

Springvalley Elementary

Parent Handbook 2024-2025



Telephone 250-870-5119

470 Ziprick Road

Kelowna, BC, V1X 4H4

Office Hours: 8:00 a.m. to 3:00 p.m.

Principal: Dr. J. Sanbrooks

Vice-Principal: Ms. M. Cicchelli

www.sve.sd23.bc.ca

What is a **Skyhawk**?

We are kind.

We are learners.

We are leaders.

We are readers.

And **together** we are better.

Welcome/Bienvenue

Welcome to Springvalley Elementary School. The purpose of this handbook is to provide families with general information concerning the organization of our school. We hope that you will find this book useful, and we welcome any feedback from both parents and students.

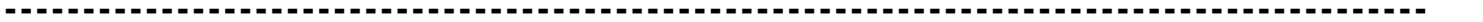
About Springvalley Elementary

Springvalley Elementary School, situated at 470 Ziprick Road, opened its doors on May 9th, 1974. Initially, the building was big enough to house 8 classrooms. Renovations were completed in 1995 to incorporate a new kitchen, as well as several more classrooms to accommodate the growing number of children who were moving to the West Rutland area.

Springvalley Elementary has chosen the Skyhawk as the school mascot because the skyhawk represents attributes such as strength, resilience, and a soaring spirit. The majestic and determined nature of the skyhawk symbolizes the school's commitment to fostering a supportive and empowering learning environment, where students are encouraged to reach new heights in their academic and personal development.

Springvalley Elementary School boasts a vibrant and diverse student population, where nearly half of the students are English Language Learners and close to a quarter identify as Indigenous. This rich tapestry of cultural backgrounds contributes to a dynamic and inclusive learning environment.

Situated amidst nature, the school is close to calming creeks and verdant parks, creating an immersive learning environment. This unique setting fosters a connection with the land, integrating Indigenous ways of learning. Through hands-on experiences in nature, students gain insights into traditional ecological knowledge, promoting a holistic understanding of the environment and instilling a deep respect for interconnectedness. By embracing the surroundings, our school community benefits from enriched academic learning opportunities and a deep sense of stewardship and cultural appreciation among our students.



Staff at Springvalley Elementary

Classrooms/Divisions

Kindergarten	Matthews, Jennifer
Kindergarten	Mulvaney, Heather
Grade K/1	Hardy, Elizabeth
Grade 1/2	Verigin, Whitney
Grade 1/2	Hamilton, Drew
Grade 1/2	Grewal, Kiran
Grade 2/3	MacInnes, Mackenzie

Grade 2/3	Kay, Alex
Grade 3	Cristini, Nicolina
Grade 3/4	Robinson, Keegan
Grade 4/5	Orr, Chanel (for Beth Wannop)
Grade 4/5	Drought, Josh
Grade 4/5	Nobes, Kayla

Student Support Team

The following staff have been assigned to support roles. We will continue to use the Response to Intervention (RTI) model to allocate support based on need, which is determined following a review of the ELP/PM benchmark data at our class review meetings (currently scheduled for Sept. 29th and 30th in the mornings).

Tara Krebbers	Learning Assistance Teacher/ School Based Team Chair (1.0 FTE)
Tony Costa	Classroom Support Teacher/ SBT Coverage (0.6 FTE)
Margaret Coyle	ELL (1.0 FTE)
Kristi Fortuin	ELL (0.6 FTE)
Melaney Stutters	ELL (0.4 FTE)
Darlene Vereb	Inclusion Teacher (1.0 FTE)
Kaari Nurmsoo	Inclusion Teacher (1.0 FTE)
Barb Currie	Counselor (0.5)
Mary-Louise Minkus	Speech and Language Pathologist (0.4 FTE)
Shauntelle Koga	Teacher-Librarian/Prep (0.6 FTE)
James Prescott	Fine Arts Prep (1.0 FTE)
Naomi Menard	Indigenous Advocate (1.0 FTE)
Raquel Holdniuk	Mental Health Clinician – ARC Programs

