

A dense, colorful collage of various hand-drawn illustrations. The drawings are in a simple, childlike style, featuring a wide variety of subjects: people in different poses and outfits, animals like birds, fish, and a turtle, objects like a clock, a recycling symbol, a sailboat, and a wheelchair, and symbols like hearts, stars, and hands. The background is white, and the drawings are scattered across the page, creating a busy and vibrant visual field.

# A handbook and calendar

for new and  
returning students,  
parents and caregivers

# Welcome to Carnarvon Community School!

**This handbook/calendar is designed to help answer commonly asked questions about school policies and provide an overview of the year ahead.** We hope that after reading it, you will feel more informed and enjoy a productive relationship with Carnarvon during your child(ren)'s education.

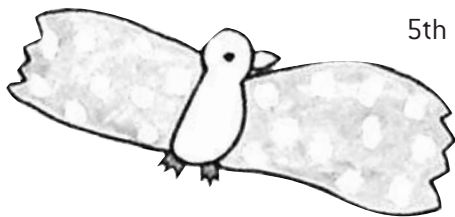
Your school thrives on active community participation! Imagine the possibilities if every parent, guardian or community member gave their volunteer time to just one school initiative. Please feel free to step forward, and get involved!

## A bit of history

### What do King Tut and Carnarvon Community School have in common?

Trafalgar Annex was officially opened on April 27th, 1955, to provide educational facilities for children in grades 1 – 3. In September 1966, following a major renovation, the annex was re-opened as Carnarvon School, to serve grades K through 7. Like nearby Carnarvon Street, the school's name commemorates His Lordship the 4th Earl of Carnarvon. Lord Carnarvon introduced the bill for the 1867 British North America Act, which would define Canada as we know it today. The

5th Earl of Carnarvon, (Lord Carnarvon's only son), provided financing for the 1922 expedition which led to the discovery of King Tut's tomb!



In 1974, the Vancouver School Board approved Carnarvon for Community School status, with provisions for a coordinator and secretary. In May of 1979, the Community School Advisory Council was registered as a Society. Many successful community initiatives took place at Carnarvon in subsequent years, most recently our newly opened playground.

In September 2004, funding for the Community Programs Office at Carnarvon was eliminated, resulting in the transfer of many traditional activities to the coordination of the Advisory Council.

# Contents

SECTION ONE	about the school .....	4
	the school day .....	4
	what about safety? .....	4
	getting to school .....	7
SECTION TWO	Carnarvon Advisory Council is you! .....	8
SECTION THREE	education/curriculum .....	16
	about classes .....	16
	school facilities .....	17
	staying informed .....	18
SECTION FOUR	speaking of community spirit .....	19
SECTION FIVE	special events .....	36
	important contact numbers .....	39

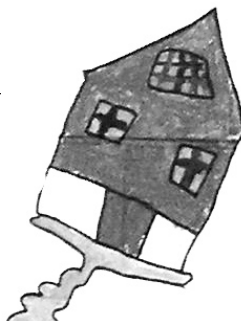


## Articles

Hallowe'en safety	10
Backpacks are great	12
What does a report card tell me?	14
Raising healthy youth	20
General handwashing tips	22
How to nurture your child's love of reading	24
Internet safety	26
Earthquake readiness	28
You can't train the brain if you don't include the food	30
Fun in the sun	32
What to sip on	34

# About the school

## the school day



### What are the school hours?

For grades 1 – 7, the school day begins at 9:00 a.m. and ends at 3:01 p.m. Kindergarten students attend from either 9:00 a.m. – 12:15 p.m. or 1:00 p.m. – 3:01 p.m.

### Why are kindergarten class times switched halfway through the year?

There is more instructional time in the morning than there is in the afternoon. By switching class attendance times on the last Monday in January, (halfway through the school year), a balance is achieved between morning and afternoon instructional time.

### When does the school bell ring in the morning?

A five minute warning bell rings at 8:55 a.m. The morning bell rings at 9:00 a.m. to indicate school is open and classes are in session.

Recess begins at 10:30 a.m. and ends with a bell at 10:45 a.m.

### When and where do the children eat their lunches?

Lunch begins at noon. Students may go home for lunch (see “What About Safety”, page 4), or eat lunch in designated areas – activity room for primary students and gym for intermediates. If weather permits, students eat outside on the east side of school. When on the school premises, primary children are required to devote at least the first 15 minutes of lunch hour to eating. (Intermediate children are required to devote at least the first 10 minutes).

### When does the school bell ring in the afternoon?

Classes are dismissed for lunch at 12:15 p.m. Lunchtime ends with a bell at 12:55 p.m. A second bell rings at 1:00 pm to indicate that classes are in session. No dismissal bell is rung at the end of the day.

### What are Professional Days?

The Ministry of Education grants 5 professional development days to the staff. In addition there is one school planning day. Classes are not in session on professional (“Pro-D”) days. Teachers and support staff use these days to attend workshops or study sessions, work on school-related business, develop and implement school-wide initiatives.

	Monday to Friday
Warning Bell	8:55
Morning Class Start	9:00
Recess	10:30 – 10:45
Dismissal for Lunch	12:15
Warning Bell	12:55
Afternoon Classes Start	1:00
Dismissal	3:01

## what about safety?

### Before and after school supervision

Staff supervise on the grounds from 8:40 a.m. to 9:00 a.m. and 3:00 p.m. to 3:20 p.m. Please arrange supervision for your children if they need care beyond these times.

### Are the playgrounds supervised?

Three supervision aides are employed at Carnarvon during the recess and lunch breaks, as well as school support workers who assist with children who have special needs. Staff members are also on supervision duty before and after school; the principal is visible during the recess and noon breaks. Once a week, (or more, dependent upon

parent volunteer availability), activities like “Play at Lunch” (PAL), a noon hour program of games and crafts organized and supervised by parent volunteers are offered.

#### **Are children permitted to leave the school grounds ?**

**All students leaving the school grounds during the school day must sign out at the office and report back in upon return.** Students leaving the school grounds to another location other than their own home (e.g. a friend’s house, a local restaurant) must provide written parent permission to the office before signing out. Grade sevens may leave the grounds to purchase lunch only if a letter of authorization signed and dated by a parent/guardian is on file in the office. This is an opportunity reserved for grade seven students and parents need to be aware they are responsible for their child’s behaviour once they leave the school grounds. Students staying for lunch are expected to eat either in the lunchroom or in the gymnasium unless alternate arrangements have been made with the classroom teacher. Last minute arrangements with friends, will not be permitted unless written permission is provided to the school.

#### **Are safety rules reinforced with the children?**

Yes! All children attend a special assembly early in the school year to be advised of safety rules at Carnarvon. These guidelines are reviewed throughout the year. Children are not permitted to enter the public washroom facilities adjacent to the school playing field. Primary age children are assigned specific boundaries for outdoor play. A buddy system is sometimes used for hallway errands and washroom visits. When requested, Vancouver Police school liaison officers visit with the children to discuss safety issues. Playgrounds are routinely inspected by custodial and district staff for hazardous items. For details about Carnarvon’s Code of Conduct, see the school motto on page 19.

