents will offer additional insights and support to help solve the problem.
4. The Superintendent is the District's senior administrator and will make every attempt to solve the problem at the District level.
5. Trustee – contact the Trustee(s) in your Zone by phone or write a letter to the Chair of the School Board.
6. Formal Appeal Procedure – If your concerns are still not addressed satisfactorily, you may formally appeal a decision according to the regulations outlined in the District Appeal Policy. Request a copy from the school, your COPACS delegate or the School Board Office or visit the district website @ www.sd63.bc.ca

Class Representative

Classroom representatives play an important role as their classroom's key communication point.

Class representatives will:

- ✓ Assist KHASA in phoning or emailing the parents of their class either for volunteers or to distribute information;
- ✓ Assist administration in the event of a school emergency by phoning all class parents to disseminate information;
- ✓ Occasionally be asked by the teacher for assistance or to recruit assistance amongst the other parents/caregivers;
- ✓ Attend the monthly KHASA meeting or ensure that one representative from the class attends.

MAGNET / SCHOOL CALENDAR 2010/2011

September 7	School Opening Day
September 9	KHASA General Meeting
September 23	Open House / Dessert Evening
September 27	Non-Instructional Day; School Based
September 29	Photo Day
October 11	Thanksgiving Day (School Closed)
October 14	KHASA Parent Educational Night
October 15	Hot Lunch Day
October 20 & 21	Early Dismissal Days (1:30 p.m.)
October 22	Non-Instructional Day; Province-wide
October 28	Photo Retake Day
November 10	Remembrance Day Assembly
November 11	Remembrance Day (School Closed)
November 12	Non-Instructional Day; School-based
November 18	KHASA General Meeting
November 26	Hot Lunch Day
December 10	Hot Lunch Day/Report Cards Issued
December 16	Family Movie Night
December 20-January 3	Christmas Vacation
January 4, 2011	Back to School
January 13	KHASA General Meeting
January 28	Hot Lunch Day
February 10	KHASA Parent Educational Night
February 18	Non-Instructional Day; Individual (tri-district)
February 23 & 24	Early Dismissal Days (1:30 p.m.)
February 25	Hot Lunch Day
March 7	Non-Instructional Day; School planning day
March 10	KHASA General Meeting
March 18	Hot Lunch Day
March 21 to 25	Spring Vacation
March 28	Back to School
April 14	KHASA Parent Educational Night
April 22	Good Friday
April 25	Easter Monday
April 26	French Immersion Kindergarten / Grade 12 Gift Exchange
April 29	Hot Lunch Day
May 5	Class Photos
May 9	Non-Instructional Day; School based
May 12	KHASA AGM
May 23	Victoria Day (School Closed)
May 27	Hot Lunch Day
June 3	School Fun Day
June 21	Grade 3,4 & 5 Swim
June 10	Orange Day
June 17	Hot Lunch Day
June 28	Year End Assembly
June 29	Last Day of School/Report Cards Issued
June 30	Administration Day

School Philosophy

Our Children, Our Future

Nos Enfants, Notre Avenir

At École Keating Elementary, we will provide a safe and secure environment where students develop the critical thinking and social skills to be confident and successful life long learners.

Our GOALS are to:

- Nurture confident, responsible members of the community who are proud of their accomplishments
- Develop critical thinking through participation in intellectual, artistic and physical activities
- Promote health, fitness and safety
- Encourage parents to actively support the school

Student Behavior

At École Keating Elementary we stress appropriate behavior and positive social interpersonal skills through:

- Consideration for the safety of all individuals
- Cooperation with others
- Use of problem solving strategies
- Respect for privacy and personal ownership
- Consideration of individual rights
- Acceptance of responsibility for one's behavior and actions

Elementary School Guidelines for Socially Responsible Behaviour

Saanich School District #63

a. Statement of Purpose

A caring, orderly and safe school is the foundation for a successful learning environment. In Saanich School District, our "Code of Conduct" for elementary students is designed to reflect Social Responsibility Performance Standards established by the Ministry of Education.

b. Conduct Expectations

In Saanich School District Elementary Schools, children contribute to the classroom and community by:

- Being caring, considerate and helpful; and
- Positively participating in and demonstrating commitment to classroom and group activities.

