

WELCOME TO CAULFEILD

Welcome to Caulfeild Elementary School. We hope that this booklet serves as a useful source of information for all new Caulfeild parents and those returning to the school. Our objective is to help you feel a part of our "family of families" by providing you with pertinent information. Please feel free to contact the school for more information at any time. We hope that you will enjoy a rewarding and satisfying partnership with our school.

“CHILDREN LEARN WHAT THEY LIVE”

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Children Learn What They Live

If a child lives with criticism,

She learns to condemn.

If a child lives with hostility,

He learns to fight.

If a child lives with ridicule,

She learns to be shy.

If a child lives with jealousy,

He learns to feel guilty.

If a child lives with tolerance,

She learns to be patient.

If a child lives with encouragement,

He learns confidence.

If a child lives with fairness,

She learns justice.

If a child lives with security,

He learns to have faith.

If a child lives with approval,

She learns to like herself.

If a child lives with acceptance and friendship,

He learns to find love in the world.

-Adapted Works by Dorothy Law Nolte

A. INTRODUCTION

Nestled amongst the tall evergreens in the west end of the district, Caulfeild School is a short distance from local beaches and scenic Lighthouse Park. The surrounding school grounds include two play fields, modern play equipment, forested areas and a stream. After extensive upgrading of the existing building, the school is a spacious, modern facility.

Mission Statement – Province of British Columbia

“The purpose of the British Columbia School System is to enable learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy.”

Mission Statement – West Vancouver School District #45

“To inspire students to develop the knowledge, skills, and attitudes essential for participation in our changing society by creating supportive learning environments and demonstrating our commitment to quality.”

Mission Statement – Caulfeild Elementary

“We provide a supportive environment that inspires students to be lifelong learners.”

Our Philosophy

We, the parents, students, and staff of Caulfeild School believe that the physical, intellectual, emotional, and social well being of individuals is essential for success. We further believe that all individuals should strive for their personal best and that learning should foster joy and curiosity.

Therefore, our school should be one in which:

- *The climate is conducive to purposeful learning, with everyone fostering positive attitudes, a sense of pride, and individual feelings of self esteem.*
- *The discipline is consistent, firm and fair, emphasizing respect and consideration for all, leading ultimately to self-discipline.*

- *The staff holds high but realistic expectations for student achievement in the core subjects, recognizing that children are individuals who develop at different rates. They emphasize quality teaching as well as conscientious study, assess progress regularly, and communicate openly with parents about that progress.*
- *The staff collectively possesses the expertise to offer instruction in the core subjects, as well as enrichment, learning assistance, and technology.*
- *The administration leads the school effectively, organizes the school efficiently, and communicates openly with the public.*
- *Staff, students, and parents are involved in a shared decision-making process in citizenship and responsibility.*

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B. ABOUT CAULFEILD SCHOOL

School Hours

08:35 (Bell)	Building Opens
08:40 - 8:45	Homeroom
08:45 - 10:15 (Bell)	Periods 1 & 2
10:15 - 10:30 (Bell)	Recess
10:30 – 11:57	Periods 3 & 4
11:57 (Bell)	Get Ready for Lunch
12:00 - 12:45	Lunch
12:15	Bell
12:40	Bell
12:45 - 2:32	Periods 5, 6 & 7
2:32 (Bell)	Dismissal
Kindergarten	08:40 - 11:22 Morning Classes
K Plus	11:23 – 14:32 p.m.
Secretary's Hours	7:45 - 3:15

School Bus Schedule:

Arrives from Eagle Harbour at 8:30 a.m. Departs from Caulfeild at 2:40 p.m.

Arrives from Cypress Estates 8:30 a.m. Departs from Caulfeild at 2:40

International Bus arrives 8:30 departs 3:35

Early Entry

Students are encouraged to arrive at school as close to starting time as possible.

Students arriving early are to remain outside until the entry bell rings at 8:35 a.m.

Library

Opening time is 8:35 a.m. As well, the library is open Tuesday, Wednesdays and Thursday at 12:15 p.m. to 12:40 and briefly following dismissal at 2:32. The library is closed Monday, and Friday for book checkout.