#### **What is the policy regarding strangers at Carnarvon?**

Anyone entering the school for any purpose other than parental/ caregiver responsibility is required to report to the office. All parents/ caregivers should identify themselves to school staff as early in the school year as possible. A confidential strategy is in place, should there be a security threat during school hours.

#### **Are electronic toys allowed at school?**

Students are asked to keep all electronic toys (e.g. Nintendos, i-pods, cameras, MP3 players) at home. In fact, students should not bring anything to school that would make them sad if it were to be lost, broken or stolen. If students bring cell phones to school, the phones must be off between 8:30 and 3:05 and out of sight. If students are found using phones for whatever reason, the phone will be kept in the office for the remainder of the day. In the case of a second offense, the student’s parent will be asked to pick the phone up in the office.

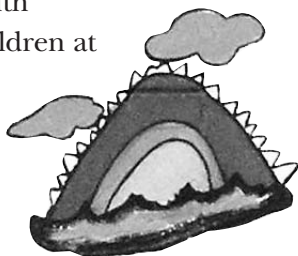


#### **What is the policy regarding school discipline?**

A school wide incident tracking form is maintained by school staff on supervision and relates to all behaviour outside of the classroom and is filed in the office. Teachers maintain records of all behavioural problems noted during class time. A series of reports will necessitate disciplinary measures ranging from problem solving conferences with the school principal to in-school suspensions. Informal and formal suspension procedures may include the involvement of appropriate psychological and/or police personnel. Any incident involving assault, threats of aggravated assault, fire, drugs, or alcohol will result in immediate suspension procedures.

### **Does Carnarvon have a dress code?**

While no formal regulations are in place with regard to dress code, it is expected that children at Carnarvon dress tastefully and weather-appropriately, no beach wear please! Bare midriffs, plunging necklines and/or partially exposed backsides are NOT acceptable in a school classroom environment (V.S.B. Policy JFCA-Student Dress Code). This issue is generally dealt with on an individual basis after talking with the child and his/her family.



### **How is bullying dealt with?**

Parents and guardians are expected to reinforce the active anti-bullying strategies in place at Carnarvon. (Refer to school discipline procedures).

### **Is a school nurse on hand?**

A community health nurse is available at the Pacific Spirit Health Unit for consultation (phone 604-261-6366). An area counselor is available at the school by appointment. Please contact the school secretary for further information.

### **What happens if a child is sick or injured at school?**

A bed is available in the office area, and the Office Administrative Assistant will administer basic first aid as required. Parents and caregivers will be contacted if necessary. Emergency contact numbers for all children attending Carnarvon are kept on file and updated annually. It is essential that you provide emergency contacts and update the information as required. Emergency (911) services will be called as the situation warrants.

### **What is the policy for children and staff members with allergies and other medical conditions?**

All families and staff at Carnarvon are made aware of children and staff members with life-threatening (anaphylactic) allergies to nut, peanut, dairy and fish products and are advised not to send these products to school. Additionally, strong scented products such as perfume, and fish can trigger asthmatic reactions among some children and staff members. Parents/guardians of children with severe allergies and/or medical conditions must provide appropriate medication and instructions. A strict cleanliness and awareness program is upheld in classrooms attended by anaphylactic/asthmatic children and staff members.

### **Are dogs allowed at Carnarvon?**

All dogs must be on leash at Carnarvon. Large breed dogs should remain outside, well away from school entrances. Small dogs should be carried at all times. Loud and/or aggressive dogs should not be brought onto the schoolgrounds.

### **Are fire drills routinely practiced?**

Yes. Red emergency folders containing fire/earthquake drill information are in each classroom.

### **What about “the big one”?**

All schools in Vancouver conduct a common earthquake drill once a year in May. Discussions and drill procedures occur in each class. Water and emergency supplies are stored in airtight containers near the school, and First Aid supplies and “Grab and Go bags” are available in each classroom.

## getting to school

### Is the crosswalk on 16th Avenue patrolled?

Members of the School Safety Patrol supervise the crossing from 8:40 to 9:00 a.m. and 3:01 to 3:20 p.m. There is no lunchtime patrol.

### Are there designated areas to load and unload children travelling by car to and from school?

There are stopping and parking areas designated by road signs on 16th, 18th and 19th Avenues and Balaclava Street, all within a short walking distance of school. Please be extra diligent in respecting traffic laws, which safeguard children. Stopping is not allowed in any other areas for any reason, and endangers the safety of our students.

### Is the school serviced by public transit?

The #2 MacDonald 16th Avenue bus and the #33 bus stops on 16th Avenue between Trutch and Balaclava, approximately 1 block from school.

### What is the procedure if a child is going to be absent or late?

It is the responsibility of the parent/caregiver to notify the school as early as possible, by telephone or in writing, if their child is going to be late or absent. It is recommended that children traveling regularly or occasionally to school without adult supervision be registered in the "Safe Arrival Program" at the beginning of the school year. Parents or caregivers should leave a recorded message on the Safe Arrival phone line if their child will be absent or late for school. At the beginning of each school day, attendance records are taken and forwarded to the staff room. A Safe Arrival volunteer then cross-references these records with the phone messages, to determine if any child is unaccounted for.

Children arriving unexpectedly late for school, (ie. after attendance records have been taken), should confirm their attendance with the Safe Arrival volunteer in the staff room. If the volunteer has left, students should report to the office.

**Safe Arrival: 713-5400 (if calling before 9:00 a.m.) 713-5396 (after 9:00 a.m.)**

### Will parent(s) or caregiver(s) be informed if children are unaccounted for?

The Safe Arrival volunteer will attempt to contact the parent(s) or caregiver(s) by telephone to try and verify the whereabouts of their child(ren).

### Are Safe Arrival volunteers needed?

YES! The Safe Arrival Program cannot operate reliably without volunteers. A time commitment of less than one hour per month, (approximately 9:00 a.m. to 9:30 a.m.) is all that is required and training is provided.

### Is it necessary to provide a note when a child returns to school after being absent?

Yes. All children returning to school after absence or planned late arrival must provide verification from their parent or guardian.



# Carnarvon Advisory Council is you!

## What is the Carnarvon Parent Advisory Council (P.A.C.)?

The Carnarvon Parent Advisory Council comprises parents and guardians, who provide assistance in the co-ordination of various school-related events, issues and activities. The Council's official role is to "advise the Board and the principal and staff of the school respecting any matter relating to the school".



## When and where are meetings held?

Meetings are usually held on a rotating basis (See Calendar) in the school staff room, September through June, beginning at 7 p.m. Please refer to the monthly newsletter for exact dates across the year. Minutes are posted on the parent board in the main hall.

## Can anyone attend the meetings?

Meetings are open to all Carnarvon parents and guardians, staff, community members and pre-arranged guest speakers.