Certified Education Assistants

Rebecca Van Eyck
Samantha Bro
Sarah Clarke
Sherri Demuth
Mona Lal
Jamie Gabert
Susan Heinzelmann
Sharline Konkin
Wendy Montgomery
Ashley Waygood
Sherry Willis
Sarah Zakala
Tracy Basaraba

Clerical

Trinh Le Administrative Assistant
Jenny Price Library Clerk

Custodial Staff

Randy Anderson Head Custodian
Owen Shearer Daytime Custodian
Jim Jasper Evening Custodian

Administrative Team

Jeremy Sanbrooks

Principal

Maria Cicchelli

Vice Principal

SVE's Learning Journey

Our collective vision is to create a caring community where children feel safe and find joy in their learning. We have been working on building our literacy and school culture. Our priorities are to continue to grow in these areas and work on developing personalized land acknowledgements.

Mission Statement

AT SVE our mission is to engage all learners to be creative, critical thinkers, and effective collaborators who communicate with kindness, gratitude and demonstrate a growth mindset in pursuing their personal best.

Learning Priority #1 - Literacy

June 2024- 52% of our learners were meeting reading expectations, our goal for June 2025 is to have 60% or more of our students meeting reading expectations.

We will continue to offer '7 hits/ week' of 1-1 reading support/ instruction to all our learners who are not yet meeting expectations. In addition, we will dive deeper into developing our learners' writing skills.

Learning Priority #2 - Culture

We will continue to build our school culture and school identity. We will do this through student leadership opportunities, celebrate student learning and cultural diversity together as often as possible and reinforce our Skyhawk identity daily:

1. We are kind.
2. We are learners.
3. We are leaders.
4. We are readers.
5. And **together** we are better!



Learning Priority #3 - Truth and Reconciliation

By the end of the 2024- 2025 school year, every staff member and student will be able to give a personalized land acknowledgement and understand the importance in doing so

Supplies and Student Fees

We encourage you to take advantage of purchasing student school supplies through the school. By doing so, children will have exactly what is appropriate and required for their school year. As well, art supplies such as construction paper, drawing paper, bristle board, glitter, pipe cleaners, popsicle sticks and many other incidentals are covered by these costs. Our feedback, too, is that it is much more economical to purchase through the school. We sincerely appreciate your consideration of this request.

<u>Supplies</u>		<u>Cultural</u>		<u>Total</u>
\$35.00	+	\$ 10.00	=	\$45.00

The cultural fee pays for live theatre, puppet shows, musicians and films viewed at the school.

Payment can be made online at <https://centralokanagan.schoolcashonline.com/> Payment accepted online: Debit Card, Visa, and MasterCard.

If you wish to pay by cheque, please make them payable to Springvalley Elementary School and forward to your child's classroom teacher. We will not issue a receipt when you write a cheque because the cancelled cheque will be your receipt.

Safety Guidelines

Medication and Medical Alert Conditions

If medication is required during school hours, the following procedures must be followed.

1. Please request a medication package from the school office. A form must be signed and approved by the physician before medication may be administered at the school.
2. Students who require a medical alert form for the administration of medication, due to an allergic reaction, should also have a form on file at the office. Medication to combat a potential allergic reaction must be stored in the school office and taken on any school field trips.
3. The medical alert form, the medication administration form, and the medical alert list are updated every school term. These documents are reviewed regularly by a Public Health Nurse assigned to our school.
4. All student medication must be kept at the school's medical room. For further information or clarification, please contact the office at 250-870-5119.

Allergy Awareness Zone

We have a number of students at SVE who are at extreme risk due to nuts, nut products, peanut oil or flour. These students do not have to ingest nuts; they can have a life-threatening reaction to airborne particles or residue left on surfaces. For the safety of all our students, SVE is declared an "allergy aware school" and we ask your cooperation by not sending these products to school. This includes

but is not limited to peanut butter, granola bars with nuts, chocolate bars with nuts, trail mixes with nuts, etc.

Our staff have been instructed in the correct procedures regarding anaphylactic shock by the school nurse. Prevention, of course, is the best approach, and therefore, we are requesting your cooperation by reinforcing with your children the importance of washing hands before and after eating and if possible, refrain from sending any products containing nuts to school with your child.

