

Principal's Message

As a student entering Dogwood Elementary School for the first time or one who has attended previously, the staff and I extend to you a warm welcome. We also welcome your parents as integral partners in the learning process. We are looking forward to working with students and their parents/guardians to make this school year one marked by success. It is a privilege to learn alongside you.

This handbook has been prepared to provide information needed to help be successful and to provide a tool to organize time. In order for students to have the best chance for success at school, we will work with the home to help students with every aspect of their learning.

Every year, teachers in grades 2 to 7 have opted for this planner as an organizational tool for students and as a communication tool for parents. Students learn to become responsible for their own learning by writing their daily homework and other important information in this agenda. It also serves as a useful vehicle for teachers to send messages to parents and for parents to respond, to ask questions and make comments. Please check agendas every day. Your continued support as parents is appreciated.

Included in this planner is the calendar for the year. Parents will be notified as soon as possible of any changes in dates, which does happen occasionally. School District 36 has published the accepted process for communicating concerns to the school and to the district, which is also contained in this handbook. A proactive, respectful approach to problem solving is advocated. The school Code of Conduct, which is required for every school in Surrey, is included here and we ask that parents review it with your child(ren) at the beginning of the year and during the year as you see necessary. Pertinent information about school programs and activities is contained in this handbook.

At Dogwood, we have been fortunate to have a close partnership between home and school. The Parent Advisory Council has always been supportive of the students and staff as we strive together to help every child meet his or her potential in a safe and encouraging environment. We appreciate all the parent support. Do not hesitate to ask if you wish to be more involved in the school and in your child's education. I am excited to continue learning alongside your children. Please feel free to visit me in the office ~ my door is always open.

Have a happy and successful school year! Go for it! Be the best you can be!

Ms. Lys Paredes
Principal

Mission Statement

The school community developed our mission statement which clearly expresses its commitment to students, to their families and to the community at Dogwood.

**Our Mission,
as an integral part of the
Dogwood School Community,
is to facilitate lifelong learning
through the development of each person's
unique potentials
in a secure and stimulating environment.**

At Dogwood, we are committed to bringing this mission statement to life through our dedication to student learning and through our partnership with the school community.

HOURS

8:30 A.M.	bell to enter school
8:35 A.M.	late bell/classes begin
10:15 A.M.	recess begins
10:30 A.M.	recess ends
11:43 P.M.	lunch begins (11:43-11:58 eating time in class 15 mins.)
12:28 P.M.	lunch ends (11:58-12:28 is outside play time-30 mins.)
2:28 P.M.	school dismissal
2:43 P.M.	supervision ends



Office Hours

Our office hours are 7:30 A.M. to 3:15 P.M. There will be a clerk (Mrs. Giesbrecht) available during these hours. **Please feel free to drop by the office at any time.** You may also make an appointment to discuss items with staff. Thanks again for your commitment to learning and communicating with staff.

CODE OF STUDENT CONDUCT

The following Code of Conduct has been developed and endorsed by the staff, parents and students of Dogwood Elementary.

BE SAFE. BE RESPECTFUL. BE RESPONSIBLE

RIGHTS AND RESPONSIBILITIES

At Dogwood Elementary School, you have certain rights and responsibilities:

- **EVERYONE HAS THE RIGHT TO BE RESPECTED.**
 - It is each person's **responsibility** to help others feel accepted and show consideration for their feelings.
 - It is my **responsibility** not to tease others, put them down, or hurt others' feelings.
- **EVERYONE HAS THE RIGHT TO HEAR AND BE HEARD.**
 - It is each person's **responsibility** to listen without interrupting when others are speaking.
- **EVERYONE HAS THE RIGHT TO FEEL AND BE SAFE.**
 - It is each person's **responsibility** to work and play safely and not to threaten, hit, or hurt anyone else.
- **EVERYONE HAS THE RIGHT TO LEARN IN THIS SCHOOL.**
 - It is each person's **responsibility** to attend daily, actively participate, and allow others to learn.
 - It is my **responsibility** to be on time, ready to work, and stay focused and on task until finished.
- **EVERYONE HAS THE RIGHT TO THEIR OWN PERSONAL SPACE.**
 - It is each person's **responsibility** to respect private and public property and to respect the rights of others.

EXPECTATIONS

Students are expected to demonstrate:

1. a respect for people
2. a respect for education
3. a respect for safety
4. a respect for property



These expectations apply before, during and after school, as well as, at all school functions and activities.

Respect For People

1. I will show respect for fellow students, parents, teachers, other employees and visitors and guests of Dogwood.
2. **swearing, discrimination, harassment, intimidation will not be tolerated.*
3. I will show good sportsmanship and cooperation in all situations.
4. I am responsible for my own actions and I will manage my behaviour even when adults are not present.

