

Jarvis Traditional Elementary School

7670 118th Street

Delta BC V4C 6G8

Telephone: 604-594-3484

Absentee Line: 604-597-1768

Fax: 604-597-2516

Delta District Web Site: <http://www.deltasd.bc.ca> Jarvis Web Site: ja.deltasd.bc.ca



At Jarvis, we are respectful and inclusive and demonstrate our personal best.

WELCOME TO

JARVIS TRADITIONAL ELEMENTARY SCHOOL!

2023 - 2024

Principal: Mr. K. Levenstein

Vice Principal: Ms. J. Elkin

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

POSTAL CODE: _____ **PHONE:** _____

STUDENT #: _____ **DIVISION:** _____

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Mission Statement:

At Jarvis, we are respectful, inclusive, and demonstrate our personal best.

We show respect towards ourselves, others and our surroundings.

We create safe spaces where we value and celebrate each other's differences, and recognize that our diversity makes us stronger.

We take risks, persevere and strive to do our personal best.

What does it mean to be "Traditional"?

- Students will abide by the school uniform policy, including policies around gym strip.
- Students will greet and communicate with others respectfully.
- Students will be kind by including others and displaying their personal best at all times.
- Students will be polite by showing traditional manners and respect for others.
- We value regular at home academic practice of Literacy and Numeracy.
- We embrace new technologies to prepare our students for the ever-changing world.

HANDBOOK FOR PARENTS

This handbook outlines Jarvis Traditional Elementary School's contact information, general philosophy, policies, procedures, and important information concerning our school uniform.

CONTACT INFORMATION:

Jarvis Traditional Elementary School Office.....604-594-3484
Jarvis Traditional Elementary School Absentee Line.....604-597-1768
Jarvis Traditional Elementary School Website.....ja.deltasd.bc.ca

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SCHOOL HOURS:

8:55 am	Bell	All students to Pod Entrances
9:00 am	Bell	Classes begin
10:25 - 10:40 am	Bell	Recess
12:00 -12:50 pm	Bell	Lunch
3:00 pm	Bell	Dismissal

The school office hours are 8:00 am to 3:30 pm

Philosophy:

At Jarvis Traditional Elementary:

- All staff and students are to be treated with respect, need to be heard and always feel safe at school.
- Students will create relationships through their learning experiences.
- Students will develop a growth mindset so they can persevere and reach their goals and know anything is possible.
- Students will work on being kind members of society who value connectedness and relationships, and demonstrate respect and care.
- Students will face challenges with confidence and resolve conflicts, all while respecting each other.

Uniforms:

As a Traditional School, it is expected that all students will dress in accordance with the uniform guidelines. The uniform itself was created with input from staff, parents, and students. There are two components to our school uniform, the daily school uniform for all students and the gym uniform for Grades 3-7.

- This is just a reminder to our families that all students must come to school wearing their school uniforms (the only exception to this expectation is when Jarvis Traditional hosts a *Casual Day*, or some other type of theme day)
- From Monday to Thursday:
 - Students can either wear their formal t-shirt (tree logo) or their formal golf shirt (tree logo) to school
 - Students can also wear their formal navy jackets (tree logo) to school
- Fridays are *Formal Fridays*:
 - Students are expected to wear their formal golf shirts (tree logo) and their formal navy jackets (tree logo) to school
- The gym t-shirt (Jaguar logo) and gym shorts cannot be worn to school... students are expected to change into their gym strip for gym class, and then change back into their uniform after the gym class is over
- As per the *School Uniform Guidelines*, the following clothing items are not considered uniform bottoms:
 - Jeans
 - Sweat pants
 - Yoga pants
 - Track pants
 - Leggings
 - Tights (may be worn under a skirt, a skort, or under gym shorts)
- We thank our families in advance for abiding by our *School Uniform Guidelines*

ENTRANCES AND EXITS:

All visitors are required to sign in at the office and wear a “**VISITOR BADGE**”. Students are encouraged to bring their own lunches and snacks to school. If you have a lunch or message for your child, bring to the office as this helps reduce unnecessary interruptions during instructional time. All students are required to enter and exit by their designated classroom door. Students who arrive late must enter through the main doors and check in at the office for a Check-In Slip.

NEWSLETTERS AND SCHOOL CALENDAR:

Most communication at Jarvis is electronic – please ensure you have an up-to-date email address. If material needs to be distributed, it will be sent home with the **YOUNGEST CHILD** of each family attending the school. Newsletters are generally published at the end of each term and posted to our website: ja.deltasd.bc.ca We will also be utilizing our Twitter account for real-time updates. Visit @JarvisSchool

JARVIS TRADITIONAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC):

All parents/guardians of Jarvis students are members of the PAC. All parents are invited to attend.

PARENT VOLUNTEERS:

Parents have the opportunity to volunteer for a variety of events throughout the year. If you are interested in helping your child’s teacher, the Teacher-Librarian, or the Learning Support Team, please contact the school office (604 594-3484).