Before and After School Supervision

Supervision by staff on the schoolyard is from 8:10 to 8:30 and 2:30 to 2:45 pm. Children are not to arrive and/or be dropped off by a parent/caregiver earlier than 8:10 since our yard is not supervised before that time.

At the end of the day children are instructed to leave the school grounds and go directly home or to a caregiver. With permission from home, they may return later to play on the grounds. Any student not picked up by 2:45 will be brought into the office so that staff can assist in contacting parents and getting students home safely. Your assistance in ensuring student safety is greatly appreciated.

Dogs at School

Parents, and other individuals in the community, are reminded that dogs are not allowed on any district school property. Unattended dogs can leave deposits on the school grounds. Some also frighten the youngsters, and some allergy concerns exist. Thank you for your cooperation with this.



Student Absences

We use School Messenger to manage student absences. Go to the following website to watch a video showing you how to sign up to use School Messenger:

<https://drive.google.com/file/d/1V8w7kmEMItGClzRONfbrj0ClwR7JRbSg/view>

This program is in effect to ensure the safe arrival of all students to school. Parents can enter an absence in three ways:

1. Using the School Messenger App – available in the Apple Store or on Google Play.
2. Enter the absence using the Online Parent Portal:
<https://www.sd23.bc.ca/schoolmessenger-sd23.bc.ca>
3. Enter the absence by calling the school 250-870-5119 and follow the voice prompts. We request that parents report absences prior to 8:30 a.m. This information is electronically cross-referenced with the attendance records kept by teachers and the system will automatically follow up on any unreported absences. For this reason, please ensure your contact information/ phone numbers are accurate

and up to date. We appreciate your assistance with this procedure, which is in place to ensure the safety of our students.

Extended Absences and/or Early Dismissal

Please use School Messenger if students will be absent during the school year for extended periods of time. If a student needs to leave school early for an appointment, or any other reason, parents/guardians **must** come into the office to pick them up, in person, and sign them out. We cannot allow students to leave school grounds by means of a note, phone call, or absence reported in School Messenger due to safety concerns.

Illness

At Springvalley Elementary School, we believe that good hygiene and good health care (i.e. frequent hand washing, good nutrition, clean clothes, regular physical activity, fresh air and plenty of sleep) keep kids healthy! Children who come to school with severe colds and other viruses are unable to function well, provide a source of infection for other children and would recuperate faster at home.

Please keep kids at home if they are sick and notify the school, by School Messenger, of their absence. We thank you for your cooperation in this area.

If your child becomes ill at school, he/she should alert a staff member who will then attempt to contact you, or your emergency contact. If a student is too ill to stay at school, they will be directed to the office by the Classroom Teacher or Supervisor. They are to report to the Secretary or Administration. The Secretary will record the student's absence from class for medical reasons and take the student to the medical room.

Arrangements will be made to have the student picked up. If necessary, they may be instructed to lie down. However, we are not in a position to use the medical bed/room except as a temporary holding area, while the school awaits the arrival of a parent.

In cases where students are away ill, students will be expected to "catch-up" after their return as it is not realistic for teachers to prepare materials to send home for all their students who may be away. Also, activities missed in the classroom cannot be duplicated with learning activities sent home.

Extended Absences

From time to time, but rarely, and for a variety of reasons, we have students who miss school for extended periods of time. Sometimes this is for reasons associated with family plans, family business, or family vacations. Sometimes, it is due to illness and sometimes parents choose to keep their children at home, and those reasons are not shared with us.

Regardless of the reason, we do not have a procedure for granting students a "leave of absence". Rather, it is assumed that parents will make decisions in the best interests of their own child.

In cases where students are away ill, students will be expected to “catch-up” after their return as it is not realistic for teachers to prepare materials to send home for all their students who may be away. Also, activities missed in the classroom cannot be duplicated with learning activities sent home. We also know that regular attendance is an important part of each student's success at school. We recognize that students who are ill need to be at home; however, we encourage parents to plan for special appointments or family activities outside of school hours whenever possible. We appreciate that this is not always easy to do. For family vacations, we are respectful of the fact that many of our families have family members far away, and spending time with them is important.

