



Parent & Student Handbook

2025 – 2026

Crescent Park Elementary School
School District #59 (Peace River South)
<https://www.sd59.bc.ca/schools/crescent-park-elementary>
9300 - 17 St. Dawson Creek, BC V1G 4A6
School Phone: 250-782-8412

Welcome to our Crescent Park learning community! We are excited to share another great year of learning with your child! We are an inclusive school where all learners are welcome, important and valued! Student programming in each class is based on the BC Curriculum <https://curriculum.gov.bc.ca/> for their grade in the subject areas of English Language Arts, Mathematics, Science, Socials Studies, Physical and Health Education, Arts Education, Career Education, Applied Design, Skills, and Technologies, and French (grades 5-7). Instruction focusses on building students' Communication, Thinking and Personal and Social Core Competencies. Indigenous

perspectives and lessons are woven throughout all subject areas all year. Students receive three Report Cards and parents are encouraged to engage in Parent / Teacher Conferences twice each year. Most importantly, we educate the whole child, fostering kindness and respect, and teaching peaceful problem solving and social skills. Our discipline is restorative in nature, and our staff strives to work with each child and family with respect and care, creating a fun, safe and healthy learning environment for all. In addition, teachers volunteer throughout the year to provide students with additional opportunities, such as Volleyball and Basketball teams and Leadership Club. If you have any questions or concerns or would like more information than you can find here in this handbook, please give us a call or send us an email.

School District 59 Calendar 2025/2026

September 2 – Non-Instructional Day

September 3 - First Day for Students 11:00 am – 1:40pm

September 30 - National Day for Truth and Reconciliation STAT

October 13 - Thanksgiving Day STAT

October 27 & 28 - Non-Instructional Days

November 11 - Remembrance Day STAT

November 19 & 20 - Early Dismissal at 1:40 pm for Parent Interviews

November 28 - Non-Instructional Day

December 22 to January 2 - Winter Break

January 5 - Schools Reopens

January 30 Non-Instructional Day

February 16 - Family Day STAT

February 25 & 26 - Early Dismissal at 1:40 pm for Parent Interviews

March 16 to March 27 - Spring Break

March 30 - Schools Reopens

April 3 - Good Friday STAT

April 6 - Easter Monday STAT

May 1 - Non-Instructional Day

May 18 - Victoria Day STAT

June 1 - Non-Instructional Day

June 25 - Last Day of Attendance for Students

June 26 – Non-Instructional Day

School schedule

8:30 Outside Supervision begins

8:50 Warning Bell

9:00 Class time

10:30 Recess

10:45 Class time

12:10 Lunch

12:40 Class time

2:40 Dismissal

3:00 Outside supervision ends

Office hours

Office hours are Monday to Friday from 8:00 am to 3:30 pm. The front door will be unlocked during these hours. All visitors to the school should check in at the office.

Newsletter / school website

Our monthly school newsletter can be found on our school website at <https://www.sd59.bc.ca/schools/crescent-park-elementary> as well as information about Crescent Park and upcoming events. Please check our website often!

School fees / information

The student fees for the 2025 - 2026 school year will be \$50 for all K-7 students. Please submit payment to the office as soon as possible. Please pay with cash, cheque or by e-transfer to bkirtzinger@sd59.bc.ca. Students registering in February or later will be charged a prorated fee of \$25. Please add your child's name in the message.

School supplies will be distributed to students by their teachers as needed throughout the school year. Students will also need a pair of weather appropriate outside shoes, a pair of non-marking and supportive running shoes for gym, a labeled and refillable water bottle, a backpack and daily lunch and snacks. Teachers may send home a list of some supplementary materials that could be required, such as a USB drive, headphones, gym strip, pencil box, Kleenex, etc.

Please notify the school if you have any changes of address or contact information, or if your child will be moving or registering at another school.

Start / end of the school day

Supervision will begin at 8:30 am each school morning. Upon arrival, students will be expected to go directly to the playground where there will be teacher supervision. At the 8:50 am warning bell, students will line up to meet their teacher who will welcome them into the school through their designated door. Parents, in the best interest of your child's safety, please do not drop off your child before 8:30 am. Students will be expected to leave the building and grounds by 3:00 pm (unless involved in a teacher supervised activity.)

