



**ROUTE 32  
ELEMENTARY PROGRAM  
(Let's Talk)**

**Parent & Student  
Information Handbook  
2009 - 2010**

**Route 32 Elementary Program  
20381 66 Ave  
Langley, BC  
V2Y 1P3**

**Telephone: 604.532.8599  
Fax: 604.532.8597**

# JALC Route 32 Elementary Program (Let's Talk)

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## The Program

Route 32 is an elementary school program designed to meet the needs of learners who are looking for an alternative to the traditional elementary school environment. The program is located at the James Anderson Learning Centre. Route 32 has access to facilities such as the gymnasium, the science/foods lab, learning resources such as computer and technological equipment, counselling and life skills services and mentorship programs.

Utilizing small class sizes and strong levels of staff understanding, the mandate of the Route 32 Program is to deliver the Grade 6 and 7, BC Ministry of Education Curriculum in an environment that highly values and promotes social responsibility. The program staff work hard to create a learning atmosphere that allows each student's individual needs to be communicated, focused upon, and respected. This is done through the development and maintenance of a supportive relationship between the students, the parents/guardians, and the school staff. Essential components of the Route 32 Program are:

1. Delivery of the British Columbia Ministry of Education curriculum.
  - Students complete the respective subject area requirements outlined for Grade 6 and 7.
  - A focus on the development of literacy and numeracy skills.
  - A focus on "hands-on" learning.
  - A focus on the use of technology in the classroom. (e.g. Digital Storytelling)
2. A focus on developing social responsibility and life skills:
  - A. Exploratory Learning
    - Foods and Nutrition
    - Music Appreciation
    - Arts and Crafts
    - Drama
    - Home and Technology Education
    - Aboriginal Education
  - B. Life Skills Support
    - Counselling
    - Access to Youth Care Worker, Liaison Officer & Restorative Action teacher
    - Each Route 32 student will be assigned to a Youth Care Worker
3. Environmental/Outdoor Education
  - Use of the outdoors as a teaching/learning environment.
  - Field trips that allow students to comprehend particular aspects of subject matter presented in language arts, math, science, social studies, fine arts, personal planning, and physical education.
  - "Stick it to Violence" ice hockey/anger management program in January/February.
  - Challenge Activities that allow students to overcome their fears.
  - "Stop Bullying – Build a Team!" – Baseball/Team Building program from March-June.

4. Brain based teaching and learning.
  - “Bal-A-Vis-X” – A program that allows people to enhance their learning abilities through the practice of balance, auditory, and visual exercises.
  - Brain Gym – A series of quick, fun, and energizing activities designed to prepare any learner for specific thinking and coordination skills.

## **The Staff**

Mr. Patrick Thomas	Principal
Ms. Carol Griffiths	District Coordinator – Behaviour Programs
Mrs. Sonya Ouellette	Administrative Assistant
Mr. Alan Joo	Teacher
Mr. Ross Wartnow	Counsellor
TBA	Youth Care Worker
Mrs. Cheryl Mosby	Youth Care Worker

## **Daily Schedule Monday to Friday**

8:45	To	9:00	Breakfast/Transition Time
9:00	To	9:30	Block A/Advisory
9:30	To	10:15	Block B
10:15	To	10:30	Recess
10:30	To	11:15	Block C
11:15	To	12:00	Block D
12:00	To	12:30	Lunch
12:30	To	12:50	Silent Reading
12:50	To	1:45	Block E
1:45	To	2:00	Closure

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## **Code of Conduct**

### **The purpose of the Route 32 Code of Conduct:**

1. To establish and maintain a safe, caring, and orderly environment for purposeful learning.
2. To clarify and publish expectations for student behaviour at school, travelling to and from school, and while attending a school function or activity at any location.

### **Acceptable Behaviour for Route 32 Students:**

1. Respecting self, others, the learning environment, and the surrounding environment.
2. Helping to make the school a safe, caring, and orderly place.
3. Informing an adult in a timely manner (in advance, if possible) of incidents of bullying, harassment, or intimidation.
4. Engaging in purposeful learning activities in a timely manner.

### **Unacceptable Conduct for Route 32 Students:**

#### Behaviours that:

1. Interfere with the learning of others.
2. Interfere with the maintenance of an orderly environment.
3. Create unsafe conditions.

#### Acts of:

1. Bullying, harassment, or intimidation.
2. Physical violence.
3. Retribution against a person who has reported incidents.

#### Illegal acts, such as:

1. Possession, use or distribution of illegal or restricted substances.
2. Possession or use of weapons.
3. Theft of or damage to property.

*Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive. The purpose of consequences for unacceptable behaviour is to help students learn from their mistakes and be proactive about preventing further inappropriate behaviour.*

## Nonviolent Crisis Intervention

Staff at the Route 32 Elementary Program are trained in the *Nonviolent Crisis Intervention Program* developed by the Crisis Prevention Institute. It is a safe, nonharmful behaviour management system designed to help human service professionals provide for the best possible care, welfare, safety, and security of disruptive, assaultive, and out-of-control individuals – even during their most violent moments. While it is not anticipated that individuals at the Route 32 Elementary Program will require such interventions, it is important for staff to thoroughly understand this behaviour management system and the following program objectives:

- To identify the behaviour levels that contribute to the development of a crisis and choose an appropriate staff intervention.
- To identify useful nonverbal techniques which can help to prevent acting-out behaviour.
- To use verbal techniques to de-escalate behaviour.
- To demonstrate CPI's Principles of Personal Safety to avoid injury if behaviour escalates to a physical level.
- To understand and develop team intervention strategies and techniques.
- To recognize the importance of staff attitudes and professionalism in responding effectively to the students in our charge.
- To demonstrate physical control and restraint positions to be implemented when physical control is necessary as a last resort due to an individual's dangerous behaviour.
- To provide for the *CARE, WELFARE, SAFETY, and SECURITY* of all those who are involved in a crisis situation.

## **Confidentiality Policy**

Confidentiality refers to the keeping of personal information shared in a private or group conversation for the purpose of maintaining trust within a relationship. Students enrolled at the Route 32 Elementary Program are entitled to have information they present to their Youth Care Workers and Teacher kept in confidence except for the following reasons:

1. Any suspicion or information suggesting physical, sexual, or emotional abuse and/or neglect must be reported to the Ministry of Children and Family Development.
2. A serious crime that has been, or will be committed, will be reported to the police.
3. If a student expresses an intention to harm him or herself, we have a duty to report the information to a crisis response professional and the youth's parent/guardian.
4. When it is required by law to reveal information.

In addition, Route 32 Youth Care Workers and Teachers have a responsibility to communicate with parents/guardians of students and, as a result, need to share information regarding the progress of students. The following are situations that will be shared with parents/guardians and other professionals involved in the students' education:

1. Progress related to academics and individual education plan goals;
2. School attendance;
3. Behaviour disruptions at school and elsewhere if necessary;
4. Suspensions and other forms of discipline, including breaches of the Route 32 Code of Conduct;
5. Other issues related to the health and well being of the student.

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## Routines, Expectations and Procedures

### **Address or Phone number Changes:**

It is very important that our student data be kept up to date (especially in the event of an emergency). Any changes to a student's address, phone number, or parent/guardian contact numbers should be reported to the school at **604.532.8599**.

### **Attendance/Tardiness:**

We ask that parent/guardians call the school to advise us of any student absence. A phone call may be made 24 hours a day to our answering machine at **604.532.8599**. If we don't receive a call regarding a student's absence, we will make every attempt to contact the parent/guardian so that we know the student is safe. Students who are late need to make a phone call to the school and will be required to "check in" with their Youth Care Worker before they will be admitted to class. *Students are responsible for making up missed work due to absences.*

- Students are not permitted to leave the school property during school hours. For example, walking to stores.
- Students are also not permitted to use the city bus as a form of transportation as there are buses provided by the school district.

### **Bicycles/Skateboards:**

Bicycles/skateboards and other student-powered vehicles are not permitted at Route 32. As all of our students are transported to and from school, it is not necessary to have such vehicles at school.

### **Cell Phones:**

Cell phones are not permitted at Route 32 during school hours. A cell phone brought to school must be "checked in" with a Youth Care Worker first thing in the morning. At the end of the school day the cell phone will be returned to the student.

### **Computers and Technology Equipment:**

Route 32 students will be participating in learning activities that involve the use of computers, the Internet, and technological equipment such as digital cameras and camcorders.

Parents/guardians will be required to read the *Information for Parents About Computer Access to Electronic Information* page included in this handbook, as well as the School District's *Acceptable Use Policy for Computers, Networks, Internet and Email*.

Parents/guardians must fill out the School District registration form to provide consent for their child to access information electronically.

### **Dress:**

We expect students to support a learning environment where attire is appropriate and not distracting to others. This means that clothing that contains obscene, discriminatory or suggestive words, symbols, or pictures will not be allowed.

### **Electronic Devices:**

Electronic devices such as MP3 players, CD players, and handheld games are not permitted at Route 32.

### **Emergency Preparedness:**

Students are responsible to follow the procedures for fire drills:

- Know where to find the emergency exits.
- Stand at the sound of the fire alarm bell and, on the direction of the teacher, follow him or her to the nearest exit (quickly and quietly!)
- If the alarm bell rings outside of class time, leave the building quietly and quickly by the nearest safe exit.
- Know where the gathering point is for their class (The field behind the basketball court).
- Return to the building when instructed to by staff.

The procedures for earthquake drills are as follows:

- Know the “Drop, Cover and Hold” response and other safety considerations.
- Follow the teacher’s instructions if an evacuation is necessary (know that the evacuation route for earthquakes may differ from that of fire).

