

"Celebrating our Diversity as Learners"

is our motto at Cook School

Our Mission Statement

- We are committed to providing the best possible education for each learner which addresses their individual needs and capabilities.*
- We are committed to our goal that students develop an enthusiasm for learning in a safe and respectful environment, which models and fosters thinking, communicating and caring.*
- We believe education is a partnership where students, parents and teachers support each other and value the richness brought to our community through cultural and individual diversity.*

School Visits by Parents

Parents are welcome at Cook School. If parents or guardians want to talk with the teacher or administration, an appointment may be made either by note or telephone. Cook School's phone number is: 604-668-6454.

Our School Goals for 2015-2016 are:

1. To increase student learning and engagement in mathematical problem solving through an inquiry based learning approach.

This goal is in its 2nd year of implementation and we are changing our approach to teaching math so students will be more engaged in problem solving.

2. To increase student learning through intentional instruction in self-awareness, self management, social awareness and conflict resolution.

This is a new goal as we want to build student skills in the area of Social Emotional Learning (SEL); specifically we want to address self-awareness, self- management, social awareness and conflict resolution.

Cook School's Code of Conduct

The Board of School Trustees recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. To that end it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action.

It is expected that all members of the school community (staff, students, parents, and guests) will:

- *respect the rights of others;*
- *respect the health and safety of others;*
- *respect the property of others - private and public;*
- *respect the legitimate authority of the school administrative officers and staff;*
- *respect and take pride in the schools' physical facilities;*
- *respect the diversity of the school community;*
- *respect the non smoking nature of district schools and property;*
- *respect the individual rules within each school;*
- *behave in an ethical and lawful manner;*
- *behave in a considerate and courteous manner;*
- *behave in a safe and responsible manner at all times;*
- *not threaten, harass, intimidate or assault, in any way, any person within the school community;*
- *and not be in possession of weapons, dangerous articles, alcohol, or illegal drugs while in school or at school functions.*

At Cook School, we believe that all individuals have a right to work and learn in a safe and positive environment. Behaviour that infringes on the rights and well-being of others is not acceptable. Individuals are expected to follow the clearly stated expectations for behaviour that have been established to ensure the well-being and safety of everyone in the school. Staff, students and parents share responsibility for developing a positive, co-operative and orderly school environment.

Therefore in all areas of the school members of the Cook School community (staff, students and parents) are expected to:

- *be responsible and respectful at all times*
- *treat others the way they want to be treated*
- *show thoughtful, sensible behavior*
- *help themselves and others to work and learn by trying hard and doing their best*
- *arrive at school on time*
- *play and work in a safe and cooperative manner*
- *share space and equipment*
- *care for the Environment by recycling, using trash containers, showing respect to the living plants and conserving electricity*

COOK STUDENTS ARE S.U.P.E.R.

S afe

U nderstanding

P eaceful

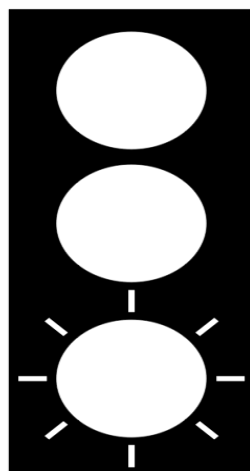
E ncouraging

R esponsible/Respectful

“TRAFFIC LIGHT”

Through the use of the “Traffic Light” strategy, students are taught the behaviours that form the expectations to be SUPER. “**Green Light**” behaviour is behaviour that is **expected** from students on a regular basis. If their behaviour starts to head in the wrong direction we say they are approaching a “**Yellow Light**”. This is **be careful** behaviour. From here they can make a good decision and return to the “Green Light” or continue on a path to “**Red Light**” behaviour which is considered “**Stop**” behaviour. At this point, they have made a bad decision and they must reconsider their actions. Staff will then re-teach what the expected behaviour is. The “**Blue Ribbon**” behaviour occurs when students go beyond what is expected. For example, they might go out of their way to make another student feel included in their group’s activity. While this behaviour is not expected, it is recognized as **exceptional** and important to have in our community.

LEVELS OF SOCIAL RESPONSIBILITY



Level 1
Not Yet Meeting Expectations
RED
Stop Behaviour

Level 2
Approaching Expectations
YELLOW
Be Careful Behaviour

Level 3
Meeting Expectations
GREEN
Go Behaviour

Level 4
Exceeding Expectations
Blue Ribbon
Wow Behaviour



School Procedures For Students

Entering the School: Students are encouraged to use the doors closest to their classroom. The front door is for guests only.

