



SOUTHRIDGE ELEMENTARY

www.srdg.sd57.bc.ca

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Prince George, B.C.

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PARENT INFORMATION BOOK

Office Staff

Mrs. S. Johnston - Principal

Mr. A. Lee - Vice Principal

Mrs. T. Dowhy - Senior Secretary

Ways to follow Southridge on-line:

<https://www.sd57.bc.ca/school/srdg/Pages/default.aspx>

School Facebook Link: <https://www.facebook.com/SouthridgeElementaryPG/>

SRDG PAC Link: <https://www.facebook.com/groups/341230106473349/>

A Message to Parents

Welcome to Southridge Elementary! We are looking forward to another exciting and successful year. We currently enroll a population of 357 students from Kindergarten to Grade 7.

At Southridge, our goal is to maximize learning for each student within a safe, caring environment. As a result, we offer:

- Quality academic programs
- A safe school with a caring, supportive atmosphere and a strong service orientation
- A fully-automated library
- A networked computer lab
- A strong music program to complement our Fine Arts emphasis
- A strong physical education program enriched with a wide variety of extra-curricular opportunities for students, including volleyball, basketball, cross-country running, relays, and track and field.
- An active student leadership club that plans and implements school activities and events like "special days", noon-hour clubs, and a playground program for younger students at lunchtime.
- A dedicated Parent Advisory Council
- Many volunteers and ... a gardening club!

SOUTHRIDGE
STINGERS



ASSESSMENT FOR LEARNING

Assessment For Learning (AFL) continues to be a school, district, and international-wide focus for students. The six strategies of AFL provide students with the skills to improve achievement, help teachers to diagnose and respond to student needs, help parents see progress over time, and help parents to support the learning of their children. Part of the purpose in using AFL strategies is to develop great intrinsic motivation in students. Research says that using the AFL strategies help the students take ownership of their learning, so that they are better able to set goals, work towards them, and monitor their progress. The development of these skills is supported by the classroom teacher and the home.

The six AFL strategies are: clarifying learning intentions; providing clear criteria for success; using questioning to elicit deeper thinking and feedback; giving descriptive feedback (What's working? What's not? What's next?); using peer and self-assessment; and students developing greater ownership in their learning.

These beliefs and strategies are also reflected in the WITS, SPARK and Leader in Me programs at the school, which focuses on the education of the whole child - teaching and providing opportunities for students to act in socially responsible ways. Students, staff, parents and our Southridge community all work together to provide the best possible educational experiences for our students. Intermediate students also organize activities, lead assemblies and help out around the school in many ways.

W.I.T.S.

Walk away



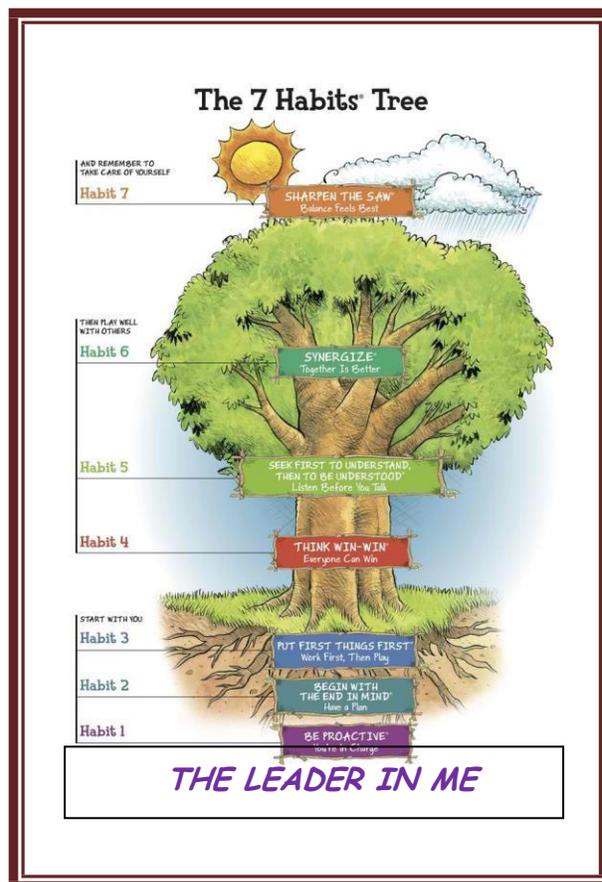
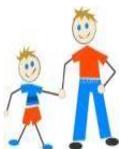
Ignore



