

ZEBALLOS ELEMENTARY SECONDARY SCHOOL

LEARNING TOGETHER WITH IISAAK FOR PERSONAL SUCCESS



Parent Handbook
2016-2017



Zeballos Elementary Secondary School

675 Keno Crescent Box 128 Zeballos BC V0P 2A0
Ph(250) 761-4227 Fx(250)761-4234

Administration

Wayne Alsop Principal

Teaching Staff

Jon Christall	Primary	K-2
Louise Krohman	Intermediate	3-6 (Monday-Thursday AM)
Elmar Nabbe	Intermediate	3-6 (Thursday PM - Friday)
David Gledhill	Junior/Senior	Humanities
Adam Barber	Junior/Senior	Math & Science
Wayne Alsop/Elmar Nabbe	Junior/Senior	Alternate Program

Support Staff

Stacey Miller	Youth and Child Care Worker
Elizabeth John	Special Needs Education Assistant
Maggi Miller	Special Needs Education Assistant
Kim Johnson	Administrative Assistant
Randy Hlgy	Custodian/ Bus Driver
Arlene Coburn	Noon Hour Supervision/Custodian
Celina Charleson	Nuu-chah-nulth Education Worker
Sheila John	Nuu-chah-nulth Education Worker

Parent/Community Representation

Audrey Smith	P.A.C. President
Ida John	P.A.C. Secretary
Corey Hanson	P.A.C. Treasurer
Gwen Alsop	School Trustee

GENERAL INFORMATION

Mission Statement

To provide a **safe** and **caring** environment where learners are **encouraged** to develop the **knowledge, skills,** and **attitudes** to foster excitement for **life-long learning**, and become **confident, considerate positive contributors** to society.

Parents' Advisory Council

The Parents' Advisory Council provides input into school policies and programs, supports the school's co-curricular and community programs, and provides information regarding school, district, and provincial programs and initiatives. The Parents' Advisory Council meetings will be announced monthly in the school newsletter.

All parents and grandparents are members of the Parents' Advisory Council meetings and are welcome at all meetings. Volunteers help us to build a stronger school climate.

Textbooks

The school supplies the required textbooks for each student. Each student is responsible to ensure that his/her textbooks are kept in good condition. Accordingly to School Policy, parents will be charged the replacement value on each textbook not returned or damaged.

Lockers

A \$5.00 locker rental fee will be collected at the beginning of the school year. This fee will be refunded at the end of the school year when the lock is returned.

Lock and Lockers

Each student who is assigned a school locker is responsible to keep it clean. All locks are rented from the school. Personal locks are not to be used and will be removed. We strongly urge students to keep their combination to themselves. New locks will be issued for an additional fee.

Valuables and Security

In general, we suggest students leave valuables at home and do not bring anything of significant value to the school. If students must bring items of value to school, please ensure that they are locked in a locker or given to a teacher for safekeeping. The school is NOT responsible for lost or stolen articles or money.

Lost and Found

Students are responsible for the care and safety of all personal belongings. Found items will be returned to the classrooms.

Emergency Procedures

Fire and Earthquake drills are an integral component of the school's safety program, and students practice evacuating to the parking lot in front of the school. Following an earthquake, there is a real risk of a Tsunami. The school plan involves using a bus and/or vehicles, and is effective in evacuating all students and staff within 10 minutes. The accepted route is to drive out of the school parking lot and turn Right onto Parkway, proceed to the stop sign at the Forest Service Road, turn Right (away from the Reserve) and travel .5 kilometre to the turnaround at the Tsunami sign. Parents may meet us there.

Accident Insurance

This is a private arrangement between the student, parent, and the insurance company. The school district provides liability insurance only.

Visitors

All visitors are asked to check in at the office.

Medical Services

A student who feels ill or is injured during class time should inform the teacher who will ensure that immediate attention is given. If the illness or injury occurs outside of class time, the student should report to the main office.

