

# **Handbook for Parents**

## **2025 - 2026**

5104 Parkland Road  
P.R.R.D., B.C.  
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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 announce that we will be participating in Classroom Champions this year, a program that connects us with an Olympic hopeful and helps teach students various values for success. We are also excited to continue with Art Academy on Friday afternoons. At Art Academy, teachers rotate through the classrooms each term sharing their talent in a specific art form. Art Academy is a great way to connect our whole school community, and I am proud that we are able to continue this tradition this year.

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

- Mark Elson

### **SCHOOL DAY – (TIMES)**

7:50 am	busses arrive – supervision begins (outside time)
8:00 am	warning bell
8:17 am	instructional day begins
9:45 am	recess starts
10:00 am	recess ends
11:30 am	lunch break (eating in class)
11:45 am	lunch (outside time)
12:00 am	lunch ends
1:57pm	dismissal
2:07 pm	busses leave

### **PARKLAND STAFF**

Mr. Mark Elson	Principal, Coach Mentor, Grade 2/3/4
Mrs. Krystal Austin	Library Teacher/Prep/ Learning Assistance
Ms. Nairena MacLellan	Grade K/1
Mrs. Marina Collins	Grade 4/5/6/7
Mrs. Sandra Giesbrecht	Grade 2/3/4
Mrs. Carolyn Derfler	Strongstart Coordinator (Tuesday & Thursday)
Mrs. Kaylea Mikkelson	Secretary/Bookkeeper
Clarise Handfield	Education Assistant
Kim Brown	Education Assistant
TBD	Custodian

## **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 message 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 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.

## **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 or 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 Mr. Elson.

### **All volunteers must complete the following:**

- 1) SD 59 Annual Volunteer Registration Form.
- 2) SD 59 Volunteer Conduct Agreement.
- 3) Review SD 59 Board of Education Guidelines for Adults Interacting with Students.
- 4) SD59 Community Coach Application Form (if, applicable)
- 5) Complete a Police Information Check.

## **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.
- ☐ Provide a valid criminal record check

## **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 (Mr. Elson). 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**

With the districts no cellphone policy, students and parents can communicate with each other through the school phone. We do ask that this is only used as nessasary as we only have one line. Students can call parents as needed via the phone in the office. Our office is only staffed Tuesday- Thursday if you cannot get through please send an email to the classroom teacher or leave a message. Messages are checked daily.

## **STUDENT DRESS CODE**

Students are expected to dress in a appropriate manner conducive to a serious learning environment (no rude sayings/ pictures on t-shirts).

- Students are expected to have a pair of shoes solely for inside use (non-marking).
- 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.

## **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.

## **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**

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**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 the 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 CODE OF CONDUCT**

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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 and parents 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:**

### **Examples of Acceptable Behaviour**

#### **In the classroom:**

- being kind.
- using an inside voice.
- keeping hands to ourselves.
- trying our best.
- taking care of our things.
- listening to others.

#### **In the Hallways:**

- being quiet.
- walking in line.
- keeping our hands to ourselves.
- not playing.

#### **On the playground:**

- taking turns and including others.

- leaving rocks, sticks and snow on the ground.
- keeping the ground free of litter
- keeping hands to ourselves.
- using kind language.

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BE SAFE and BE RESPECTFUL to YOURSELF, to OTHERS and to PROPERTY.

#### **In the washrooms:**

- cleaning up our messes.
- respecting others' privacy.
- being kind to others.
- keeping our hands to ourselves.
- not playing.

### **Examples of Unacceptable Behaviour:**

- Verbal or physical aggression
- Rudeness or swearing
- Physically dangerous behaviour to self or others (throwing objects such as sticks, rocks, snowballs etc.)
- Defiant behaviour, insolence, lack of respect, teasing
- Misusing or damaging property or equipment

#### **Safe and Caring School Environments:**

##### **Are Free From Acts Of:**

- Bullying, cyber-bullying, harassment and marginalization
- Threat and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form
- Retribution against anyone who reported an incident

#### **Do Not Tolerate The Misuse Of**

- Cyberspace, Cell Phones, Electronic Devices, Computers

***Students will not be permitted use of their personal cell phones/electronic devices from the time they arrive on school grounds to the time they depart. Student who bring devices to school will be asked to place them in the office and retrieve them at the end of the day If problems persist a parent/guardian will be required to pick up the device from the office.***

#### **Do Not Tolerate the Presence Of**

- Theft or vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers

***Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age and maturity; and be restorative rather than punitive in nature.***

**NOTE:**

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- 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.
- This applies throughout the school day\* which includes break times and any school activity or sanctioned event, even if not held on school property. If breaches of the code of conduct happen outside of school hours but directly effect school business, consequences may apply.

**Consequences:**

Consequences will be applied in a fair and consistent manner, respecting individual rights, and responsibility. At Parkland we have high and rising expectations held for students as they become older, more mature and move through successive grades. Therefore age and maturity will be applied with regard to consequences. Whenever possible consequences will be restorative in nature.

- 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

Steps will be taken to ensure that a safe re-entry to school will be applied in a manner that ensures the safety of all parties involved. At Parkland we want to ensure that we have a safe and caring environment for staff, students and parents.

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**