Talk it out



Seek help



SPARK is an acronym for school-wide expectations:

- **S** is for Safe
- **P** is for Positive
- **A** is for Achieve: "Soar to Success!"
- **R** is for Respect
- **K** is for Kind.

What does an *Assessment For Learning* culture look like at Southridge?

- Belief that all students can learn, but that not all students learn at the same rate;
- Maximizes student success at meeting specific academic achievement standards;
- Staff, students, and parents understand and support strong assessment practices, and that all assessment users are important;
- Belief that the capacity to learn can be improved with proper interventions and experiences; and
- Belief that the assessment in schools of the past cannot be the environment of the future SPARK, WITS and Leader in Me

How can we support each other here at Southridge?

A successful school requires a three-way effort between students, teachers, and parents.

We especially need parents to assist our efforts in the following areas:

- Keep home information current. Please notify the school of any changes in your home or work phone numbers, emergency contacts, etc. Please complete and return all forms promptly.
- Ensure that the students attend school on time, and are ready with all of their supplies to start each day.
- Supervise homework, keep a good supply of books on hand, read to your children or listen to them read to you every day, and display schoolwork prominently at home.
- Attend parent/teacher conferences, communicate directly with the teacher, and share your concerns as they arise.
- Discuss your child's day at school; be positive and enthusiastic about learning.
- Support our **SPARK** core values: We are **SAFE, POSITIVE ACHIEVERS** who are **RESPECTFUL** and **KIND**.

Positive Behaviour Support (PBS) is a collaborative approach that focuses on the creation and maintenance of a safe, caring, and orderly school environment, and requires staff, students, and the community for its success. At Southridge, our students work very hard and are successful at meeting our expectations for them. They are expected to:

BE SAFE

- Move around the school building and playground without causing harm to others.
- Remain on school property unless given permission by a staff member to leave.
- Promote a code of citizenship by reporting any incidences of bullying, harassment, or unsafe behaviour to a "tellable" adult.
- Follow the school district's **Acceptable Use of Networks** policy (6179) when using the Internet.

BE POSITIVE

- Act in a responsible manner that brings credit to the school and the individual.
- Demonstrate leadership and provide service to the school.
- Take pride in ourselves, others, and in our school.
- Celebrate individual and group success
- Work and play cooperatively
- Demonstrate good sportsmanship and positive play
- Solve problems using "the 7 habits", and/or WITS

ACHIEVE

- Attend school regularly and on time
- Be on task
- Complete all school assignments to the best of our ability
- Demonstrate sound work habits by completing assignments neatly and thoroughly
- Ask for assistance when necessary

BE RESPECTFUL

- Demonstrate respect and care for self (eg., follow the Student Dress Code, make healthy food choices)
- Demonstrate respect and care for others (eg., allow others to work without undue distraction and noise)
- Communicate honestly and courteously to other students and adults
- Respect ethnic, cultural, religious, and linguistic heritage
- Demonstrate respect and care for the property/equipment of others (including the school)
- Demonstrate respect and care for the environment by maintaining a clean building and grounds

BE KIND

- Share and include others
- Show understanding of the feelings of others
- Help each other out