Entry is permitted for the following purposes:

1. Work completion in classroom.
2. Reading/Research (in library, if open)
3. Activities as requested and supervised by a teacher.
4. Preparation of materials for the day.

Students must go directly to designated area and remain there.

Behaviour is expected to be such that it honours the Code of Conduct.

Consideration of others is of prime importance.

Parents should be aware there is no formal supervision

before 8:15 a.m. and after 2:50 p.m.

Recess and Lunch

Students are **NOT** to leave the school grounds during recess or lunch or after arriving at school in the morning. A Student Sign-out Book is kept in the office. All students leaving the property during school hours must sign-out from the office by a parent/guardian.

Recess

At recess, students are requested to leave their classrooms and to go outside for fresh air and activity. Students are responsible for being appropriately dressed for the weather conditions of the day. Should weather conditions pose any danger; an announcement will be made from the office indicating that the students may remain indoors in their classrooms. Students would then be expected to be involved in quiet activities while inside.

Lunch

Students eat their lunches at their desks in their classrooms, and they are expected to remain seated at their desks from 11:57 a.m. until 12:15 p.m. Teacher aides and staff supervise the classrooms and hallways during this time. Senior students volunteer to assist the younger children during this time. Students are allowed to remain in the classrooms if an announcement is made from the office indicating that students may remain indoors due to dangerous or inclement weather conditions.

- Homeroom teachers will supervise their students from 12:05 to 12:25 if they are required to do some work for the teacher.
- Eating lunch at school is a privilege and the students are expected to display appropriate behaviour. This privilege may be revoked if necessary and a child sent home for lunch if a standard level of behaviour is not displayed.
- 12:15-12:40 p.m. – Students are to commit to one area:
 - gym – if participating in Active Living
 - library – reading and work time (Tuesday – Thursday)

Late Arriving Lunches, clearly marked with the student's name, should be left in the office, **not** the child's classroom.

Student Absence, Tardiness (Call-Back)

Please call the Call-Back number **981-1205** any time (24 hours a day) if your child will be absent or late for school. Leave your child's name (speak clearly), teacher's name, grade, division and reason for absence on the answering machine. If late, a child **must** report to the volunteer parent in the kitchen, or to the secretary in the office if the volunteer has left.

Parents of children in the Afternoon Kindergarten class are asked to call the school office **981-1200** if reporting an absence after 09:00.

Supervision

Supervision is provided between 08:15 a.m. & 2:50 p.m.. At least four people are on duty during recess, and four or more during the noon hour.

There is no supervision of students prior to 08:15 a.m. or after 2:50 a.m. The school is not responsible for children arriving before 08:15 a.m. or leaving after 2:50 p.m.

Telephone

The school or classroom telephone should only be used for urgent family business. Permission is required from the classroom teacher or the secretary before students may use the telephone.

Bicycles, Skateboards, Rollerblades, Scooters, Etc.

Students are **NOT** to ride bikes, skateboards, scooters or rollerblades on school grounds prior to 3:15 p.m..

Please note that the school is not offering any direct supervision regarding safety equipment (helmets, etc.) being used or not being used by students when students opt to use skateboards, rollerblades, bicycles and scooters, etc. on the school grounds after school hours.

Due to many safety concerns brought to the school's attention by police, fire department members and parents who have witnessed unsafe use of skateboards, plus non-compliance of students to respect the non-use of skateboards before and after school (until 3:15) we have had no choice but to request that skateboards be kept at home during school hours. If students choose to use the above items after 3:15 they do so at their own risk.

Parking Lot and Safety

The staff parking lot is **NOT** a play area and is out of bounds to students. Municipal and Provincial regulations include:

PARK WITHIN 8 METRES (20FT) OF CROSSWALKS.

PARK FROM 08:00 - 17:00 AT CURBS ADJACENT TO SCHOOL PROPERTY.

PLEASE DO NOT DRIVE BEYOND DROP OFF/PICK-UP ZONE IN THE PARKING LOT.

Student Pick-Up During School Day or After Hours

Please use the Drop-Off/Pick-Up area when picking up children during the day for doctors' appointments, etc. The children must wait at the office until picked up personally by parents.

