



SPRINGVALLEY ELEMENTARY

## **SCHOOL HANDBOOK AND CALENDAR 2021 - 2022**

### **Contact Information**

470 Ziprick Road  
Kelowna, B.C. V1X 4H4  
School Website: <http://www.sve.sd23.bc.ca>  
School Phone: (250) 870-5119  
Principal: Mr. David Coats  
Vice-Principal: Ms. Jodi Everett  
Secretary: Ms. Kristy Angus

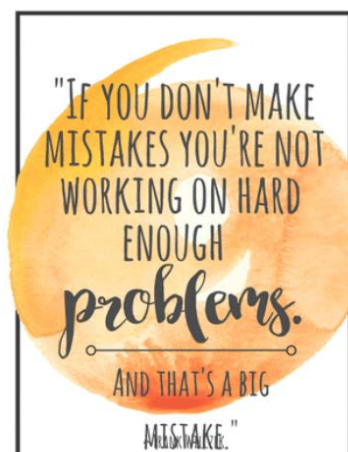
### **School Day**

Supervision & Crossing Guard Begins	8:10 am
Entrance Bell	8:25 am
Lunch Break Playing Time	11:03-11:30 am
Lunch Eating Time	11:30-11:55 am
Afternoon Classes Begin	11:58 am
Recess	1:26-1:41 pm
Classes End	2:30 pm
Supervision & Crossing Guard Ends	2:45 pm

### **Parental involvement in learning is CRUCIAL for your child's success.**

Studies show that students whose parents show **regular** interest and involvement in their learning are **FAR more successful academically**. How can you be involved?

- Have conversations about their learning at a regular **SCHEDULED** time (after dinner on one weeknight, on the ride home, etc.)
- Download the Freshgrade Parent app to view your child's portfolio and discuss the evidence of their learning at these conversations
- Ensure your child gets quality rest (9-12 hours daily) and good nutritious meals
- Emphasize how important education and effort are – success comes from effort, making mistakes and learning from them, growth means taking a risk and is difficult before it is easy
- Google "Growth Mindset for Kids"



## **Attendance – Be sure to let the school know if your child will be away.**

Three ways to enter an absence on the day of, or in advance:

1. Enter an Absence Using the SchoolMessenger Smartphone App (preferred).

2. Enter an Absence Using the Online Parent Portal.

- visit [go.schoolmessenger.ca](http://go.schoolmessenger.ca)

(3) Enter an Absence by Calling the School

- call the school, press "1" and follow the prompts.



**Please provide us with your current phone numbers and an emergency contact number and UPDATE through the office if there are changes.**

### **School Supplies**

Please do NOT purchase your own school supplies. School supplies are available to purchase through the school at bulk savings that is passed on to families. One payment in September will provide your child with all school supplies needed for the year including exercise books, crayons, felt pens, ruler, calculator, glue, paper, pencils, pens, erasers, report covers, art supplies, agenda (gr. 1-5) and more! You can now pay on line through

<https://centralokanagan.schoolcashonline.com>

School Supplies and Cultural Performance Fees are as follows:

\$35.00 Supplies + \$10.00 Cultural = \$45.00 Total for Kindergarten to Gr. 5

Payment of school supply fees is expected by **September 30<sup>th</sup>**. Please contact the Principal to make payment arrangements if needed.



### **We Welcome Parent Involvement at School!**

We hope that parents will feel comfortable in our school. Parent volunteers are often needed at school. We invite your comments and questions about our programs or your child's progress. If a meeting is needed with any staff member, please feel free to phone the school office to set up an appointment.

## **This agenda belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



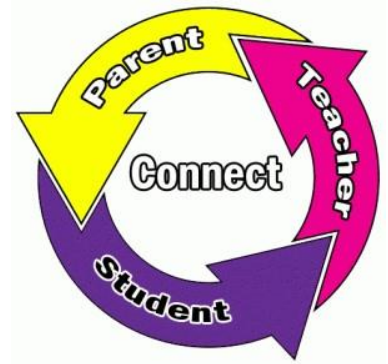
**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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## Assessment is our Foundation at Springvalley

At Springvalley, we believe in the power of specific descriptive feedback:


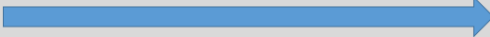


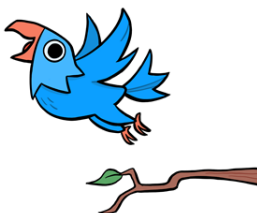

- what a child is doing well,
- how they can improve, and
- their next steps in their learning



Such conversations during learning are much more powerful in influencing growth and success for children than ranking and ordering and giving a grade at the end of learning. Grades after learning is done can stop the learning ("I'm done and have my grade so why would I try to improve now?") while feedback during learning promotes and extends learning ("I can use this feedback to get better!"). Thus, we emphasize feedback DURING learning which students can use to improve their skills. Evidence of this learning is often posted on FreshGrade portfolios.