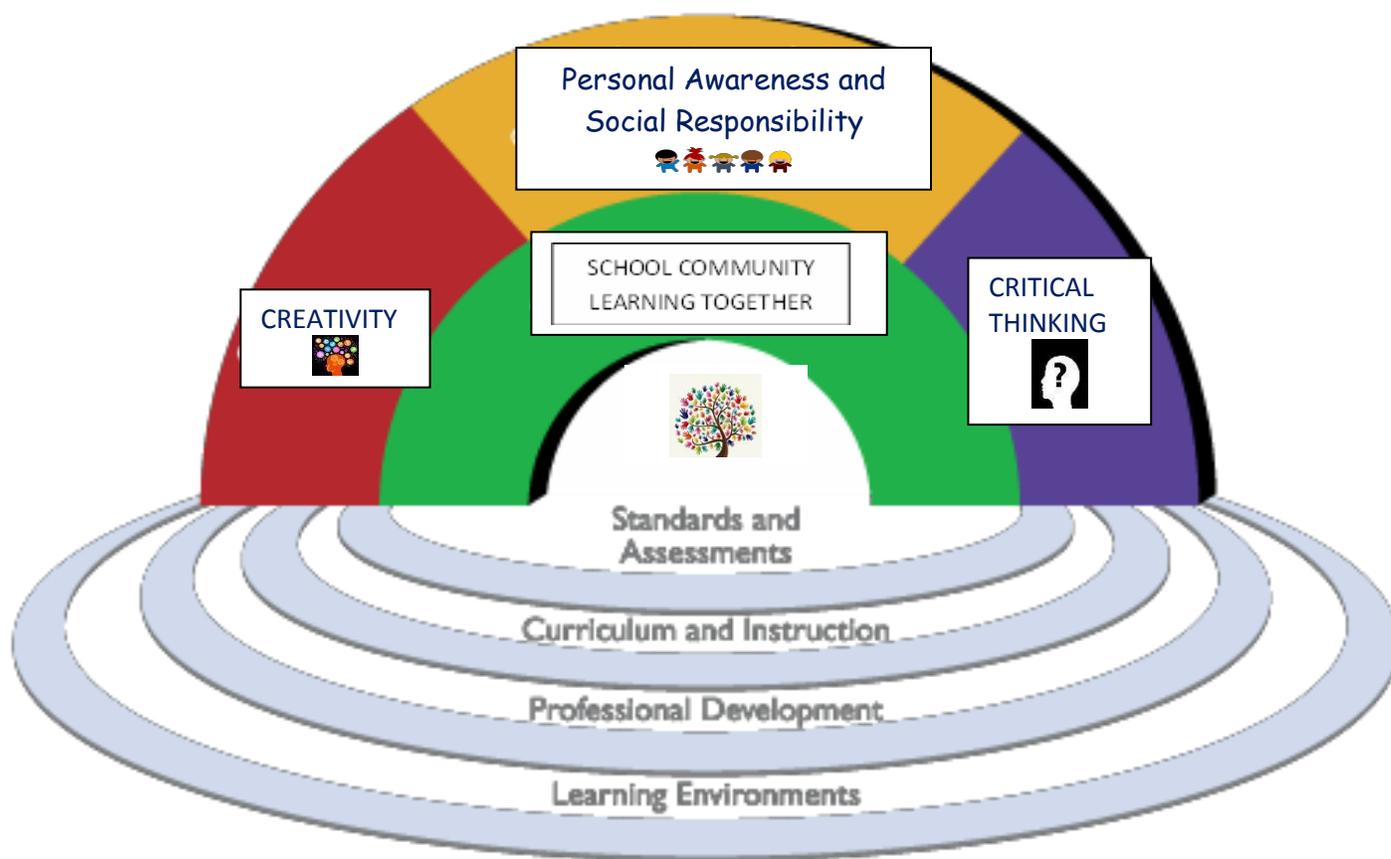
Leader in Me is a foundational program that aligns with the best-in-class content and concepts practiced globally. It provides a logical, sequential and balanced process to help schools proactively design the culture that reflects their vision of the ideal school.