Students who are not picked up at the regular dismissal time must wait in the school office.

The students are always reminded to come back into the school if they are not picked up as expected.

Drop Off Procedure:

Crosswalk area outside 6/7 wing on Caulfeild Drive

- Obey speed limit (30 km/h or less).
- Designated parking only to be used.
- Do not park anywhere near the crosswalk.

Round-about at the front of the school

Waiting Line:

- Enter circle, proceed along yellow line located next to sidewalk.
- Stop, let your child out to enable him/her to walk up the sidewalk to the school.
- Pull out safely and proceed around circle.
- Drivers must remain in their vehicles in the Waiting Line.

If Waiting Line is Full:

- Follow in the left lane around to the top of the circle and drop off your child in front of the gym - pull up as close to the sidewalk as is safely possible.
- Please make sure that your children are ready to exit your car as quickly as possible.
- Pull out safely and proceed around circle.

Pick Up Procedure

Crosswalk area outside 6/7 wing on Caulfeild Drive

- Obey speed limit (30 km/h or less).
- Designated parking only to be used.
- Do not park anywhere near the crosswalk.

No room in the waiting line:

- Continue to circle the inside lane of the round-about until there is room in the waiting line or until you see your child.
- When your child is spotted, pick him/her up in front of the gym - pull up as close to the sidewalk as is safely possible.

- Pull out safely and proceed around circle.

School Bus

A School Bus service is provided for those students living more than 4 km from the school. The Caulfeild bus starts from Lions Bay overpass at 8:00 a.m. picking up at each Blue Bus stop along Marine Drive. (There is **NO** pick up on Keith Road). Parents are asked to assist in safety education, especially as it pertains to travelling to and from school (including travelling to and from the bus stop and loading and unloading on Marine Drive).

Professional Development Days

The Ministry of Education, Board of School Trustees and Parent Advisory Council support the concept of Professional Development Days for staff. During these days, staff are involved in activities such as programme planning, professional development, and curriculum implementation.

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C. SCHOOL POLICIES

Discipline

At Caulfeild, we believe in a system of fair, firm and consistent discipline as well as a working tone which is conducive to purposeful learning. We further believe that the best way to achieve these objectives is with the support of parents.

The Caulfeild School Code of Conduct

At Caulfeild, parents, teachers, and students believe that learning best takes place in a safe, orderly, and positive environment. To this end, each of us pledges the following:

Be safe.

Be respectful.

Be responsible.

Clothing Guidelines for Students

Caulfeild Elementary School students have the freedom to wear clothing of their choice, unless it is inappropriate for the school setting. With the changing fashions, it may be necessary to remind students that we require clothing appropriate to a "working environment". These Clothing Guidelines have been established to encourage appropriate decision-making for a working, educational environment and to prepare our students for what they may anticipate in the working world.

The following guidelines are designed to help students make good decisions regarding the clothing they wear to school. These guidelines help 'kids just to be kids' in a safe environment.

Unacceptable dress for the school environment include:

- Halter tops
- Tube tops
- Low cut tops
- Lingerie tops or exposed brassieres
- Spaghetti-strapped tops with straps, less than two fingers in width
- Skirts or shorts that are shorter than mid-thigh
- Muscle shirts
- Low hanging pants with underwear exposed
- Hats
- Clothing with vulgarity or swearing
- Clothing promoting drugs, alcohol, hatred, violence, sex

Clothing Guidelines for Inclement Weather

Students are to dress appropriately for the weather. During inclement weather, we are asking that students wear a jacket and appropriate footwear in order to keep both warm and dry.

Homework

No Homework will be assigned on the weekend unless it is part of a large, ongoing project

Homework assignments contribute to the academic growth of all students. Although homework is not regularly assigned in the primary grades, we recognize the benefits of developing good study habits early on, and encourage some daily routine of reading or simple problem solving. Regular at-home assignments will be given in the intermediate grades during the week. We require students from grades 3 - 7 to use the Caulfeild Planner.