We also believe that students learn most effectively when they take ownership of their learning. We challenge children to thoughtfully assess their competency, and have conversations about their progress with parents and teachers. It is crucial that children are able to explain what they are doing well, and their next steps if they are to become self-navigating learners. FreshGrade is an online portfolio where students post evidence of their learning. Parents can use their portfolio to have important formative learning conversations. Parental involvement is powerful!

Three times a year, we stop to "take a snapshot" to look at where your child is in their learning journey. Teachers prepare "Learning Summaries" in December, March and June which use the positive language of our four point scale: beginning, developing, applying and extending. This positive language helps parents talk with their children about where they are in their learning journey and emphasize how they can get to the next level in their learning. We want every child to believe that they can be successful, and this positive language helps every student recognize that with effort, they can get to the next level of competency.

<div><b>Level of Competency</b> (in relation to grade level standards) </div>			
<b>Beginning</b>  Student requires teacher direction and support to demonstrate their knowledge and skills.	<b>Developing</b>  Student is learning to demonstrate knowledge and apply skills with some support.	<b>Applying</b>  Student is applying knowledge and skills consistently and independently.	<b>Extending</b>  Student takes ownership of learning while explaining how their thinking has changed.

When talking with your child about their learning, the most effective praise in raising your child's self-esteem is:

- honest – a child will see through empty praise
- specific – "You used lots of interesting, triple scoop words in your writing" rather than "Great writing!"
- about EFFORT not ABILITY – "You were so focused for so long on those hard math problems" rather than "Wow, you are smart!" The "smart" comment will make them think they are NOT smart when they don't succeed, and the effort-based praise will encourage them to keep trying to "get smart" if they are not yet succeeding.

### **Volunteer Opportunities**

You are invited to help with PAC (Parent Advisory Council) fundraising events, school or class activities, choir productions, field trips, sporting events or other special activities and gatherings throughout the year. Volunteers are always welcome! The School District requires that all volunteers have a Criminal Record Check on file. The process is free and the forms are available and processed through our school office. You need to re-do the Criminal Record Check every 4 years.

The Parent Advisory Council is the official voice of parents at our school. Monthly meetings are held to share information about parent initiatives and school programs. These meetings are casual, friendly and open to all parents. The PAC Executive sets out an agenda and the Principal or Vice Principal join in the meetings to share school and district information, and to gain the input and advice of parents when developing school goals and planning for special school functions. Parent involvement makes a big difference for the success of all students! Contact PAC President Kassy Cleveland at [sve.pacpresident@sd23.bc.ca](mailto:sve.pacpresident@sd23.bc.ca) to get involved.

### **Field Trips and Co-Curricular Activities**

Each year, curricular field trips are arranged by teachers to extend learning beyond the classroom. These trips include local destinations by foot or by bus and require a "Field Trip Parent Permission" form that must be completed by a parent/guardian. Parent helpers are arranged by the teacher and if you are interested in helping, ***please be sure your Criminal Record Check is up to date.*** It needs to be updated every 4 years. If you are asked to drive students for an event, please register your driver information at the office. Much of the cost of field trips is covered through school and PAC fundraising but we collect a small fee for some trips to help cover the costs.

### **Parking Lot**

Springvalley Elementary School has a drive through parking lot for the convenience of parents **in the morning only**. For the safety of our students and staff, we ask that parents please drive through, drop off or pick up their child, and proceed out of the parking lot as quickly as possible. The parking lot is CLOSED after school due to safety concerns for our children. Please **never leave your car unattended** in the curb lane closest to the school so that service and emergency vehicles can have access to our school as needed. Please do not sit and wait with your car idling as the fumes are toxic and come into the school. There is limited parking in our parking lot so if you need to pick up your child or access the school, please use one of the available angled parking spots or **park on the street and walk to the school**. Students and parents should arrange a designated meeting area after school. The parking lot will be **CLOSED** after school due to safety concerns for our students.

