

**SCHOOL:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Surrey, BC** \_\_\_\_\_

**TOC BOOK FOR:** \_\_\_\_\_

**DIV:** \_\_\_\_\_

**Welcome to \_\_\_\_\_ Elementary**  
**Teacher-On-Call Daily Reminder**

Please take a few minutes to familiarize yourself with this package. Return it to the office at the end of the day.

**Morning**

**Have I . . .**

- signed my name in the sign-in book and checked for any notes pertaining to the day?
- picked up the attendance folder from the Teacher's mailbox, initialed the appropriate column after marking absentees and sent the folder to the office by a chosen student runner. Attendance is taken morning and afternoon.

**Afternoon**

**Did I . . . .**

- pick up the attendance folder, initialed the appropriate column after marking absentees and send the folder to the office ?
- plan for next day's lessons?
- mark student work?
- leave a note for the teacher regarding what was taught, tested, and assigned?
- leave a note for the teacher on successes, areas of concern and communications with parents/staff/principal?
- leave an orderly classroom?

**We hope you have a successful and enjoyable day.**

\_\_\_\_\_ **Elementary**

**20**\_\_\_\_ **- 20**\_\_\_\_

**Division:** \_\_\_\_\_

**Instructors:** \_\_\_\_\_

**CLASSROOM STUDENTS WITH MEDICAL PROBLEMS**

| <b>STUDENT</b> | <b>MEDICAL PROBLEM</b> | <b>CARE PLAN</b> | <b>MEDICATION</b> |
|----------------|------------------------|------------------|-------------------|
|                |                        |                  |                   |
|                |                        |                  |                   |
|                |                        |                  |                   |
|                |                        |                  |                   |
|                |                        |                  |                   |
|                |                        |                  |                   |

**Teacher on Call**    **File for** \_\_\_\_\_ **Gr./Yr** \_\_\_\_\_

## **Classroom Procedures and Routines p.1**

**Bells and Class Times:**

**Homeroom and Opening Procedures:**

**Washroom and Drink Procedures:**

**Duty Days, Times & Responsibilities:**

**Library Routines:**

**Emergency Evacuation Procedures:**

**How to handle sick students:**

**Pets and Plants:**

**Students with health or behaviour concerns:**

## Classroom Procedures and Routines p. 2

**Lock-up Procedures:**

**Lunch Routines:**

**Gym times:**

**My Prep Times:**

**Additional Information:**

## Day Plans

**Marking Procedures:**

**Back-up Activities:**



## Classroom Management and Discipline

Classroom Rules and Policies:

How to handle minor behaviour problems:

How to handle serious behaviour problems:

Areas of the classroom that are off-limits to students (\*means with your permission only):

Staff member to go to for help (they are nearby or are familiar with my class):

\_\_\_\_\_ ELEMENTARY

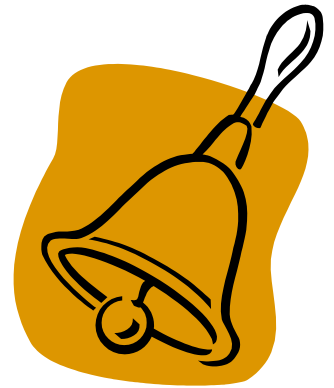
\_\_\_\_\_ Surrey, B.C. \_\_\_\_\_

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

Office Hours: \_\_\_\_\_ a.m. – \_\_\_\_\_ p.m. Monday to Friday

## BELL SCHEDULE

|          |                                 |
|----------|---------------------------------|
| _____ am | <b>Warning Bell</b>             |
| _____ am | <b>Class Begins</b>             |
| _____ am | <b>Recess</b>                   |
| _____ am | <b>Classes Resume</b>           |
| _____ am | <b>Eating Time</b>              |
| _____ am | <b>Play Time</b>                |
| _____ pm | <b>Afternoon Session Begins</b> |
| _____ pm | <b>Dismissal</b>                |





# TIMETABLE

School: \_\_\_\_\_ Courier # \_\_\_\_\_ Teacher: \_\_\_\_\_

School Phone #: 604- \_\_\_\_\_ Home Phone #: \_\_\_\_\_

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| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--------|---------|-----------|----------|--------|
|      |        |         |           |          |        |
|      |        |         |           |          |        |
|      |        |         |           |          |        |