Attendance, sign in / out at office

Every morning, attendance is taken by teachers and reported to the office. If you know that your child is going to be absent due to illness, appointments or family trips, please notify the school. When we do not receive a call from you, the office routinely calls home to confirm. As much as possible, please ensure that your child is on time for classes as interruptions do affect the entire class. If your child arrives late, they should sign in at the office. It will be the student's responsibility to complete assignments given during absences. If there are changes to the pickup of your child, please inform the school and bus garage of those changes. Don't forget to sign out your child as there is a column for parent signatures. If you are unable to come into the office to sign out your child, please ensure that you have spoken to the teacher or office staff. We will not allow students to sign themselves out without their parent/guardians' consent

Assemblies and events

Parents, guardians and family members are welcome to join us whenever we hold an assembly or special school event. It is important for children to see family connecting positively with school. Assemblies and special events will be noted in our monthly newsletter and teachers will inform

parents anytime a special performance or award features their child. When the public, or any guests are in the school we ask that they use the adult (staff) washrooms by the staffroom, not the student washrooms.

At these public events, we also have no control over photographs being taken and therefore where they go. Please be aware that if you do not want your child in a picture, the parents of that student are responsible for ensuring that this does not happen; however, any photos/videos taken by the school will not include your child if the photo release form is not signed.

Teacher in Charge

If the Principal is away, the Vice Principal will be available in the office. If the Vice Principal is also away, a teacher in charge is appointed. Please contact the office anytime you have a school level concern, and we will get back to you as soon as possible.

Bus procedures

Information about transporting students may be obtained by phoning the School District Bus Garage or checking the SD59 website <https://www.sd59.bc.ca/>. The SD59 bus garage has a recorded message to let parents know if the busses are running. Please call 250-782-1061 for the message.

Please call to inform of any changes to your child's regular bussing routine. It is very important we know if students are not riding to make sure everyone gets home safely.

School District Bus Garage at 250-782-2106

Step Up N Ride 250-782-7433

Mile Zero Bus 250-782-0844

Upon dismissal, bus students must quickly gather their belongings and go straight to the School Bus Loading Zone. The busses are on a tight schedule and cannot be kept waiting for students.

During inclement weather, some buses may not be able to make their regularly scheduled run and information about specific bus routes will be announced in the morning on CJDC radio and posted on the website. During these times, parents are responsible for getting their children to and from the school. Students waiting for the bus should be in a straight line, on the sidewalk well away from the path of the bus. Students should be waiting for the bus within a reasonable amount of time before the school bus arrives. Before approaching the bus, students should wait until the bus has come to a complete stop and the door has been opened. No shoving or pushing in line is allowed. All students are expected to follow the school Code of Conduct while on the school bus.

Regular bus students who will not be riding the bus home on special occasions, are expected to report this to the bus driver or it will be recorded on the clipboard that the bus supervisor brings outside at the end of the day. Communication between the bus garage, bus driver and parent will alleviate any misunderstandings and will avoid having mishaps such as students missing the bus or not being picked up. It is the responsibility of the parent to ensure that their child knows the bus schedule and any changes that will occur for a particular day, or if there is a change in the child's regular bus riding arrangement.

For students wishing to take friends home on the SD59 bus, the following process needs to be followed:

- The bus student's parent needs to contact the bus garage and inform us of the name of the student coming to their home and the name of their student.
- The student who is riding to their friend's home must also have a parent contact us and provide details.
- This needs to be done the first time and then if the same student is riding home on the bus to their friend's home, we just need the parent of the residence to which the student is going to, to contact us.

Pedestrian, traffic and bicycle / scooter safety

Students are required to obey the instructions given by the crossing guard to ensure safety of all children. Bicycles / scooters are not to be ridden on the school grounds or in the parking lot at any time during the day. Students are to get off their bikes / scooters at the crosswalks and walk them to the bike racks or classroom. Please make sure that students have a lock to avoid loss of bicycles or scooters.

Primary students should be instructed by parents concerning traffic safety and should take the safest route home. Pedestrian and traffic safety procedures should be taught and reviewed in every classroom during the first few weeks of school and thereafter reviewed as necessary. During the school day, students should not be at the front of the school, in the parking lot or in the alley or street next to the school.

Parking regulations

Please do not park against the sidewalk, which is designated for staff parking. Staff have parking passes; you will be asked to move your vehicle if you are not Crescent Park staff. Please do not park directly in front of the stairs to the main entrance (emergency vehicle parking) or anywhere in the bus loop at any time. Please watch carefully for children who are being dropped off or are walking to or from the school throughout the entire parking lot. As the expansion project is in the works, our parking lot will be very busy. Please obey any signs, the crossing guard, cross walk, and school staff supervising the area. We appreciate your cooperation in helping to keep everyone safe as we undergo changes in our parking lot. We strongly encourage students to consider walking, biking or scootering to school this fall.

