

# Handbook for Parents 2021 - 2022

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250-843-7777



Website: <http://parkland.sd59.bc.ca>

## **School Handbook Outline**

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## **PRINCIPAL'S MESSAGE**

Hello and Welcome to a new School Year!

The purpose of this book is to provide parents with basic information about our school community, and to inform of some of the routines, procedures and expectations that we have at Parkland Elementary.

This year we are excited to continue to practice the 7 teachings; respect, honesty, truth, courage, love, wisdom and humility. Each week students will be inspired to find ways to demonstrate these teachings during our Monday Morning Meetings. We are also excited to try something new and exciting things with various forms of art. Stay tuned for more details.

Thank you to all our parents, students and community members for helping us achieve our best each year!

- Kristy Rose



**SCHOOL DAY – (TIMES)**

7:50 am	busses arrive – supervision begins (outside time)
8:10 am	warning bell
8:15 am	instructional day begins
9:40 am	recess starts
10:00 am	recess ends
11:30 am	lunch break (eating in class)
11:45 am	lunch (outside time)
12:00pm	lunch ends
2:00 pm	dismissal
2:10 pm	busses leave

**PARKLAND STAFF**

Ms. Kristy Rose:	Principal, Coach Mentor, Grade 1/2/3
Mrs. Krystal Austin	Library Teacher/Prep/ Learning Assistance
Ms. Nairena MacLellan	Grade K/1
Mrs. Shelbie Waddell	Grade 4/5/6/7
Mrs. Carolyn Derfler	Strongstart Coordinator (Tuesday & Thursday)
Mrs. Jill Burres	Secretary/Bookkeeper
Clairise Handfield	Education Assistant
Cecilia Gauche	Education Assistant
TBH	Education Assiistant
Mr. Mike Kroonen	Custodian
Mr. Jason Lowcay	Computer Technician

## **CONTACTING THE SCHOOL**

Secretary hours are Tuesdays 8-12 and Wednesday and Thursdays from 8am to 2pm. When the Secretary is not in and classes are in session, the phone will only be answered before school and after school. Please leave a messages on the machine and we will call you back as soon as we can.

## **DOORS**

The main front door will be open this year. However, in an effort to maintain security of our students and staff it will be locked on days when there is no office staff to monitor who is entering the building. All day Monday, and Tuesday and Wednesday afternoons, you will need to ring the doorbell for access to the building. I ask that you please call, email or book an appointment ahead of time before coming into the building. This again will help us to know who is entering the building and helps us maintain a safe environment. Also, please remember to wear a mask and make sure you are feeling well before visiting the school. Thank you.

## **ATTENDANCE/LATES/CHECK IN FOR SAFETY**

Regular and punctual attendance is essential for a child's progress in school. If your child has to be absent please phone or email the school. \* As a safety check all unconfirmed absences are checked daily. If you know your child will be absent or late please send a note in their agenda, email contact the school at 250-843-7777.

## **BUS NOTES**

If your child is not riding or riding a different bus, a note is required. If your child stays for an after school activity, a bus note is also required. If no arrangements are made, the child will be sent home on the bus. If a parent is not here by 2:00 pm to pick up the child, he or she will be sent home on the bus.

***If an emergency arises and arrangements must be changed, please contact the bus garage at 250-782-2106. Please do not call the school to change arrangements.***

If there is a change in your child's regular bus routine, a note is needed for all bus drivers involved (ie: two notes may be needed). When you want to know if busses are running due to weather concerns, there is an automated bus line at 250-782 -1061, as well as a text alert system you can sign up for and the school district website's main page ([www.sd59.bc.ca](http://www.sd59.bc.ca)) will be updated at 6:00 am each morning.

## **Parkland Parents' Advisory Council (PPAC)**

The PPAC consists of parents whose children attend Parkland school. The group meets monthly throughout the school year. The purpose of PPAC is:

- To advise the school principal and staff on parental views about school programs, policies and activities.
- To communicate with other parents and to promote cooperation between the home and school in providing for the education of the children
- To assist parents in accessing the system and to advocate on behalf of the parents and students
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members
- To organize PPAC activities and events, including the hot lunch program.
- To administer the gaming grant money for school extra-curricular projects

The PPAC also sponsors a bursary every year at the local high school. Details of the bursary are available from the PPAC. All parents and guardians are welcome to attend the PPAC meetings. Look for dates in the school's monthly newsletter. Parent Advisory Council may run a hot lunch program.

## **PARENT VOLUNTEERS**

Parents of pupils are encouraged to participate in school activities in a number of capacities. Parents can help the school by assisting volunteering to sponsor extra-curricular activities, fundraising, field trips, etc., that will occur during the year. To volunteer your time, contact your child's teacher or Ms. Rose.

**Criminal Record Check** must be on file with the School District Office for any parents and/or guardians who volunteer. Criminal record checks must be updated every three years. Volunteer drivers must also have a current driver's abstract on file at the school. Driver's abstracts must be updated every 12 months. There is currently no fee for either the criminal record check or the driver's abstract.

