

## STUDENT HANDBOOK 2023-2024

**Mr. Dean Morrow**  
Principal

1525 Beryl Road  
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<https://lakeview.sd28.bc.ca/>

***This agenda belongs to***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_

### ***LAKEVIEW BELL SCHEDULE***

8:25 Warning bell  
8:30 Classes begin  
10:15 Recess  
10:29 Recess ends  
  
12:00 Lunch Time – Eating inside  
12:20 Lunch – Play outside  
12:55 Warning Bell  
  
1:00 Afternoon classes begin  
2:38 School Dismissal

## ***OUR SCHOOL***

At Lakeview Elementary School, we are proud of our students who apply themselves to their studies and the many other activities provided. We are proud of our staff who dedicate themselves to students and programs, and proud of the parents and other members of the community who give us their excellent support and co-operation.

### **Lakeview School Mission Statement**

The Lakeview School community is committed to providing a positive, stimulating environment which will foster a love of lifelong learning through friendship and caring.

## ***LAKEVIEW SCHOOL PHILOSOPHY AND GOALS***

It is the philosophy of our school to foster growth in attitudes and skills which are attributes of an educated and responsible individual in our changing society.

We are committed to:

- Developing a sense of personal worth and respect for self and others.
- Fostering attitudes that promote competency, mastery, and independent learning styles.
- Encouraging the development of each pupil's talents and abilities to the fullest.
- Emphasizing mastery of fundamental skills and knowledge of the core curriculum.
- Promoting thinking skills and valuing ethical and moral decision-making skills.
- Developing a sense of community and citizenship through knowledge of our own and other peoples' cultural heritage.
- Fostering artistic expression and aesthetic appreciation.

## ***LAKEVIEW ELEMENTARY SCHOOL DISCIPLINE POLICY***

Lakeview Elementary School discipline is based on a consistent, firm, and fair approach. Students are clearly made aware of school policies and code of conduct, and therefore are made accountable for their actions.

In order to promote positive behaviour, we offer a number of extra-curricular activities (such as volleyball, basketball, cross-country running, skiing, track and field, noon-hour sports, inter-school sports, etc.) The privilege of participating in these activities is offered to students who display a responsible attitude and willingness to follow our school rules.

## ***LAKEVIEW ELEMENTARY SCHOOL CONDUCT EXPECTATIONS***

- We respect:
- Learning
  - Safety
  - Peers and adults
  - Property

All students have the right to be in a safe and caring learning environment.

To attain this we follow:

### **THE SCHOOL'S FIVE BASIC RULES:**

1. Keep your hands, feet, objects off others. Keep your hands, feet, and objects to yourself. This includes leaving snow and sand on the ground.
2. Respect ALL members of the Lakeview Wolfpack
3. Walk in the hallway
4. Use school appropriate language
5. When school staff are speaking to you, stop and face them to hear their message.

## ***PROBLEM SOLVING LANGUAGE***

Our goal at Lakeview is to teach students how to be effective problem solvers when faced with being bothered by other students. Giving students a common language to use to solve problems will enable them to be more assertive, thereby allowing them to solve personal problems more independently. Staff and supervisors will be available to help and support students when difficulties arise.

The Problem Solving Model consists of three steps:

1. Use the problem solving language when someone is bothering you. Tell them what it is you want them to stop doing and why. (STOP - BECAUSE).
2. If the other person does not stop bothering you, repeat Step One in a more assertive voice **or** walk away if you are not comfortable.
3. Ask an adult to help you solve the problem. The adult will help the student use the problem solving language again and will support the student in solving the problem. The adult will coach the student in ways to use the problem solving language successfully next time. As well, the adult will help the student who is doing the bothering to find a better way to behave next time.

Lakeview staff will teach the Problem Solving Model to students in the first week of school each year. Students will practice it frequently throughout the year. Various teaching strategies will be used, including modeling and role playing. Staff will also discuss with students ways to deal with bullying and times when assertive behavior might not be effective or safe.

The script used for Problem Solving Language should be consistent. It can be modified somewhat to suit the needs of younger students. The cue could be STOP/BECAUSE.

**"I want you to stop \_\_\_\_\_ because \_\_\_\_\_"**

## ***EXPECTED BEHAVIOURS***

The Lakeview motto is "Learning, Friendship, and Caring". Our goal is to provide a school environment which promotes and fosters these values. Lakeview staff has developed a chart that outlines the expected behaviors for students.

## ***CLASSROOM RIGHTS AND RESPONSIBILITIES***

I have a **RIGHT** to learn in this classroom.

It is my **RESPONSIBILITY** to listen to instructions, work quietly in my desk and to raise my hand if I have a question, concern, or need to leave.

I have a **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout or make loud noises when others are speaking.

I have a **RIGHT** to be respected in this classroom.

It is my **RESPONSIBILITY** not to tease or 'bug' other people, or to hurt their feelings.

I have a **RIGHT** to be safe in this classroom.

It is my **RESPONSIBILITY** not to threaten, kick, punch, or physically harm anyone else.

I have a **RIGHT** to privacy and to my own personal space.

It is my **RESPONSIBILITY** to respect the personal property of others, and to accept their right to privacy.

I have a **RIGHT** to receive help when I need it.