In Saanich School District Elementary Schools, children demonstrate that they value diversity by:

- Treating others fairly and respectfully; and
- Showing support for others.

School Philosophy

Our Children, Our Future

Nos Enfants, Notre Avenir

In Saanich School District Elementary Schools, children learn to appreciate the relationship between rights and responsibilities by:

- Following classroom and school expectations;
- Understanding that they have a right to a safe, secure and orderly learning environment; and;
- Taking responsibility for their own actions.

In Saanich School District Elementary Schools, children solve problems in peaceful ways.

c. Consequences

In Saanich School District Elementary Schools, when students do not demonstrate age appropriate social responsibility, these times are viewed as learning opportunities. We have established inclusive school communities and we endeavor to implement strategies that will enable each child to be successful in his/her school environment. The frequency and severity of the unacceptable conduct is considered when determining the appropriate intervention. As we support children to make better choices, we help them to develop skills in the following areas: empathy, impulse control, anger management and problem solving. A variety of strategies, including appropriate consequences such as reflection time, restorative activities and restricted privileges may be used. Strategies identified will be developmentally appropriate, constructive and preventative in nature. Dialogue with parents/guardians is ongoing and occurs in a variety of ways as described below:

- Restitution strategies are used with all students at the elementary level, to encourage positive behaviours;
- School-Based Team meetings, including parents/guardians, and students on occasion, school staff and appropriate District personnel and/or agencies when warranted, focus on identifying appropriate strategies to support the student.
- The District Behaviour Support Team is accessed when the School-Based Team requires additional expertise/resources to address the student's needs.
- The District Screening Committee designates students according to Ministry guidelines.
- In serious cases, the Student Review Process takes place at the District level.

d. Notification

In Saanich District Elementary Schools, we believe that children learn best when teachers and parents work together. We also believe that learning to develop age appropriate social responsibility is a natural part of the 'learning process' for all children. If the classroom teacher has ongoing concerns regarding the social responsibility of a child, he/she will ensure that this is communicated to the parent or guardian. For all serious incidents, the parents/guardians of the children involved will be contacted by the School Administration.

KEATING VISION STATEMENT

At Keating we are a caring community of learners
who treat each other with respect, welcome diversity and celebrate together.

KEATING MISSION STATEMENT

We provide a safe secure environment where students
develop the critical thinking and social skills necessary
to be confident and successful life-long learners.

KEATING SCHOOL GOALS

Focus Area for 2010/2011

To maximize student engagement across the curriculum
and in the school community

SAANICH CORE VALUES

Compassion

Fairness

Honesty

Responsibility

Respect

SCHOOL PLAN SUMMARY

Focus Area for 2010/2011:

To maximize student engagement across the curriculum and in the school community.

Rationale:

1. Student engagement is a key determining factor in academic success at school.
2. Student engagement will have a positive effect on personal and social responsibility.
3. Focusing on student engagement will allow a personal development on assessment for learning and universal designs for learning, meeting the needs of each student.

Evidence: FSA results, year-end report card data, social responsibility, quick scale.

Assessment	2008	2009	2010	2011 Target
FSA Reading	93%	84%	83%	90%
FSA Writing	79%	75%	89%	90%
FSA Math	94%	84%	91%	95%

Strategies

1. Continued focus on providing opportunities for student leadership - provide support so these are learning opportunities.
2. Continued focus on Restitution and Virtues program.
3. Support students with different learning needs (behaviour support, LA, integration support, enrichment).
4. Support and expand participation in Red Cedar program with books, guest authors and related activities.
5. Staff Meeting activities related to assessment for learning and universal designs for learning.
6. Whole staff participation in Restitution Workshop; September 2010.
7. Monitor student participation levels in special activities (theme days, sports, clubs...)
8. Develop a Keating tracking tool for social responsibility based on social responsibility quick scales and student satisfaction survey.

