

South Kelowna Elementary School



SCHOOL HANDBOOK 2023 – 2024

www.ske.sd23.bc.ca

4176 Spiers Road, Kelowna, B.C. V1W 4B5
250-870-5107 www.ske.sd23.bc.ca ske@sd23.bc.ca

MISSION STATEMENTS

B.C. Education System

The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy.

School District No. 23 (Central Okanagan) Mission Statement

To educate students in a safe, inspirational learning environment where every student develops the knowledge and skills to be a lifelong learner and a healthy productive member of our global society.

Vision Statement

School District No.23 (Central Okanagan) is a progressive leader in education, which sets the standard for educational excellence and ensures that every student has opportunities to succeed.

South Kelowna Elementary

We at South Kelowna Elementary, in cooperation with parents and families, believe in providing a positive learning environment for the development of a student's full potential to become a knowledgeable, responsible and confident life-long learner within the immediate and global community.

HOURS OF OPERATION

Classes in Session	8:30 a.m. (8:25 warning bell)
Lunch	11:10 a.m. – 12:08 p.m.
Recess	1:30 – 1:45 p.m.
Dismissal	2:30 p.m.
School Office Hours	8:00 a.m. – 3:00 p.m.

SCHOOL WEBPAGE - Check out our webpage for the most up-to-date information!

<http://www.ske.sd23.bc.ca/>

SCHOOL NEWSLETTER

Our monthly school newsletter – *The Eagle Gazette* – will be e-mailed to parents at the beginning of each month and will also be available to view or download through our website.

District Overarching Goal:

"Each Central Okanagan School District student (K-12) will provide evidence of being a learner, thinker, innovator, collaborator, and contributor to find, follow and share their passions."

OUR LEARNING PLAN 2023-2024

School Goal

To ensure learner confidence and success for each of our learners by:

- *using a learner-centered approach*
- *developing resilience through an understanding of a learner mindset within a safe, inclusive and caring environment*
- *focusing on growth mindset in numeracy*

Mindset for Learning Focus

How can we help each of our students:

- *develop a growth mindset around number sense;*
- *build resiliency, develop strengths, and acquire the skills, to cope and be ready for future challenges*
- *Increase our feeling of inclusion while connecting our learning to our local indigenous perspectives. Through our three core competencies: communication, thinking, personal/social - we will build confidence, connections and strength based communication skills.*

Sharing Kindness Everyday

ABSENCES - SCHOOL MESSENGER

Student absences, early departures and late arrivals must be reported via School Messenger: **School Messenger App** on your smartphone; parent portal website - <https://go.schoolmessenger.ca/#/home>; or, School Messenger touch-tone system by calling 250-870-5107, #1, and follow prompts. Students must still sign-in and sign-out at the office.

EXTENDED ABSENCES

Each year we are approached by an increasing number of parents who wish to take their child out of school for extended periods, usually for family plans or family business. We do not have a "leave of absence" policy. Rather, it is assumed that parents will make decisions in the best interests of their child.

We are respectful that many families have family members far away, and spending time with them is important. Difficulties arise when parents wish to have reassurances that their child will not be behind in their work when they return. When your child misses school for extended periods, he or she will be behind in classroom work. Missed instruction time cannot be made up because complete lessons cannot be retaught. Students may have cultural and travel experiences which contribute to their development, but, please understand, the varied daily classroom activities they miss cannot be duplicated through worksheets or workbooks.

TARDINESS

Tardiness interferes with learning in our school. The first few minutes are crucial times during which the tone of the class is set for the day. In addition, the goals of the day and special instructions are discussed. Students who are even a few minutes late miss this important information and are unable to catch up completely on what is going on. It is therefore extremely important for our students to be on time. Should a pattern of tardiness develop, classroom teachers will inform you and work with you to develop a plan to help.