## What elected positions are there on council?

Elected positions include Chair/Co-chair, Vice Chair, Secretary, Treasurer, Fundraising, Special Events, Education, Class Representatives, Safe Arrival, Traffic Safety, Earthquake Preparedness, Pizza Days, Play At Lunch, Walk To School, Communications, Sports Day.

## When are elections held for the positions? Can anyone run for a position?

Elections are held at the Annual General Meeting (June). Any parent or guardian may run for a position. Job descriptions of Carnarvon Parent Advisory Council positions can be provided upon request.

## What does fundraising involve and why does the school need to fundraise?

Many fundraising events are supported through the volunteer efforts of the Carnarvon Parent Advisory Council. Profits from pizza day, gift wrap, dances, shows, and other events are all used to fund items not covered by government funding sources. These items may include computers, software, library books, gym equipment, audio visual supplies, etc.

## Does the school accept financial contributions or gifts in lieu of participation in a fundraising activity?

Yes! Financial contributions and/or donations of supplies, etc. are gratefully received at Carnarvon. Used books in good condition are welcomed at the library. The school creates an annual "wish list" of items not covered by government funding sources. Tax receipts will be issued for donations of \$10 and over on request.



## What are "Class Representatives"?

Each class at Carnarvon has one or more volunteer parent representatives. In addition to coordinating parental help for the teacher on occasion, the class representative is responsible for initiating an e-mail list of all families in their class to circulate PAC and school information.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <h1>september</h1>			1	2	3	4
5	<b>6</b> Labour Day	<b>7</b> School Opening 9:00 – 10:00 a.m.	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	<b>23</b> Welcome Back BBQ 5:30 p.m. and Meet the Teacher 7:00 p.m.	<b>24</b> Pro-D No School for Students	25
26	27	<b>28</b> P.A.C. 7:00 p.m.	29	30		

# Halloween safety

The Vancouver Police Department wants you to have a safe and happy Halloween. Here's a few tips to help make sure you do.

## COSTUMES

- Use fire-resistant material, preferably bright colours or fitted with reflective strips
- If you're wearing a mask, make sure it is well fitted with large eye holes for good vision. Better still, use make-up and your imagination.
- Avoid long, dragging costumes which will hamper your mobility.

## ON THE STREET

- Go with an adult, preferably in groups, or use a buddy system to keep track of everybody. Never go alone.
- Start early and finish early – you get all the good stuff that way.
- Carry a flashlight, never a candle or open flame.
- Stay on the sidewalk, trick or treat on one side, then cross at a corner and do the other side.
- Go only to homes you know.
- Never eat anything until you take it home and inspect it.
- Be careful crossing the street. Remember, drivers may not see you.
- Don't play with firecrackers or fireworks. Fireworks may be used by an adult or under adult supervision. Never hold them in your hand!

## AT HOME

- Throw out anything unsealed or suspicious
- Eat only packaged treats. Home-made goodies are subject to tampering and could be dangerous.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 october 					1	2
3	4	5	6 Individual Photo Day	7	8 District Closure Day – NO SCHOOL	9
10	11 Thanksgiving NO SCHOOL	12 Family Photo Nights	13	14	15	16
17	18 P.A.C. 7:00 p.m.	19 2:00 p.m. – DISMISSAL Goals Setting Conferences	20 2:00 p.m. – DISMISSAL Goals Setting Conferences	21 Immunization Clinic	22 Provincial Pro-D No School for Students	23
24	25	26	27	28	29	30
						31

# Backpacks are great!

## Use them safely

Pack should be less than 15% of a child's body weight.

### Why should we be concerned about safety?

- Heavy packs cause the child to arch their back or lean their head and trunk forward which causes fatigue and injury in neck, shoulder, and back muscles.
- Narrow straps that dig in can cause circulation and nerve difficulties resulting in numbness and tingling in the arms.
- Using only one strap causes asymmetry of the spine and affects the spine's natural shock absorption ability.



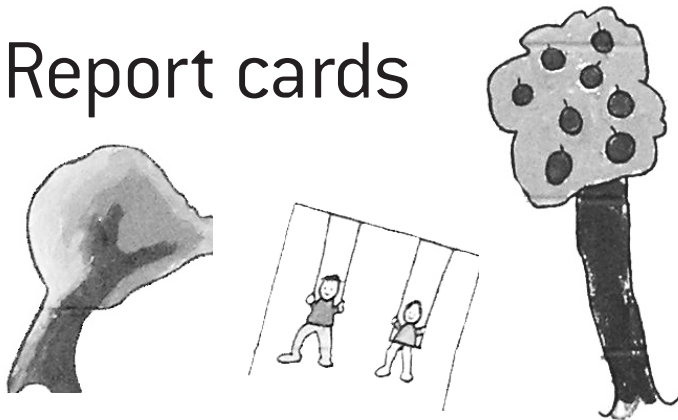
### Helpful Tips:

- 2 wide padded straps that go over shoulders
- Pack heavier items closer to the body
- Padded waist or chest belt (helps distribute weight more evenly across body)
- Multiple compartments
- Width not greater than child's torso
- Remove stuff child doesn't need at school
- Reduce book load - help with homework planning

For more information visit the website: [www.kidshealth.org](http://www.kidshealth.org)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11 Remembrance Day NO SCHOOL	12 District Closure Day – NO SCHOOL	13
14	15	16 P.A.C. 7:00 P.M.	17	18	19	20
21	22	23	24	25	26	27
28	29	30	november 			

# Report cards



## Question: what does a report card tell me?

### Answer:

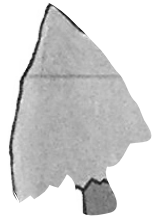
There are two different types of report cards for students in Grade K to 7: formal written report cards and informal reports. You will receive at least three formal report cards, and two informal reports, every school year.



In different ways, they both tell you about what your child is good at, what she or he needs help with, and how he or she compare to the general expectations for students at that age.

Unlike grades 4-7, **formal report cards for students in K-3 do not use letter grades**. Instead, they include a structured written report that relates to the learning outcomes set out for the appropriate grade. Formal reports describe:

- what a student is able to do
- areas of learning that require further attention or development
- ways to support a student in his or her learning

The formal report includes written comments that describe your child's behaviour, including information on attitudes, work habits and effort. In addition, the formal report comments on your child's progress compared to what is generally expected for students in a similar age range. These comments can be either written or communicated orally by your child's teacher. Informal reporting, on the other hand, gives the teacher a chance to tell you how your child is doing on an ongoing basis. This kind of reporting can occur in many ways: by telephone, in a note, or during an arranged conference with your child's teacher (and perhaps your child as well). The informal report should let you know, in relation to the curriculum, what your child is doing well, what she or he is having trouble with in school, and what the teacher is doing to support your child's learning.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <div>december</div>			1	2	3	4
5	6 P.A.C. 7:00 p.m.	7	8	9 Band Winter Concert 7:00 p.m.	10 Provincial Pro-D No School for Students	11
12	13	14	15	16	17	18
19	20 Winter Break	21 Winter Break	22 Winter Break	23 Winter Break	24 Winter Break	25
26	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31	



# Education/curriculum

## about classes

### How many children are in each class?

Class sizes vary according to many factors. Recent government legislation has also impacted class size.