**There will be earthquake and fire drills throughout the year.**

### **Field Trips**

Parent/guardian permission forms are to be signed prior to departure for all school authorized excursions. Remember that the school Code of Conduct applies to all school activities both on and off campus.

### **Illness or Injury**

- If a student feels too ill to remain in class, he will be permitted to rest in the health and first aid area of the school. Parents/guardians will be telephoned and the student may need to go home to rest and recover towards optimal health.
- We have staff trained in first aid should a student get injured. The parent/guardian will be contacted and, in serious cases, the school will get emergency medical care.

### **Lunch**

Students are required to bring their own lunch to school. From 12:00 to 12:15pm the students are required to quietly eat their lunches at their desks. From 12:15 to 12:30pm the students are required to go outside and engage in play activities. At 12:30pm the students will be permitted back in the school to return to class.

**Medication:** If any medication, whether it is “over the counter” or prescription is required to be administered at school, including emergency or non-emergency medication, a ***Request for Administration of Medication at School Form*** is required. The parent/guardian must complete this form. Whenever medication is to be administered on a regular basis, medication given will be recorded on a Medication Administration Record.

- Whenever possible, medication should be administered at home and not at school.
- Under no circumstances should a student have medication in his or her possession. The possibility of another student coming into contact or taking medication to which they may have an allergy must not exist.
- A Youth Care Worker must keep all medication in the school in the office.

**Medical Information:** Students who have medical conditions that may require school assistance must make this known to Route 32 staff. It is imperative that this information is kept up to date.

### **Productivity**

Students are expected to work to the best of their abilities during all classroom and school activities and learning experiences.

### **Safety**

Safety is a paramount importance at Route 32. Some important features of our safe school include:

- Secure Campus – We care about our students and need to know where they are throughout the day. A secure campus means that only students who attend Route 32 may be on the school grounds during the day. It also means that once students arrive at school they must remain at school for the remainder of the day.
- Visitors to the School – all visitors during the school day, including parents, must check in at the school office.
- School Code of Conduct – The Route 32 Code of Conduct has been developed in an effort to ensure that all individuals at Route 32 are safe at all times. The items in the Code of Conduct are based on the school and community values of showing respect for self and others, the learning environment and the earth's environment. Students are expected to follow these guidelines and to share in behaving in safe and respectful ways.

### **Snow/Cold Weather**

In keeping with school district policy, snowballs are not permitted on the school grounds. In the event of severe cold weather, students will be permitted to remain inside the school during scheduled breaks.

### **Transportation**

Students who are transported to and from school by Wheels the Bus Service are required to abide by the detailed guidelines set out for their riders. (These guidelines are included in this package) Inappropriate behaviour will not be tolerated on the Wheels vans. Once on the van, both in the morning and in the afternoon, students are reminded that the Route 32 Code of Conduct must still be maintained. We expect Route 32 students to be thoughtful and courteous passengers! When students are required to ride in staff vehicles, or those of volunteer parents, appropriate courteous behaviour is also expected.

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## School Supply List

Canadian HB pencils	(30)
Blue or black pens	(10)
Red pens	(5)
Pencil crayons	(1 package)
Handheld pencil sharpener	
Felt pens	(1 package of multicolours, preferably washable)
Erasers	(5)
Scissors	(1 pair)
Metric ruler	(Preferably not bendable)
Glue sticks	(2)
Duotangs	(1 each of the following colours: Navy Blue, Red, Light Blue, Yellow, Gray, Green, and Purple)
Pencil case	(1)
Lined loose-leaf paper	(200 ruled sheets)
Unlined loose-leaf paper	(100 ruled sheets)
Graph paper	(100 ruled sheets)
Printer paper	(500 sheets)
Scientific Calculator	
Water Bottle	
Running Shoes for Physical Education	
Large box of tissues	

### Note:

- Please label all supplies
- Additional supplies may be needed as the school year progresses. They will be requested when needed.

**Route 32 Elementary Program  
General Field Trip Permission Form  
2009 – 2010 School Year**

Dear Parent/Guardian:

Throughout the school year the students and staff of the Route 32 Elementary Program participate in many activities that take place both in the school and out in the community. When major outings such as trips to the waterslides or to Science World are planned, it is our policy to seek permission from you allowing your son/daughter to participate in the specific outing.

In addition to the major field trips that we plan, there are other regular events that require the students to leave the school site in order to participate in the learning experience. Some examples of these outings are: regular trips to public libraries, local arenas for ice skating and hockey, Timm's Community Centre, Laser Tag challenges, and GVRD Regional Parks. The transportation needs for these smaller trips are generally met through the provision of staff vehicles.

To permit your son/daughter to participate in these smaller outings on a regular basis throughout the school year, please sign the consent form and fill out the information below. If you have any questions, please call Mr. Thomas at the school at 604.532.8599. Thank you.

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My son/daughter \_\_\_\_\_ has permission to participate in the field trips planned regularly throughout the school year. (Large trips such as skiing or camping will have their own specific information packages and permission forms.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

Care Card #: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_