## **GUIDELINES FOR VOLUNTEERS**

- You may be privy to information that is confidential in nature. It is important that you maintain this confidentiality.
- The teacher in the class will provide the direction in the classroom.
- The classroom teacher and the volunteer need to be consistent in their expectations of pupils. This requires clear communication between the teacher and the volunteer.
- Teachers are responsible for management of their classes. Volunteers should look to the teacher for direction in this area.
- If you cannot keep to the schedule as planned, please contact the teacher.
- Know the fire exits, especially if working away from the classroom.
- Consult with the teacher before giving permission to students to leave the room, etc.

## **REPORTING TO PARENTS**

Formal written report cards will be sent home three times a year, in December, April and June. In addition to three written report cards, informal reporting will occur at least twice during the school year. Informal reporting may be in the form of parent-teacher interview; student led conferences, meetings, letters, and / or telephone calls. Conferences may be held at any time throughout the year at the request of parents or teachers.

## **PARENT CONCERNS – Steps to Take**

From time to time parents may have a concern about what has occurred at school either with the teacher or with some event that occurred with other students. Here are three steps that parents should follow to effectively address any issue.

**Step 1** - Phone the teacher and explain your concerns and if needed, arrange a meeting. The purpose of the meeting is to hear all the views and develop a plan to deal with the issue at school and home. Stay in communication or establish a follow-up meeting to talk with the teacher again, to determine the effectiveness of your plan and make any necessary changes.

**Step 2** – If you feel the work with the teacher has not addressed your concern, phone the principal (Ms. Rose). The principal may invite the teacher, learning-assistance teacher, counselors or any other relevant staff to the meeting for their input in addressing the concerns. Again, the goal is to develop a plan, implement it, review the success and adjust as necessary.

**Step 3** – If you feel that your work with the principal has not addressed your concerns, you may call the board office and involve district staff. A senior staff person will review what work has been done, and work with the principal, parent and school to address the concerns.

Of particular concern is the growing trend for frustrated individuals to bring concerns to social networking sites such as Facebook, personal blogs or You Tube where opinions are stated as facts. The damage that this can do to a school, student or teacher's reputation when posted on a social networking site is significant and can be very hard to undo.

At Parkland, we want all our parents to know they are always welcome to contact the school using the steps described above whenever they have a concern. We hope that parents will never feel the need to vent their frustrations on a social media site.

## **Parent/Student Right to Appeal**

In Section II, the school act states:

*If a decision of an employee of a board significantly affects the education, health or safety of a student, the parent of the student (or the student) may within a reasonable time from the date that the parent or student was informed of the decision, appeal that decision to the board.*

The board has developed a bylaw to provide for appeals under this section. These appeal procedures may be obtained from the School Board Office in Dawson Creek.

### **OUTDOOR SAFETY AND COMFORT**

During the entire school year, students go outside during their break times (recess and lunch). Students need to be dressed warmly for winter weather. We ask for your support in making sure your child is properly dressed. Proper headwear, footwear and mitts are important in cold weather. It has been noted that children in the north have a high rate of hearing loss due to inappropriate head wear during cold weather. **Please put the child's name on all clothing!**

### **NO BUS DAYS**

In the event of the busses not running due to weather concerns, the school will be open and staff will be in attendance. Parents that elect to drive their children to the school will be responsible for picking them up again by 2 pm. **Please note that there will be NO hot lunches on no bus days and parents must send their children with a recess snack and a lunch** and pick them up promptly at 2:00 pm.

### **FIELD TRIPS**

It is the student and parents responsibility to ensure all permission forms for field trips are signed and returned the day before departing on a field trip. Students who demonstrate behaviour that may endanger the safety of others will not be able to participate in activities such as field trips. If the school cannot be assured of the safety of others, that student or students will be required to remain at school where appropriate learning materials will be provided by the teacher. The teacher will discuss any child in this situation individually with the principal to determine the nature of the concern and teachers will contact parents to make alternate arrangements.

### **TELEPHONE USE**

The school telephone is not to be used by students, except in the case of emergencies or important purposes authorized by a staff member. We have only one phone line for the school and we need to keep it open for emergencies. We encourage parents to communicate their daily plans with the students and to write a note in an agenda for the student should they need to communicate changes to the teacher. We recognize that at times, parents need to get a message to their children due to unforeseen circumstances. However, we ask that parents keep messages to a minimum, as often due to the busy day, we cannot always guarantee that the message will reach the child. Please refer to the secretary hours (on page 4) for the best times to call.

### **STUDENT DRESS CODE**

Students are expected to dress in a neat and appropriate manner conducive to a serious learning environment (no bare tummies, no spaghetti straps, no rude sayings/ pictures on t-shirts).

- Students are expected to have a pair of shoes solely for inside use.
- Outside footwear is to be removed at the door.
- In the gymnasium, inside shoes should be non-marking and appropriate for gym use (no flip-flops or high heels).
- Students to be dressed in proper inside and outside attire for all weather conditions.
- Clothing should be labeled with the student's name. Unclaimed Lost & Found items are donated at the end of each term.
- Students are required to wear helmets on the skating rink during school hours.
- Helmets are also required if students ride their bikes to school.