Extended Family Holidays

We would like to remind all parents that, should their children be away from classes prior to or after any designated holiday, or at any time when school is in session, it is not the teacher's responsibility to provide packages of work or catch-up materials.

Detentions

A student is entitled to a full recess and noon hour break. Exceptions to this will be in consultation with the student's parents. There may be a need to keep a student after school for a short period of time and in these cases, parents will be notified.

Electronics

Students should not bring personal electronics to school (i-pod, cell phones, cameras) as our insurance does not cover loss of these items. Cell phones carried for safety reasons should only be turned on after school.

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D. COMMUNICATION

Reporting to Parents

Good communication between home and school is important at Caulfeild. The newsletter is one means by which the Caulfeild staff hopes to inform parents of school policy, programmes and activities.

We hope this form of communication is purposeful. You can expect the newsletter to be delivered to your e-mail address monthly. We also communicate by means of class newsletters, conferences, phone calls, meetings voice mail, and our website <http://www2.sd45.bc.ca/schools/caulfeild/Pages/default.aspx>

Ministry regulations for the reporting of student progress require that parents be provided with a minimum of:

- *Three formal written report cards.* These are normally issued in December, March and June.
- *Two informal reports each school year.* At least two informal reports are provided to parents or guardians each school year. Teachers determine how they will communicate informally with parents. Examples of this type of reporting might be phone calls, interviews or student-led conferences.
- Report cards will be sent out three times each school year on the date posted in our school calendar. To enable the reports to be distributed in a fair manner, report cards will **not** be given out before the specified date. Families leaving for any reason prior to the specified report card release date, will have the opportunity to pick up their child's report card upon their return or make arrangements at the school office to have the report card mailed to a specified address by providing a stamped and addressed envelope.
- Other parent/teacher conferences may take place throughout the year at the request of either the parents or the teacher.

Parent/Guardian Concern Protocol

Policy

Questions, issues or concerns that parents/guardians may have regarding their child's schooling should be dealt with in a manner which reflects mutual respect and fair process. Whenever possible, the Board encourages parents/guardians to address concerns directly with the employee involved.

Administrative Regulations and Procedures

- This policy is intended to deal with all parent or guardian concerns or questions about an employee, communicated to any other employee or Trustee of SD #45 (West Vancouver), except for allegations of criminal misconduct and complaints undertaken under Section II of the School Act.
- Any parent or guardian initiating (the complainant) shall be directed first to the employee who is the subject of the complaint. An administrative officer and/or teacher may offer to accompany the complainant to the meeting with the employee.
- The employee who initially directs the complainant to the individual who is the subject of the complaint, shall inform that individual that a complainant has been directed to them.
- The complainant and the employee who is the subject of the complaint shall meet in an attempt to resolve the complaint.
- If a meeting has taken place and the complainant is not satisfied, an administrator whom the employee directly reports to, or designate, shall meet with the complainant and the employee in an attempt to resolve the matter.
- The administrator shall communicate the resolution to all the parties involved, as well as outlining the complainant's right to file an appeal to the School Board under Section II of the School Act.

Newsletters

The Caulfeild newsletters are emailed home monthly. Information and announcements pertaining to the school can be found within its pages. The Caulfeild Parent Advisory Council also publishes an additional monthly newsletter.

Community Announcements

Caulfeild Elementary School offers newsletter space to the Board of School Trustees and non-profit community organizations for their public interest announcements. It does not accept for publication any announcements of a commercial nature for anyone except Caulfeild parents. As well, the school reserves the right to edit submissions according to space limitations. Finally, the school assumes no responsibility for the accuracy of information printed (although we do our utmost to ensure it is correct).

Messages From Home

We encourage parents to telephone the school, or write a note to the teacher or Principal, to share information that may be important for a child's well-being. The school preferred mode of communication is email. While teachers are not usually available to come to the telephone during class hours, they are pleased to return parent phone calls or emails as soon as possible. Follow this link to staff email addresses.

<http://www2.sd45.bc.ca/schools/caulfeild/About/StaffInfo/Pages/default.aspx>

Due to the size of the school, we are not able to deliver personal messages to students. If there is an emergency, the secretary or principal can reach the student.

