



**R. J. TAIT  
ELEMENTARY  
SCHOOL**

**ROBERT J. TAIT ELEMENTARY  
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**SCHOOL HANDBOOK  
2016 - 2017**

**THIS AGENDA BELONGS TO:**

**NAME:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**DIV.** \_\_\_\_\_

**R. J. TAIT ELEMENTARY  
STAFF MEMBERS  
2016-2017**

**PRINCIPAL**

Mark McCallum

**TEACHER LIBRARIAN**

Jorden Becker

**SENIOR ADMIN. ASSISTANT**

Lynne Evdokimoff

**BAND/INSTRUMENTAL**

Laura Elliot

**LEARNING RESOURCE TEAM**

Jeri Jakovac - LRT

Adriana Buttner - LRT/ELL

Jorden Becker - Library/LRT

**PRIMARY TEACHERS**

Leanne Hers

Lori Zawada

Bhavan Mander

Liliane Htan

Leanne Kenakin

**EDUCATIONAL ASSISTANTS**

Marci Hammer

Katerina Saglova

Kathleen Lapointe

Elizabeth Jones

Kelvin Vawter

Michelle Sandberg

Teresa McMillan

**INTERMEDIATE TEACHERS**

Brian Wilms

Regan Janz

Maple She/Nalini Silva

Phyllis Glinias

**STUDENT SUPPORT SERVICES**

Kelly McNabb - Public Health Nurse

Rosamond Chung - Educational Psychologist

Jim Reid - Counsellor

TBA - Settlement Worker

Elizabeth St-Jacques - Speech & Language

Zaida Ratanshi - E.C.S.W.

Maxine Windsor - Aboriginal Support

**NOON HOUR SUPERVISORS**

Cyndy Hass

Rosalia Perez

TBA

**CUSTODIAL STAFF**

Cristino Fernando

Ravinder Bual

# **R. J. TAIT ELEMENTARY**

## **SCHOOL CALENDAR**

### **2016-2017**

Sept. 6	School Opening Day
Sept. 23	Professional Development Day
Sept. 27	Early Dismissal - 1:00pm (Conferences)
Sept. 30	Individual Student Photos
Oct. 10	Thanksgiving Day
Oct. 21	Professional Development Day
Oct. 27	PAC Family Photo Night Fundraiser
Nov. 11	Remembrance Day
Nov. 18	Professional Development Day
Dec. 5	Professional Development Day
Dec. 9	Report Cards Home (Term 1)
Dec. 19 - Jan. 2	Winter Holiday Period
Jan. 3	School Re-opens after Winter Holidays
Jan. 20	Professional Development Day - half day - 11:15am dismissal
Feb 13	BC Family Day Holiday
Feb. 24	Professional Development Day
Mar. 7	Early Dismissal - 1:00pm (Conferences)
Mar. 10	Report Cards Home (Term 2)
Mar. 13 - Mar. 24	Spring Holiday Period
Mar. 27	School Re-opens after Spring Holidays
Apr. 14	Good Friday
Apr. 17	Easter Monday
May 1	Professional Development Day
May 22	Victoria Day
June 9	Fit and Fun Day (Rainout Day - June 16)
June 29	Report Cards Home (Term 3)
June 29	Last day of School - Professional Development Day half day - 11:15am dismissal
June 30	Year-end Administrative Day

# **R. J. TAIT ELEMENTARY**

## ***SCHOOL CULTURE***

We invite you to take a close look at our mural on the front of the school. As you study the pictures drawn by the students and staff of Tait, take note of the words written on the panels. The words were the basis of a message in a speech given by Rick Hansen to the school years ago and are as follows:

Courage	Positive attitude
Determination	Respect
Inspiration	Service
Leadership	Spirit
Making a difference	Teamwork

These words are also on the walls of our gym and are the foundation for the beliefs we hold at Tait Elementary.

