



ÉCOLE DOROTHY LYNAS ELEMENTARY SCHOOL  
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# Welcome to Dorothy Lynas Parent Handbook

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## **DOROTHY LYNAS MISSION STATEMENT**

The Mission of the Dorothy Lynas School Community is to actively promote and foster the growth of each child towards becoming a happy, responsible and contributing member of our school and community. The Code of the Dragon sets out expectations for behaviour that promotes a safe and caring environment.

Our school policies and procedures reflect principles of child development, current educational practices and research, and a concern for the needs of the individual child. Our programs assist students in acquiring the knowledge, skills and attitudes needed to be successful in society. We recognise that education is a partnership between home and school, and we encourage parents to become involved through the Dorothy Lynas Parent Advisory Council (PAC).

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## **A. Routines, Policies and Procedures**

### **1. School Hours**

8:45	warning bell for arrival
8:50	morning session begins
10:25 – 10:45	recess
12:05 – 12:55	lunch
3:00	dismissal



## 2. Office Hours

The Dorothy Lynas office is open from 8:30 am until 3:45 pm. Voice mail can be accessed when the office is closed or when all lines are engaged.

## 3. Before School Routines

- Students are encouraged to arrive at school between 8:40 and 8:45 am. **Students should not be in the school before 8:40 unless under the direct supervision of a teacher.**
- Students riding bikes, scooters or skateboards to school must wear helmets and **walk** their wheeled vehicle on the school grounds
- Students and parents are encouraged to say good-bye and meet after school outside the building at a designated meeting spot. Building independence for students is our goal.

## 4. Recess Routines 10:25 – 10:45

- All students go outside and are expected to dress for the weather of the day
- The school grounds are supervised by aides during recess and lunch



## 5. Lunch Routines 12:05 – 12:55

- Students play first (12:05 – 12:35)
- Students go outside to play unless an “inside” day is called due to heavy rain
- Students eat between 12:35 and 12:55; they are expected to remain in their seats and display calm safe behaviour while eating
- Students who go home for lunch must sign out; upon return, students must report back to the office and sign in before 12:55 pm.
- Students who stay at school for lunch must stay on the school grounds

## 6. After School Routines

- All students are expected to go home promptly after being dismissed from school
- Students who have been asked to stay after school by a teacher will be given permission to use the student phone in order to inform their parents.

## 7. General Guidelines for Students

- The gym, music and art storage rooms are out of bounds to students unless under the direct supervision of a staff member
- Students are expected to take responsibility for the care of school materials, including textbooks, team shirts, supplies, equipment and furniture. Students are liable for lost or damaged items and will be charged a replacement cost or a portion thereof.
- Students are asked to leave personal valuables (jewellery, toys, money, trading cards, electronic devices etc.) at home. The school is not responsible for lost, damaged or stolen items.
- Students may not take photos at school except under the direct supervision of a staff member. In order to satisfy legal requirements regarding the protection of privacy, photography at school is allowed only for school purposes.

## 8. Accident Procedures

When accidents occur, a qualified staff member will administer first aid. It is very important that parents notify the school office if there are any changes in telephone numbers (residential, cellular or business), emergency numbers or family doctor. This information could be critical if there is an injury to your child.

## 9. Medicine at School

If a parent wishes school personnel to administer medication to a child for any period of time, a special Vancouver Coastal Health form, available from the school office, must be completed.

## 10. Telephone Use

Pupils may use the phone, with their teacher's permission, for any important reason. They may **not** use the phone, however, to inform parents or friends of after school plans. Students are encouraged to make their social arrangements the night before. The phone is always available in an emergency.



**There is no cell phone use at school.** Students who wish to carry a cell phone for before- and after-school use must have a signed cell phone agreement on file in the office.

## 11. Extra Time at School

School hours may be extended beyond the regular dismissal time of 3:00 p.m. Students may be kept for the completion of work or for behavioural infractions. Students also may be asked to stay after school when a teacher feels more work is required, in which case they will be asked to phone home for permission. Students are always granted the use of the phone to inform parents of an unexpected delay in arrival time.