## Recess

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## Lunch

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**CONFIDENTIAL**

## **CODE YELLOW – SCHOOL WARNING**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**This is to inform you that the school is now in a Code Yellow. The outside doors are locked.**

**Reason for Code Yellow: (Keep Confidential – see below)**

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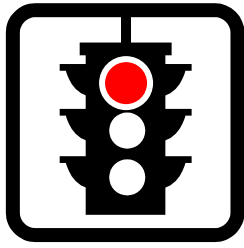
**Please do the following:**

- Remain calm.**
- Lock your inside door.**
- Keep your class inside. Do not go to the gym, computers, outside, etc.**
- Do not leave your class, continue teaching.**
- If students desperately have to go to the bathroom, call to the office  
And wait for someone to come to your class to take the students to the  
washroom.**
- DO/DO NOT talk to your class about the reason for the Code Yellow**
- At the end for day, listen for an announcement with directions. Supervise  
Outside, if required.**

**Let the office know if small groups or classes of students need to move from room to room.  
We will send someone to supervise the move when we are able.**

**A notice for parents and students will go home today or the next school day explaining the  
incident.**

# SCHOOL SAFETY ALERT SYSTEM



## CODE RED

(announced over intercom)

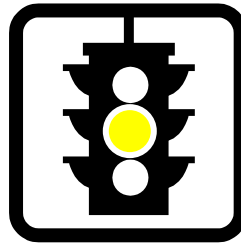
### Secured Room

#### INSIDE BUILDING

- ◆ Gather students into closest classroom.
- ◆ Check the hall for passing students/volunteers and direct them to immediately enter the classroom.
- ◆ Teachers instruct students to duck and cover.
- ◆ Stay away from windows, doors and outside walls.
- ◆ Lock door and stay put.
- ◆ No one is admitted.
- ◆ RCMP will identify self.
- ◆ Principal has keys for access if needed.
- ◆ Close windows and blinds.
- ◆ Turn out lights.
- ◆ No talking.
- ◆ No phone calls out. Direct students to turn off cell phones.
- ◆ Adult answers phone.
- ◆ Write down names of persons in the room - refer to Accountability Form.
- ◆ Follow direction from RCMP.
- ◆ *Code Green* (“*All Clear*”) given.
- ◆ Exit secure room.
- ◆ Bring students to off-site assembly area.
- ◆ Write down names again at off-site assembly area.
- ◆ Direct students to return to classes as advised.

#### OUTSIDE BUILDING

- ◆ Do not enter building.
- ◆ Go directly to off-site assembly area.
- ◆ Stay put.
- ◆ Write down names of persons in your care.
- ◆ *Code Green* (“*All Clear*”) given - wait for others to assemble here (off-site assembly area).

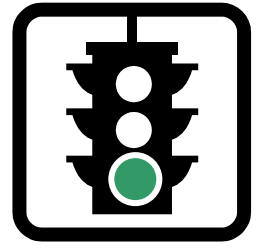


## CODE YELLOW

(announced over intercom)

### School Warning

- ◆ Keep students in classroom.
- ◆ Close door.
- ◆ Students outside classroom must go as directed.
- ◆ Principal will lock outside door - depending on situation.
- ◆ In effect until *Code Green* (“*All Clear*”) given.



## CODE GREEN

(announced over intercom)

### All Clear

#### CLASSES NOT IN SESSION

(before/after school, lunchtime,  
between classes)

- ◆ Direct all staff and students to the nearest room where space is available.
- ◆ Follow procedures under Code Red or Code Yellow column as appropriate.

\_\_\_\_\_ **ELEMENTARY SCHOOL**  
**School Code of Conduct 20\_\_ – 20\_\_**

We expect that the students of \_\_\_\_\_ Elementary will conduct themselves in a manner which is responsible and respectful of all students' right to learn in a safe and positive environment. Students are expected to behave in accordance with school behaviour guidelines while under the jurisdiction of the school. This includes:

- to and from school
- in classrooms
- in the school building and on the school grounds
- at all school sponsored events
- on school buses

### **General Student Behaviour**

Our general expectations regarding school conduct are based on our school-wide Effective Behaviour Support Plan: Respect Ourselves, Respect Others and Respect Property.