If a student is not feeling well or is injured, parents will be contacted immediately. When transportation of a sick or injured child is required, the mode of transport is left to the discretion of the teacher or principal.

All students are required to have an updated care card number on file, and a current emergency contact number.

Administration of Medicine: Please note that District policy requires written or verbal authorization by a parent or adult caregiver prior to administering any medication to students. Prescription medicines may be dispensed by the teacher provided the medication comes in a clearly marked bottle and with full instructions.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

Discipline Policy: Please see Code of Conduct

The entire school operates under a discipline policy called the Code of Conduct. It is based on the provincial Ministry of Education Positive Behaviour Supports, or PBS. It is designed to provide students ample room to develop good behaviour skills without threatening the learning environment for the rest of the student population.

Attendance

It is recognised by the Board and this school that regular attendance at school is a prerequisite to academic success. It is the responsibility of the student and parent or guardian to ensure that regular attendance is a priority. Primarily for the safety of our students, we ask that parents call the school and let us know when a student has to be away from school.

Lunch Hour

Students who regularly take the bus to school are invited to eat lunch at school under the supervision of a lunch hour supervisor. Students in grades 1 through 6 needing to leave school grounds during the lunch hour must provide a note from home giving them permission.

Elementary students eating at school will remain in the designated lunch room area until directed by the noon hour supervisor who will then supervise students, outside on good weather days, inside on rainy days. Students will not eat in any other part of the school except where designated. Students are to remain on the school grounds during all breaks.

Wednesday lunch is provided for the students courtesy of the Ehattesaht and Oclucje Bands. Parents are encouraged to drop by and have lunch with their children. Please note that this year the lunch break is from 12:00 pm – 1:00 pm.

School Celebrations

School assemblies are held regularly as an integral part of the school program. Student successes are celebrated at these assemblies and parents and community are invited to attend. Information will be provided in advance in the school newsletter.

Gymnasium Use

Although primarily a teaching area, the gym is also used before and after school, as well as at noon hour. Due to its heavy usage, please observe the following rules:

- Food is not allowed in the gym.
- All students are expected to wear non marking footwear
- Secondary students are encouraged to have gym strip
- **STUDENTS ARE NOT ALLOWED IN GYM WITHOUT SUPERVISION**

School Dress

It is important that students dress appropriately for school. Neat, clean clothing which does not distract others is a guideline to follow. Policy requires that school clothing be appropriate to the school setting. T-shirts with inappropriate language, messages or pictures are not allowed. Please remember the Three B rule: *No Butt, No Breasts, No Belly* to be showing. This applies to both female and male students. Students will be asked to change their clothes if found to be inappropriate. Parents are reminded to help students dress for the weather, as children may be required to go outside for recess and lunch breaks.

ACHIEVEMENT AND RECOGNITION

Grading Policy

Procedures for evaluating the progress of students in a course will vary depending on the learning objectives, the learning environment and the requirements of the individual student or groups of students. Within the first month of school, each student and their parents will be advised of the grading policies and practices for the course.

Primary students will be graded according to Ministry prescribed learning outcomes and the B.C. Performance Standards. Parents will be reported to verbally and anecdotally via report cards, three times a year.

Intermediate students will be graded according to Ministry prescribed learning outcomes and the B.C. Performance Standards. Parents will be reported to verbally, anecdotally and by letter grades via report cards, three times a year.

Secondary students (grades 7-12) will be graded by each teacher according to Ministry prescribed learning outcomes and the BC Performance Standards. Parents will be reported to verbally and through letter grades and comments via report cards, four times a year.

Reporting Dates: Formal report cards for grades K-6 are provided three times per year, usually November, March and June together with an Open House when parents can visit the classroom and celebrate student work.

Formal report cards for grades 7-12 are provided usually in November, February, April, and June. Parent-teacher interviews to review reports can be arranged individually at any time with teaching staff.