### **HATS & SHOES OFF**

Students are expected to remove outdoor footwear in the mudrooms. Mud rooms are for storage of footwear only. Please help your child to remember not to leave valuables or clothing in the mud rooms. Indoor or gym shoes should be worn inside the school. This enables us to keep our school floors clean for a longer period of time as well as to eliminate unnecessary dust within the school for those students who have allergies. Hats are to be off within the building as a gesture of courtesy and reinforcement of proper manners.

### **ELECTRONICS & TOYS**

The school cannot be responsible for lost/stolen/damaged devices or toys. If electronics and toys are brought to school they must remain in the students backpack, ***this includes cell phones.***

### **CLOTHING & PERSONAL PROPERTY**

Certain items (particularly boots, mitts, coats and lunch-kits) are lost each year and never recovered or returned. To address this problem, we strongly recommend that any items of clothing or property which are likely to be left anywhere in the school be ***clearly labeled with the student's first and last name.*** We also encourage parents to look in the "lost and found" box as this is where we collect all the found items. The box is in the front lobby. Items in the lost and found are donated to charity each term end.

**Parkland Elementary Safety Procedures for  
Students with Anaphylactic Needs**

**Process and monitoring:**

- At the beginning of each new year and when a new student registers, the pictures of the children with anaphylactic needs are viewed by the staff and individual needs and protocols are discussed.
- Public Health Nurse is accessed if training of staff is needed to address specific needs.
- First Aid attendant at school is on call.
- Protocol for each child is identified and shared with Staff.
- Medicine if required, is kept in a safe place in main office and administered, as directed by physician, by the first aid attendant.
- Crisis management and emergency response phone numbers, including 911 address of school, are placed by each phone in the school.
- The school endeavors to make the school environment safe for children with specific needs.

## **Parkland Elementary STUDENT CODE OF CONDUCT**

At Parkland Elementary School, our core business is to help each child set goals that will prepare him/her for a successful future as a lifelong learner. At Parkland Elementary School, we will cause learning and serve each learner.

### Prohibited Grounds of Discrimination

- Parkland Elementary promotes the values expressed in the BC Human Rights Code respecting the rights of individualism in accordance with the law. In accordance with the “prohibited grounds of discrimination set out in the BC Human Rights Code (RSBC 1996, c. 210),
- ”Students will not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age, or for any other reason set out in the Human Rights Code of British Columbia.
- Neither will a student make gestures, publish, or display anything that would indicate an intention to discriminate against an individual or group, or expose them to contempt or ridicule on the basis of any reason set out in the Human Rights Code of British Columbia.

### Rationale

We believe it is necessary for students to exhibit a commitment to learning and to achieving success. We believe it is important that all students promote a safe, caring and orderly place for learning. Students can demonstrate their commitment by displaying confidence, curiosity, reflection, integrity, and empathy. The Parkland community promotes a climate of mutual respect and belonging as it increases student engagement in purposeful learning activities.

**In order to keep Parkland a safe learning environment the following are acceptable behaviors:**

### **Acceptable Behaviour:**

- following the class/school expectations
- respecting the learning of others
- displaying the traits of confidence, curiosity, reflection, integrity, and empathy
- report instances of unacceptable behaviors to a “tellable” adult
- complete all assignments to the best of your ability
- safe use of school equipment & safe play on the playground
- appropriate language & respect yourself (appropriate dress)
- school property free of: tobacco, drugs, alcohol, and weapons- including play
- being honest and trustworthy

### **Unacceptable Behavior:**

- Verbal or physical aggression
- Rudeness or swearing
- Defiant behavior, lack of respect or teasing
- Physically dangerous behavior to self or others (throwing objects such as sticks, rocks or snowballs)

- Misusing or damaging property or equipment

SD 59 Peace River South

**NOTE:**

- These expectations apply to behavior at school, during school-organized or sponsored activities, and behavior beyond these times (including on-line behavior) that negatively impacts the safe, caring or orderly environment of Parkland and/or student learning.
- Special consideration may apply to students who are unable to comply with the code due to a disability of an intellectual, physical, sensory, emotional, or behavioral nature.

**Consequences:**

- Reminder of appropriate behavior and timeout
- Reminder of expectations and loss of privileges
- Parents are contacted
- Meeting with parents, staff and student to develop a plan to address behaviour
- In/out of school suspension
- Change to schedule or program
- Consultation with police or other authorities

Parents, please review this document and discuss it with your child(ren).

When you have done so, sign and detach this page. **Return this page only to the school.**

I, \_\_\_\_\_ (print your name), the legal parent/guardian of,

\_\_\_\_\_ (print student name) *if you have more than one child attending here, use the other lines*

\_\_\_\_\_ (print student name)

\_\_\_\_\_ (print student name)

I have read this code of conduct and have discussed the contents with the above named student(s).

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*