It is my **RESPONSIBILITY** to advocate for myself and my needs

## ***TRAFFIC SAFETY - ADULTS***

Due to inadequate parking facilities at the school, traffic congestion in the area can lead to hazardous conditions on the roadways surrounding the school. For the safety of our children, *please do not drive onto the school grounds, including the bus driveway at the East end of the school. The upper parking lot is for staff and is not to be used as a drop-off point.* Please let students off on the school side of the road. Students who walk home are reminded to follow road safety etiquette and be community minded (no litter).

## ***ROAD SAFETY - STUDENTS***

Your cooperation is requested in making sure that your child learns and follows proper safety precautions when riding his/her bicycle. Please ensure that your child/ward:

- Wears an approved bike helmet at all times.
- Has a lock to put on his/her bike after taking it to school.
- Rides on the right side of the road
- Walks his/her bike on the school grounds (including the parking lot).

## ***CLOTHING***

Students are requested to have **TWO** pairs of footwear; one for indoor use and one pair for outside use. Students change to their inside footwear upon entering the school. The custodian is not on duty until after school. This change of footwear helps to maintain a clean, attractive environment. During cooler weather, students must dress appropriately for the weather with a hat, mitts, boots, etc. All clothing and belongings must be labeled with the child's name. The "Lost and Found" rack is located in the hallway. Please check it regularly for lost and found articles of clothing. Unclaimed lost and found items will be donated several times per year.

## ***TELEPHONE MESSAGES***

Messages of an important urgent nature will be taken and passed on to the students.

- Please **DO NOT** text or phone your child on their personal device during school hours. Feel free to phone the school instead.
- Messages to students should be phoned in before 2:00 p.m.
- Students must have their teacher's permission before they are permitted to use the phone.
- Students **SHOULD NOT USE THE PHONE TO ASK IF THEY CAN GO TO SOMEONE'S HOME** after school. These arrangements should be made at home. Students should come to school prepared and organized.
- When a student becomes ill at school, his/her parents/guardians will be contacted to make arrangements for the student to go home.

## ***LEARNING***

### **Responsibilities of the Student:**

- Actively participate in all class activities.
- Come prepared and be organized.
- Submit all assignments
- Take pride in your work.

### **Responsibilities of the School:**

- Provide an equal opportunity for all to learn.
- Establish clear expectations for participation, behavior, homework, and learning.
- Provide a wide variety of appropriate learning experiences.
- Ensure that students experiencing difficulty receive support to feel successful.
- Model and teach organizational skills.

- Communicate and celebrate student learning with parent/guardian and child.
- Provide a safe and secure learning environment.
- Provide good fit work for all students

**Responsibilities of the Parent/Guardian:**

- Provide the necessary tools and materials for the student (pens, pencils, etc.).
- Model and teach organizational skills (student planner) and provide an appropriate place to complete homework.
- Work with school staff to address concerns and celebrate successes.
- Be knowledgeable about the student's educational program.
- Ensure the student has adequate sleep and nutrition to be successful.
- Be aware of PAC activities. Parents are encouraged to participate in the school.
- Please refrain from texting or calling your child on their cell phone. We are happy to pass along messages and it encourages them to break our school rules regarding cell phone use.
- Phone the school or log an absence using the school website in the morning if the student will be late or absent.

***BOOKS AND EQUIPMENT***

All textbooks and equipment available for student use are given a school number. When books are checked out to the student, the number of the book issued is recorded in the teacher's grade book next to the student's name. Students are responsible for the books issued to them and will be billed for damaged or lost textbooks.

***ILLNESS AND INJURY***

When a student is ill at school they may rest in the medical room or be sent home. If students are injured at school, they will receive basic First Aid treatment. If the injury appears serious, the parent will be contacted. If deemed necessary an ambulance will be called. Please make sure we have a **current emergency phone number** for a friend or a relative in case you cannot be reached.

Consistent with School Board Policy, a student with a communicable disease, such as head lice and pink eye, is allowed to stay in school until the end of the day. Parents are informed and class members are notified by letter that there is an outbreak of cases in their classroom. The parent of the child infected is expected to make alternate care arrangements until risk to other students is past.

All students are encouraged to go outside during recess and lunch. If your child is not feeling well enough to go outside during breaks, you may wish to consider keeping him/her at home until he/she recovers.

## ***PARENT ADVISORY COUNCIL***

The Lakeview Parent Advisory Council (PAC) meets once a month, usually the last Monday of the month, in the school library. The PAC helps to keep parents informed on educational issues and programs. It also provides parents with an opportunity to participate in important policy decisions regarding life at Lakeview School. The PAC also raises funds to provide Lakeview School with equipment or materials not usually provided by the school district. Every student's parent/guardian is a member of our Parent Advisory Council. Please exercise your right to participate in your child's school. The PAC group may act as the liaison for the parents and the school. Lakeview PAC is a member of the QDPAC.

## ***SCHOOL VOLUNTEERS***

Everyone benefits from volunteers who give time and talent to help the educational team better serve the needs of children. With careful planning, a lasting partnership can develop between the volunteer and the school. Interested volunteers will need to complete the volunteer package before assisting in the class or on fieldtrips.

Volunteers can:

- Improve instruction - by providing more individual help for students, with direction from the teacher.
- Enrich curriculum - by adding their experiences, special hobbies, and knowledge, where appropriate.
- Close the "generation gap" - by providing more opportunities for children and adults to exchange ideas.
- Improve school & community relations - by bringing more adults into the schools to see today's schools first hand.
- Help transport students to school functions.