There are maximum numbers of students in classes (with Vancouver district averages in brackets): Kindergarten – 22 (19), grades 1 to 3 – 24 (21), grades 4 to 7 – 30 (28).



### Why does it sometimes take several days for children to be placed in their new classes at the beginning of the school year?

Temporary class lists are prepared for school opening. If the projected number of students arrive in September, new classes can quickly be established. Final totals for staffing allocations from VSB cannot be decided until late September (20 teaching days).

### Do division numbers correspond to grades?

No. The lower the division number, the higher the grade.

### Why are there combination classes and how are they used?

Occasionally there may be an insufficient number of children in the same grade to form a complete class. When this occurs, a class containing two grades will be formed. The teacher will balance the curriculum to cater to the needs of both age groups.

### Who decides what class a child will be in?

#### Is there a policy regarding placement?

Class placement is decided upon by a committee made up of teachers and the principal. Several factors are taken into consideration when preparing class lists, including academic and social balance, learning assistance and English as a second language (ESL) needs, boy/girl ratio, and age.

#### Is there an appropriate way to raise preferences or concerns about a child's placement?

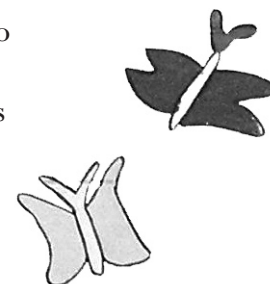
Parents or guardians who have strong views regarding placement should write a letter to the school administrator. Only educational, rather than personal concerns, will be taken into consideration.

#### What is the policy on homework?

In general, government guidelines recommend approximately 10 minutes of homework per day per grade. For example, a grade 4 student may, on average, be expected to do 40 minutes of homework per day outside of school hours. Children vary enormously in their approach to homework. If you have concerns about the amount of homework your child is receiving, talk to the teacher.

#### If a child seems to be having trouble with reading, spelling, math, or other subject areas, what can be done?

Feel free to talk to the teacher. Carnarvon also has learning assistance staff available, and an individual assessment system in place. If needs are more serious, teachers and staff can help direct you to appropriate services.



## school facilities

### What facilities are available for children with special educational needs?

The Learning Assistance Center, staffed by a fully qualified teacher, is available for children to pursue their studies in a quiet, controlled environment and receive additional support.

### Does the school have a library?

YES! Carnarvon's ever-expanding library is open to all students and parents/guardians. All children are taught library usage skills and have access to a variety of reference sources. The maximum loan period is two weeks.

### Do the children have Internet access?

Yes. Children must sign a commitment to follow strict guidelines regarding school Internet access. Parent/guardian signature is also required.



### Does the school have a performing arts program?

Yes. Musical and dramatic performances are given at assemblies. The school stage and activity room are frequently used to showcase performing arts. Grade 5, 6 and 7 students may join the Carnarvon band.

### Do children have an opportunity to learn French?

Basic French is taught to children in grade 5 and up.



### What sports facilities are available?

Carnarvon has a gymnasium with a broad selection of sports equipment. Children in grades 4 to 7 are encouraged to participate in team sports such as volleyball and basketball. Seasonal programs are offered in cross country running and track and field events. Traditionally, winter programs such as ice skating, snow shoeing, cross country and downhill skiing have been offered.

### Are field trips part of the curriculum?

Yes. Children in all grades have many opportunities to participate in class field trips. Each child must have a permission form signed and dated by a parent or guardian, and any costs paid in full before attending a field trip. Volunteer drivers are required for transportation on most local field trips. All drivers must sign a third party liability form for insurance purposes, and be able to provide seatbelts for all passengers (Please ask about new regulations related to students who weigh under 40kg).



### Does the school have a Lost and Found?

Yes, beside the east entrance to the gymnasium. Items not claimed are periodically donated to charity. All personal items brought to school should be permanently labeled, and any valuables should remain at home!

## staying informed

### What is "Welcome Back BBQ / Open House"?

Shortly after the school year begins, parents/guardians are invited to an information evening hosted by school staff to familiarize themselves with educational procedures at Carnarvon. Parents and guardians are given an opportunity to meet with teachers, learn about the planned curriculum for their child(ren), and ask questions. A pot luck BBQ precedes the Open House. Information regarding the BBQ is distributed through the classrooms and in newsletters prior to the event.

### How often do children receive report cards?

Formal report cards are issued three times a year, (December, March and June).

### Why are there no letter grades on primary report cards?

In compliance with Ministry of Education guidelines, no letter grades are issued to children in grades K - 3. The report should describe:

- what a student is able to do
- areas of learning that require further attention or development
- ways to support a student in his or her learning

### Are opportunities available to review a child's background and progress?

Yes! You are welcome to view your child's work during the school year. Informal parent/teacher conferences are held the second week in October to discuss individual needs and establish goals for your child. Conferences are also held during the second term



to allow children to display work and discuss goals with his/her parent(s)/guardian(s) and teacher in attendance.

### Why does the child attend the conference?

By actively participating in report card discussion, a child can feel more a part of the educational process and develop a sense of personal responsibility.

### Can a private meeting with the teacher be arranged?

Yes. Parents or guardians should feel free to make an appointment for further consultation, during which the child need not be in attendance. Talk to the teacher or contact the school office for specifics.

### How can general information be obtained on upcoming school events, issues, etc.?

The school publishes a newsletter at the end of each month or more frequently as warranted. Copies are sent home with the youngest family member attending Carnarvon. Upon request to the office, copies will also be forwarded by email. Parents and guardians are encouraged to watch for and read these newsletters, as pertinent information may otherwise be missed. The most recent newsletter and other community news items are displayed on a bulletin

board in the main hallway. They are also posted regularly on our school website.



# Speaking of community spirit

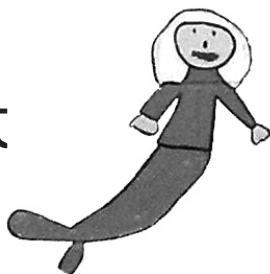
## taking care at Carnarvon

### What does “Take Care of Yourself” mean?

There are many ways that students are encouraged to “take care of themselves” at Carnarvon. These include behaving calmly in the hallways, classrooms, computer lab, lunch areas and library, playing safely in the gym and on the playground, dressing appropriately for the weather, practicing good sanitation in the school washrooms and reporting injuries to the school secretary. Students can also take care of themselves by joining in healthy, school-led activities such as cross country running, volleyball, basketball, track and field and badminton.