SUPERVISION

Supervision is provided for students at South Kelowna Elementary before school (**8:10** – 8:30 a.m.), at lunch (11:10 a.m. – 12:08 p.m.), at recess (1:30 – 1:45 p.m.), and after school (2:30 – **2:45 p.m.**). **Students waiting for buses or parent pick-up after school must wait in the supervised area at the north adventure playground.** Students playing after school in the south playground must be with their parent, and all safety and playground rules still apply.

Teachers provide supervision at all times except during the lunch hour. Noon Hour Supervisors supervise our students while they are eating their lunch, or are on the playground during the lunch hour.

MEDICAL PROCEDURES

Students may take medications at school **ONLY AFTER** the parent or guardian has completed the appropriate "Medical Alert Planning Form" and the "Request for Medication Administration at School Form". Please contact the office for forms. Medications are kept in the office medical room.

FEES

Student Fees are \$45.00 per year (\$35=supplies / \$10=-cultural performances). This includes all school supplies needed for your child for the school year. **All fees (supplies/cultural/field trips) are paid online at** <https://centralokanagan.schoolcashonline.com/>

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of these devices is strictly prohibited at school by students in the school fields before or after school, in classrooms, change rooms, or washrooms for any use including utilizing social media, sending or receiving text messages, or to take, send, or receive pictures. Students are permitted to bring a cell phone to school for emergency purposes. The cell phone should remain off and in the child's locker during the school day. Students have access to a student phone in the office if a phone call is necessary. Office staff can support with this.

SCHOOL PHONES

Students may use their classroom phones *with teacher permission* for important reasons. Parents are asked to use the Student Agendas for Grades 1-6 to communicate any information regarding after-school arrangements (if different than normal). For kindergarten students please send a note or email the teacher. **Messages for students should only be for emergency situations.** *Play dates should be arranged from home outside of school hours.* **Please be considerate of the many phone calls we receive through our office on a daily basis and try to keep your calls to very important messages only.**

BICYCLES/ROLLER BLADES/SKATEBOARDS/SCOOTERS

Students bringing bicycles, roller blades, skateboards or scooters must be wearing a helmet and these items may not be

ridden on school property during school hours (8:00 am - 3:00 pm). Students should use a good locking device and lock the bike securely to the bike rack upon their arrival at school.

STUDENT PICK-UP AND DROP-OFF ZONES

We are fortunate to have an abundance of parking for our parents here at SKE. We thank you for following these guidelines: Kindergarten & Grade 4-6 parents drop off/pick up in the back field. Grade 1-3 parents drop off and pick up on Spiers Rd (west/east). **The Staff Parking Lot is for STAFF ONLY.**

TRANSPORTATION

Please see the Transportation link on School District #23 website: www.sd23.bc.ca for eligibility and updated information in regards to bussing eligibility and registration.

LUNCH TIME PROCEDURES

Parents expect the school to supervise their children when they send them to school. For this reason, we expect our students to stay on the school grounds from the time they arrive in the morning until they go home in the afternoon. For safety reasons, students are not allowed to leave the grounds before school, during lunch or after school (notes to go to the store will not be accepted). If you must take your child out during the lunch break, please report this in School Messenger and the student may sign-out and sign-in at the office. Please send a full **water bottle** (labelled with name) to school with your child. Students may re-fill their water bottles at the water bottle stations. Students are expected to have all **utensils** required to eat their lunch and snacks. We are a **NUT FREE** facility, as many students have severe allergies.

HOT LUNCH PROGRAM

South Kelowna Elementary Parent Advisory Council (P.A.C.) is sponsoring a Hot Lunch Program at school. If the P.A.C. is providing this program, then parents will have the *option* to order and to *prepay* for meals that are delivered to the classrooms. A variety of choices, that all meet the Ministry of Education's Healthy Food Guidelines, are available for students. This program is run by parent volunteers.

SOUTH KELOWNA ELEMENTARY SCHOOL CODE OF CONDUCT

Our Code of Conduct is consistent with the School District's Code of Conduct. The purpose of our Code of Conduct is to ensure a safe and healthy learning environment. At South Kelowna Elementary, we promote the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation. South Kelowna Elementary students are expected to exhibit a commitment to learning, to achieving success, and to being positive citizens within their community. We have guidelines for behaviour which are based around the key word respect.