*Content from **The 7 Habits of Highly Effective People** is a key component of the overall **The Leader in Me** process. **The 7 Habits** is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, which includes responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures. More information on Leader in Me can be found at <http://www.theleaderinme.org/>.*

Southridge's School Plan for Success

The Southridge School Plan for Student Success will be updated and published towards the end of October on our website. We work collaboratively to develop learning plans that tie in British Columbia's newly developed curriculum and School District No. 57's goals. Our mission continues to focus on the learner, and provide the best possible learning opportunities for each student within a respectful, safe, and caring environment. In 2016/17 staff and PAC participated in an activity that involved the question, "If I could give my students/children a gift three years from now, what would it be?" The process provided an opportunity to discuss and think about our students' education both now and in the future. Responses were collated and aligned with provincial frameworks that were being developed to enhance student learning. Stay tuned for Southridge's updated School Plan for Student Success!!

Southridge Elementary



Learning Together for All!!



The “Communication of Student Learning” written report includes subject areas with the subheadings: *Big Ideas*, *Curricular Competency* and *Content*.

- *Big Ideas* are generalizations and the principles of what students understand;
- *Curricular Competencies* are the skills, strategies and processes of learning;
- *Content* is the topics and what students know.

Communication with parents

Parents will receive communication about their child’s learning a *minimum of five times during a school year* according to the following guidelines:

- Parents receive timely, ongoing feedback about their child’s learning throughout the year.
- At the end of the school year, or if a child moves, parents will receive a final written summative report that meets the requirements outlined for summative reports.
- Except for the summative report, communication could be any of the following:
 - a summary of student learning based on a student’s collection of work or portfolio
 - a summary of a student-led teacher-parent conference
 - an interim report
 - a summary of the progress toward specific goals in their IEP where applicable.
- Local policy on student reporting will outline the process for providing letter grades as required in Grades 4–9.
- Districts may create templates or forms for reporting on student learning. There will be a summative reporting template in MyEdBC for use in the 2016/17 school year.



Final written summative report

At the end of the school year, or if a student moves, parents will receive a final written summative report. The purpose of the summative report is to outline and summarize the child’s achievement in the required areas of learning outlined in the curriculum, for that school year. The summative report may contain information about the child’s strengths, areas the child is working on, and needs for further development. It will also provide information on the child’s achievement and performance in relation to age/grade expectations. In addition, the summative report may provide information on ways to support the child at school and home.

Letter grades and performance (proficiency) scales

Specific performance (proficiency) scales can be used as an alternative to letter grades. The different levels of performance should be clearly explained to parents. Districts can determine in local policy how letter grades are provided to students in Grades 4–9. District policy may determine different procedures for different grades. Letter grades must be provided if parents request them.

GENERAL INFORMATION

ATTENDANCE AND ABSENTEEISM

A successful school year is based on regular attendance and punctuality. Students who are absent miss valuable classroom instruction. When a student is absent or late, a phone call or note is requested. This allows the school to monitor truancy and reduce unnecessary late arrivals. We thank parents for taking the time to phone the school and let us know when their child will be away. Our answering machine is available 24 hours a day. As well, along with many other schools in the district, SRDG provides a daily phone-home service, usually between 9-10am, where parents are contacted if their children are not at school. We use the main home contact number that parents provide for us at the beginning of each school year, and work our way through all of the contact numbers provided for the specific student. Please notify the office at any time during the school year to update us if these numbers change.

Parents are asked to keep their children home from school until they are fully recovered from their illnesses. This prevents the spread of viruses and other communicable diseases. Students should return when they are prepared and are able to actively participate in all classroom activities. If your child does become ill at school during the day, we will use the numbers provided to contact you as soon as possible.

Teachers cannot give permission for students to miss days of school for holidays or other family business. Withdrawing children from school for vacations or other special reasons is the right and responsibility of the parent. However, it is important to discuss this with the teachers involved. If adequate warning is given, some school assignments may be prepared ahead of time for students who will be missing a number of days. Unfortunately, not all classroom assignments can be completed independently, or without teacher instruction. This difficulty often limits the kind of work that can be sent home with students who will be away for any reason.