### What does “Take Care of Others” mean?

Students can “take care of others” at Carnarvon by respecting personal space and property, showing concern and offering help to those in need, offering inclusion and friendship, using a quiet “inside” voice, waiting patiently when requiring help from a staff member and keeping language appropriate and well mannered. Additionally, taking care of others can mean volunteering as a school patrol crossing guard, providing recess and lunch support as a Peer Helper or assisting with a wide variety of school activities during the year.



### What does “Take Care of This Place” mean?

“This Place”, otherwise known as Carnarvon Community School, needs lots of care! Students should respect all school property (eg. ceiling tiles, heat registers, washrooms, clocks, lockers, etc.), not damage playground equipment or landscaping, recycle/dispose of garbage in proper receptacles, treat library books and audio visual equipment with due care and report any maintenance problems immediately.

These expectations are posted throughout the school and classrooms, and reviewed by teachers on an “as needed basis.” Monthly school-wide assemblies also focus on related topics.

### Does Carnarvon have a Daycare?

Yes. The Carnarvon Daycare program operates from 7:30 a.m. to 6 p.m., Monday to Friday, September through June, and is closed on all statutory holidays. Before and after school care is available for children aged 5 to 12 years. Additionally, KinderCare is available for children aged 4 to 5 years. Children are escorted to and from kindergarten classes, as part of the KinderCare service.

Summer day camp programs at Carnarvon are available on a week-by-week basis. Complete information can be obtained by contacting Carnarvon Community School Daycare at 734-1013.

### Does Carnarvon have a Pre-school?

Yes. Carnarvon Community Pre-school operates in a separate facility on the school grounds. Pre-school classes are available for children aged 3 and 4 years. A “Family Information Package” detailing all pertinent information on the pre-school is available from the main school office.

# Raising healthy youth

Youth love computers, video games and television. While these activities can be educational and contribute to mental development, youth need physical activity for healthy physical growth and development.

As parents, you can work with your children to encourage healthy behaviours by setting some physical activity ground rules. Encourage them to play outside and try to be an active role model yourself. Usually, active parents have active kids. It's important to start physical activity early, as inactive kids can become inactive adults.

Many children participate in organized sports, play actively outside with friends, or regularly walk or cycle to school. Physical activity doesn't need to be highly structured to be beneficial.

If your children are not physically active, talk to your physician, a physical activity counsellor at your local recreation centre or 'Y', or one of the **physical education teachers** at their school about how to get them moving.

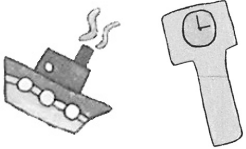


## Physical activity has wonderful benefits

- Helps youth meet new friends
- Builds strong bones and strengthens muscles
- Maintains flexibility
- Achieves a healthy weight
- Promotes good posture and balance
- Improves fitness
- Strengthens the heart
- Improves physical self-esteem
- Increases relaxation
- Enhances healthy growth and development

For more information on children and physical activity visit the Public Health Agency of Canada Website at [www.phac-aspc.gc.ca/pau-uap/fitness/index.html](http://www.phac-aspc.gc.ca/pau-uap/fitness/index.html)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <h1>january</h1>						<b>1</b> New Years Day
2	3 Winter Break	4 School Re-opens	5	6	7	8
9	10	11	12	13	14	15
16	17	18 P.A.C. 7:00 p.m	19 Saleema Noon Parent Talk  Immunization Clinic	20	21	22
23 <div></div>	<b>24</b> Pro-D No School for Students <div></div>	25	26	27 Saleema Noon Student Talk	28	29
30	31					

# General hand washing tips

- Hand washing is the most important thing you can do to stop the spread of germs that cause illness such as: colds, flu, diarrhea, vomiting
- If you have a severe allergy, it is one of your best defenses against an anaphylactic reaction

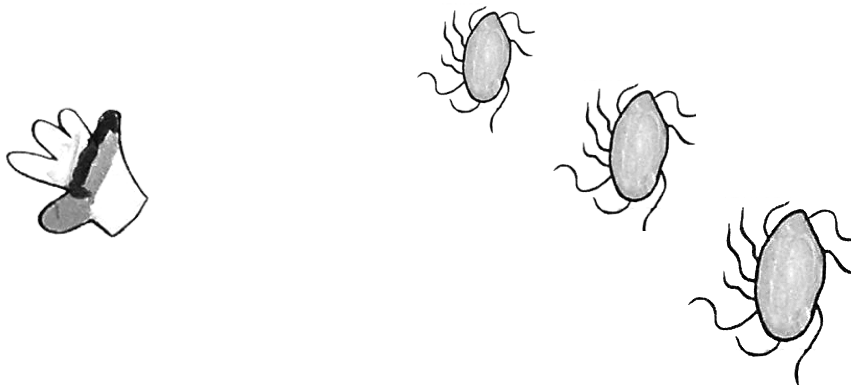
## When to wash

### BEFORE

- Eating or handling food

### AFTER

- Using the toilet
- Blowing your nose
- Playing outdoors with sports equipment, soil, sand
- Playing with pets or animals



## How to wash

- Warm water: Wet your hands with warm running water
- Scrub for 15 seconds: all parts of your hands especially rings, nail polish, dry areas, under your nails
- Rinse: with warm running water
- Dry Hands: with clean paper towel or cloth
- If in a public washroom:
  - Use the paper towel to turn off the tap AFTER you have dried your hands
  - Discard the paper towel in a container without touching the door handle when you leave the washroom
- For dry hands: apply hand lotion frequently
- Waterless hand rinses: Carry alcohol-based rinse (found in most drug stores) in your backpack if you can't get to a tap

SOURCE: [www.bchealthguide.org/healthfiles](http://www.bchealthguide.org/healthfiles)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8 2:00 p.m. DISMISSAL Goal Setting Conferences	9 2:00 p.m. DISMISSAL Goal Setting Conferences	10	11 District Closure Day – NO SCHOOL	12
13	14 District Closure Day – NO SCHOOL	15	16	17	18 Pro-D No School for Students	19
20	21	22	23	24	25	26
27	28	<div>february</div> 				

# How to nurture your child's love of reading

Adapted from Dee Van Dyk, *Canadian Living*

For tips on how to encourage reading and literacy skill in your own family, check out these easy antidotes to common literacy spoilers below.

## **Treating reading like a chore.**

Reading can be a magical escape into the lives and worlds beyond your own but it can become a chore if you don't make it fun for your children. With a little forethought and planning, reluctant readers can be transformed into enthusiastic adventurers into the magical land of the written word.

## **Expecting your kids to read without being a reader yourself.**

Are you a good reading role model? Kids are sensitive to our values and if you don't see reading as fun and enjoyable, chances are your kids won't either.

## **Overlooking routine opportunities to read**

Reading skills can be sharpened by everyday activities like reading cereal boxes and the liner notes on a favourite CD. Double up on the learning curve by letting your child pick out dinner recipes and then helping you prepare a special meal. Rediscover the magic of a bedtime story.