Achievement

We are pleased with the number of students who choose to participate in leadership opportunities with success. More and more classrooms show evidence of class participation in restitution and/or virtues project. Over 100 children participated in Red Cedar. Support is being provided to those who are minimally or not yet meeting academic expectations. The school community feels like it is moving forward together.

School Name: Keating Elementary

Date: May 6, 2010

Reporting & Conference Procedures

Formal Reporting

November/December: A formal report card will be written. Conferences will be held to share student portfolios and /or focus on a child's development and shared goals. School will be dismissed one hour early on **early dismissal dates as indicated on the yearly calendar** to facilitate this process.

March: A second formal report card will be written. Conference time will be available if requested by either the parent or teacher. Schools is again dismissed one hour early; early dismissal dates indicated on the yearly calendar

June: A final report will be sent home with your child.

Informal Reporting

You may request additional conferences with the teacher(s) and/or principal at any time during the school year.

Preparing for a conference

1. Make an appointment with the teacher(s) or principal.
2. Clarify the purpose for the conference.
3. Provide specific information that will help all parties understand the purpose and goal of the meeting.
4. Be willing to examine issues from different points of view.
5. Develop a plan an set a reasonable time to note change.
6. Arrange a follow-up meeting/call to check on progress.

At Reporting Time

- Teachers prepare curriculum overviews for the year and will be happy to share with you the standards they set in each subject.
- Many teachers will also set project or assignment criteria for students to refer to as they develop their work.
- In the elementary school, student achievement is compared to Ministry of Education Assessment Standards for Reading, Writing, Numeracy and Social Responsibility.
- In our district, students are assigned a letter grade for achievement in the (above) core areas only in grades 4 and 5. These letter grades are not recorded on the report cards, but will be shared with you upon request.

Reporting Guidelines for Teachers and Parents

The Ministry of Education develops policies and sets standards on assessment, evaluation and reporting, student achievement, goals and ways to support learning. Visit their website at www.sd63.bc.ca

The Saanich School Board addresses local issues related to assessment, evaluation and reporting through bulletins, newsletters, conferences and meetings. Reporting reflects our knowledge that all students develop skills in many ways and at differing rates. We know it is important for you to understand how well your child is progressing. All reports will feature common language to situate students' achievement on the learning continuum. These terms *generally* describe achievement at each reporting period. All children will have a variety of strengths and needs *with and beyond* this range.

Educational / Support Programs

All programs strive to balance the individual child's learning by focusing on athletic and artistic development, emotional, social and intellectual development, physical development and well-being.

Education Programs

English Language Program (K – 5)

- English is the language of instruction in all curricula areas;
- Students will develop a high level proficiency in the English language;
- Students in Grades 1 – 5 receive 75 minutes per week instruction in French as a second language (core French); and
- The program includes fine arts, physical education, library, computers and a variety of cultural activities.

Early French Immersion Program (K – 5)

- Designed for students whose first language may be other than French;
- French is the primary language of instruction (K – 3);
- Formalized instruction in the English language begins in mid Grade 3; and
- The program includes fine arts, physical education, library, computers and a variety of cultural activities.

Support Programs

Learning Assistance (LA)

Designed to support the students with mild and moderate learning difficulties in the classroom. The LA teacher is assigned to work with classroom teachers by: observing students in the classroom setting, assessing students using classroom based materials and curricula, conducting in-depth assessments when necessary and adapting materials and strategies to meet individual needs.

Students with Severe Learning Disabilities (SLD)

Supports students who demonstrate a significant and persistent lack of success in their program of instruction.

Program for Students who are Dependent Handicapped

For students who are totally dependent upon adults for all personal care.

English as a Second Language (ESL)

A program of educational support for children registered in either our English language program or the French Immersion program whose first language is other than English.

Computers

A computer lab, and computers in the classroom are additional tools to support a rich learning environment at École Keating Elementary. Specific skills teaching in keyboarding, word processing, and curriculum-based programs are available to all students.

Attendance

The staff at Ecole Keating School values the importance of family time. However, lates and holiday absenteeism has a notable impact on our classrooms. We would like parents to consider the following points prior to booking holidays during instructional time.