Whole School Gatherings/Assemblies

The purpose of whole school gatherings is to promote school unity, recognize students for outstanding achievement and to allow children to make presentations. Whole school gatherings are also held for special/cultural events. Parents are always welcome to attend our assemblies.

Voice Mail for Office Staff and Administration only

Caulfeild School is a part of the **West Vancouver “Schools and Me” Voice Mail System**. To reach the Caulfeild line, **dial (604) 981-1234**. When prompted, press the four digit code **1200**. This will reach the Main Menu, where five options will be available:

School Message - Press 1

Call Back - Press 2

Secretary - Press 3

Principal - Press 4

Disconnect - Press 9

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E. EMERGENCY PROCEDURES

One can never predict when an emergency may occur. At Caulfeild, we have established drills and procedures for fire and earthquake, and procedures for sudden heavy snowfall. You should know that in the event of any emergency:

1. No student will be dismissed from school unless a parent, or person designated by a parent, comes for him/her, unless we are otherwise instructed by parents.
2. All parents or their designates who come for their children must have them signed out at the office or at an alternative Student Release Station.

We are prepared to care for children in the event of a critical situation until you or your designate can reach the school.

All children should know what to do in the event they return to an empty house after school:

Please ensure that your children know the names and phone numbers of several neighbours, and establish a procedure for them to follow.

There is a Block Parent program in the area. Please make sure that your children know where the Block Parent homes are located in your area.

You can help by ensuring that Emergency Information in our school records is kept up-to-date.

Fire and Earthquake Drills:

The school practises fire and earthquake drills regularly.

A plan is in place to supervise and care for students for an extended period of time in an emergency.

Snow Policy:

The decision to close schools is made by the Superintendent in consultation with various municipal organizations. If the school will be **closed** the Superintendent will post the information on the District's Website, www.sd45.bc.ca and contact the radio stations. Otherwise, schools will be expected to operate normally.

If staff experience difficulty reaching the school:

The school will be closed until staff arrives. Parents should telephone the school before sending their children on days when conditions are uncertain. No answer means that staff has not arrived.

INFORMATION ON SCHOOL CLOSURES WILL BE BROADCAST USUALLY AFTER 6:00 A.M. ON THE DISTRICT'S WEBSITE AND ON THE FOLLOWING RADIO STATIONS - CKLG, CKWX, CFUN, CBC, CHOM, CJOR.

If conditions worsen during the day:

If it becomes apparent that the children could be sent home earlier than the regular dismissal hour, we will phone parents to ensure they know their children will be on their way home, but more particularly, to ensure that someone is home to receive the children. If no one is home, we will make contact with the emergency contact name listed on the Student Information Form. If it is impossible to place some children, one or more of the staff members will remain at the school to ensure the safety of all children.

IN CASE OF AN EMERGENCY PLEASE ENSURE THAT YOUR CHILDREN ARE AWARE OF THE PROVISIONS THAT YOU HAVE MADE

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F. PROGRAMMES

School Sports

We encourage our students to participate in athletic activities. Students have up to 80 minutes per week of physical education with their classes and plenty of opportunity for vigorous play on our extensive grounds.

- a) **Intramural Athletics:** This program is for intermediate students, and will vary from year to year. It consists of organized game activities at noon hour.
- b) **Gym Strip:** All students in Grades 4 to 7 are asked to purchase school gym strip. For Primary children, this purchase is voluntary. Wearing a school t-shirt on field trips is recommended to encourage school spirit and easy identification of students.

Library-Resource Centre

Our library houses a collection of learning resources. It includes fiction, non-fiction, print and non-print. These resources support the school curriculum. Using the centre's multiple resources, the classroom teacher and teacher-librarian plan together to develop a learner-focused curriculum that considers individual student interests, abilities and learning styles.

The library is staffed by a 0.4 teacher-librarian. We encourage parent volunteers and student monitors to assist with clerical tasks. It is usually open before school from 8:30 a.m., at lunch time from

12:15-12:40 p.m. and after school until 15:00. The school maintains an "open" library accessible on 2 days to individuals and small groups during the teacher-librarian's hours of work.