## **Watching too much television.**

Turn off the tube and turn on to after school reading. But also recognize the tool that television can be. Many books have been

adapted to movies or television show. Read the book; watch the program. Or pair a favourite show with its counterpart in reading material. If your child shows an interest in science fiction, suggest a book in that genre.

## **Pressuring your child to read.**

Do you push your children to read? Be aware of how much tension you're imposing on your child and think about how doing so affects his or her attitude towards books.

## **Failing to nurture the art of storytelling.**


Make storytelling an important part of your family and culture by encouraging grandparents, aunts and uncles to share their stories. Tip: Everyone loves to be read to. Ask out-of-town grandparents to record themselves reading a book to your child and then make the recording a gift (add the book for the child to follow along with).

## **Selecting the wrong material for your child.**

Is your child reading age-appropriate material? Be sensitive to the individual interests of your children. Allowing them to choose reading material that reflects their own interests will increase their love of reading.

## **Do you value the written word?**

Writing and reading go hand in hand. Encourage expression through reading and writing with your kids. Keep an interactive family journal of notes to each other. Make a habit of writing thank you notes for gifts and letters to grandparents.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 P.A.C. 7:00 p.m.	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Spring Break	22 Spring Break	23 Spring Break	24 Spring Break	25 Spring Break	26
27	28 District Closure Day – NO SCHOOL	29 District Closure Day – NO SCHOOL	30 District Closure Day – NO SCHOOL	31 District Closure Day – NO SCHOOL	march 	

# Internet safety

Here are a few helpful safety points regarding the use of the internet in your home

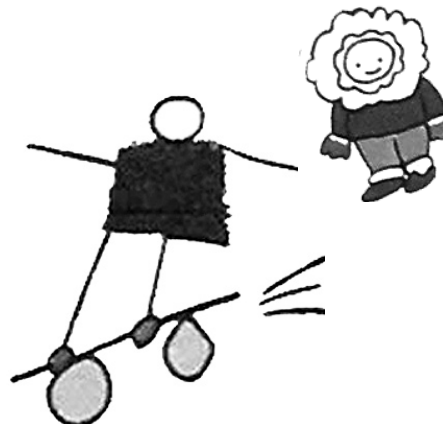
- The majority of children report that they are at home, but not supervised when using the net. Help keep your children safe by monitoring their online activities and keeping the computer in a public area of your home.
- These days, kids are able to exercise their creativity by making beautiful web pages about themselves and their interests.

**Parenting Tip:** To keep your child safe from online predators, ensure that they are not posting personal information that can lead strangers to contact them. Talk to your kids about what they are posting and check their web page from time to time.

- Email is an amazing tool for communicating with friends and family and for exchanging information for school projects. To keep your child safe from strangers and internet viruses, make sure they do not respond to or open emails from people they do not know.
- Just like the phone, Instant Messaging (or MSN) is very popular for communicating with friends and discussing homework and school projects. Just as you would make sure you knew who your child was going out with; make sure you know who your child is talking to on the internet by reviewing their buddy list with them.

- The internet is a wealth of information and allows kids to express their creativity, learn, and communicate with friends and family. It is also a place where kids can say or post hurtful messages to other kids at school. Twenty five per cent of Canadian children and teens have had mean, hateful, and threatening things said to them over the internet or on their cell phone. Ask your child if he/she is one of them. Monitor and talk to your children about proper internet use.

Visit [www.wiredsafety.org/parent.html](http://www.wiredsafety.org/parent.html)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <div>april</div>					<div>1</div> <div>District Closure Day – NO SCHOOL</div>	<div>2</div>
<div>3</div>	<div>4</div> <div>School Re-opens</div>	<div>5</div>	<div>6</div> <div>100 KM Club Starts</div>	<div>7</div>	<div>8</div>	<div>9</div>
<div>10</div>	<div>11</div>	<div>12</div> <div>P.A.C. 7:00 p.m.</div>	<div>13</div>	<div>14</div>	<div>15</div>	<div>16</div>
<div>17</div>	<div>18</div>	<div>19</div>	<div>20</div>	<div>21</div>	<div>22</div> <div>Good Friday NO SCHOOL</div>	<div>23</div>
<div>24</div>	<div>25</div> <div>Easter Monday NO SCHOOL</div>	<div>26</div>	<div>27</div>	<div>28</div>	<div>29</div>	<div>30</div> 

# Earthquake readiness

## Preparing your home

- Go through your home, imagining what could happen to each part if it were shaken violently.
- Tie down hot water tanks and other appliances that could break gas or water lines if they topple. Hot water tanks are also a good source of fresh water.
- Secure top-heavy furniture from tipping. Keep heavy items on lower shelves.
- Fix mirrors and other hanging objects so they won't fall off hooks.
- Locate beds away from chimneys, windows, heavy pictures, etc. Closed curtains will help keep broken window glass off nearby beds.
- Tie down TVs, VCRs, computers and other small appliances.
- Store valuable documents in a fire resistant place.
- Use safety latches on cupboards to stop contents from spilling out.

## During the earthquake

- Preparations for an earthquake include knowing what to do while it is happening.
- If you are inside your home, stay there. Safe places are walls, in corners or archways. Take cover under a heavy table, desk or furniture. Protect your head and face.
- Do not use elevators. If you are in an elevator when an earthquake happens, hit all floor buttons and get out when you can.



- Anticipate aftershocks – they may occur soon after the first earthquake.
- If you are in a vehicle, pull over to the side, away from bridges and buildings.
- Stay calm and help others.
- If you are in a yard outside your home, stay there and get clear of buildings and wires that could fall on you.
- Don't go outside where you may be hit by falling debris.

## After the earthquake

- Remain calm. Prepare for aftershocks. Remember you may be on your own for 72 hours.
- Check yourself and others for injuries. Administer first aid quickly and carefully.
- Check your home for damage and other hazards.
- If you evacuate, take your emergency supplies with you.
- Check utilities and do not shut them off unless they are damaged.
- Leaking gas will smell.
- Wear sturdy shoes and protective clothing.
- Check your neighbours after looking after your own family. First help after an earthquake will come from friends, family and neighbours.
- Place HELP sign in windows if you need extra assistance.
- Reassure others.
- Assess your surroundings.
- Use a battery radio to listen for emergency instructions.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	② Pro-D No School	3	4	5 Big One at 2:00 p.m.	6	7
8	9	10 P.A.C. 7:00 p.m.	11	12	13	14
15	16	17	18 Immunization Clinic	19	20 District Closure Day – NO SCHOOL	21
22	②③ Victoria Day – NO SCHOOL	24	25	26	27	28
29	30	31	<div> <div>may</div> <div>   </div> </div>			