Construction safety

As the expansion project is being built, we ask all students, staff, parents and community members to be cautious around the construction site. Please obey all signs, staff supervisors and stay clear of the construction site, well away from the perimeter fencing. Please see the attached map for more information.

Telephone use

We discourage student use of our school phone because we feel it is important that the line be left clear for school business or incoming messages of an important nature. Students will not be allowed to use the school phone to arrange playdates or ask parents to bring forgotten items to school for them. If a student is feeling unwell or has forgotten an important item at home, they may ask their teacher for permission to use a school phone to call home. The teacher or supervising adult will decide if that call is necessary.

Student cell phones

Students will not be permitted to use cell phones or other personal devices at school from the time they arrive on school property in the morning until they leave school property at the end of the school day. Students may not text, make calls, take pictures or videos, or play games or apps in class or during breaks. Students should turn off their devices and leave them in their backpacks for the school day. This includes field trips and school events.

Bug awards

Every Friday, three student names are drawn for a prize. Students can nominate other students for Bug awards or can earn Bug awards by **Being Unbelievably Good** at school.

Home Reading Program

Reading is an important skill for students. Did you know that if a child read one book each school night, they would read over 170 books? If a child read one book every night (including weekends and holidays) they would read 365 books! Reading regularly helps develop reading skills and increases the child's vocabulary and knowledge of many subjects. To encourage each student to read more and encourage a love of reading Crescent Park has a Home Reading Program. Each student will bring home a Home Reading Form. Each day, please read with your child for 15 minutes. You can read to them, or they can read to you or to another person. Then you can initial that the book was read on the form. Once a child has completed a form, they can return it to their classroom teacher, claim a prize and get the next Home Reading Form. Thank you for participating in the Home Reading Program to help develop your child's reading skills and love of reading.

Dress code

Students should dress in a manner that is appropriate for learning and active play, and for the season and weather. This includes always wearing appropriate footwear, both inside and outside. Clothing of any kind condoning violence, profanity, hatred, discrimination, sexuality or promoting drug and alcohol use are not appropriate.

We ask for parent support in dressing your child appropriately for the season and weather. Students go outside multiple times on most school days, and to ensure their comfort and safety, they should be dressed appropriately. Student should have safe, dry and warm footwear, jackets, hats, gloves, umbrellas etc. depending on the weather each day. Please contact the office if you need support in providing your child appropriate outdoor gear.

Litter

Please support our efforts to keep our school grounds clear of litter. There are multiple garbage cans outside for school and community use. Parents, please talk with your child about being responsible for their own garbage if they are eating on our playground.

Shoes / boots

Please ensure your child has non-marking indoor running shoes and outdoor shoes appropriate for the weather. If younger students can't tie their own shoes, please supply them with shoes with Velcro. Students will participate in daily physical education and must be prepared to either stay inside or go outside for physical education. Students should also have appropriate outdoor boots for wet and cold weather throughout the school year. For safety reasons, students, staff, parents and visitors are required to take off their boots upon entering the school and store them on the boot rack to keep school hallways dry.

Field trips / consent forms

All students are expected to follow the school's Code of Conduct on field trips. If a student demonstrates behaviors which endanger the safety of others, they may remain at the school and participate in alternate learning activities. Consent forms for field trips must be completed, signed, and returned to your child's teacher the day before the trip. Please contact the office if the cost of field trips is prohibitive. We would like to ensure all students can attend field trips as an important part of their school experience.

Feeding Futures / nutrition policy

If possible, please send your child with a refillable water bottle, snack and lunch each day, including utensils. Staff does not microwave student lunches or provide forks and spoons. To support families and through Feeding Futures funding, free supplemental food will be available for students three times per day (morning, recess and lunch) outside of the office. It is important that this food is available for students who need it to ensure all students have the nutrition necessary for learning and active play at school each day.

Occasionally, classes will celebrate holidays or a special event like a class party where food is donated by students' families. Crescent Park will strive to ensure all food offered to students meets the Guidelines for Food and Beverage Sales in BC Schools <https://healthyschoolsbc.ca/classroom-resources/guidelines-for-food-and-beverage-sales-in-bc-schools/> and will include and promote nutritious, healthy food choices. On occasion, during a special event, food may be provided that would not normally be served under the school's nutritional guidelines. In addition, staff will educate students about healthy food choices and eating habits as outlined in Canada's New Food Guide <https://food-guide.canada.ca/en/>.

Student agendas

All Crescent Park students will be provided with an agenda in September. This helps students learn important communication and organizational skills. Please read your child's agenda each night and ensure they return it to school each day. This is a great place to write notes to the teacher and stay connected to your child's daily learning.