BICYCLES (AND OTHER "MOBILE" EQUIPMENT)

Students may ride their bicycles to school. However, riding on the school grounds is not permitted. Students are asked to walk their bicycles to the racks once they enter the playground and parking lot areas of the school. Students need to make sure that they bring locks to attach their bikes to the racks provided, to make sure that their bikes stay safe at school.

CODE OF CONDUCT

Our Southridge Code of Conduct will be posted on our school website, www.srdg.sd57.bc.ca. It is formally reviewed with the students at the beginning of each school year, and informally in classrooms throughout the year.

COMPUTER NETWORKS and GUIDELINES FOR STUDENT ACCESS

Introduction

Computers in schools provide access to a wide range of resources including software programs, library catalogues, the Internet and, in some cases, email.

Schools are committed to ensuring that their network systems are used appropriately to address educational goals and that all students are aware of their responsibilities for acceptable use of computer networks. Students are given direct instruction on the safe use of the Internet and network communications and are supervised at all times while using technology.

User Responsibilities

- To use computer networks for educational purposes.
- To respect copyright laws.
- To respect the privacy of others.
- To follow established guidelines for computer use and etiquette.
- To report violations to teachers or supervisors or the school administration.
- To use the Internet safely and responsibly, and to immediately leave any site that contains inappropriate content.

Unacceptable Uses

- Using networks for non-education purposes.
- Deliberately damaging equipment or disrupting network performance and services.
- Wasting resources such as paper or time.
- Accessing, damaging or destroying the files of another user.
- Bullying or harassment of others.
- Using language that may be offensive to others.
- Using networks for unlawful purposes.
- Using networks to access or distribute inappropriate material, including material that is obscene, pornographic, threatening or racially offensive.
- Using unauthorized copies of information or software.
- Failing to immediately leave an inappropriate Internet site.
- Plagiarism, or unauthorized use of someone else's work.

Possible Consequences of Unacceptable Student Use

- Loss of network privileges.
- Disciplinary action through the school or district code of conduct.
- Financial liability for damaged equipment.

DRESS CODE

The guiding principle for the dress code is that students are expected to be considerate of others by wearing clothing appropriate for our educational setting. Students should be able to dress comfortably without fear of body shaming, unnecessary discipline, and barriers to attendance. The primary responsibility for a student's attire resides with the student and parents or guardians. Certain body parts must be covered for all students. As such, clothes must be worn in such a way that genitals, buttocks, and torso are covered. All items listed in the "Must Wear" and "May Wear" categories below must meet this basic principle.

1. Students Must Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity specific shoes requirements are permitted (for example for sports)

2. Students May Wear:

- Religious headwear
- Hats or hoodies may be worn in the classroom if allowed by the teacher, but are to be removed when around the rest of the school.

3. Students Cannot Wear

- Articles of clothing with language or images depicting violence, drugs, alcohol, any illegal item or activity, pornography, hate speech, profanity, or images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear
- Headgear that obscures the face (Except as a religious observance)

ELECTRONIC DEVICES

Students are expected to follow the rules regarding the appropriate use of cell phones and other portable electronic devices like digital cameras, iPods, etc. Our wireless connectivity allows for these devices to be used for classroom-based learning, as directed by the teacher. When not in use, they must be turned off so that no signal may be received or sent, and stored in the student's backpack. (Students have access to phones in their classrooms, and parents may leave messages at the office.) As well, these rules apply when students are being supervised at extracurricular activities at locations other than the school.

EXTRACURRICULAR PROGRAMS AND SCHOOL TEAMS

Depending on teacher and parent volunteers, a variety of activities are offered throughout the year. These include sports teams, service clubs, and other curriculum-based activities. The purpose of these programs is to have fun and increase skill levels, while teaching cooperation and good sportsmanship. Activities are sponsored and supervised by adults, and they depend on student commitment and cooperation to succeed.

FIELD TRIPS

Filed trips are optional. Participating students will be expected to reimburse the school for costs associated with field trips. Students who choose not to participate **are expected to attend** school and will be assigned a project or activity that will ensure that the prescribed learning outcomes are met. For safety reasons, busing is the mode of transportation for all field trips.