Respect For Educational Responsibilities

I will put my best effort forward to further my education by:

1. Being on time and prepared for the school day, bringing only those things which would not interfere with my learning or that of others and attending class regularly, unless permission for an absence is given by my parent or guardian.
 - * *Late arrivals must report to the office and obtain a late slip before reporting to class.*
 - * *Please inform the office if a student is going to be absent from school, either for part of the day or the whole day.*
2. Using appropriate language and volume in class, when passing between classes and in all areas of the school building and playground.
3. Joining in the class activity or lesson and striving towards quality.

Respect for Health and Safety

In order to maintain safe and secure learning environments for students, the Surrey School Board has adopted a position of Zero Tolerance for violence or threat of violence in Surrey schools.

1. I will not bring weapons, replicas of weapons, including toy weapons to the school.
 - * *A weapon, which by its very nature is intimidating, is defined as any instrument designed to inflict injury or intimidate another person.*
2. I will not have in my possession any drugs, alcohol, tobacco or e-cigarettes.
3. I will not arrive before 8:15 A.M., unless accompanied by an adult or participating in a school function.
4. I will remain on the school grounds in assigned areas at all times unless I have the written permission of my parents or a school staff member.
 - * *Out of bounds: front of the school, parking lot, outside the school fences, back field walk way, bike racks*
 - * *I must sign out at the office if leaving during school hours, and only with permission from parents or staff.*
 - * *A note with parental permission to go home for lunch must be presented.*

5. I will walk and talk quietly and calmly within the school building.
 - * *Hallways are to be used only for moving in a purposeful manner.*
6. I will dress appropriately according to school standards. School is a place of work & learning.
 - * *Hats and caps and sunglasses must be removed when entering the school building.*
 - * *Clothing should demonstrate "good taste" i.e. slogans, graphics etc. No flip-flops, spaghetti straps, shirts showing midriffs, clothing with swearing or depicting violence*
 - * *It is a good idea to have an extra pair of sweat pants, socks, shoes in a gym bag for rainy days.*
7. I will have respect for others by keeping my hands, feet, objects and any unkind thoughts and words to myself.
8. I will respect the health and safety of myself and others by:
 - * walking bikes, scooters and skateboards on the school grounds and in the drop-off area
 - * removing roller blades by the drop-off area before entering the school building and putting them on in the drop-off area
 - * wearing appropriate safety gear for roller blades, bikes, scooters, hover boards
 - * keeping my dog on a leash if on the school grounds and cleaning up after my dog
 - * not spitting
 - * keeping all electronic devices (laptops, ipods, MP3 players, ipads, etc) inside during recess & lunch breaks (students give devices to the teacher in the morning to lock up for security until needed) Technology is not for the playground. We want students to run, play and engage socially with peers outside
 - * entering and exiting the school by outside classroom doors (the front doors are for visitor and staff use or office school business)
 - * not opening school doors to allow access into the building for outside people (unauthorized visitors)
 - * going outside at recess and lunch unless weather or injury prohibits this (Medical notes from parents must be provided when requesting that children stay in at recess and lunch; however, **we believe if students are well enough to come to school then they should go outside for fresh air.**)
 - * following playground safety rules:
 - * safe play is expected at all times
 - * no playfighting/horseplay allowed
 - * play in the designated areas
 - * playing sports activities by the accepted game rules
 - * engaging in "non-contact" games
 - * not climbing fences, backstops and gates
 - * remembering that on snowy days face washing, snowballing or kicking ice or snow are not allowed, snow activities may be organized and supervised by a staff member
9. All visitors must sign in at the office and receive a visitor's badge.



Respect for Property

1. I will follow the class and school rules
 - * *lunch hour guidelines:*
 - Students eat in their rooms from 11:43 to 11:58*
 - Students should not leave the classroom until the 11:58 bell.*
 - Students are to sit and eat quietly. No wandering halls or visiting other classrooms*
 - * *there is no gum chewing in the school.*
 - * *food and refreshments are not allowed in the gym or library.*
2. I will be careful with school equipment and facilities and strive to keep areas neat and clean.
 - * *Drink boxes and food wrappers should remain inside the school building. Use inside and outside garbage cans. We are a Litterless snack & Lunch school, please pack with this in mind*
 - * *Muddy shoes must be left at the door.*
 - * *Please wear "inside shoes". No bare feet or sock feet. Black soled shoes which mark the floors must not be worn.*
3. I will respect my property and the property of others.
4. I will keep materials organized and ready to use.