Toys and money at school

To avoid unnecessary arguing, losses, and tears, we ask your cooperation in having children keep toys and money at home, unless it is specifically requested by the teacher for a special occasion.

Birthday invitations

To promote an inclusive learning environment, positive social experiences, and to avoid hurt feelings, we encourage parents to give out birthday party invitations outside of school.

Lost and found

We highly recommend labeling your child's property (lunch box, water bottle etc.) and clothing. If your child is missing any items, please have them check the LOST AND FOUND, which is in the grey cabinet by the gym. Any unclaimed items will be donated after the last day of school each term.

Parent involvement

Parents are welcome to volunteer at school for special events and field trips or on a regular basis as arranged with a teacher. All volunteers must complete a criminal record check, sign in at the office, and wear a Parent Volunteer ID Lanyard while helping at school. Criminal record checks are valid for three years and there are forms available in the office. There is also a volunteer conduct agreement and arrival volunteer registration form which must be completed yearly.

Parents driving students (not own child, maximum of four) to and from school activities must have a criminal record check, the vehicle inspected by the principal and parental consent. The volunteer driver must submit a driver's abstract and copy of insurance to the office. Additional information (such as car seats) for volunteer drivers is included in Form 8 which the principal will provide. For most field trips, walking or school bus will be the preferred mode of travel.

PAC

Please consider joining our Parent Advisory Council. This is a great way to support students and get involved in our school community. Monthly PAC meeting dates will be posted on our website, and PAC's Facebook page.

Banned substances on school property

SD59 Policy 3180 bans smoking and the use of tobacco, vapor products and cannabis, from District premises, property and vehicles. This includes vehicles parked on school district property. SD59 Policy 3160 prohibits the consumption of alcoholic beverages, cannabis or use of illicit drugs. At no time is it acceptable for anyone to consume these banned substances on school property.

Safety procedures

- At the beginning of each new school year and when a new student registers, the pictures of the children with anaphylactic needs are posted for the staff and individual needs and protocols are discussed.
- The school endeavors to make the school safe for children with specific needs.
- The Public Health Nurse is accessed if training of staff is needed to address specific needs.
- Parents will be contacted if a student is ill or injured.
- Student medicine is kept in a safe place in the staffroom. Please ask Ms. Kirtzinger for the forms to fill out should your child require medicine at school.
- Crisis management and emergency response phone numbers, including the school's address, are placed by each phone in the school.
- Emergency drills (fire, lockdown etc.) are scheduled and practiced every school year so that students and staff are prepared in the event of a real emergency.

Parent concerns

Please write a note in your child's agenda, email, or call the school to make an appointment with your child's teacher to discuss any classroom level questions or concerns. The best time to reach your child's teacher is after school. All teacher email addresses can be found on our website. If after communicating with your child's teacher, you feel the concern is still unresolved, or you have a school level question or concern please call, email or make an appointment with the principal or vice principal.

Scent aware

At Crescent Park Elementary, we have some students and staff who are sensitive to scented products. To protect those individuals with fragrance sensitivities who may suffer adverse health effects, we ask for the voluntary cooperation of our staff, students and visitors in avoiding the use of scented products in our school.

Tree nut aware

We currently have a student with a severe anaphylactic allergy to tree nuts. Information will be sent home to parents of students in that classroom.

YMCA before and after school care

If you are interested, contact Kristy at 250-219-9161.

Child custody and access

Please read carefully. Increasingly, when custody concerns arise, schools must make some decisions regarding parental access to the child(ren), and parental access to school information.

In all cases where there is a legal change in custody of minor children, or legal changes in parental access to minor children in a home, it is essential for the school principal to be informed of those changes. In the absence of such information, schools will continue to provide access and information, based custody paperwork in the child's file. Parents can expect that where the principal of the school is not certain of the custody status of a minor child, the parents will be contacted. The guidelines that the school will use in dealing with custody or access concerns are as follows:

1. **When both the custodial and the non-custodial parents have access to the child(ren) it must be clearly defined in a joint-access or joint-custody court order provided to the school.** The school will routinely provide information to the custodial parent(s) described in the court order. Upon request the school may provide information to a non-custodial parent, providing such access is described in the court order.
2. **When a parent does not have access to the child(ren), or there is a restraining order in place, the conditions must be clearly defined in a court order and provided to the school.** Should the non-custodial parent in this case, attempt to have access to or remove the child(ren) from the school, the custodial parent and the RCMP will be advised.