HOURS IN SESSION

8:25am	Students admitted to class
8:27am	Morning sessions begins
10:20am	Recess
10:35am	Mid-morning session
11:41pm	Lunch (lunch inside)
12:00pm	Outdoor play time
12:27pm	Students admitted to class
12:30pm	Afternoon session
2:23pm	Dismissal
2:40 pm	End of supervision bell

"IN" DAYS

Some days, the weather is too miserable to be outside. There are a number of reasons for "in days": 1) temperatures colder than -20 C; 2) sloppy field conditions; 3) high gusting winds; or 4) heavy rain. During "in days", students are expected to stay in their classrooms at recess and/or lunch and participate in quiet activities. Supervisors move from room to room to monitor behaviour. We also try and have other options for them in the library or gym. At 8:15 am, we will open doors on "in days" so that students can wait in the hallways until there is someone in the classroom to provide supervision.

LEAVING THE SCHOOL

When students come to school, they are expected to remain until they return home following dismissal at the end of the day. If students bring their lunch to school, they are expected to eat it at school and return home when they are dismissed. If it is necessary for us to send a child home during the day, we will not do so without first contacting the parent/guardian/emergency contact.

LUNCH TIME

It is helpful for students to have a break from the school routine and go home for lunch when possible. However, going home is not possible for those students whose parents are not at home at lunch. When students stay for lunch, they are expected to behave appropriately. Those who have difficulty with their behaviour may lose the privilege of remaining at school during lunch. In this situation, parents will be responsible for making alternate arrangements for their children.

MEDICATION AND STUDENT HEALTH CONCERNS

If your child has a medical condition that may affect him or her at school, please let the office know immediately. This way we can ensure that the appropriate personnel are aware of the information. Please be aware that the school is only permitted to administer medication to students if parents and a doctor have completed a written request form, copies of which are kept at the office. For those students who have a specific medical condition such as anaphylaxis, administration will work with the parents to develop a Student Emergency Procedure Plan.

NUT AWARE

Please do not send any food items to school that have been in contact with nuts. From time to time, we publish "nut-free" lunch ideas in our newsletter. Information is also available from the Northern Health website.

NEWSLETTERS

Newsletters will be available electronically, in print and on our SRDG website. They are a main form of communication between parents and the school.

OFFICE PHONE

Children who need to be dismissed during regular school hours are requested to bring their teachers a parent note from home. We also ask that special after-school arrangements for students like visiting a friend, etc., be organized before the students come to school in the morning.

PARENT ADVISORY COUNCIL

Parents are invited to be part of our PAC, which usually meets once each month throughout the year. The purpose of the PAC is to act in an advisory capacity on policies and procedures within the school, and as a liaison between the school and the community. A strong and functioning PAC can be a great support to each child's education, and the Executive looks forward to working with other parents in our school community.

SRDG SPC

During the year, we collect student data related to our school goals. With the assistance of our School Planning Council (SPC), we discuss/implement strategies that will further increase student achievement. Interested parents are welcome and encouraged to join our School Planning Council.

SCHOOL VISITS

All visitors must report to the office. Parent visits to class are welcome; however, prior arrangements should be made as a courtesy and to avoid lesson interruption. Please leave lunches at the office for pickup. For dismissal outside of the regular schedule, children should be picked up and dropped off at the office.

Safety at School: School District No. 57 (Prince George) Emergency Procedures

1. LOCKDOWN – used in response to a dangerous assailant WITHIN the school.

Staff will:

- **Take control of any students in their vicinity**
- **Close and secure interior doors**
- **Turn off lights, instruct students to get out of sight and be quiet**
- **Direct all cell phones to be silenced and placed face down on the floor by the student**
- **Cease all normal activities in the school**

Parent/Guardian: For updated information on the situation refer to the School's and District's websites.