## 12. Homework

Homework contributes to the educational growth of the student by providing an opportunity to deepen and further develop understandings, concepts and skills. Homework may take the form of nightly reading, math drills, subject review, project research, unfinished classroom work, specific classroom assignments as listed in the student planner or studying for up-coming tests. When a child has been absent, missed classroom work may be assigned for homework.

Homework should be completed in an environment with few distractions. The type and amount of homework will vary from student to student, from grade to grade and from day to day. Parental involvement in the intermediate grades should be limited and strategic so that students develop independence and responsibility. Parents can show an interest by checking the planner, asking questions, helping prepare for tests, encouraging effort and promoting independence.

More support is needed at the primary grades, when positive attitudes and habits about homework are being formed. Primary readers benefit from one-on-one support from a parent for nightly reading. Primary homework typically consists of nightly reading, spelling practice, math fact practice, and the occasional special project. Board games, dice games, card games and nature walks all complement classroom activities and reinforce concepts in a fun, interactive way. Parents are encouraged to check and sign their child's planner daily.

## B. Code of Conduct

At Dorothy Lynas we are:

**Respectful:** We treat everyone and everything with courtesy, kindness, and consideration.

**Responsible:** We are responsible for our learning and actions.

**Safe:** We care for the safety of everyone.

The **Code of the Dragon** empowers all students to work, learn and play in a safe and caring school setting that honours the rights and responsibilities of all individuals. This Code of Conduct was developed in relation to the School Act, the School Act Regulations, and the District of North Vancouver's Policy # 302 on Student Conduct. Students at École Dorothy Lynas Elementary are expected to meet the standards set out in the BC Human Rights Code that include the prohibited grounds of discrimination (the prohibition of discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, or age). This Code of Conduct is reviewed annually with parents, students, and staff.

Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors. The School Code of Conduct will apply to students while at school (including before and after school), while going to and from school, and while attending school curricular or extra-curricular functions or activity at any location.

Behavioural expectations outlined in this Code of Conduct are consistently taught and actively promoted. It is the intent of this Code of Conduct to encourage and reinforce positive behaviour. It is expected that students follow the Dorothy Lynas Code of Conduct and that school administration, staff, and parents work together to support learning and a positive school climate.

### 1. **Respect**

All students and staff have a right to be respected.

Students are expected to:

- Demonstrate empathy towards others
- Be considerate of everyone's feelings
- Listen to the ideas and opinions of others
- Behave in a non-disruptive manner
- Follow staff directions co-operatively
- Come to school dressed appropriately; hats and hoodies are not to be worn inside the school
- Care for the property and privacy of others
- Care for the school and community environment

Every act of physical, verbal, emotional, or psychological abuse is not acceptable. Every act of violence against property is not acceptable. This includes, but is not limited to, fighting, bullying, profanity, belittling, name-calling, intimidating, stealing, threatening, retribution for reporting and damaging property. Failure to respect the authority of Dorothy Lynas Staff Members is also unacceptable.

## **2. Responsibility**

All students have a right to learn.

Students are expected to:

- Be on time
- Be attentive
- Be ready to work and engage in purposeful learning
- Complete school and home assignments to the best of their ability
- Seek help when needed.
- Use problem-solving skills to settle differences
- Eat in their classroom, sitting quietly. Eating lunch at school is a privilege that students must respect by demonstrating responsible behaviour.
- Support others and be positive role models
- Be accountable for personal property
- Increase personal responsibility and self-discipline as they become older and move through successive grades
- Personal toys, cards, electronics, etc. are to be left at home. Cell phones are not to be used during school hours. (Only permitted with a staff member's permission.)

Prohibited items include, but are not limited to, inappropriate clothing (i.e.: negative social comments), knives, fireworks, items which are weapon like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. A meeting with the parents, administrator, and RCMP will take place. A "Serious Incident Report" will be filed with the School District of North Vancouver.

## **3. Safety**

All students and staff have the right to a safe school environment.