1. It's not just the day the child is away. Many elements of classroom instruction are connected.

Most lessons are not isolated events completed in a day. They may be part of a progression of skills in a subject area or integrated across several curriculum areas lasting several days. When a child misses some lessons in a sequence, mastery of a skill is much more difficult. When your child is not present for key components of instruction such as:

- The brainstorming session for a writing activity;
- The visit to the library to collect text and electronic information for a research project;
- The field trip to observe the operation of the community service.

Follow up assignments are difficult if not impossible for him/her to complete without a lot of individual time and attention. (see also #3) Some children feel uncomfortable and insecure in the classroom when they return from their break i.e. "everyone else knows how to do this! How will I ever get caught up?"

2. It's not just the worksheets they are missing.

Brain research reminds us that before children even put pencil to paper when a new topic or concept is introduced, a considerable amount of time needs to be spent:

- Building background knowledge;
- Helping students make connections between prior and new information and often;
- Providing hands on experience with materials to develop understanding;
- Leading rich discussions in social studies to help students build frameworks for decision-making and critical analysis;
- Allowing conversations around literature to help build the skills to analyze characters and understand complex plots and above all, to become emotionally connected to the characters.

A worksheet is not intended to be a substitute for the essence of instruction; rather it helps the teacher to assess to what degree the child has integrated the new information or skill.

3. It's not just the child on a holiday that is affected.

Schools and classrooms are complex systems that have many structures in place to make them run smoothly. When absent, your child misses key concepts that provide the foundation or building blocks for the next unit. Many times the skills missed are too important to ignore. The question of how to 'catch kids up' during instructional time without disrupting instruction and support for the other children is problematic.

Reporting Absences and the Safe Arrival System



École Keating School

Safe Arrival Telephone Number: 250-652-1312

In the event your child will be away please follow reporting procedures.

The purpose of the Safe Arrival System is to assure parents that their children are safe at school. In the event of some difficulty on the way to school, parents and school staff are alerted and appropriate action can be taken quickly. All information is confidential. The policy formed by the Keating Home and School Association requires that ***EVERY STUDENT IN THE SCHOOL BE ON THE SAFE ARRIVAL SYSTEM.***

If your child is going to be absent from school for any reason or late arriving (later than 8:45), please phone 250-652-1312. Callers will hear a recorded message indicating that you have reached the Keating Safe Arrival System. Leave you child's name, teacher's name and division if you know it and the number of days you expect they will be absent or in the event of late, what time they should arrive.

The Safe Arrival System needs about 30 volunteers. The time commitment is approximately 30-60 minutes from 8:50 am – 9:30 am or so. The commitment is once every 4-6 weeks.

LATE ARRIVALS

Any student who is late or who leaves early, **MUST** report to the office in order to maintain accurate attendance records. For students leaving early, please send a note to the teacher and sign out the child at the office.

Student Safety

Drop off & Pick up / Parking & Safety Guidelines

- **Do not** park or wait in the drop-off/pick-up zone;
- **Do not** stop in the through lane in the front of the school;
- **Do not** enter the bus loading/unloading zone;
- **Do not** enter the staff parking lot;
- **Do not** park in the Fire Lane beside the large field;
- **Do not** park behind or block any vehicles in the parking lots;
- **Do not** turn left out of the school parking lot during the peak times (see posted sign);
- **Do not** park on Saanich X Rd. near the exit to the parking lot;
- **Do** arrive early in the morning for drop-off and later in the afternoon for pick –up to avoid congestion. Traffic is greatly reduced 10 minutes earlier or later;
- **Do** Use “drop off zones” outside of the school grounds (Central Saanich Rd & Moore Place);
- **Do** ask your children to be ready and waiting at the pick up zone; if they are not there, keep moving and come back around to see if they are in a minute or two;
- **Do** help maintain Keating’s great relationships with our neighbors by NOT parking in their driveways.

Always use the crosswalk from the main parking lot when crossing over the through lane.

Parking:

If you must park and drop off or pick up your child, there are various parking options:

1. The designated VISITOR parking spots in the front of the school.
2. Lower Parking Lot off East Saanich Rd or
3. One of the many side streets near the school (Moore Place, Barbara Drive, Eastgate Place, Cooperidge Drive)

Please see the Parking Map on the following page.