2. HOLD & SECURE – used if there is a security concern in the neighbourhood

Staff will:

- **Bring everyone into the school and remain in the school**
- **Secure exterior doors**
- **Close windows and blinds to keep students on task and limit distractions from outside events.**
- **No one may enter or exit the school**
- **Typically normal activities continue WITHIN the school.**

Parent/Guardian: For updated information on the situation refer to the School's and District's websites.

3. ROOM CLEAR – Used to move students away from a hazard contained in one room/area

Staff will:

- **Direct students to go directly to a previously agreed-upon alternate location**
- **Notify the office immediately and summon assistance**
- **Remain to manage the situation arising or exit the room unsafe**

4. SHELTER IN PLACE – Used if an environmental hazard is in the vicinity of the school (including wildlife)

Staff will:

- **Bring everyone into the school and remain in the school**
- **Close windows and blinds to keep students on task and limit distractions from outside events**
- **All ventilation systems are turned off (if an airborne hazard)**
- **All exterior doors are secured except one in which the Principal or designate will monitor access to school**
- **Typically normal activities continue WITHIN the school**

Parent/Guardian: For updated information on the situation refer to the School's and District's websites.

5. EVACUATION – used if fires, earthquakes, hazardous spills or as required

Staff will :

- **Gather students and leave buildings in a calm and orderly manner**
- **Follow pre-identified evacuation route to assembly area**
- **Account for all students and report information to the Principal/Vice Principal**

Parent/Guardian: For updated information on the situation refer to the School's and District's websites.

6. DROP, COVER, HOLD – used if you see or feel signs of an earthquake, explosion, or as directed to.

Staff will:

Instruct everyone to drop to the ground.

If indoors **Take cover immediately under desks, tables, or other heavy furniture**
Hold on as furniture may move. Turn away from windows.

If outdoors **Move away from buildings. Avoid areas with poles, trees or overhead wires**
Cover your head and neck
Hold on and don't move until shaking has stopped

Once shaking has stopped, count for 60 seconds. Evacuate, then move to assembly area.

Parent/Guardian: For updated information on the situation refer to the School's and District's website.

TRAFFIC/PARKING SAFELY AT SOUTHRIDGE

As at any school, vehicular traffic can be a concern, especially around handicap zones, and in the winter months when there is a lot of snow! Please assist with traffic congestion and student safety by:

1) Respecting signage

2) Reminding your children to enter your vehicle from the sidewalk only.