*"Our commitment is to provide the best possible learning opportunities for each individual within a safe and caring community."*

### ***HOURS OF INSTRUCTION***

#### **MONDAY ONLY - Early Dismissal Day (Grades K-7)**

8:45 a.m.	School begins
10:50 a.m.	Recess (30 minutes)
11:20 a.m.	Classes resume after recess
1:00 p.m.	Dismissal

#### **TUESDAY - FRIDAY (Grades K-7)**

8:45 a.m.	School begins
10:05 a.m.	Recess (15 minutes)
10:20 a.m.	Classes resume
12:00 p.m.	Lunch
12:50 p.m.	Classes resume after lunch
3:00 p.m.	Dismissal

# ***HOMWORK POLICY***

At Tait School, we believe the **main purposes of homework** are:

- to reinforce and extend classroom knowledge and learning;
- to provide opportunities for students to assume responsibility for their own learning; and, for older children, to develop the ability to manage time effectively

Keeping in mind the diversity of our families and our students and recognizing that children learn in a variety of ways and at different rates, Tait staff **will endeavour to:**

- provide meaningful, developmentally appropriate homework
- give clear and reasonable homework assignments
- maintain consistent communication about homework
- help you foster your child's curiosity and love of learning through providing informal and formal homework activities

What follows are **suggested** time allotments and examples of homework activities.

## PRIMARY PRACTICES

Informal	Formal
- discussing & asking questions about the day	- numeracy activities
- writing for a variety of purposes	- Home Reading Program
- playing games	- spelling practice
- family outings	- show and tell prep.
	- review and practice
	- limited review and practice of schoolwork

**TIME:** An **average** of 15 min. for gr. K/1 to 30 min. for gr. 2/3, 4 or 5 days a week can be expected.

## INTERMEDIATE PRACTICES

Informal	Formal
- watching and discussing news	- completion of work started in class
- home reading	- project work
- playing games with family	- studying for quizzes and tests
- physical activities	

**TIME:** An **average** of 30 min. for gr. 4/5 to 60 min. for gr. 6/7, 4 or 5 days a week can be expected.

*Please note: On some nights your child may NOT have any formal homework, while at times a child may spend much longer at a chosen task. Contact your child's teacher if homework patterns are significantly different from what has been suggested.*

How can **parents help?**

- Read with your child as frequently as possible.
- Get to know your child's teacher. Keep him/her informed of important events in your child's life that could impact the classroom experience.
- Recognize the tremendous influence you have over the potential your child has for intellectual and social success.
- In your busy lives, try to build learning experiences into everyday activities.
- Check your child's agenda or other communication tool regularly.
- Limit TV and computer game time.

Regardless of how one views homework, experts say what is most important is that parents take an active interest in their children's learning, whether in class or at home. "You're like a coach," one such expert says. "You have to cheer and support, but always remember that for your players to learn, they have to do it themselves."

## ***BEHAVIOUR EXPECTATIONS***

*The Tait School Community works to provide a positive climate and a safe, happy, and healthy learning environment such that effective, purposeful teaching and learning may take place.*

### ***GENERAL EXPECTATIONS***

- All Tait community members will respect each other and each other's property.
- Students are to use the outer doors in their classrooms for entering and exiting the school. The front doors are reserved for staff and visitors. The school is open to students no earlier than **8:20 a.m.**, unless specific practices or meetings have been arranged by a staff member.
- Halls are quiet passageways. Students will be respectful of others as they move about the school.
- At lunchtime, students are expected to eat their lunches in their classrooms until the bell signals that it is time to go outside.
- All students are expected to go outside during breaks if it is an "Outside Day." Students should be prepared with appropriate clothing for the weather. Students who have special permission to be inside on an Outside Day must be under the direct supervision of a staff member. On an "Inside Day," students are expected to behave responsibly and to be engaged in a quiet activity in their classrooms.
- Students are expected to stay on the school grounds during recess and lunch breaks unless the student is going home for lunch, or a note from home is received by the teacher.
- The computer room is our learning lab at school, therefore is to be used only for educational purposes. Students who use the learning lab outside of class time must be under the supervision of a staff member.