Recess and Lunch Hour Breaks: Weather permitting, students are encouraged to go outside for recess breaks, and after eating their lunches. Recess supervision is provided by four teachers, while supervision during the lunch hour is provided by four noon hour supervisors. Students are not permitted to go off the school grounds on their breaks without a note from their parent/guardian. Noon hour extracurricular activities are held on a prescheduled basis.

Dress Code: At Cook School we do not have a formal uniform, but students are expected to dress ready for school activities. Clothing worn by students must be appropriate, and should not be distracting to others or contain offensive wording or pictures. Coats and proper footwear should be at school to permit students to go outside during recess and lunch breaks.

Rollerblades, Bicycles, and Skateboards: For insurance and safety reasons, roller blades must be removed before coming onto school property. For the same reason, skateboards and bicycles may not be ridden onto school property during school hours. Students must walk their bikes both onto and off the school grounds. We encourage students to ride their bikes to school and park them at the bike racks. Please remember to wear your helmet and lock your bike.

Scooters: As we have no place to store them, scooters should not be brought to school.

Personal Articles and Lost and Found : Students should leave valuable articles such as electronic games, CD players, cameras, etc., at home as we cannot guarantee their safety. We have a "Lost and Found" box in our school gymnasium. Smaller items, such as keys and glasses are sent to the office. You may want to consider labeling your belongings.

Field Trips: Field trips are related to classroom studies but students learn in the community instead of the classroom. Parents must sign a permission form for most field trips. These forms are sent home before the field trip with information about plans and costs. All field trips are optional activities.

Weapons Policy: Any item which looks like, or may be used as a weapon is not permitted at school. This includes toy guns, swords, knives, sticks, laser lights, etc., even as part of a Halloween costume.

Student volunteers: There are many opportunities for students to help around the school. These can include office monitors, primary lunch monitors, play buddies, tech team, digital leaders and green team.

Early Warning: If you will be late or absent, be sure to have your parent call Early Warning at 604-668-6461 and leave a message.

Leaving Early: If you need to leave school early, get your parents/guardians to write a note to your teacher.

Telephone Usage: Students should ask their teacher for permission to use the office telephone. You may use the office phone for emergency purposes only.

Cell Phones: We ask that students not bring cell phones to school. If you require your child to have a cell phone at school, it must be used for emergency purposes only, outside of regular school hours.

Late to School: When students arrive after 8:45 am, they are required to sign in at the office. Please help your child to arrive between 8:30 and 8:40 each morning.

Collectible Cards: We are asking students to keep all collectible cards, such as Digimon, Yu-Gi-Oh, magic and sports cards, at home. Many of these cards are expensive and we cannot monitor the trading and safety of them.

Home and School Communication Procedures

The relationship between home and school is very important. Parents and guardians are a child's first teacher. You are invited to be active in your child's education by taking advantage of the learning opportunities that occur daily, modeling an enthusiasm for learning, reading to and with your child at home and maintaining an ongoing dialogue with the school.

Changes in Address and Medical Information Please remember to keep the school up to date on all information regarding your child. If your family moves or changes a phone number, it is very important to inform the office staff so they can update the computer and the Verification Form information.

Parents Around and About the School We welcome your involvement. We love to have you as volunteers. We encourage you to keep in close contact with the teachers. We would, however, ask you to respect the business of learning in the school.

- Please do not disturb classes while school is in session.
- Please advise us if your child will be leaving during the school day.
- Please phone your child's teacher at the school if you would like to schedule a conference.

Parent Volunteers Under the direction and supervision of the classroom teacher, parents may offer assistance in the school. Examples: working in our library, accompanying classes on field trips, working in the classroom with groups of children or individuals, reading stories or helping with cutting and pasting classroom materials. Please remember that volunteers must hold all matters connected with the school in confidence and respect the professional role and judgment of the teacher.

Communicating With Teachers Open communication between the home and the school is a key to the successful education of your child. If you have questions or concerns about your child, please speak first to your child's classroom teacher. If you and your child's teacher have not been able to solve or satisfactorily deal with the questions or concerns, then make an appointment to talk to an administrator or an administrator and teacher together.

Report Cards and Conferencing The Ministry of Education requires each school to communicate student progress to parents three times a year on a formal basis and twice during the year on an informal basis. Formal reports will be made through report cards sent home in November, March and June. Interim reports take the form of conferences with parents, telephone conferences, or informal written communication. Please contact your child's teacher at any time to set up an appointment if you have any questions about your child's progress. We want to provide the very best learning opportunities for your child and we value opportunities to work together with you.