## **Toys at School**

At Springvalley Elementary School, we ask that students **leave all toys at home**. There are many opportunities at school for students to engage in active play and social activities without the use of personal toys from home. Toys are a distraction and are at risk for getting lost or broken when at school. Fidgets are also considered a toy unless determined by the school in consultation with individual parents that the fidget is a necessary part of the student's learning plan. Toys that are accidentally brought to school will be held by the teacher or the office until the end of the day.

## **Bikes, Scooters, and Roller Blades**

We provide a lockable bicycle compound where students can safely store their bikes and scooters while they are in school. The school is a wheel-free zone between the hours of 8:10 am and 2:45 pm, meaning students **must walk their bikes and scooters** while on school property between these times. Please no "heelies" or shoes with wheels at school at any time.

## **Code of Conduct**

At Springvalley Elementary School, student behaviour is guided as outlined in our Code of Conduct. The big idea behind the Code of Conduct is treating ourselves, others and our school with RESPECT. If we all commit ourselves to acting with respect, we will all thrive. The Code of Conduct helps us understand what RESPECT looks and sounds like. We uphold and promote the BC Human Rights Code – respecting the right of all those in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, gender identity and expression or sexual orientation – in its school environment.

## **Students Rights and Responsibilities**

1. I have a RIGHT to learn in this school.

It is my RESPONSIBILITY to listen to and follow instructions, work cooperatively in all classroom settings, take turns, wait to be called on for questions or to contribute to class discussions and to do my homework and reading practice.

2. I have the RIGHT to be respected in this school.

It is my RESPONSIBILITY to show care for others, be friendly, use kind words and help others.

3. I have a RIGHT to be safe in this school.

It is my RESPONSIBILITY to avoid rough play, not provoke others or act on my anger by physically harming myself, others or things.

4. I have the RIGHT to privacy and to my own personal space.

It is my RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.

5. I have the RIGHT to choose my actions and behaviours when relating to others.

It is my RESPONSIBILITY to accept the consequences of my actions should I fail to be kind.

## **Responsible Student Use of Personal Technology Devices, School Technology, and District Networks**

The purpose of using network services and digital technologies while in educational settings is to engage in responsible educational activities. Therefore, the use of personal technology devices, school technologies, and district network services requires students to abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Some examples of responsible use with district and personal devices include the following:

- **Act responsibly** when accessing technology and district networks, including the Internet at SVE.
- Use technology equipment and property according to all applicable rules and with **care and respect**.
- Engage in **appropriate use** as directed by school staff.
- Respect the **safety and privacy of self and others** and do not provide personal contact information about themselves or other students.
- Treat others with **respect and kindness** when using digital devices and network services.
- Respect **resource limits** of the network services and do not engage in activities that jeopardize the integrity, security, or performance of the network.
- Understand the importance of **privacy and security** and take all reasonable precautions when accessing network services and digital technologies.

The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. Schools will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. Use of network services and digital technologies which violate the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.

### **Discipline Procedures**

Staff recognizes that each inappropriate behaviour must be dealt with on an individual basis and will be dependent on the circumstance and severity of the behaviour. In some cases the history of inappropriate behaviours will be considered when determining a consequence. Whenever possible, the teacher, school counsellor and parent will also be involved to provide input and support.

In the event that a student does not follow the Code of Conduct, the staff will endeavour to act consistently by:

- ~ treating all students involved with fairness and respect
- ~ communicating with all the individuals involved to determine all the facts (collaborative problem solving)
- ~ restoring relationships through communication and co creation of a plan to make it right
- ~ administering fair and equitable consequences that help to correct, teach or reflect on the appropriate action or attitude

### **Minor Infractions (Level One)**

The staff member will generally deal directly with minor infractions. If misbehaviour continues or increases, the staff member may refer to the classroom teacher or Principal/Vice Principal. Examples of consequences that may result include a conference with the students, a time out, a verbal or written apology, service to the school, a phone call home, completion of an incident report, or a conference with the parents. Repeated incidents of a minor nature may be handled as a moderate infraction with consequences applied to deter further escalation.