CONSEQUENCES FOR MISCONDUCT

From time to time, incidents occur at the school which are deemed to be in direct contradiction to our Code of Conduct. Results of such unacceptable behaviour will be dealt with in one of many ways. Students may be faced with accepting one or more of these consequences:

- mediation
- behavior/discipline slip
- assignment of "community service" duties (i.e. sweeping, picking up litter etc.)
- loss of privileges
- detention
- student contract
- playground suspension
- "in school" suspension
- under five day suspension (out of school)
- over five day suspension
- expulsion



PARENT CONTACT *We consider parents to be our partners in ensuring the appropriate conduct of their children; therefore, parents will be informed of any serious or ongoing breaches of the Code of Conduct (for minor infractions, everybody gets at least one warning).

One or several of the following ways will be used to maintain contact with parents:
a discipline slip sent home which will outline the infraction. Parents are asked to discuss this with their child, sign it and return it to school. These are kept in a file in the office for the duration of the school year. Each new school year is a new beginning.

- phone calls to parents
- meeting with parents, teacher and/or principal
- for an under and over five day suspensions, a letter will be sent/given to the parent. A copy of this letter is placed in the student's file.

NOTE RE SUSPENSIONS

A suspension of one to five days may be considered a "warning". Only the principal can remove this suspension.

A suspension of more than five days is reserved for the most serious cases and requires the intervention of the district suspension panel.

"Those who engage in violent behaviour or who arm themselves with weapons or potential weapons will be dealt with immediately, will be deprived of the opportunity to attend school and may face criminal charges where warranted"

Policy 9410 Student Conduct, Discipline and Safety - School District 36, Surrey

MEETING MANY NEEDS

Dogwood, as a public school, has a mandate to address the varying needs of the students in our community. We view our students as individuals with unique strengths and potential and we endeavour to provide as many opportunities as possible so that they leave grade 7 prepared to face the challenges of secondary school.

Curriculum

The Ministry of Education prescribes the curriculum for the primary and intermediate grades. The curriculum has been re-designed and is being fully implemented this year. The curriculum focuses on Core Competencies, essential learning and literacy and numeracy foundations. All areas of learning are based on a "Know-Do-Understand" model to support a concept-based competency-driven approach to learning. These resources can be viewed on the Ministry of Education website (www.curriculum.gov.bc.ca/curriculum/search). Please feel free to ask teachers or Ms. Paredes if you have questions regarding the new curriculum.

Learner Support Team (LST)

This special education model is called the Learner Support Team (LST) model. This support system minimizes fragmentation of services and allows flexibility in delivering services to students with a wide variety of needs. The district has allotted Dogwood two full time LST teachers and a 60% LST teacher this coming year, through district funding.

LST teachers support students both in and out of the classroom. Either the work is assigned by the classroom teacher or the LST teacher provides instruction based on the needs of the students. There are also "pull-out" services for reception and beginner E.S.L. students.

Learning Commons (Library)

Our school librarian for 2016/17 will be at Dogwood 3 days a week. The teacher-librarian, works with all students to assist them with book selection, to encourage a life-long love of reading and to develop research skills. As well as print resources, we have created a strong reference collection of e-resources and DVD's. All of our computers at Dogwood have Internet access, we have WIFI throughout the school. Our Learning Commons, is a place where inquire based learning is supported through the use of Technology. We now offer the use of iPads, Lap tops, and a Maker Space project room for all students to access in our Learning Commons.

Technology

One of our school focuses is to Integrate Technology throughout the curriculum. We are a Bring Your Own Device environment and have guest WIFI throughout the building. With the support of our PAC & school money, we have purchased student tools to personalize learning such as iPads, carts, projectors, SmartBoards, iTune cards for educational apps and Apple TV's. This year we have purchased items to support a Maker Space project room in the Learning Commons area. Students in our school will continue to learn how to blog, tweet, create iMovies, develop multimedia presentations, produce films, books, projects, etc. At Dogwood all enrolling classrooms are equipped with an apple TV, an interactive Smartboard for learning and instruction, and access to classroom laptops & ipads.

School Counsellor

Our school counsellor is at Dogwood 1 1/2 days a week to facilitate the academic, social and personal development of students. Students are referred to the counsellor by teachers, parents, or through self-referral. The counsellor maintains contact with the parents of students receiving counselling. The counsellor will also support parents. To make an appointment, please call the office at 604-581-8111 to speak with our counselor, Mrs. Hunniford.

Speech and Language

The Speech and Language Program addresses the needs of students who have communication disorders. Teachers or parents can refer children who seem to be experiencing difficulty communicating. If you have concerns about your child's speech or ability to communicate, please ask your classroom teacher to make a referral to the SLP.