Again, in all cases where there are custody and access concerns, the school will need to be informed and will require current copies of court order(s). Any changes in access or custody of the child(ren) will also need to be reported to the school. Basically, the position of the school will be that an existing court order will inform the actions of the school, until a newer court order is provided that extinguishes the conditions of the existing court order. Schools will not accept verbal information describing a change in access and will wait for the written court order to be provided, before releasing the child, or information on the child, to any parent that has not had access.

Recess and playground rules for students

- Treat others with kindness and respect, both in words and actions.
- Always follow supervisor direction.
- Be safe and fair when playing.
- Keep hands to self and respect the personal space of others.

- Play in supervised areas only (not in front of school or forest).
- Remain in own classroom (or gym if supervised) during inside days.
- Leave toys and games at home, and do not play on laptops, iPads, or personal devices at recess or lunch.
- Use playground and other equipment safely.
- Dress appropriately for the weather conditions.

Swings

- * Sit on swings facing forward.
- * Do not jump over the swing seats, twist swings, or stand on swings.

Slides

- * Go down the slides one at a time, seated on your bottom and facing forward.
- * Do not climb up the slides nor climb on top of the tube covering slides

Fences

- * Stay within the fences and on school property during recess.
- * Do not play in the forest area during recess.
- * If a ball goes over the fence and onto the parking lot, sidewalk, alley or street area outside the fence, tell a supervisor. Do not go over the fence.

Basketball

- * No foul language, pushing, or shoving.
- * Play is inclusive. You can't say, "You can't play." If you don't wish to play ball with a person who chooses to play, then go find something else to do. Even if you were there first.

Kickball

- * No foul language, pushing, or shoving.
- * Teams should be fair. Ask a supervisor for help if this is problematic.

Tetherball

- * All students who want to play line up. The first player serves to the second player standing on opposite sides of the pole. The server starts the game by hitting the ball out of their hand in the direction of their choice. The opponent may strike the ball at any time it passes, and they must try to hit the ball. As the ball travels, each player tries to hit it and wind the ball around the pole. The player who first winds the ball completely around the pole wins the game. The winner remains in the game and gets to serve to the next player in line. The forfeiter goes to the back of the line. The game is won by the player who first winds the rope completely around the pole or by forfeit because of a foul.

Fouls:

1. No hitting the ball with any part of the body other than the hands or forearms (with an open or closed fist is fine).
2. No touching rope or pole.
3. No touching the pole with any part of the ball.
4. No catching or throwing the ball.

GAGA Ball

- * A student referee will be chosen at the start of the game.
- * The referee calls the outs and their decision is final.

- * The game begins by dropping the ball and letting it bounce 3 times – players say, “Ga Ga Ball” and the game begins.
- * Players can hit the ball with an open hand or closed fist.
- * Outs happen when a player is hit in the legs by the ball.
- * You can only strike a ball three times in a row at the same player.
- * There is to be no teaming up against or targeting players.
- * If a player hits another player in the head with the ball, the striking player is out.
- * Players must exit the pit using the doorway not over the edge of the pit.
- * The doorway must be kept clear during play.
- * Players and spectators stand on the outside foot bar, not sit on the edge of the pit.
- * Only **positive** cheering is allowed.

Winter Sliding

- * Supervisors decide if the weather conditions allow for this activity. This may change from one recess to the next and students are expected to respect that decision.
- * On the sliding hill, students must wear snow pants and gloves or mittens. Students may slide down on their bottom, move out of the way and walk around the sliding track to go back up the hill. Students may not push or block others.
- * Students may slide using just their snow pants on the main hill by the gym.
- * If students have their own sliders, they must also wear a helmet and slide on the hill over by the basketball court.

Student conflict vs. bullying

Conflict among peers is a natural part of growing up. Children will disagree and they may even become so frustrated that they say mean things or act out physically by hitting, kicking or trying to hurt each other. This is not bullying as:

- they usually hang out together and have equal power (age/size)
- are equally upset and will be able to work things out after calming down

Mean Behaviour means that a child is trying to assert themselves by doing mean things such as name calling, making fun of others, leaving a child out and being aggressive. This is not bullying as:

- it is not planned or aimed at anyone in particular
- the child being mean may feel badly when an adult points out the harm they caused

Bullying is a serious behavior that has 3 key features that must be present for the situation to be considered bullying:

- power imbalance
- intention to harm
- repeated over time

Please see the attached Code of Conduct for more information on student discipline.

Please see the attached Munch a Lunch / Hot Lunch program information.

Please see the attached Map for parking and walking access to the school during the Expansion Project construction (September 2025 – January 2026).