School Crossing Guards: An adult crossing guard assists students at Central Saanich Road and Keating Cross Road between the hours of 8:10 am to 8:35 am and 2:40 pm to 2:55 pm.

School patrols and adult volunteers also assist students across Central Saanich Road (in front of the school) before and after school. All Crossing Guard volunteers are from our school community and we encourage Grade 4 & 5 students along with their caregivers (parents, grandparents, other family members or neighbors) to give some time. All Crossing Guards adults and children are given training by our Central Saanich Police Community Officer. You can do as little as one shift per week. Please see Committee directory in for more information.

Biking: Cycling to and from school is recommended for children 8 years and older. Helmets are mandatory. Students should not ride their bikes on the school grounds or across the crosswalks. Bicycles are to be placed on the bicycle racks provided on the east side of the District Education Centre. Students are advised to bring a suitable locking device to secure their bicycle to the rack. The school is not responsible for any bicycle parked at the school. We will assist student in anyway we can if they run into any problem.

Reminder for parents and students to “dismount” when you reach school property

Bus Transportation

School Bus Routes are established to ensure transportation for those students living outside the following walk limits by traveled road or walkway from the nearest school in their catchment's area:

- Kindergarten – Grade 5 / Students: 4.0 kilometers

Students will need to register in order to ride a school bus. The user fee for students using the school buses will be \$20 per month. Contact the Transportation Department at 250-652-7343 (bus line) for more information or access the SD#63 website at www.sd63.bc.ca.

NOTE: If your child takes the bus and would like to bring a friend; you will need a note from the parent for the child to ride the bus.

Field Trips

At the teacher's discretion, field trips are held to make the curriculum as meaningful as possible. When parent drivers are used for field trips, sufficient insurance coverage and seat belts are mandatory as per Saanich School District Policy and the BC Motor Vehicle Act. The School District requires the driver to have a minimum of one million dollars coverage. An insurance coverage waiver form must be completed, signed and given to the school office before any parent is allowed to drive.

Guests & Volunteers

Guests and/or parent volunteers to École Keating sign in at the front office. . Our school board believes schools must provide children with an appropriate safe and free from distraction.



Elementary are asked to that classrooms and learning environment,

Site Safety

Keating parents have been working hard over the past several years to purchase emergency and safety supplies in the event of an earthquake or other major emergency. We have equipped each wing of the school with portable storage containers, which include blankets, radios, flashlights, first aid supplies, etc. See district website for Safety procedures and policy guidelines.

Lunch Supervision

Classroom monitors from Grade 4 & 5 are available to monitor younger students during the lunch hour eating period. Noon hour supervisors (adults) circulate throughout the school during the eating period and regulate student activities and behavior during the outside play period. On rainy days, children are supervised within the building.

Anaphylaxis

We have a number of children in the school with severe life threatening allergies and this number continues to grow. These allergies vary but traditionally the top food allergens are peanut, shellfish, tree nuts, milk, fish, soy, egg, wheat, sesame and sulphites (food additives). Other common triggers for anaphylaxis are latex, insect stings, drugs or exercise. With food allergies, even the tiniest trace of the allergen can lead to death.

To reduce the risk of such an emergency, we are asking for your cooperation. We work to achieve a balance between the right of all students to eat what they like and the right to safety of the children with anaphylaxis.

Since we cannot absolutely guarantee an allergy-free environment, it is our goal to provide an **Allergy Aware School Community.**

How can I help support these children?