Music and Band

The music teacher, works with each class from kindergarten to grade four twice each week. Students follow a developmental program of skills incorporating singing, movement, instruments and theory. Composition is introduced at the late primary level. Watch for an invitation to attend one of our music events. Band with Ms. Gabriel-Morrissey is offered to Grade 7 students. If numbers are low, grade 6 students may be invited to participate. The band meets twice each week for 50 minutes.

Psychoeducational Testing

Students experiencing difficulties in learning may be referred for psychoeducational testing by our school based team (SBT). Members of the SBT are the Counsellor, LST teachers, Principal and Speech and Language teacher. The testing gives a profile of a student's learning potential and highlights areas that should be addressed to maximize student success. Parental permission is required for this testing.

Extra Curricular Activities

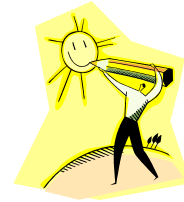
At Dogwood, we offer students extra curricular athletic activities. We offer intermediate teams for district participation in such areas as Cross Country, Volleyball, Basketball, Badminton and Track and Field. Our school clubs are sponsored by various teachers, and usually meet at lunch, before school or after school. If you have an interest or talent that you would like to share with students, please see Ms. Paredes.

Parent Advisory Council (PAC)

Parents are an integral part of our Dogwood school community. We have a very active group of parents who volunteer in many ways to support the children who attend here, as well as the staff. The home/school partnership is critical to Dogwood's success.

WHO IS A MEMBER?

Every parent or guardian of a student enrolled at Dogwood Elementary School is a member of the P.A.C. We encourage you to attend the general meetings to share your ideas and to exercise your right to vote on the budget and other issues. The Dogwood P.A.C. does have its own constitution and a copy can be obtained upon request from one of the executive members. Please check the P.A.C. bulletin board across from the office for pertinent information and for the minutes of the meetings.



Communicating with your school. Steps to resolving issues in schools: a checklist for parents

1. Act as soon as possible, do not let the problem get out of hand or remain unresolved.
2. Listen carefully to what your child is saying. Try to understand all viewpoints on the issue. Do your best to look at the issue logically, leaving your emotions out of the picture for the time being.
3. Determine clearly in your mind what the issue is. Establish what the facts are and what information may be missing. Begin to form questions.
4. Decide if your child needs your support or if they can resolve the issue by themselves.
5. If you act on your child's behalf, bring your concern(s) to the person directly involved (unless inappropriate). Request a meeting at a mutually convenient time.
6. Clearly identify the purpose of your contact, including your understanding of the issue. Listen carefully to what the other person has to say. Try to see the issue from his/her perspective. Ask questions to clarify the issue and/or response.
7. If your concerns are not addressed in the initial meeting, or any subsequent meetings, contact that individual's immediate supervisor (e.g. principal, assistant superintendent) and request his/her involvement (follow the guidelines in #6).
8. If, after meeting with the supervisor, your concerns are still not addressed, the supervisor can describe the next steps you may wish to take. At times this may entail appealing a school employee's decision. The Surrey School District has a policy regarding the steps to take in this process. Ask for a copy of the policy and review it before proceeding. For more information please contact the Surrey School District at 604-596-7733.

Calendar Events	2016-2017
Schools open	Tuesday, September 6
Non-instructional day	Monday, September 26
Thanksgiving Day	Monday, October 10
Non-instructional day	Friday, October 21
Interims #1 go home	Monday, October 24
Non-instructional day	Thursday, November 10
Remembrance Day	Friday, November 11
Term 1 Formal Reports	Monday, December 5
#1 Early Dismissal 1:30 PM	Wednesday, December 14
Winter vacation period	December 19 – January 2
Schools reopen after winter vacation	Tuesday, January 3
Family Day	Monday, February 13
Non-instructional day	Friday, February 17
Term 2 Formal Reports	Friday, March 3
Early Dismissal #2 1:30 PM	Wednesday, March 8
Spring vacation period (includes four local calendar closure days)	March 13-24
School re-opens	Monday, March 27
Good Friday	Friday, April 14
Easter Monday	Monday, April 17
Non-instructional day	Friday, May 5
Interim /or Student Led #2	Monday, May 15
Victoria Day	Monday, May 22
Non-instructional day	Monday, May 29
Term #3 Formal Reports	Thursday, June 29
Last Day of Classes & #3 Early Dismissal 1:30 PM	Thursday, June 29
Administrative day	Friday, June 30
Schools close	Friday, June 30

Bell Schedule Change for September 2016-17

Please note that our bell schedule will be adjusted in the fall, as per district request. This is to accommodate the later end date for the school year in 2017.

First Bell 8:30 am

Classes begin 8:35 am

Recess 10:15 am

Lunch **11:43 am (Children outside @ 11:58 to play, come back in 12:28)

End of day bell **2:28

Supervision ends at 2:43 pm