In addition, class visits to the library are planned cooperatively by the Teacher-Librarian and individual classroom teachers.

For information access, we have a pod of computers that provides Internet and network connections as well as CD Rom and independent program capabilities. Books and other library materials may be borrowed for a two-week period and a child may borrow up to three books at a time. Please help us by ensuring that your children return books on time.

Technology

At Caulfeild School both teachers and students use technology extensively as a tool to support learning. Caulfeild has one computer lab and three mobile laptop carts. All classrooms have 1-3 computers. Tech Lab and the Laptop Carts are available to be booked throughout the week. The three laptop carts contain 52 wireless laptops and a wireless router. The carts are not a mobile lab but rather a tool for integrating technology into the regular curriculum. Our computers are fully networked and are equipped with software that supports a variety of subject areas and grade levels.

Every computer has internet access, and we have in place a Technology Use Contract to ensure ethical and appropriate educational use of the Internet.

Our computer hardware is complimented by a digital camera, a scanner, an overhead projection system, three presentation stations and printers.

Caulfeild has a Technology Committee comprised of an administrator, teachers, support staff and parents.

Challenge Programme for all Students

At Caulfeild, we are implementing a Challenge programme for all students. This programme emphasizes the development of higher level and creative thinking skills in all students. Some students receive individual programming for areas of challenge.

Personal Safety Programmes

We have a variety of safety programmes for children throughout their elementary school years. Not all grades will receive all programmes in any one year, but, by the time a child has completed Grade Seven, he/she should have received information in the following areas: Traffic and Bicycle Safety, Fire Safety, Electrical Safety, Drug Abuse Resistance Education (DARE), and the Prevention of Child Abuse. In this latter area, we will be offering the following at Caulfeild:

Kindergarten C.A.R.E. Kit - "Two Kinds of Touch"

Grade 1 Review of C.A.R.E. Kit - (message cards only)

Grade 2 Video - "It's O.K. to Tell"

Grade 3 Video - "Staying Away from Strangers"

Grade 4 Video - "Being Safe"

Grade 5 Video - "Being Safe" (review)

Grade 6 Video - "Yes, You Can Say No"

In accordance with District and School Policy, parents will be notified as to when these programmes will be taught.

Second Step Programme

This programme, taught at all grade levels, is designed to enable students to manage empathic reactions, anger management, and conflict resolution.

Field Trips

At Caulfeild, one-day curriculum-oriented field trips are planned for each grade by the teacher. The number of trips is determined by the teacher and the curriculum connections that can be made. Prior to any field trip, parents are notified in writing of the details of each planned field trip. All students must have signed permission slips before participating in any field trip. Transportation costs are borne by the parents.

Field Trip Volunteers

All volunteers must report to the office, and are asked to wear a visitor's tag.

The Role of a Volunteer

We highly value our parent volunteers and continue to encourage parents to assist in the area of field trips. To provide clarity in what is appreciated/expected from our volunteers, the Caulfeild staff has established the following criteria. It is hoped that this will provide new and experienced volunteers with an idea of their role as well as guidelines for any room persons who are looking for parent volunteers for field trips.

1. As a volunteer, you are in charge of a group of students and are responsible for their safety and educational gains during the trip. It is appreciated if you come on your own, leaving siblings at home in order to provide your utmost attention to the students on the field trip.
2. Please refrain from using cell phones during the trip to ensure that full focus is given to the students present on the trip.
3. Focus on the group, and model good listening skills and attention if involved in a guided tour. Encourage all students to stay on task. Discussion about the trip, when appropriate, will encourage the students to reflect and remember what they have seen.
4. Support the teacher by encouraging students to exhibit proper behaviours such as:
 - quiet voices;
 - appropriate movement (e.g., walking rather than running);
 - appropriate bus behaviours (e.g., sitting down and facing the front);
 - hands to selves, etc.

5. Remain focused on the children in attendance. Students need your attention and will soon be off task if they see that the adults are in conversation with one another.
6. Please refrain from involving the teacher in discussion pertaining to your child. Interviews can always be set up at a more appropriate time.
7. It is an expectation that parent volunteers will be present on buses with students and teachers to assist with close supervision.
8. When on buses, it is necessary to have all adults spaced appropriately throughout the bus to monitor behaviours. This is, of course, for safety reasons. Additional standard bus rules are: no food; sitting down and facing the front; staying in one's seat; and quiet voices.