Life-threatening food reactions are more likely to occur at school than at home. You can help keep children with life-threatening food allergies safe by:

- When possible **keep peanut and nut containing foods** (the most common food allergens) **at home** and if not possible, notifying the teacher when your child brings in peanut or nut containing foods. NOTE: if your child's class has a child with a different allergy (i.e. milk, egg, etc) , a letter will be sent home at the start of the school year advising you of the specifics;
- **Become familiar with reading food labels** to determine if foods contain peanuts or nuts. Some brands make snacks that are peanut and nut free;
- **When celebrating birthdays or holidays consider bringing in stickers, pencils or non-food items** to share with classmates. This will also contribute to a healthier school as well;
- **Teach your child to wash his or her hands with warm soapy water AFTER EATING.** This decreases the risk that traces of allergenic foods will be passed on to the child with food allergies;
- **Teach your child to be a good friend** by not sharing their food or teasing the child who has food allergies;
- If you have questions about what foods are safe for your child to bring to school for snack or lunch, **talk to the teacher or the child's parents;**
- Please **encourage your child to support our efforts to make our school as safe as possible** for the students with life- threatening allergies.

Criminal Record Check

- A valid Criminal Record Check is required for all volunteers in the Saanich School District;
- The school provides a letter from the principal for the volunteer to take to the police station, requesting that the police waive the fee;
- The volunteer attends the police station in the municipality in which they reside to complete the Criminal Record Check application and present their identification. An exception to this is if the volunteer resides on one of the four tribal reserves in the area in which case the Criminal Record Check must be conducted through the Sidney RCMP detachment;
- The police department conducts the Criminal Record Check and the volunteer goes back to pick up the form. In some cases, the school police liaison officer will pick up completed Criminal Records Checks on behalf of the volunteer or school;
- The completed Criminal Record Check is submitted without delay to the Office of the Secretary-Treasurer at the School Board Office (2125 Keating Cross Rd., Victoria / across from the Co-Op grocery store) or to the school office for forwarding to the school board office. The original form or copy of original (verified by office staff) is to be sent to the School Board Office as soon as possible and no later than three days prior to the field trip occurring or the volunteer starting at the school, coaching a team, etc. in order to provide enough time for the Secretary-Treasurer's Office to follow up any Criminal Record Check that may come back with a tick indicating a record has been found;
- If the Criminal Record Check is clear, the volunteer's name is added by the Secretary-Treasurer's Office to the Volunteer Bulletin Board (Zimbra; district email). School secretaries and/or school administration have access to view this listing and should be checking on behalf of teachers or other staff organizing volunteers, to make sure the names are listed;
- If the Criminal Record Check is not clear, the Secretary-Treasurer's Office will follow up with the school principal and volunteer, and the Secretary-Treasurer will make the determination as to whether or not the person can volunteer in the district;
When the volunteer's name is added to the Volunteer List, they can volunteer anywhere in the school district for up to one year after the date the Criminal Record Check was completed.

**REQUIRED
FOR ALL VOLUNTEERS IN THE SAANICH SCHOOL DISTRICT**

Miscellaneous



School Photographs

School photographs will be taken in September, see the annual calendar, followed by class photographs toward the end of the school year in May. Every child receives a class photo. Whole school photos are also available to purchase.



Lost & Found

All lost articles of clothing, lunch boxes and miscellaneous items found at school are placed in the Lost and Found by the gym. Please encourage your child to check this area for missing items. Small and/or valuable items found at school are placed in the office. They may be claimed before or after school by asking at the office. At the end of June each year, all remaining articles are given to charity.



Please identify your child(ren)'s items of clothing and footwear with permanent felt pen or name tags so they can be quickly returned. We discourage bringing radios, portable gaming toys, excess money or valuable toys to school. The school does not assume responsibility for any personal property of students that become damaged or lost.

Bulletin Boards

There are two areas to pick up information on what is going on in the school and the community. The first is outside the main office it has a library of resources and community information as well as copies of all recent newsletters. The second is the KHASA bulletin board outside of the gym and multipurpose room, also known as KHASA Corner. Here you will find parent resource information, community events as well as all of the latest KHASA news and events.