Students are expected to be responsible for their own behaviour.

Students are expected to display respect towards everyone using kind and polite gestures and language at all times.

Respect and care must be taken to avoid damage, theft, and/or loss to buildings, furnishings, supplies, equipment and the personal belongings of others.

### **School Attendance**

Students are expected to attend class regularly and on time. Parents are expected to notify the school when their child is going to be absent. Students who are late must report to the office before proceeding to the classroom. District policy states that principals may de-register students who are absent for ten or more days and the principal has not been able to make contact with the parents/guardians or confirm an acceptable date of return.

### **Serious Offenses**

A school must provide a safe and comfortable environment in order for students to learn effectively. The following actions will be dealt with seriously by the school, the school board or the law. Consequences will vary, depending on the severity of the offense, the pattern of issues and the age of the student. Consequences may include time out, parent contact, community service or suspension.

1. Violence or threats of violence—the use of verbal threats or physical violence, including intimidation, harassment or bullying;
2. Weapons or replicas—the possession and/or use of a weapon, replica, or any instrument used to hurt or intimidate another person;
3. Sexual harassment—behaviour which is disrespectful or degrading about sexual identity;
4. Offensive language—the use of hurtful, foul, obscene, sexist or racist language towards adults or students;
5. Smoking and drugs—the possession or use of tobacco, alcohol or drugs while under the school's jurisdiction;
6. Vandalism—the damaging of school property or the property of others—compensation in the form of payment for damages incurred, community service, or both, will be expected;
7. Racist or discriminatory conduct—disparagement towards others, including slurs, jokes, graffiti, stereotyping, teasing, name-calling, threats, harassment, intimidation, abuse, violence and systemic discrimination.

**Cell Phones and Multimedia Devices** (This includes Personal digital assistants, Blackberries, iPods and Pagers)

These are never to be used by students inside school buildings, during school sponsored events, during school recess/lunch breaks, or during a school emergency unless it has been authorized by the Principal and/or teacher. The student may possess multimedia devices at school, but they must be silenced and kept out of sight during school hours. The school assumes no responsibility for the personal property of students, including multimedia devices. Students and parents are urged to give appropriate consideration to what is brought to school.

**Dress Code**

Student dress should reflect good taste and judgment. The following guidelines should help parents understand our expectations regarding student dress.

Students should be appropriately dressed for the activity in which they are involved and for the weather conditions. Clothing should not be offensive to others or otherwise detract from the learning situation.

Clothing with foul or suggestive language or pictures on it, or very tight skimpy clothing, is not appropriate for school.

Fashion headgear (e.g. baseball caps, bandanas) is not to be worn inside the building.

## FIRE DRILL

The fire alarm is a continuous sounding fire bell. When the fire alarm sounds:

- All activities cease and the teacher will instruct the students to line up.
- The teacher will take the class and emergency folder and exit immediately.
- The teacher should lead the class out of the room and the building using the nearest outside exists (see map for your exit door) to a predetermined point of safety.
- The last pupil out of the room should close the classroom door.
- As soon as the class is on the field, the teacher must take attendance and have a runner report to one of the secretaries wearing an orange vest on the Intermediate Playground.
- Pupils not in their regular classroom but still in the building should go to the nearest exit, leave the building and then report to their classroom teacher.
- If a teacher leaves his/her classroom unattended, he/she should notify the person in charge of the nearest classroom, who will, in the event of a fire alarm, take charge of the unattended class in addition to his/her own.

### **Students Not In Their Classes:**

Students who are not in their classes are typically with other staff. In these cases, the staff member would help the students exit the building as above and then deliver the student(s) to their classes outside.

Please make sure students in your classroom know what to do if they are not with a staff member (eg. Washroom, etc.). Students should leave the school via the closest exit and go directly to their class on the field.

**Classroom teachers should discuss this eventuality when reviewing emergency procedures.**

**RED EMERGENCY DUOTANG AND EMERGENCY BACKPACK  
MUST BE TAKEN OUTSIDE!**