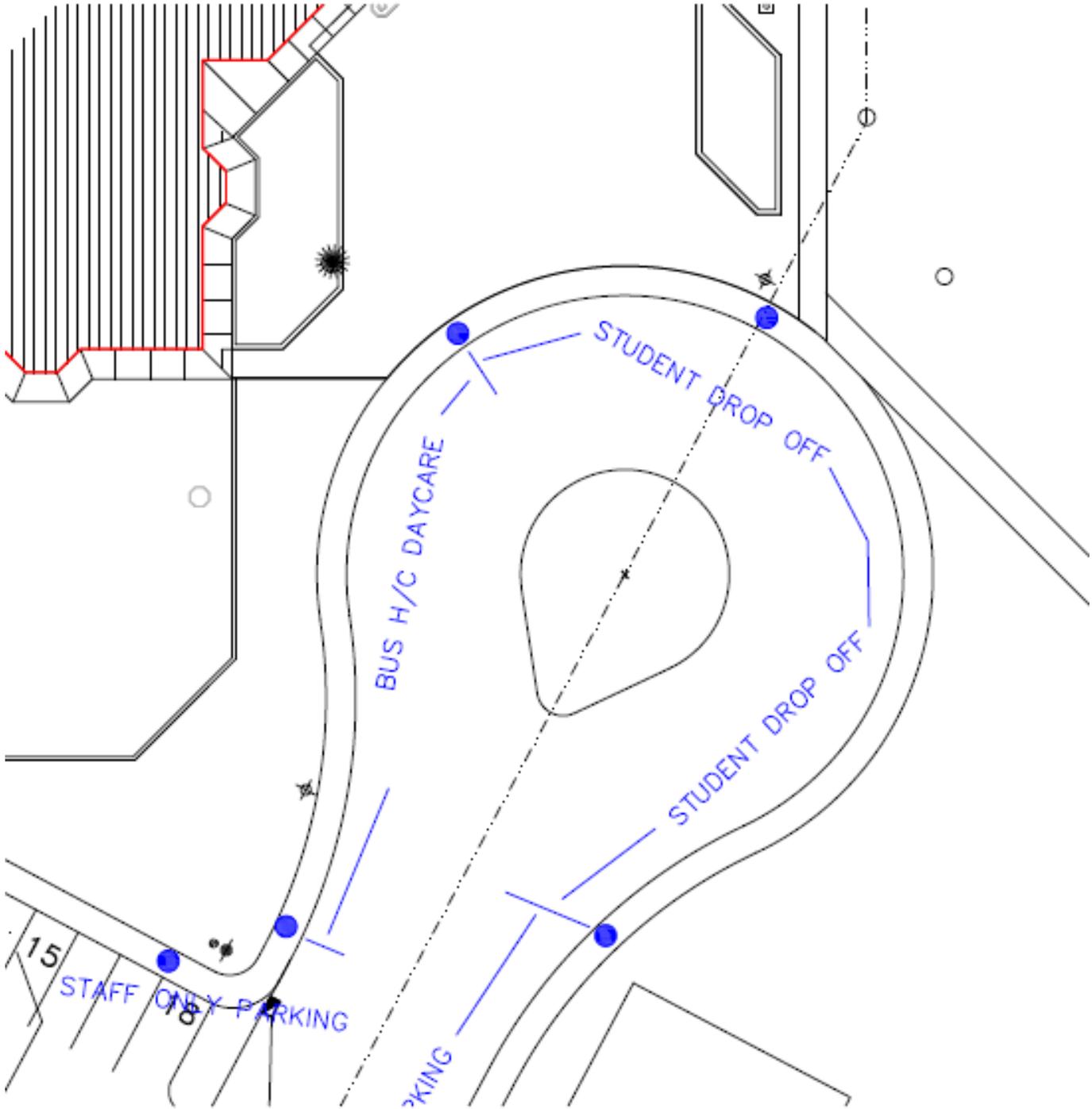
Students may not walk across the traffic loop;

3) Using the traffic loop in as a drop-off/pick-up area only. **Please make sure that you avoid the handicapped parking areas.**

4) Considering dropping off older children at the school pathway entrances;

5) Ensuring buses have plenty of room to maneuver; and park in designated areas. **Please remember that staff parking is for STAFF ONLY. If they are able, please encourage your children to walk or bicycle to school. They will be able to earn SPARKS from our friendly traffic supervisor!**

Southridge Traffic Circle and Driveway



AND FINALLY...IF YOU HAVE CONCERNS

From time to time, parents may have questions or concerns about a particular aspect of school operations. Please feel free to contact the school in order to discuss any problems that may arise. Staff and parents are encouraged to consider the following guide- lines when seeking solutions or clarification of concerns: 1) Stay calm, and practice common sense, respect, and patience; 2) Start with the person whose action has given rise to the problem or concern; 3) Don't skip a step; 4) Give the person(s) at each step a chance to address the problem before proceeding to the next step; 5) Try to see all sides of the issue; it is important to listen to others as well as express your own opinion; and 6) Remember-your child is the most important part of the process.

STEP 1 THE TEACHER

Try to solve the problem and clear up any misunderstandings here by contacting the teachers before or after school. Nearly all problems can be resolved at this level by maintaining open communication.

STEP 2 THE PRINCIPAL

Arrange for a meeting. Often the teacher will be present.

STEP 3 THE ASSISTANT SUPERINTENDENT

Our Assistant Superintendent is Mr. Nevio Rossi. He may be contacted at the School Board Office, 250.561.6800.

We are all looking forward to a wonderful year of learning, activities and opportunities!