Students are expected to:

- Behave in a safe manner (Play without harming or threatening others)
- Inform a "tellable" adult, in a timely manner of incidents of bullying, harassment or intimidation
- Remain on the school grounds, in the designated areas, at recess and lunch
- Provide written permission from a parent or guardian to leave the school grounds during the school day
- Walk bicycles and scooters to the racks and keep them locked during school hours. Skateboards are not to be used on the school grounds
- Use snow for building and sliding. Snowballs are not to be thrown in or around the school grounds

## **Code of Conduct Strategies and Consequences**

The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. It is an expectation that students will grow and develop throughout their school careers. Consequently, older students are expected to accept increasing responsibility for themselves and their actions as they mature. The expectation of our older students is that they model positive behaviours for younger students and that they take initiative to prevent negative behaviours from occurring. Should intervention be required to help students follow the Code of Conduct, the following progressive and logical consequences may be applied.

### **Level 1**

For behaviours that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following consequences may be used to encourage more positive behaviour:

- ❖ Reminder/informal discussion
- ❖ Use of problem solving techniques
- ❖ Verbal or written warning
- ❖ Contact with parents/guardian by the classroom teacher
- ❖ Separation from peers
- ❖ Written or verbal apology
- ❖ Restitution for damage

### **Level 2**

For behaviours that are repeated or are more serious, a staff member will speak directly to the student. A problem-solving sheet may be sent home to parents with a request to review the Code of Conduct and to return the signed sheet back to the school. The following consequences may be used to encourage more positive behaviour:

- ❖ Any from **Level 1**
- ❖ Directly supervised recess/lunchtime
- ❖ Contact with parents/guardian by the teacher and/or administration
- ❖ Creation of behaviour contract or plan
- ❖ Removal from the classroom/situation

### **Level 3**

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when determining the level of consequence. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following consequences may be used to encourage more positive behaviour:

- ❖ Any from **Level 1 and/or Level 2**
- ❖ Referral to counsellor
- ❖ Administration involved in discussion/planning consequences
- ❖ Official written documentation of the incident
- ❖ Lunchtime suspensions
- ❖ In-school suspensions

### **Level 4**

In accordance with the School Act, the North Vancouver School Board of Trustees authorizes the principal to suspend a student. Students may be suspended because their behaviour has a harmful effect on the character or persons of other students, e.g. physical fighting; or because of vandalism to the school, student or staff property. The Parent or Guardian will be asked to return with their child to meet with the administration and make a commitment to improve behaviour. Some of the consequences from **Level 3** may apply.

Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter.

## C. Home and School Communication

### 1. Newsletter

Our school newsletter, comes home on the first Friday of the month. It keeps parents informed of school policies, programs and activities. It is sent home to each family via e-mail. Please make sure that the office has your current e-mail address on file. The newsletter is also available on our school web site:

[www.nvsd44.bc.ca/school/dorothylynas/pages/default.aspx](http://www.nvsd44.bc.ca/school/dorothylynas/pages/default.aspx) Please bookmark our site!



### 2. Reporting to Parents

Provincial regulations require that parents/guardians be provided with a minimum of three formal written report cards and two informal reports each school year. The formal reports communicate significant aspects of the student's progress in the areas of intellectual, social and human and career development. Informal reports can be in the form of phone calls, interims (oral/written) or conferences (e.g., parent-teacher, three-way, student-led).



### 3. Positive Working Relationships – Student – Parent - Teacher

At Dorothy Lynas we value open and honest communication between the home and school in order to support the needs of students.

Teachers are encouraged to communicate problems, concerns and positive information as frequently as is practical and necessary. The school encourages parents to communicate with staff as the need arises. It is appropriate to discuss concerns with the classroom teacher first. It is the teacher's responsibility to keep the principal informed. The principal will be involved at the request of the teacher or parent or as necessary. Confidentiality will be assured and child's best interest will be paramount.

## D. Preparing Your Child for School

### 1. What happens at home affects how well your children learns at school.

Children need...

- to know that you believe school is important
- 8 to 10 hours of sleep every night
- a nourishing breakfast in the morning
- clothing suitable for the weather (coat, hat, gloves, and boots)
- playtime with friends and family members

### 2. Home activities that will help your children at school

- Reading stories out loud to your children and having them read to you
- Going together to the library for books and modelling reading at home
- Providing magazines and newspapers for your children to look at and read
- Watching a TV program that you both enjoy and then talking about it
- Encouraging your children to take responsibility at home to help the family
- Having consistent expectations for courteous, considerate behaviour



### 3. Ways to show you care

- Praise your child for his or her efforts.
- Encourage your child to try new things.
- Be affectionate every day. Your child is special.
- Spend time together going for walks, talking and sharing.
- Listen and try to answer your child's questions honestly.
- Set reasonable tasks for your child to do independently and check to see if they are done.