### ***WEAPONS & VIOLENCE POLICY***

The Richmond School Board, and therefore Tait School, is committed to providing a safe, supportive environment for all. It considers the possession of a weapon by a student on or near school board property or at school events to be a threat to the safety and security of students and staff. Any student found to be in possession of a weapon will be subject to severe disciplinary action and/or criminal charges. A weapon shall be defined as anything used or intended for use in causing death or injury to persons, whether designed for that purpose or not, or anything used or intended for use for the purpose of threatening or intimidating any persons. Violent behaviour of any sort will not be tolerated at Tait school. Under normal conditions, students who exhibit violent behaviour will be removed from class and parents will be contacted.

**ROBERT J. TAIT ELEMENTARY SCHOOL**  
**POLICY ON THE USE OF ELECTRONIC**  
**MEDIA DEVICES AND SCHOOL WIFI**  
**ON SCHOOL PROPERTY**

Electronic Media Devices include any handheld/mobile devices such as:

Cell phones, electronic games, ipods/mp3 players, ipads, smart watches, portable media players, digital still or video cameras.

Students bringing any Electronic Device to school do so under the following conditions:

- parental permission is given to bring the device to school.
- the device is brought to school at the students own risk and it is not the school's responsibility if the device is stolen or damaged.
- the device is to be kept in the student's backpack from 8:40 until 3:00.

Electronic devices are only to be used at school if it is part of instruction taking place in the classroom and under the direct supervision of the student's teacher. This means that a teacher must give permission to a student before the device can be used in class.

Use of school wifi is only to be used at school if it is part of instruction taking place in the classroom and under the direct supervision of the student's teacher.

Breaches in this policy will result in:

First infraction - The device is taken away by the Teacher and returned to the student at the end of that school day.

Second infraction - The device is taken away from the student, given to the school Principal and must be picked up by a parent.

Third infraction - The student will be banned from bringing electronic devices to school for the remainder of the school year.

**Please take the time to review this policy with your child.**

# **FREQUENTLY ASKED QUESTIONS**

## **WHAT IF MY CHILD... ?**

- ... is absent? Tait uses an Early Warning System of reporting student absences. If your child is going to be absent from school, please advise the teacher or leave a message on the Early Warning Line at 604-668-6444 before 8:30 a.m. Each morning and afternoon, classroom teachers take attendance. Remember, you will be contacted by the School Secretary/Early Warning Parent if you do not notify the school of your child's absence.
- ... has a health condition? Please inform the school office or your child's teacher of any health condition that may affect them at school. Up-to-date medical alert information is critical.
- ... loses something? Check the Lost and Found box located in the front hall. For small items (e.g. watches, small toys), check at the office.
- ... wants to use the phone? Students may use a phone when necessary and with the permission of a staff member.
- ... becomes ill at school? If your child becomes ill or has an accident at school, you or one of the adults you designate on the Medical Emergency Information Form will be contacted immediately. For this reason, **it is important to keep work and emergency contact numbers current.** Any child injured at school will be given first aid treatment by a staff member. If a parent/guardian cannot be contacted and hospital treatment is required, an ambulance will be called to take the child to the hospital.
- ... wants to bring valuables or money to school Discourage your child from bringing anything of any real value to school (e.g. cell phones, iPods, MP3 players). The school is not responsible for the loss of any such items.
- ... will be away for an extended period of time? Tait staff members understand that sometimes an extended absence due to travel plans cannot be avoided. It is very important to note, though, that students will miss valuable planned learning experiences that cannot be duplicated. Please inform your child's teacher of your plans as soon as possible so arrangements can be made for the student to keep a journal or travel log. Please note that your child's placement in a class is only held for four weeks. If your child will be away longer than 4 weeks, your child will only be placed at Tait if there is room.