Respect Yourself

*Aim for academic success. *Be prepared, organized and attentive. *Complete all class and homework on time and to the best of your ability. *Be honest. *Reflect a positive attitude by attending school regularly and dressing appropriately. *Take care of yourself. *Make healthy choices.

Say NO! to alcohol, tobacco and drugs.

Respect Others

*Treat others with kindness and courtesy. *Use good manners at all times. *Show cooperation in class so that others may learn. *Play safely, include others, and show good sportsmanship.

Say NO! to violence and harassment.

Respect Your Environment

*Respect the property of others and the school. *Use materials and equipment appropriately. *Keep your classroom, school, and playground clean. *Reflect a positive attitude and good citizenship. *Follow the school's behaviour guidelines. *Show pride in being a South Kelowna Eagle.

Say YES! to a clean, safe, happy place to learn.

The School Act states that students may be disciplined for violations of the Code of Conduct:

- at school, going to and from school, and while attending events and functions as representatives of the school (e.g. field trips, sports events, community activities).
- beyond the above mentioned times (including on-line/ Internet behavior) that negatively impacts or disrupts the safe and orderly environment of the school.

DISCIPLINE LEVELS & PROCEDURES

In the event of a violation of our Code of Conduct, the staff will endeavor to act consistently by communicating with all individuals involved, determining all of the facts, and treating students with fairness and respect. The staff recognizes that each incident must be dealt with on an individual basis, dependent upon the student's history, severity of incident, frequency, circumstance (i.e. provocation and premeditation), level of remorse, and cooperation.

Every effort will be made to suit the consequence to the student and the situation. Wherever possible, we will avoid assigning consequences that are punitive in nature. Whenever possible, the student, with the assistance of the administrator, teacher, counselor and/or guardian, will be involved in solving the problem. We will treat seriously behavior or communication that discriminates based on race, color, ancestry, place or origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation. Special considerations may apply to students with special needs if they are unable to understand and comply with our Code of Conduct due to having a disability of a physical, intellectual, sensory or emotional or behavioral nature.

Level 1 - Minor or Mild Infractions

The classroom teacher or noon hour supervisor will generally deal with students involved in minor infractions. If misbehaviour continues or increases, the supervisory staff may take the incident to the teacher or administration. The administration records the violations in the BC Student Information System. A minimum of one of the following consequences will occur: conference with student, time out, assignment, verbal or written apology, service to the school, phone call home, copy of behaviour report to parents, or conference with parents. Examples of minor infractions include:

- Incomplete homework
- Disruption of the classroom
- Inappropriate assembly behavior
- Misuse of washroom
- Inappropriate physical contact
- Tardiness
- Unsafe conduct
- Teasing
- Dishonesty
- Inappropriate body language/tone of voice
- Bringing inappropriate items to school
- Lack of respect of others
- Inappropriate language
- Inappropriate attire

Level 2 - Repeated Minor Infractions or Moderate Behaviors

A repeated offence of a similar type of misbehavior demonstrates that the student is unable to solve the problem alone. Generally, the guideline of 2 or 3 recorded incidents of a minor infraction will indicate the parents need to be informed.

A phone call to parents, a note, letter or *Behaviour Form* to be signed by parents, and/or a conference with parents may be required to assist the student in solving the problem.

More serious consequences, including a possible suspension, may occur as a result of continued misconduct. A suspension is the removal of a student's right to attend regular class sessions.

Suspensions may be either:

- In School or Out of School
- Definite (up to 10 days, readmission determined by the administration) or
- Indefinite (in excess of 10 days, readmission determined by the School District)

Examples include:

- Repetitive minor infractions
- Dishonesty
- Misbehavior during fire drills
- Inappropriate sexual behavior
- Bringing dangerous items to school
- Dangerous use of sticks and throwing rocks or snowballs
- Bullying
- Defiance to authority
- Inappropriate representation of school

Level 3 - Major Infractions

Students involved in major infractions (i.e. false alarm, smoking, fighting, theft, vandalism, defiance) will be dealt with by the administration. Parents will be contacted immediately to be informed of the disciplinary procedures. A suspension may occur as the result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may be considered. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline (5600).