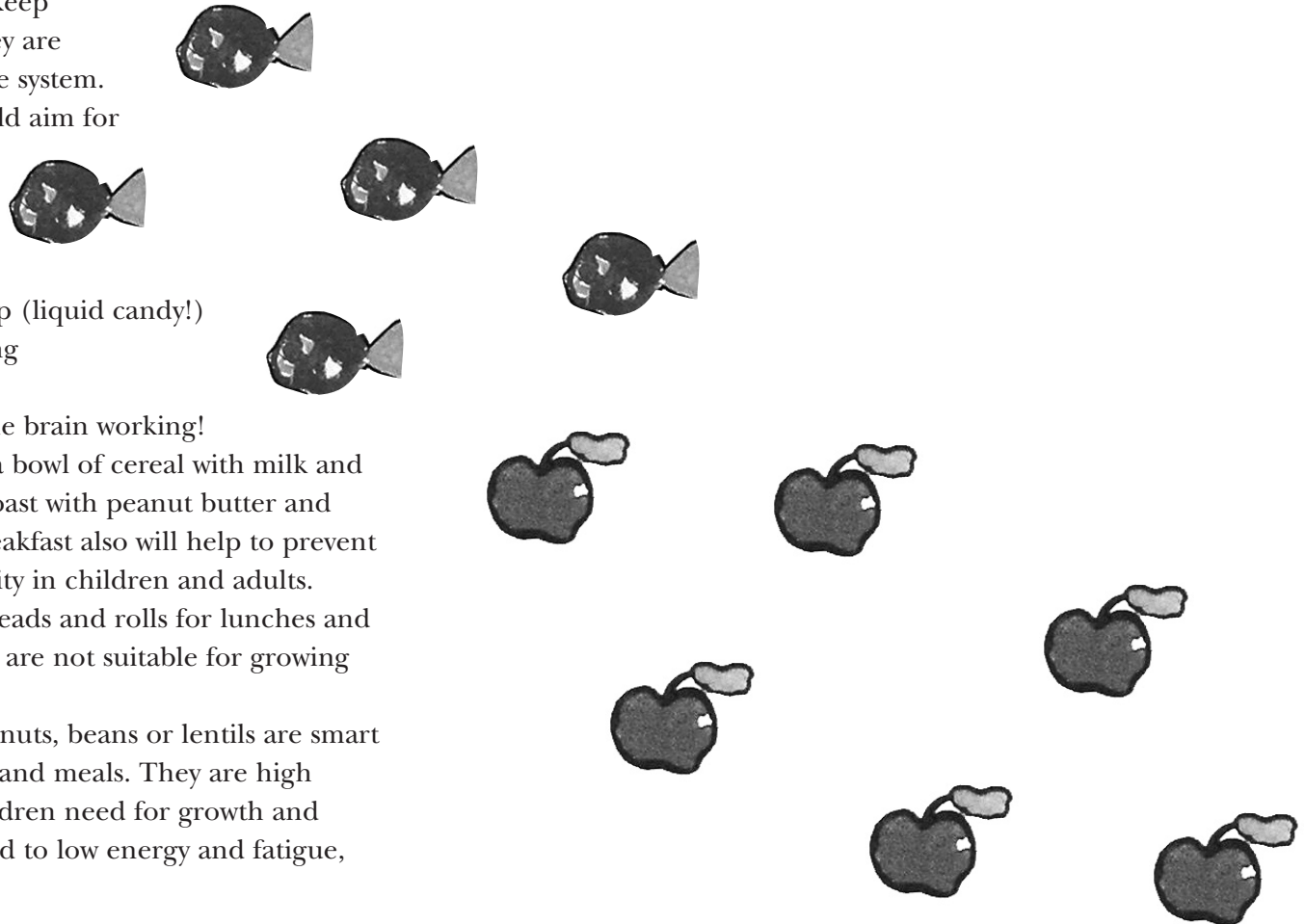


# You can't train the brain if you don't include the food!

There is confusing and conflicting information for parents of school aged children on how to feed them well. Here are some tips for parents to think about when planning meals and snacks for their children.

- Veggies and fruits will help to keep children from getting sick. They are necessary for a healthy immune system. Children and the parents should aim for 5 servings a day!
- Lower fat dairy products are suitable for the entire family. Two percent milk or fortified soy milk instead of pop (liquid candy!) will keep bones and teeth strong and healthy.
- Breakfast is important to get the brain working! It can be as simple and fast as a bowl of cereal with milk and fruit, or a piece of high fibre toast with peanut butter and banana and a glass of milk. Breakfast also will help to prevent excessive weight gain and obesity in children and adults.
- Use whole grain/multigrain breads and rolls for lunches and snacks. Low carbohydrate diets are not suitable for growing children.
- Meat, chicken, tofu, eggs, fish, nuts, beans or lentils are smart choices for sandwiches, snacks and meals. They are high in protein and iron, which children need for growth and development. Low iron can lead to low energy and fatigue, poor learning and depression.

- Food is to be enjoyed, shared, celebrated, and nurtures the soul, the mind and the body! Enjoy your food and your meals together!



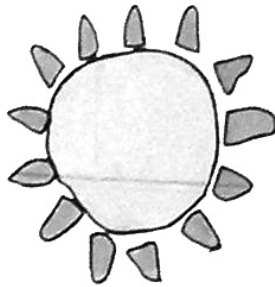
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <p>june</p>			1	2	3	4
5	6	7	8	9	10	11
12	13	14 P.A.C. 6:00 p.m.	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day for Students 3:01 p.m. DISMISSAL	30 Administration Day NO SCHOOL for Students		

# Fun in the sun

## kids need extra protection

Experts estimate that 80 percent of a lifetime's exposure to damaging rays occurs before the age of 18. A tan is the body's SOS response to damaging UV rays, but the protection it provides is estimated to be no more than that of an SPF-4 sunscreen. In other words, very little! So, protect your kids now to reduce their risk of skin cancer later in life.

Adopting a sun-smart lifestyle that includes use of a sunscreen with an SPF of 15 or higher on children over six months can cut their risk of developing skin cancer by as much as 78 percent.



### More Sun Safety Advice

Summertime means fun in the sun for kids. But it can also mean skin-damaging tans and burns. To keep kids having fun in the sun without increasing their risk of skin cancer later in life, follow the 4-S approach to sun safety:

Slip on a Shirt, Slap on a Hat, Slide on some Shades, Slop on the Sunscreen

### Other points to remember:

UV rays are the most damaging between 10 a.m. and 3 p.m.

Although confining kids indoors midday is unrealistic, teach them to play in the shade whenever their shadow is shorter than they are.

Use wide brimmed hats, as well as clothing for sun protection.

A closely woven material will shield the skin best. Comfortable long shorts and long pants will cover most of the body.

UV rays are always present, even on cloudy days. So make sunscreen a daily habit for outdoor-loving kids. SPF-15 is the minimum. Apply 30 minutes before outdoor activities and again every two hours, after swimming or sweat-producing play.

Keep sleeping babies out of the sun. Instead, keep them lightly covered in the shade. It is not recommended to use sunscreen on babies younger than six months.

Car windows provide no protection from harmful rays. If your family is fair-skinned or there's a history of skin cancer, consider having a sun-filtering product applied to car windows.