Difficulties arise, however, when parents wish to have some sort of reassurance that their child will not be “behind” in their work when they return from an extended absence. Unfortunately, if your child misses school for extended periods of time, he/ she will be “behind” in classroom work. Students may well have other cultural and travel experiences that contribute to their overall development, but the many varied daily classroom activities they will miss cannot be duplicated through worksheets or workbooks.

In the cases where parents plan family holidays during the school year, please note that Teachers are not able to prepare materials ahead of time to accommodate student absences. Students will be expected to “catch- up” after their return. It is important to note that some learning activities cannot be duplicated and may affect a student's overall achievement.



Injuries/Accidents

If your child is in an accident at school, he/she should notify the nearest staff member. In most cases, any necessary first aid can be administered by the attending staff member as long as it is not more than 'ice or a band aid.'

If there are no symptoms of a head injury (i.e. no significant swelling, cut, bruise, dizziness and nausea), the student will be treated with ice and or a band aid as noted above, by the attending staff member with first aid certification and the teacher will be advised to keep an eye on the student and report back to the office if any symptoms of a head injury develop (i.e. nausea, dizziness, swelling, cut). Parents will be notified of the injury and may be asked to pick up their child.

In more serious cases, (i.e. a bump to the head, fall on the head, head struck by a heavy object etc.) students will be looked at by the attending staff member with first aid certification and parents will be notified of the injury and may be asked to pick up their child for possible medical attention.

If a student becomes ill (i.e. vomiting and or diarrhea), parents will be notified and be asked to pick up their child. In any situation other than an emergency where we would be obligated to administer basic first aid and/or call 911, it is up to the parent to make a judgment whether further treatment beyond, ice, bed rest, a band-aid, or an ambulance trip to the hospital is needed. In order to avoid undue parental alarm and/or concern about injuries that occur during school hours, parents need to and have the right to know if their child has become ill or is injured at school.

If a student sustains an injury at school, and he/she can be moved safely, we try and take him/her to the medical room in the main office where a staff member, who holds a current first aid certificate, can examine the student as soon as possible. Although our first aid attendants are in place for the first aid treatment of staff, they are often called upon to treat students and do so on a voluntary basis. If there is any doubt about the advisability of moving an injured student, an ambulance will be called and the parent notified.

When it comes to serious student injuries and illnesses as opposed to those requiring only a band-aid or ice, administration will accompany the First Aid attendant to the scene and make every attempt to stay with the injured or ill student until an ambulance arrives, and/or trained medical personnel provides treatment and "releases" the student into our care. These measures must be taken prior to calling "911." The First Aid Attendant, in consultation with administration, makes the final decision as to whether "911" should be called.

What Happens if my Child has Head Lice?

Parents of students with head lice are contacted by the school office and it is the expectation of the school that treatment will occur prior to the student returning. A letter is also sent home to all families of students in the class where a case of head lice has been identified. This letter does not contain the name of the student with head lice. If lice are detected at home, we appreciate a call into the office, which will be held strictly confidential. After treatment, including the removal of the eggs or 'nits,' students are welcome to return to school. Advice regarding prevention and treatment is available from the Rutland Health Unit, your doctor, or pharmacist. Please monitor your child on a regular basis and inform the school when necessary. Your help and support with this is greatly appreciated.

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Transportation



Please consult the Central Okanagan School District Website for information regarding transportation. Or, go to the following link: <https://www.sd23.bc.ca/transportation-services-programsservices>

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Field Studies

Field studies are designed to complement what students are learning in the classroom and to provide educational experiences that will make classroom learning more meaningful. For a fee, Central



Okanagan Public Schools buses are used, when possible; PAC also provides much financial support to our Field Studies Program. In the event that parents are asked to drive, the School District's Policy requires that the vehicle carry a minimum \$1,000,000 of third party insurance and the transported student must be age 9 or over. Drivers must report to the office to complete an insurance form and are also required to complete a criminal record check. Please bring your Driver's License and vehicle registration so that the office staff can make copies for our school records. Each student must have his/her own seatbelt. For safety reasons, we ask that no child be seated in the front seat, if it is equipped with an airbag. Drivers must complete a permission form for each field trip in order for their child to attend.