Thank you for being a volunteer. Together, we can provide a safe, educational experience for the children.

Cultural Events

Performing artists are often brought to the school to enhance existing curriculum at various grade levels. Parents are welcome at all of these events. Please check the website for dates and times.

Band

Band is a voluntary program that is available to those intermediate students (grades six and seven) who wish to participate. The students are responsible for the purchase or rental of their own instruments. There is a non-refundable processing fee for all students.

Music

In addition to our intermediate band classes, Caulfeild provides a general classroom music program for students in Kindergarten through Grade Seven. Activities vary according to grade level, but do emphasize skills and music appreciation.

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G. SERVICES

Learning Assistance

In our district, a number of educational services are available to students. At the school level, the Learning Support Teacher conducts diagnostic testing, programme planning, and individual and small group instruction. The Learning Support Teacher works closely with staff members from Kindergarten to grade seven.

School Based Team

The school based team consists of the Learning Support Teachers, counselor, principal and teacher of the referred student. Other specialists may also be present depending on the need (nurse, speech and language pathologist, etc.). The purpose of the team is to share knowledge about children with special needs (learning difficulties and gifted), access community resources for children, and evaluate progress and design strategies for helping children. The school-based team meets once a month or when the need arises. Referrals are made through any of the team members in consultation with the classroom teacher.

School Counselor

Caulfeild has the regular services of a school counselor. The counselor works with students, parents and teachers and provides a liaison between the school, district and community services. Students are most often referred to the counselor by the classroom teacher. Parents may make appointments with the counselor by phoning the school.

District Services

At District level, more extensive diagnostic services and special programmes are available. Included in this department are the following services:

Challenge and Gifted Programme

Speech Pathology and Language Development

English as a Second Language

Home and Hospital Instruction

District Education Consultants

Severe Learning Disabled Instruction

Special Services Assistants

Social Adjustment

Vancouver Coastal Health Authority

West Community Health Centre – 990 22nd Street, West Van. Phone # 904-6200

A Community Health Nurse is assigned to Caulfeild School. Her role is to work with parents, students and staff to help make the school a safer, healthier place. Please note the following:

A. Immunization Record

Your child's record is a very important part of the school record. Return the form as soon as possible. Let the nurse know if you are having any difficulty completing it.

The Community Health Nurse reviews your child's record and may make a recommendation.

For Kindergarten students: A school entry booster for Diphtheria, Pertussis, Tetanus and Polio is recommended between 4 to 6 years of age. Please advise the nurse when your child receives this before the end of the Kindergarten year.

For All Grade 6 students: Hepatitis B immunizations are offered during the school year. Immunizations are given only with parental/guardian consent.

For Grade Six Girls: Human Papilloma virus (HPV) immunization is given three times during the Grade six year

B. Serious/Life Threatening Health Condition

If your child has a serious health problem or a possible emergency health condition, please discuss this with the nurse. It is the nurse's role to ensure that the staff knows about your child's special health needs and are able to respond appropriately. Please indicate the problem on the Health Registration form and call her at 904-6251 or at the school.

C. Communicable Disease Control

If your child contracts an infectious disease, please contact the school and the nurse. Communicable disease follow-up has to be timely and may be critical to protect at-risk students.

D. Vision Screening

Kindergarten: Visual acuity, muscle balance, colour vision (for boys).

Other Grades: Visual acuity will be done on a referral basis in any grade. The Community Health Nurse will contact parents.

E. Hearing Screening

We have the services of a hearing van which visits the school twice a year. The programme is focused on Kindergarten, and Grade 1 students new to the school system. Parents will be notified if a screening is required.

F. Health Issues Resource Consultant

The Nurse acts as a resource to students, teachers and parents on all health matters including nutrition, physical/emotional growth and development, parent/child relationships and lifestyle issues.

The Nurse is also available to parents regarding health management of children with special needs.