Watch out for reflected light, since up to 85% of the sun's harmful ultraviolet B rays can bounce back at you from sand, concrete and water.

Kids can get burned on a cloudy day. Up to 80% of the sun's rays can penetrate clouds, mist and fog.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
july				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# What to sip on?

Good nutrition means paying attention to the food you drink as well as eat. Is it OK that kids drink lots of pop? Does the heat ruin their appetite, or could all those sweet drinks between meals play a role? Here are some straight facts about fluids, as well as some refreshing idea on how to quench your thirst on hot summer days.

## what to drink?

Sports drinks are popular beverages, but if you're active, do you really need them? When we sweat, we lose mostly water. Only athletes exercising hard for more than an hour will benefit from replacing carbohydrates, sodium and some other nutrients. So, save your money and drink wonderful, wet, cool water!

## fruit juice fiction

100% juice is a better choice than pop or Kool-Aid, but it has no fibre and contains lots of calories. (High juice consumption is quickly becoming recognized as a primary culprit for picky eating in children). Kids who fill up on juice, which is high in fruit sugar (3.5 tsp. per cup), may eat fewer nutritious foods.

- Limit school age children to 1 cup of juice a day (1- 1/2 cups by diluting with water or ice).
- A standard size juice box contains 1 full cup of juice. Smaller sizes are available.
- Avoid fruit "drinks", "cocktails", beverages and "punches" which have added sugar, and "fruit crystals" which have very

little to do with actual fruit.

- If it doesn't say "juice" it probably isn't. Look for the word "juice" on the label to indicate it is real juice you are buying.

## liquid candy

Did you know that the average child between 6 -11 years drinks almost 2 cups of pop a day? In fact, soda pop has become one of the biggest sources of refined sugar in our diet (each can contains 10 teaspoons of sugar!) Too much pop contributes to picky eating, wreaks havoc with dental health, and can boost caffeine intake. Keep in mind that soft drinks can fit into a good diet, but recognize what it is – "liquid candy", and make it an occasional treat.

(SOURCE: Vancouver Coastal Health)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	august 			

# Special Events

## What is "Pizza Day"?

Pizza Day occurs once a month at Carnarvon. Children are given the opportunity to pre-order their choice of pizza by the slice, Jamaican patties, juice and sugar cookies. Pizza Day is coordinated entirely by parent volunteers and all net proceeds benefit the school.



## Is there a Sports Day?

YES! Sports Day at Carnarvon is traditionally held prior to the Victoria Day long weekend. A wide range of age-related activities is offered for pre-schoolers, primary and intermediate grades. The emphasis is on fun and participation as opposed to competition for younger children.

## What happens at grade 7 leaving?

Grade 7 students at Carnarvon receive the "royal treatment"! At a special grade 7 leaving evening with staff and parents/guardians in attendance, Grade 7s are honoured for their years of dedication and service to their school. Achievement certificates may be presented to students demonstrating excellence in a wide variety of categories: Amazing Author, Athlete, Community Contributor, Computer Whiz, Drama Excellence, Global Awareness, Hard Work/Diligence, Magnificent Mathematician, Visual Arts Excellence, Book Worm, Greatest Personal Growth – Math, Greatest Personal Growth – Reading, Greatest Personal Growth – Science, Greatest Personal Growth – Social Studies, Greatest Personal Growth – Writing, and Amazing Attendance. Additionally, awards are given in memory of Sharon Bollivar and Bill Price.

## Who was Sharon Bollivar?

Sharon Bollivar was a Carnarvon parent who was tragically murdered on November 22nd, 1982. The Sharon Bollivar Memorial Trophy was established in 1983 as a lasting tribute to Sharon Bollivar for her faithful and generous support during the years she was associated with Carnarvon. The trophy is presented each year to a senior Carnarvon student who demonstrates outstanding effort towards academic progress, a positive attitude towards school/community and strong development as a contributing community member. Kitsilano Secondary School presents a scholarship each year to a former Carnarvon student who demonstrates those same qualities through high school years.

## Who was Bill Price?

Bill Price was the Program Coordinator at Carnarvon Community School for 9 years, from 1974 – 1983. At 6'10" tall, Bill was a giant of a man with a gentle heart. He excelled at basketball, having once played for the Canadian National Team. While at Carnarvon, he worked with many children, helping them to develop athleticism and fine motor skills. Bill was well liked by the community at large for his easy going and caring manner. He became ill in the late 1980s and passed away in 1989. Parents, teachers and friends started the Bill Price Memorial Trophy as a lasting tribute to Bill. Each year, the trophy is awarded to the Carnarvon student(s) whose activities best exemplify the principles of community spirit and humanitarianism.



## Phone numbers and contacts

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19. \_\_\_\_\_

20. \_\_\_\_\_

## Important contact numbers

PRINCIPAL Susan Nichols

OFFICE ADMINISTRATIVE ASSISTANT Katherine Lundh

MAILING ADDRESS

### **Carnarvon Community School**

3400 Balaclava Street  
Vancouver, B.C. V6L 2S6



PHONE 604-713-5396

FAX 604-713-5398

WEBSITE [carnarvon.vsb.bc.ca](http://carnarvon.vsb.bc.ca)

SAFE ARRIVAL 604-713-5400

DAYCARE 604-734-1013

PRE-SCHOOL 604-731-7007

## other numbers

MAILING ADDRESS

### **Vancouver School Board Education Center**

1580 West Broadway  
Vancouver, B.C. V6J 5K8

PHONE 604-713-5000

WEBSITE [www.vsb.bc.ca](http://www.vsb.bc.ca)

VSB CENTRAL AREA ASSOCIATE SUPERINTENDENT

Dr. Val Overgaard

## Acknowledgements

### **Welcome to Carnarvon Community School**

was produced almost entirely by parent volunteers.

### **We would love to hear from you!**

How can this calendar/handbook be more helpful to all students, staff and families?

ILLUSTRATIONS	All illustrations are taken from the Carnarvon Community School Mural Project.
REVIEWERS	Brienna Greenaway, Vicki Greenwood, Vicky Harris
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PRINTING	Vancouver School Board Print Shop

We encourage other schools and advisory councils to borrow and apply the contents in this publication for their own use.

This information was initially produced in September 2000 as a handbook. The publication was revised into a calendar format in September, 2005.

Information in this edition was updated in June, 2009.



## The mural

Created in June 2004, the Carnarvon Community School mural was the result of a year-long planning process that sought to capture the spirit of school life. Under the direction of artist Anne Thornsteinson the school participated in the City of Vancouver's *Adopt a Wall Project*. The city provided all the painting materials and the school (funded by the Parent Advisory Council) provided the artist and ideas.

During the 2003-04 school year Anne met with parents, staff and worked with all students to create images of school life. In May/June 2004 under the unique lettering designed by the Grade 6 students, each child painted their image on the wall. These images capture the spirit of our main mission statement and add a welcome touch to the handbook/calendar.