Newsletters

School Administration and KHASA both send home monthly newsletters electronically (first Wednesday of each month). The newsletters outline upcoming events and items of interest. We try to keep Wednesdays as communication day from the office, so additional info may be emailed home or sent home in paper form on the second, third and/or fourth Wednesday of the month. Throughout the year your child's teacher may also send individual class newsletters home or by email. Frequent home and school communications is encouraged at École Keating Elementary and newsletters are one way to keep everyone informed. Newsletters are also posted on the school website <http://éekeating.sd63.bc.ca> and the KHASA website www.khasa.ca

Hot Lunch Days

The Hot Lunch program is a KHASA-sponsored, volunteer-driven program that provides a treat for the students once a month while giving the parents a break from the lunch-making routine. Hot lunch days are noted on your school magnet. Order forms go out once every three months and payment is due for three months along with the order form. Please fill them out and return with your child to their classroom teacher as soon as possible, and no later than the date indicated on the form. KHASA Executive Request: Payment by cheque is greatly appreciated. Please do not let your child complete the cheque.

Sorry, but due to ordering logistics, we cannot accept late forms. Hot lunch may be purchased on Hot Lunch Day in the multi-purpose room, but please also send a bag lunch because we cannot guarantee a hot lunch for all those who have not pre-ordered.

Hot Lunch FAQ's:

1. **If my child does not receive or has lost the order form, how do I get another one?** There are extra copies available outside the office.

2. **Should I send the whole form in at once?** Yes, please do not separate the form or send only one half at a time. If your child will not be ordering for one of the months, please simply write "no order" on the appropriate month. That will save us a lot of phone calls to double check!

3. **If I have more than one child, can I write one cheque for all of the orders combined?** Well yes, you can...but we'd prefer that you didn't. As you can imagine, we deal with a great deal of paper and money once every two months and it can be very difficult for our counting volunteers to track multiple payments on one cheque. Therefore, to reduce the risk of oversight it would be most appreciated if you would attach a separate cheque to the form for each of your children. However, you certainly CAN combine three months on one cheque for each child.

4. **Can my child still have a hot lunch if she/he didn't order one?** We always order approximately 10% extra of each menu item and these are available for sale on Hot Lunch day in the MPR. However, we cannot guarantee that there will be enough extras for every child who wants a hot lunch but didn't pre-order, so please send a "backup" lunch along just in case. Prices for items bought on Hot Lunch day are the same as on the order forms.

5. **What happens if my child is absent and misses Hot Lunch day?** Our Hot Lunch volunteers will pull your child's form and mark "absent" on it. You will receive a credit slip in the amount of the missed lunch attached to the next form you receive home. When redeeming your credit, please include the credit slip with the order form.

6. **My child is allergic to dairy/peanuts/wheat/chesse.....Can accommodations be made for this?** We strive to be aware of the many dietary requirements and provide a variety of food options. It is the responsibility of the parent to ensure that food products are safe for their child(ren) with specific food allergies or other dietary needs. Please contact Tracy Zeisberger 250-544-1744 or khasa@gmail.com should you require the contact information of any of the products listed on the monthly hot lunch order forms.

7. **I ordered a lunch for my child but she/he never received it.** Our volunteer for his/her class will check through the stack of order forms to see if it was overlooked in the counting process, and check your child's backpack with him/her to see if there is a lunch in it already. If there is no form and your child has not brought a lunch, she/he will be brought to the MPR and we will find something to feed him/her; please note that what she/he receives may not be what she/he believes was ordered, but we will do our best. We will not let any child in the school go hungry on Hot Lunch day! We will follow up with the parents at a later date to sort out any monies owing to either party.

Reminder: *we are always looking for volunteers to help out; the Hot Lunch program can only be as successful as its volunteers make it.*

Keating Out of School Care Program (KOSC)

Keating Out of School Care (KOSC) is a licensed out-of-school, non-profit organization overseen by Parent Board whose Directors are elected from the parent membership each fall.

KOSC offers:

- Before school care beginning at 7:00am
- Before and after Kindergarten care
- After school care until 6:00 p.m.

KOSC also provides full day care for Pro-D days, non-instructional days, and holiday and summer camps. The program is operated out of two portables on site, the multi-purpose room in the school, and the Lions Hall on Central Saanich Road. KOSC offers exciting educational activities such as reading time, homework time, science experiments, sports, scavenger hunts, talent shows, outdoor play, and arts and crafts. KOSC has been proven to develop friendships, improve self-esteem and social development. Be aware your child might not want to leave!

For more information and registration, please call KOSC directly.

250-652-5546

kosckids@telus.net