If a child does not return a signed form, he/she will not be permitted to attend the field trip.

Reporting Learning to Parents

Learning Summaries (report cards) will go home three times per school year. Please see the school website and calendar for details on these dates. Additionally, some teachers will be using digital portfolios to communicate student learning to parents and students.

Additional Support for Students at Springvalley Elementary

Learning Assistance Program

Students who struggle with particular concepts in their learning, or who have been designated with a learning disability, are given learning assistance, which supports regular classroom placement. Learning assistance involves direct instruction, and adapted programming. A classroom teacher is the one who refers a student to the school-based team, who will ensure the right structures of support are put in place for all learners. In order to maximize the effectiveness of Learning Assistance time, support at home is also required. For further information, please feel free to contact the Learning Assistance Teacher.

Counselling Services

Counseling is available for students and their parents. Our school counsellor offers assessment, counselling, and consultation. Parents may contact the school counselor by phoning the school (250-870-5119). Additionally, some students can also be referred to private, free counselling where the counsellor meets with students and their families at the school. This service is provided through ARC Counselling.

Indigenous Education Advocate

Indigenous Education Advocates provide emotional, social, academic and cultural support to students. They work closely with families, teachers, and other personnel to provide service for students. We have one Indigenous Advocate at SVE.

Public Health Nurses

Health Issues - Public Health Nurses are available for support, information &/or referrals for any health concerns. They can be reached 8:30 am – 4:30 pm, Monday – Friday, at:

Rutland Health Centre, 155 Gray Road, Kelowna, 250-980-4825

Kelowna Health Centre, 1430 Ellis Street, Kelowna,

250-868-7700

www.interiorhealth.ca

School Meal Program

A breakfast/snack and brown bag lunch program is available to children at SVE. If you have a financial need for this program, please request this free service from your child's teacher.

Parent Advisory Council

The Springvalley Elementary Parent Advisory Council (P.A.C.) is a group of parents who volunteer their time to help at our school. The P.A.C. is an advisory body and is an integral part of the school providing an avenue for parent input concerning the operation and administration of the school. The exact meeting dates will appear in the weekly school newsletter (WAAG). Our P.A.C. is always looking for help on various committees and projects, and thus your support and participation in meetings, projects, etc. is always welcome. Please visit our school website and click on the PAC Tab for more information. To contact our PAC, email: sve.pacpresident@sd23.bc.ca

PAC Executive

Co-Chair: Michelle Nickerson
Co-Chair: Breanna Kelly
Treasurer: Caitlyn Harrington
Secretary: Jaime Vandergronden
Member at Large: Danya Bonazew, Brayden Nehmenn
COPAC Rep: Kevin Gourlay

Parents are encouraged to follow SVE's PAC Group on Facebook and Instagram. Please "like" on Facebook at Springvalley Elementary PAC
(<https://www.facebook.com/pages/Springvalley-Elementary-PAC/281928858538207>) or follow on Instagram by searching "SVE_PAC".

Parent Volunteers

Parent and family members are welcome to volunteer at Springvalley Elementary. Students at our school greatly benefit from additional parent help and assistance in many school activities. Parents also serve a vital role in participation on school committees. If you wish to volunteer your time at the school, please contact the school in order to complete the necessary paperwork and criminal record check. To ensure that only safe adults are in the building, all parent volunteers must wear a "Volunteer" lanyard when supporting at SVE.

SVE's Expected Behaviours

SVE Expected Behaviour Matrix

Staff, parents, and students work hard to continuously co-create community guidelines and expectations. These shared expectations help all of us to be safe at school and successful with learning. These expectations are regularly reviewed and enforced at school; please take time every so often to review

these expectations with your child at home.