### 4. Getting involved with your child's education may not always be easy but remember;

- It is your school too!
- Education is a partnership between the school and the home. It works best when we work together.
- The teachers need to hear from you.
- Your child needs your support and involvement.
- You are your child's best teacher and helper.

(adapted from Canadian School Boards Association parent handbook)



## E. Safety To and From School

### 1. Safe Passage to School

All students are encouraged to walk or ride their bikes to school. Parents of young children need to walk the route to school and practise these safety steps:

- Stop at the curb or edge of the road.
- Listen and look for traffic to the left, right and left again. Teach children who don't know left from right to look "this way", "that way" and "this way".
- Remind children to use sidewalks and to walk facing traffic where there are no sidewalks.

If your child is riding a bike to school, please take the time in an evening or weekend to ride with them to ensure they understand and obey proper bicycle road rules. Bicycles at school should be locked.

### 2. Absences and Lates

Parents *must* call **604-903-3435** to leave a message on the machine.

- Parents will be called if we have no information on our Call-Back system regarding your child's absence

#### If Your Child is Late for School

- He/she must report and sign in at the school office before going to class
- This program ensures that the parents and the school know the whereabouts of each child and provides the earliest possible alert in the event of a missing child

#### If Your Child is Going to be Absent in the Afternoon

- Please call the number above
- The office staff will check messages at 1:00pm



## F. School Programs



### 1. Library

The school library contains a vast selection of fiction and non-fiction in French and English for all levels as well as research materials. The selection of these resources is based on classroom needs and individual student interests.

### 2. Gifted Programs

The school district offers programs for the 2% of students who are academically gifted. These students demonstrate or show potential for exceptional cognitive abilities (academic ability, creativity, and task commitment) and are designated through testing and screening processes.

### 3. Band/Strings Program

Band and Strings are district fee-paying programs offered to intermediate children (band: grades 5-7) (strings: grades 4-7). Students rehearse twice a week.



### 4. Peer Counsellors

Peer counsellors are grade six and seven students who assist on the playground at recess and at lunch. They are easily identified by their red and blue vests. The peer counsellors have been trained to assist in solving problems and help students make the most of their recess and lunch breaks.

### 5. Grade Seven Awards Program

The purpose of the Awards Program is to recognize and celebrate student excellence in the areas of academics, athletics, fine arts, and service.



### 6. Extra Curricular Programs

Dorothy Lynas School staff offers a variety of extra-curricular programs for older students. Teacher volunteers run the programs and often, parents assist in the transportation and coaching of students. Although the variety of program changes from year to year, some of the programs are: Volleyball (6-7), Cross-Country (3-7), Basketball (6-7), Track and Field (4-7) and Kilometer Club (K-3).



## **G. School-Based Student Services**

### **1. School-Based Resource Team**

The School-Based Resource Team co-ordinates support services for students. It provides a forum for case management, program decisions, and referrals; provides support through extended consultation on possible classroom strategies; assists classroom teachers to develop and implement instructional and/or management strategies and addresses individual needs and enhances the total school experience of referred students.

### **2. Learning Assistance Centre**

The Learning Assistant Teacher provides educational assistance to students and teachers at Dorothy Lynas by

- Supporting teachers by providing programs, strategies and material for classroom use
- Co-teaching in an integrated classroom setting
- Providing an alternative learning environment in the Learning Assistance Centre for individual or small-group instruction
- Collecting data for assessing educational or learning difficulties
- Co-ordinating district student services for the school (referrals to all services)
- Collaborating with teachers and resource team members in programming for students' needs,
- Administering School Based Resource Team
- Assisting in the writing of Individual Education Plans (IEPs)
- Assisting with the early intervention assessment of Kindergarten students using the Test of Phonological Awareness (TOPA)

Whenever a learning difficulty is identified, parents are informed and involved in the remediation process.