### **Moderate Infractions (Level Two)**

A moderate infraction usually involves a repeated minor infraction, a minor injury to another, minor property damage or wilful disrespect expressed or shown to students or staff. Parents are notified and a more serious consequence is assigned to assist the student in recognizing the need to make safer and wiser choices. Such consequences may include the loss of privileges, restitution, disciplinary workstation at the office for part or all of a school day, and/or a suspension. A suspension is the removal of a student's privilege to attend regular class sessions. Suspensions may be:

- 'definite' in school or out of school (up to 10 days with readmission determined by the Principal) or
- 'indefinite' out of school (in excess of 10 days with readmission determined by a council of the School District, parent, child and Principal)

### **Serious Infractions (Level Three)**

A serious infraction usually involves a significant injury or threat of injury, possession of a weapon; initiating a false alarm; bomb threat; smoking; possessing or consuming alcohol or drugs; fighting; theft; vandalism; directed swearing or use of threatening words toward a staff member. These infractions are referred to the Principal and parents contacted and informed of the resulting disciplinary procedures. Parents may be asked to pick up child from school. A suspension usually occurs from misbehavior of a serious nature. The RCMP will be contacted if the incident is a criminal act and an 'indefinite' suspension may result. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline.

### **Dress Code**

We request that students come to school wearing clothing that is clean & suitable for school. Clothing or temporary tattoos featuring violent or offensive pictures or words or promoting alcohol/drug use are inappropriate for a positive elementary school learning environment. 'Beach wear' is not appropriate. Clothing which allows underwear to show is not appropriate. (NOTE: Students may be asked to change or cover up). Hats should be removed when indoors. Make-up must **not** be worn by students at our elementary school.

**Thank you for supporting your child and the school staff through communication, collaboration and caring. We look forward to your child having a great year of fun, learning and growing!**





## Springvalley Elementary School School Calendar – 2021-2022

Designation	Purpose	Date
<b>School Year Information</b>	Days in Session = 189 Days of Instruction = 182 Non-Instructional Days = 7	3 Summer Pro Days August 30, 31, September 1, 2021
<b>School Phone:</b> <b>250-870-5119</b>  <b>Please download</b> <b>SchoolMessenger app</b> <b>to report your child's</b> <b>absence before 8:30</b> <b>am. More info on our</b> <b>website at</b> <b><a href="http://www.sd23.bc.ca/schoolmessenger">www.sd23.bc.ca/schoolmessenger</a></b>	Schools Open	September 7, 2021 8:30 am to 11:00 am
	Administrative Implementation Day Students Do Not Attend	October 8, 2021
	Thanksgiving (schools closed)	October 11, 2021
	Teacher Professional Day Students Do Not Attend	October 22, 2021
	Remembrance Day (schools closed)	November 11, 2021
	Winter Vacation (schools closed)	December 20 to January 3, 2022
	Schools Reopen	Tuesday January 4, 2022
<b>Daily Schedule</b>  <b>8:10 am</b> —Supervision Begins <b>8:25 am</b> —Welcome Bell <b>8:30—11:03</b> —Morning Classes <b>11:03—11:33</b> —Recess <b>11:33—11:58</b> —Lunch <b>11:58-1:26</b> —Afternoon Classes <b>1:26-1:41</b> —Recess <b>1:41-2:30</b> —Afternoon Classes	Teacher Professional Day Students Do Not Attend	Friday, February 18, 2022
	British Columbia Family Day (Schools Closed)	Monday, February 21, 2022
	Spring Vacation Period (schools closed)	March 21 to April 1, 2022
	Schools Re-Open after Spring Vacation	Monday April 4, 2022
	Good Friday (schools closed)	April 15, 2022
	Performances @ 10am	Easter Monday (schools closed) April 18, 2022
	Fri. Feb. 4 - Interactive Fairy Tales	Victoria Day (schools closed) May 23, 2022
Tues. Feb 15 - GOH Ballet	Last Day of School for students	June 29, 2022
Wed. May 25 - History of Blues	Administrative Day (Staff attendance only) Schools Close for Summer	June 30, 2022
<b>Non-Instructional Days</b> Students Do Not Attend	Administrative Implementation Day	October 8, 2021
	Professional Development Day	October 22, 2021
	Professional Development Day	February 18, 2022
<b>Reporting Dates</b>	Fall Student/Teacher/Parent Goal Setting Conferences—12:30 Dismissal for Students	September 30, 2021 October 1, 2021
	Fall Term Learning Summaries Sent Home	December 11, 2021
	Winter Student/Teacher/Parent Conferences 12:30 Dismissal for Students	February 3, 2022 February 4, 2022
	Winter Term Learning Summaries Sent Home	March 11, 2022
	Spring Term Learning Summaries Sent Home	June 29, 2022