At SVE we...				
	Respect Ourselves	Respect Others	Respect our Community	Respect the Land
Everywhere	Are ready to learn. Listen to instructions the first time we are asked. Walk safely and quietly. Use Whole Body Listening. Use respectful words when talking to others. Try our best and use a Growth Mindset when challenged. Act in a way where everyone can have fun and learn.	Keep hands, feet, and body to self. Listen and speak calmly, kindly, and quietly. Respect the learning of others. Move calmly. Ask before we leave our learning spaces. Clean up after ourselves.	Leave toys and electronics at home. Understand and follow our school's Dress Code. Kindly remind others of respectful behaviours. Take care of school property, materials, and equipment. Are problem-solvers. Are aware of other people around us. Respect everyone's time by transitioning quickly.	Use garbage and recycling bins. Only use what you need. Keep the school and grounds clean. Report damage or danger to an adult. Bring all equipment and learning supplies inside.
Entering and Exiting School	Line up quickly, quietly, and calmly when the bell rings. Report to the office if late.	Use a calm and quiet voice when inside. Change inside/outside shoes.	Walk bikes and scooters on school property. Greet others and respond to greetings.	Walk on sidewalks (not on plants).
Office		Bring an Office Pass from staff. Check-in at front counter and wait our turn.	Use a calm and quiet voice to talk to all staff and visitors.	
Hallways	Walk on the right side of the hallway.	Go directly where we need to go. Use quiet voices or no voices at all. Walk; no running allowed.	Keep hands off displays.	

At SVE we...				
	Respect Ourselves	Respect Others	Respect our Community	Respect the Land
Library	Choose good-fit or interesting books.	Use quiet voices. Sit next to a good listening friend during book talks. Take ownership of books we borrow. Return books on time.	Use a browser card to keep our books in order. Take ownership of books we borrow. Return books on time.	Take care of our books. Use a reusable bag to keep books safe.
Assembly	Are immediately quiet when attention signal is given. Raise our hands and stand when sharing ideas. Use the washroom or get a drink before the assembly.	Watch and listen to presentations and speakers. Stay focused on presenter.	Clap politely when appropriate. Respect audience cues. Stand and face forward with hands by our sides while we sing anthems and the Okanagan Song.	
Music Room		Move safely through the space. Are a respectful audience when others are performing.	Only touch instruments after we've been invited to use them. Treat instruments with care.	
School Bus	Stay in our seats the whole bus ride.	Respect bus drivers by using our manners and calm, quiet voices. Follow the rules of the bus we are on.	Represent our school with pride.	Take all our garbage with us.

SVE Code of Conduct



1. I have the RIGHT to learn in this school.
It is my RESPONSIBILITY to:
 - * listen carefully to instructions;
 - * work quietly in my space;
 - * be prepared for class every day;
 - * raise my hand to ask a question, tell about a concern or if I need to leave the classroom.
2. I have the RIGHT to hear and be heard.
It is my RESPONSIBILITY to:
 - * pay attention to the person who is speaking;
 - * take turns when speaking to others;
 - * avoid making loud noises when others are speaking.
3. I have the RIGHT to be respected in this school.
It is my RESPONSIBILITY to:
 - * show caring for others;
 - * take care of our school;
 - * avoid teasing or bothering other people to hurt their feelings.
4. I have the RIGHT to be safe in this school.
It is my RESPONSIBILITY to:
 - * keep my hands & feet to myself (no physical harm to others);
 - * use kind words (no threats or other kinds of bullying).
5. I have the RIGHT to privacy and to my own personal space.
It is my RESPONSIBILITY to:
 - * respect the personal property of others;
 - * to accept every person's right to privacy.

DRESS CODE

Students are expected to come to school dressed in a manner that promotes a positive image of self and our school. Clothing or temporary tattoos promoting alcohol/ drug use, violence, racism or other discriminations or is intimidating to others is not permitted. Hats should be removed when indoors, unless a classroom teacher gives permission for hats to be worn in their respective classroom.

For more information, see the School District Code of Conduct document at:
<http://www.sd23.bc.ca>



Springvalley Elementary School

470 Ziprick Road
Kelowna, B.C. V1X 4H4
Phone: 250-870- 5119
Fax: 250-870-5065

SVE upholds and promotes 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.