- | | |
|--|--|
| <ul style="list-style-type: none"> • Chronic Level 1 & 2 behaviors (with intent) • Weapons, fighting, violence or threats • Inappropriate behavior • Destruction of property/vandalism • Swearing at a staff member | <ul style="list-style-type: none"> • Leaving school grounds • Smoking, vaping, drugs or alcohol • Blatant defiance • Serious theft • Fire starting, misuse of fire safety equipment |
|--|--|

SCHOOL DRESS CODE

South Kelowna Elementary and students take pride in their school and the community they work and live in. Consistent with this perspective, and our Code of Conduct, the dress code is based on the following principles:

- Respect for learning, human rights and dignity of others
- Safety of persons and property
- Promotion of a drug and alcohol-free environment
- We encourage parents and caregivers to play an active role in helping to promote appropriate dressing practices for their children.

To maintain a safe learning environment, students are expected to:

- Wear footwear while in and around the school (note: roller blades/shoes with built-in roller(s) are not appropriate within the school building)
- Have a change of clothing for activities, like P.E. or dance, where they may perspire.
- Wear special safe clothing items in workshops or lab areas.

Consistent with many worksites, there is an expectation that individuals dress in a comfortable and appropriate manner. Some examples of inappropriate items of dress include:

- Clothing items with words or graphics that are racist, sexist, profane, or demeaning to another person; advocate violence; and/or promote or depict use of alcohol or illegal drugs.

PROGRESSIVE DISCIPLINE PROCEDURES

Definition: Progressive discipline is a systematic, effective approach to escalating the consequences for inappropriate or unproductive behavior.

Purpose: To effect positive changes in a student's behavior pattern.

Step 1 - Staff/Student Intervention

- variety of classroom management strategies
- one to one problem solving discussion with student
- verbal redirection or reprimand
- assign appropriate consequences

Step 2 - Staff/Parent Intervention

- note or phone call to parent
- work with parents for intervention strategies
- parent interview or meeting (possibly include student)

Step 3 - School Based Team (S.B.T.) Intervention

- referral to S.B.T.
- involve counselor, L.A.T. and Principal to get more information
- S.B.T. determines if there are difficulties in other classes
- S.B.T. works with parents to design and implement plan to support student

Step 4 - Administration Intervention

- student referral to administrator

Important Notes:

- This procedure is designed for dealing with ongoing behavior problems. In cases which involve safety, obvious unacceptable behavior, such as fighting or disobedience, we should deal directly with the problem, including immediate administrative referral, if appropriate.
- A step could be repeated before moving to the next step at the teacher's discretion.
- It is critical that documentation occur throughout the progressive discipline procedure. (ie: a paper trail)

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

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 in their school.
- 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.

PARENT AND COMMUNITY VOLUNTEERS

Parent and community volunteers are welcome at South Kelowna Elementary. The volunteers at the school make a huge contribution, either through the P.A.C. activities or through helping the school and/or teachers directly either in the classroom or on field trips. **It is policy that all volunteers complete a School District #23 Criminal Record Check.** Please contact the school office for forms. **Please complete and submit your form asap as it takes a minimum of 3 weeks to process.**

PARENT ADVISORY COUNCIL

The South Kelowna Elementary Parent Advisory Council (P.A.C.) is a group of parents who volunteer their time. The purpose of the P.A.C. is to support, encourage and improve the quality of education and the well-being of children in South Kelowna Elementary School. Parental attendance and participation is encouraged at the P.A.C. meetings, traditionally held on the third Wednesday of each month in the library at 6:30 p.m. **The P.A.C.'s success is dependent upon parental involvement and a few major fund-raising activities.** Please come out to the meetings and stay informed.