Newsletters Every two weeks, your youngest child will receive a school newsletter. Please watch for these newsletters, as they contain important information and upcoming events.

Cook School's Homework Guidelines

Homework is a bridge between home and school. Like all aspects of a student's education, it is most effective when there is an active partnership between student, teacher, and parent. For all students, adult support is critical. As the student matures, he or she becomes more independent and assumes greater personal responsibility. We recognize each child has particular needs and abilities. Your child's teacher will endeavor to assign homework that is appropriate and supportive for your child's learning needs. Homework is only one component of a student's out-of-school activities. The total amount of time which a student is required to spend completing class work or homework should not compromise other important aspects of a student's life such as family activities, community and recreational activities, rest, relaxation and play.

Primary Grades

The Kindergarten students are expected to read and share books at home with an adult daily. The Early Primary students are expected to complete their daily activities that MAY include: practicing reading with an adult, practicing spelling words with an adult, occasionally gathering or collecting materials and information for theme-related projects with an adult. The Later Primary students are expected to complete their daily activities that MAY include: practicing spelling words, completing math questions, practicing reading, occasionally gathering or collecting materials and information for theme-related projects, with an adult.

**It is expected this homework may require 15 to 30 minutes to complete.*

Intermediate Grades

*At the intermediate level, established reading and mathematics activities begun in the primary grades may be continued as homework but may also include completion of work not finished during class. As the year and grades progress, homework will move from guided practice activities to more independent project work. **Homework should not exceed 30 minutes per day three or four times per week during Grade 4 and 5. It may increase to a maximum of 45 minutes three or four times a week on average in Grade 6 to 60 minutes some nights by the end of Grade 7.***

What is commonly referred to as homework may take several different forms, such as:

- completion of class work
- collecting supplies for classroom activities
- engaging in focused family conversation
- problems, drills, and worksheets
- home reading programs
- research activities (magazine pictures, leaves, etc.)
- projects
- practicing a musical instrument
- studying for quizzes and tests
- exploring curriculum topics covered in class (i.e. visiting the library and community, or using the computer)

We hope this school homework guideline will help us to continue to work together. Through cooperation on matters such as homework, we can advance your child's achievement and feelings of success. Note: Students receiving ELL support may have additional homework assigned by their ELL teacher.

COOK ELEMENTARY SCHOOL CALENDAR 2015-2016

School Opening Day	Tuesday, September 8, 2015
Professional Development Day	Monday, September 28, 2015
Thanksgiving Day Holiday	Monday, October 12, 2015
Parent Conferences (Early Dismissal – 12:00 pm)	Thursday, October 15, 2015
School Photo Day	Thursday, October 16, 2015
Province-Wide Non-Instructional Day	Friday, October 23, 2015
Remembrance Day	Wednesday, November 11, 2015
Report Cards Home (Term 1)	Thursday, November 26, 2015
Non-Instructional Day	Friday, November 27, 2015
Final Day Before Winter Vacation	Friday, December 18, 2015
Winter Vacation	December 21, 2015 -January 3, 2016
School reopens after Winter Vacation	Monday, January 4, 2016
Non-Instructional Day	Monday, January 18, 2016
BC Family Day Holiday	Monday, February 8, 2016
Parent Conferences (Early Dismissal – 12:00 pm)	Tuesday, February 16, 2016
District-Wide Non-Instructional Day	Friday, February 19, 2016
Reports Cards Home (2nd Term)	Wednesday, March 9, 2016
Final Day Before Spring Vacation	Thursday, March 10, 2016
Spring Break Vacation	March 11 - March 25, 2016
Good Friday Holiday	Friday, March 26, 2016
Easter Monday Holiday	Monday, March 28, 2016
School reopens after Spring Break	Tuesday, March 29, 2016
Non-Instructional Day	Friday, April 22, 2016
Victoria Day Holiday	Monday, May 23, 2016
Report Cards Home (3rd Term)	Monday, June 27, 2016
Last Day for Students	Wednesday, June 29, 2016
Administration Day	Thursday, June 30, 2016

School Hours – Monday- Thursday 8:45-3:00 pm Friday 8:45-1:00 pm

Monday-Thursday	8:45 am	Classes Begin
	10:25 -10:40 am	Recess
	12:20 pm – 1:10 pm	Lunch
	3:00 pm	Classes End
FRIDAYS	8:45 am	Classes Begin
	10:25-10:55 am	Recess
	1:00 pm	Classes End