Springvalley
Elementary
School


"Soar to Success"

Code
of
Conduct



Code of Conduct

A school's Code of Conduct is established to help maintain a safe, caring and orderly environment for learning.

School Rights & Responsibilities

Some of the things we expect at our school include:

- showing good manners;
- respecting self, others & property;
- giving best effort at work & play;
- making safe choices;
- honesty;
- punctuality in attendance;
- using appropriate language;
- following school guidelines and;
- showing responsibility and leadership.

Our school has identified "Rights and Responsibilities" and "School-Wide Expectations" for all students. These are the foundations of our Code of Conduct. "School-Wide Expectations" are taught to all students, displayed in every classroom, and posted on our website and throughout our school.



Be a Skyhawk STAR...

See

Think

Act

Respond

Make wise choices!



While most members of our school community conduct themselves in a positive and responsible manner, violations of our school's Code of Conduct may occur.

A variety of strategies will be used to deal with incidents that occur—severity of the incident, frequency of infractions, and student age/maturity are considered when determining appropriate disciplinary action. Whenever possible and appropriate, initial consequences will be restorative rather than punitive.

Minor Incidents

These actions disturb the positive and orderly school environment & include behaviours like:

- being in an out-of-bounds area
- misuse of washrooms or playground items
- playing unsafely (ie. rough play)
- poor lunch manners
- unkindness towards others
- pushing and shoving in a line-up
- running while indoors
- littering
- disruption of instruction/learning

Possible consequences:

- warning
- problem solving conversation
- review of expectations
- a time-out with supervising staff
- school service
- loss of privileges
- restorative practices



Major Incidents

Minor repeated incidents will be treated as a major incident. This level of misbehaviour may also include:

- lying
- swearing
- willful vandalism to property
- leaving school grounds without permission
- stealing
- defiance to staff
- bullying (e.g. intimidation, racial slurs)

Possible consequences:

- problem solving conversation
- school/community service
- contract created
- parent/guardian contacted
- in-school/out-of-school suspension

Unacceptable Incidents

These behaviours are highly disruptive. Repeated major incidents will be dealt with as unacceptable. These incidents include:

- fighting (violence)
- verbal threats and/ or abuse
- throwing dangerous items (e.g. rocks)
- major theft or vandalism
- possession of or use of weapons
- extreme continuous non-compliance with staff
- drugs/alcohol/tobacco at school

Possible consequences:

- in-school/out-of-school suspension
- 1-10-day suspension or Indefinite Suspension (away from school, at the discretion of the principal)
- legal intervention (e.g. R.C.M.P.)

Notification

Depending on the severity of the infraction parents of student offenders and student victims may be notified. The school will also inform other parties as necessary. For example, in case of illegal activity, the R.C.M.P. will be notified or if the safety or well-being of a child is in question, the Ministry of Children and Families will be notified.



Cell Phones and Personal Devices

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must 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.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;



- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

School Phone in Office

Students are permitted to use the school telephone in the office only if circumstances are deemed important and they have permission from their teacher. Parents wishing to talk to their child(ren) are welcome to phone the school and leave a message, which will be delivered to the student. Students will then have the opportunity to return the call at the next break period, or immediately, depending on the urgency of the message. The same procedure will be followed for parents who wish to contact teachers.

Communication

Newsletters

Parents who are looking for a convenient way to keep up with all that is happening at the school will receive the Family Week at a Glance (Family WAAG) via email through School Messenger. The Family WAAG is also available on our website. The Family WAAG will be sent out and posted on our website every Friday.

What if You Have a Concern?

If you have a concern regarding a classroom practice or policy, you should **first** talk to your child's Teacher. If the matter is not resolved to your satisfaction, you should bring it to the attention of the Vice-Principal or Principal. If your concern is not resolved after consultation with school administration, you should contact the Assistant Superintendent of Schools for the Rutland Zone, Mr. Jon Rever, at 250-860-8888. You are encouraged to follow the above steps when dealing with any school related concern.