Secondary letter grades are assigned as follows:

A	Excellent	86-100%
B	Very Good	73-85%
C+	Above Average	67-72%
C	Average	60-66%
C-	Below Average	50-59%
P	Pass	50-59%

I Incomplete - there is outstanding work required for the student to complete
F Fail

Honour Roll

The Honour Roll is established for all intermediate and secondary students by grade point averages as determined by the following calculations:

A - 4.0 B - 3.0 C+ - 2.5 C - 2.0 C- - 1.0

Honour Roll: GPA 3.5 - 4.0 Merit Roll: GPA 3.0 - 3.4 (in core subject areas)

WHAT PARENTS CAN DO TO SUPPORT THEIR CHILD'S EDUCATION

There is ample research that shows that parents make the biggest difference in their child's attitude towards education and determination to be successful in their life. Parents can support their children and encourage them to succeed in school in many, many ways. Some of the things you can do include:

- Reinforce the importance of a good education – create a supportive home
- Be positive about education and the school – children believe their parents
- Insist on regular attendance by your children at school
- Keep track of how your child is doing at school
- Volunteer and help out at the school as much as possible
- Help your child with homework and other learning activities
- Attend school meetings and get to know your child's teacher and the Principal
- Be sure your child eats properly – poor nutrition helps cause behaviour problems
- Be sure your children get plenty of rest as well as exercise

Parents are always welcome to visit the school and their child's classroom. Please stop in at the front desk first.



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

**9 DAY - 2 WEEK
SCHOOL CALENDAR
2016 - 2017**

SEPTEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September
 06 Schools Open
 09 CI Day
 12 Board Meeting (Gold River)
 23 Pro-D Day

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October
 07 Schools Not in Session
 10 Thanksgiving Day
 11 Board Meeting (Tahsis)
 21 Prov. Pro-D Day

NOVEMBER 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November
 04 Schools Not in Session
 11 Remembrance Day
 14 Board Meeting (Gold River)
 18 Pro-D Day

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December
 02 Schools Not in Session
 12 Board Meeting (Gold River)
 15 Schools Close for Winter Break
 25 Christmas Day
 26 Boxing Day

JANUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January
 02 New Years Day (observed)
 03 Schools Re-open
 09 Board Meeting (Gold River)
 13 Schools Not in Session
 27 Schools Not in Session

February

10 Pro-D Day
 13 Family Day
 14 Board Meeting (Gold River)
 24 Schools Not in Session

FEBRUARY 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

10 Schools Not in Session
 13 Board Meeting (Zeballos)
 17 School Close for Spring Break

MARCH 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

03 Schools Re-Open
 07 Schools Not in Session
 10 Board Meeting (Gold River)
 14 Good Friday
 17 Easter Monday
 21 CI Day

APRIL 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

05 Schools Not in Session
 08 Board Meeting (Kyuquot)
 19 Pro-D Day
 22 Victoria Day

MAY 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

02 Schools Not in Session
 12 Board Meeting (Gold River)
 29 Last day of Instruction
 30 Administration Day

JUNE 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days in Session: 176
Days of Instruction: 168
Number of hours of Instruction: Elementary 873/ Secondary 947
Minutes per day: Elementary 327 Secondary 339

- Instruction
- Pro-D/ CI Day
- Schools Not in Session
- Statutory Holidays
- Board Meeting

ZESS SCHEDULE 2016-2017							
TIME	HIGH SCHOOL			TIME	ELEMENTARY/PRIMARY		
	10 -12 ADAM	7 - 9 DAVID	ALT. WAYNE		3 - 6 LOUISE	K - 2 JON	SS FLORENCE
8:45	10 -- 12	7 -- 9	ALT.				
				9:00	START	START	START
10:15	RECESS						
10:30	7 -- 9	10 -- 12	ALT. ELMAR/ WAYNE				
				12:00			
12:09	LUNCH						
1:00	OPTION	OPTION	OPTION	1:00	START	START	START
					PE		
1:55	PREP	OPTION	OPTION			PE	PE
2:45	PE	PREP	PREP				
3:30	BUS TIME						