### **3. English Language Learners**

The ELL teacher assists teachers with program requirements and students who speak English as a second language.

## **H. District-Based Student Services**

### **1. School Counsellor**

The School Counsellor works with the principal, teachers and parents to ensure that each child is provided the best possible learning and social environment.

The counsellor works with children who are having difficulty adjusting to some aspect of their environment. The parents are consulted and collaborate with the school team in supporting their child. In addition, the counsellor visits classrooms to facilitate class discussions around social issues as required. The Counsellor is in the school two days per week and can be reached by contacting the office.

### **2. Learning Support Teacher**

The Learning Support Teacher assists teachers with program requirements and with Individual Educational Plans for those children designated with specific special needs.

### 3. NV School District Services

Special services for children in the North Vancouver School District include teacher for the hospital and homebound students, teacher for the visually impaired, teacher for the hearing impaired, speech and language pathologists, and school psychologists.

### 4. Health Services

Health services are available to Dorothy Lynas families - children and adults - through Vancouver Coastal Health.

The Nurse:

- Consults with teachers, parents and children.
- Conducts hearing screening programs.
- Maintains immunization records for all students
- Is responsible for immunization screening and follow-up.
- Is available to assist with teaching "Growth and Development" programs and health topics.
- Serves as a resource person and contact for other health services.
- Oversees communicable disease control and follow-up.
- Is a liaison for families wishing other community health services.
- Assists with in-service regarding head lice infestations.



**Health Link BC – 24/7: 8-1-1**

## I. Parent Participation

### 1. Dorothy Lynas Parent Advisory Council - PAC

Dorothy Lynas Parent Advisory Council is made up of enthusiastic volunteers. Its purpose is to foster communication between the parents of Dorothy Lynas School and the administration and teachers. The PAC works to encourage the growth of educational excellence through its strong support of our school. It works hard to raise much needed funds which are distributed each year to a variety of school needs.

The PAC Executive consists of a Chair (or Co-Chairs), Vice-Chair, Secretary, Treasurer (or Co-Treasurers), School Planning Council (SPC) Representative and Members-At-Large. The Executive meets in person or via conference calls once a month to prepare for the monthly General Meeting with all interested parents. These meetings are usually held each month in our school Multi-purpose Room. All interested parents from Dorothy Lynas School are invited to attend, and child minding can be arranged upon request. Meeting dates are posted on the PAC website which can be accessed through the school website or directly at [www.dorothylynas.com](http://www.dorothylynas.com).

### Communications and Updates:

Each class room has a volunteer "Class Rep" who is responsible for distributing, via email, important information from the teacher to the families. From time to time, the PAC will ask the Class Rep to fan out information about important PAC news. However, the best way to stay up to date on the most current PAC news is by signing up for the PAC e-newsletter (on the front page of the PAC website at [dorothylynas.com](http://dorothylynas.com)). The PAC also has an active Facebook page that posts news and images of what is happening at school.

**Fundraising:**

Some of the significant achievements of the PAC fundraising efforts and hard working committees have included the purchase of technology and school sports uniforms, funding visiting performing artists, supporting the school call-back program, funding social responsibility programs and presenters and organizing the school hot lunch initiative. The PAC gratefully accepts cash donations as part of its wider fundraising efforts and is happy to provide tax receipts.

**PAC Volunteer positions:**

The PAC website has a listing of the numerous ways you can get involved including joining the Executive Team, Fundraising, Fun Food Days, Events (Welcome Back Night, Family Night, Spring Carnival), The Seycove Auction, Communications, Website and Design, Call Back, Emergency Preparedness, Playground and School Grounds.

It is extremely worthwhile to get involved with the PAC. You will be better-informed, you will get to know a lot of other parents in the school, and you will have a lot of fun! There is a place for everybody in the PAC's work. We look forward to seeing you at the meetings.

**2. Parent Volunteer Programs within the school**

One of the goals of Dorothy Lynas is to encourage parent involvement in a variety of activities. A high level of parent participation not only helps the school, but also provides parents with some insight into the school's programs. Parent volunteers may be asked to work with students in the classroom, accompany students on field trips or help with sports team transportation or coaching. All volunteers must complete the volunteer forms before they can assist in the school.