PARKING LOT:

Our visitor parking lot is closed for morning drop-off (8:00am-9:30am) and afternoon pick-up (2:00pm-3:30pm). Please walk your children to and from school. The parking lot is not large enough to accommodate all drivers during these times. If driving, families can park in Gunderson Park and walk through the path to 118th Street. There are also 4 entrances to Jarvis in the surrounding neighbourhoods with walking paths to the school.

If you are coming to the school between 9:30am – 2:00pm, you may enter and park in the visitor parking lot. *Please do not park in the 2 staff parking lots. Note that there is no driving through or parking in the round about as it is a fire lane.*

FIELD TRIPS:

If students are involved in a school-sponsored field trip, a permission slip signed by the parent or guardian is required.

LOST AND FOUND:

Found articles of clothing are kept in the hallway by the Office. **Please label all clothing with your child’s name.** Unclaimed clothing will be sent to charitable organizations at the year’s end. Smaller items (keys, etc.) are kept in the school office.

STUDENT SAFETY:

- ***Sign In and Out Procedures***

- When coming into the school, visitors must check in at the office and obtain a VISITOR BADGE.
- The school hallways are often very crowded. Plan to meet your child at a location outside the school.
- No child will be dismissed during the school day without permission from his/her parent or guardian. Students must be signed out at the office if leaving early.
- If your child is going to be absent, it is important that you notify the school at (604) 597-1768 before 8:57am. When phoning, please remember to speak slowly and clearly, leave your child's first and last name, the teacher's name, division number, and spell the last name.
- If your child is absent without the school being notified, you will be contacted to verify your child's whereabouts.
- If you change your phone number at home or work, your address or medical details on **Parent Connect**, please notify the school immediately as these cannot be edited by parents.
- Students who arrive late to the school or are not in their classrooms by 9:00 am are considered late and must report to the office to sign in and for a Check-In Slip.

- ***Police Liaison Program***

In conjunction with the Delta Municipal Police Department, we have a liaison officer who visits regularly. The officer conducts classroom lessons that stress safety awareness, responsibility, and respect for community laws and standards.

- ***Bicycle Safety***

All bicycles ridden to school should be equipped with a proper locking device to prevent theft. Bicycles are to be walked on the school grounds, in the crosswalk and on all pathways leading into the school. The wearing of safety helmets is mandatory. Scooters, skateboards and roller blades are not to be used on the school grounds during school hours.

- ***Student Medications***

We are not permitted to dispense medication to children unless you have completed a "Request for Administration of Medication at School" card that must be updated and signed yearly by you and your doctor. This applies to both regular and emergency medications. In cases where a child has a medical problem that requires regular or emergency treatment, a "Medical Alert Form" must also be completed and signed yearly.

- ***Minor Emergency Situations***

In the event of a minor emergency such as a power outage, our procedure will be to keep the students at school if at all possible and to send them home only after informing you.

Student Threats to Safety – Fair Notice

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs it is taken very seriously and a student threat assessment is started.

As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing an intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.

SUPERVISION OF STUDENTS:

BEFORE SCHOOL Supervision begins at 8:40 am

- Students are expected to arrive between 8:40 and 8:55 am
- Students who have an extra-curricular event will meet the sponsoring teacher at the gym or their designated location.
- If students wish to come in to the school to work with their teacher they must do so with the permission of the teacher.

AT RECESS AND LUNCH HOUR

- All children, except those who have a medical condition which is confirmed by a note from home, are expected to be outside.
- In extremely poor weather, children may be given an opportunity to stay inside during the breaks but they should be prepared and dressed appropriately for all kinds of weather.

STUDENTS WHO STAY FOR LUNCH:

- Students eat in their own classrooms from 12:00 to 12:15 pm.
- Students are expected to remain in their own seat and clean up their area before dismissal.
- Students should not leave the school grounds during lunch unless they have a note from home. In that case, the student must report to their classroom teacher or the office before leaving.

SWAP AND SHOP:

Parents are welcome to donate gently-used Jarvis uniform pieces to the school as their children outgrow them. The office will maintain a "Swap and Shop" rack where you can "shop" for items for your child.

PARENT-TEACHER COMMUNICATIONS:

• **COMMUNICATING WITH TEACHERS**

From time to time, parents become concerned about something that may or may not have happened in their child's class. If this happens, please call the school to speak directly to the teacher.

• **REPORTING TO PARENTS**

Each year, three written report cards are sent home in December, March, and June and are posted on **PARENT CONNECT**. In addition, at least two informal reports are shared with parents. They usually take the form of a Parent-Teacher conference and a Student-Led conference.

HOMEWORK:

Purposeful, well-planned homework supports student learning. Parents can expect a letter outlining classroom-specific homework expectations at the start of the school year. Generally:

Primary aged students will be assigned

- daily home reading for at least 15 minutes
- up to 15 minutes of additional work at teacher discretion

Intermediate students will be assigned

- daily home reading for at least 20 minutes
- up to 30 minutes (on average) of additional work at teacher discretion