G. Medication

School staff cannot administer medication to any child, unless all of the following has been done:

- Contact the school office;
- Sign a "Request to Administer Medication" Form;
- Provide the appropriate medication, clearly labeled with your child's name; and
- Provide a physician's written order to be placed on file.

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H. CAULFEILD PARENTS' ADVISORY COUNCIL (CPAC)

CPAC welcomes all new and returning families to Caulfeild Elementary School.

In 1989, the School Act established the right of parents to create a Parent Advisory Council (PAC) in order to advise the School Board, School Administration and Staff regarding any matter relating to the school or students.

All parents and legal guardians of children in Caulfeild Elementary School are members of the Caulfeild PAC (CPAC) and are encouraged to actively participate in the school community.

At the Annual General Meeting each May, the CPAC members elect an Executive. This consists of a Chair, Vice-Chair, Treasurer, Secretary, DPAC (District Parent Advisory Council) Representative, two or more Members-at-Large and Past Chair. Usually, the Members-at-Large assume the posts of Room Parent Coordinator and Communications Coordinator, although some flexibility is allowed under our Bylaws.

To maintain communication with its members, the CPAC holds monthly meetings, on the last Tuesday of the month, and publishes a Newsletter.

The purposes of CPAC, as stated in their Constitution, are as follows:

1. To advise the school principal and staff on parental views about school programs, policies, and activities.
2. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system, and to advocate on behalf of parents and students.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

To meet these objectives, and to assist the school, CPAC has a variety of volunteer committees. These include:

School Planning Councils

School Planning Councils give parents, teachers and school principals an advisory process, to review school data and to develop and implement school plans that will lead to improved student achievement. The School Board will annually approve a school plan for every school in the district.

Our school planning council consults with the parents' advisory council during the preparation of the school plan and consists of:

- School Principal
- Three representatives elected from the school's Parent Advisory Council, who are parents of children currently enrolled in the school. One representative must be an elected officer of the Parents' Advisory Council.

Election of parents to sit on the School Planning Council:

Three parents are elected by secret ballot to the School Planning Council. These representatives receive input from the CPAC and the parent community throughout the year. These representatives also consult with and inform the CPAC of the work of the Planning Council.

Call-Back Program - (604) 981-1205 (24 hours):

Caulfeild School has organized a call-back programme for the safety of our children. It ensures that each child absent from school at the beginning of the day is accounted for as soon as possible.

When a child is not going to attend school, or is going to be late, the Call-Back must be notified at the above number. Parent volunteers listen to the messages every morning from 8:30 to 9:00. If your child has not arrived at school and a message has not been received, the Call-Back check procedure will be initiated.

Lunch Program:

Children are given the opportunity of having a lunch provided at school, once or twice per week. Order forms are sent home at the beginning of each for ordering and pre-payment. This is a major fundraiser for CPAC.

Traffic and Safety:

Parent volunteers supervise crosswalks before and after school. Parent volunteers are always needed!

Playground Supervision:

Parent volunteers help to supervise the playground during the lunch period. We are always appreciative to have parents volunteer in this area.

Community Service:

In conjunction with the school, parents assist in the monthly sandwich making programme.

Other Activities

CPAC also organizes a variety of events throughout the year:

Welcome Tea, Family Photo Night, Santa's Breakfast, Family Picnic, Primary Pumpkin Hunt, Spring/Fall Fling Dance, Grade 7 Farewell, Community Day Parade, Gym Strip

Parent Representatives are involved in the following school committees:

School Planning Council

Emergency Preparedness

Technology

Liaison Committee

Parents are invited to remain informed about education in West Vancouver through the following groups:

West Vancouver School Board:

Public meetings are held twice monthly at 1900h, and are usually held at the School Board Offices, 1075 - 21st Street (phone 981-1000).

West Vancouver District Parent Advisory Council:

WVDPAC acts as a link between the parents and the school board trustees and school administrators, providing a two way exchange of information and ideas. They hold monthly meetings, and may be reached at (604) 981-1234 ext. 1556.

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AT CAULFEILD**THE STAFF, STUDENTS AND PARENTS MAKE A
DIFFERENCE**