



Greenwood Elementary School
Caregiver's Handbook
2024-2025

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<https://www.sd51.bc.ca/our-schools/greenwood-elementary-school/>

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Greenwood Elementary School

This handbook has been prepared for caregivers and students for the purposes of becoming familiar with GES's procedures, policies and expectations of students.

Code of Conduct: Please refer to the Student Code of Conduct that can be found in student's planners and on our school webpage.

School Bell Schedule:

8:35	School Day begins
10:15-10:30	Recess
12:30-1:10	Lunch
3:15	Dismissal

Accidents, Emergencies, and Illness: Although we take every precaution, during the school year, there may be accidents that occur and cases of sudden illness. We have onsite staff with first aid training who can provide care in these situations. Staff will always contact families, in cases that appear serious, so it is important that caregivers keep the school informed of where they can be reached in time of emergency. If it is deemed an absolute emergency, an ambulance will be called, but the school cannot authorize medical treatment.

If your child becomes ill during the day, we will ask them to stay in the medical room and monitor the situation. If it appears that they are not improving, we will contact you to take your child home. Please do not send your child to school if they are not feeling well in the morning. Good health is necessary for successful learning. Students who are ill should receive proper medical attention and not return until they are healthy and no longer infectious.

After School/Home Plans: Students who do not take the bus after school are expected to leave the school grounds and return home upon dismissal, unless under the care of their caregiver. After school supervision is available for students who take the late bus or are participating in school-organized extra-curricular activities. If your child needs to stay for a short time after school, please let the office know by calling or sending a note. We are happy to help supervise if we know that caregivers are running late for pick up. Changes to home routines should be advance planned-we do

not allow students to use the school phones to arrange playdates or make changes to their home plan.

Attendance: A student who attends school regularly will generally have greater success at school and feel a greater sense of belonging in their peer group. We do have a legal responsibility to keep records of student absences and late arrivals. If absences and lates appear to be chronically impacting a student's success at school, we will connect with caregivers to ensure that their child's education is not at risk.

All caregivers will be contacted by the school each time a student is absent and students who arrive late will need to be signed in at the office before proceeding to their classroom and signed out, by their caregiver, if they are leaving early.

Breakfast Program: GES offers breakfast (toast, fruit, vegetables, yogurt, etc.) to all students who may be hungry in the morning from 8:35-9:05 a.m. This program is operated through a nutritional grant from PC Children's Charity, BC Agricultural in Schools Program, Feeding Futures Food Program, and community donations. If you are interested in volunteering or donating, please contact the office.

Bus Routes: Bus routes are determined by our District Operations Department based on the addresses of the student's homes. Locations of current routes and bus riding policies can be found on our school website.

For a child to ride the bus and depart from or to another designation they will need a note from home/phone call from the caregiver to the office and a "Bus Transportation Permission Form" from the office. This form is crucial as bus drivers are not able to allow students on the bus and/or depart at a new stop without office authorization.

If your child is riding a bus to any destination other than their usual stop (or isn't normally a bus student), please send a note with them in the morning. They will bring that note to the office during the day and a Permission Form will be issued. This cannot be done at the end of the day as the office is a busy place. We appreciate plans that are made in advance.

Bus Access Cards: all regular riders have now been issued bus access cards that they will need to have available when they enter the bus. Students who have misplaced or lost their bus access cards will need to enter the bus last to allow the driver an opportunity to enter them into the system. Misplaced or lost cards will be replaced by informing the office and all students will get the first replacement card free.

Bus Discipline-riding the bus is a privilege, not a right and it is contingent upon students following the bus conduct rules. Student safety is a primary goal of our district and poor student bus behaviour can draw the attention of the bus driver away from the road, creating a situation where an accident could occur more easily. It is important for students and their caregivers to ensure proper student behaviour while students are riding in district buses. Failure to do so may result in a loss of bus privilege.

Cell Phone Policy: As per SD 51 policy, there is to be **no** access to or use of personal devices at any time during the school day. This is essentially a restriction from the moment the student arrives on school grounds until they leave school grounds at the end of the day. Parents are reminded that elementary students are always under direct supervision, and that the school will communicate with home for any emergent need that arises.

It is also important to note that security and storage of personal digital devices is the sole responsibility of the owner/user. The district assumes no responsibility for the safety, security, loss, repair or replacement of such devices. If students must bring a device to school, they are encouraged to ensure they are kept in a secure location. Our school does not have student access to lockers, and we are unable to keep personal devices in the office for safe keeping.

Caregiver Volunteers: We are excited to have caregiver volunteers as a part of the GES learning community. If you are interested in reading with students, supporting the breakfast/hot lunch program, supervising field trips, or more, please get in touch with your child's teacher and offer your time. You will also need to complete a Volunteer Application Form and Criminal Record Check- check with the office or our webpage for details.

Entering and Exiting the School: Please enter and exit the school building via the front doors. All outside doors remain locked throughout the school day to help us keep track of who is in the building. We will ask that you sign in upon entering the building and out upon exiting. This also gives the office a chance to stay connected to our visitors.

Extra-Curriculars: GES offers, with participant interest, after school sports and arts programs in the spring and extra curriculars throughout the year such as soccer, basketball, volleyball, track & field, friendship club, and many more fun ways for students to strengthen their skills.

We encourage intermediate students to join a team or club. Caregiver coaching or leading a club is invited and more than welcomed-contact your child's teacher or the office if you are interested.

Fees/Field Trip: There may be times when a trip or a learning adventure has a fee. All children will participate in field trips or school activities regardless of the ability to pay, please contact the office should circumstances require financial assistance.

Prior to any field trip, students will receive permission slips outlining the date, time, destination, supervision, activities, and cost, if any, of the activity. These forms must be completed, signed by the parent and returned to the school by the specified return date, or the student will not be able to participate.

Fire Drills/Emergency Procedures: We have a well-established program of safety instruction for all children. Six fire drills, two earthquake drills, and two lockdowns are carried out throughout the year to test our emergency preparedness of our building alarms, processes, as well as our staff and students.

Footwear: To help keep our school clean, students are asked to have a pair of non-scuff/non-marking gym shoes at school for indoor and gym use. All students are asked to take off their outside shoes upon entering the building and put on indoor shoes. This reduces the amount of dirt and slippery floors. For health and safety reasons, students are expected to always wear shoes.

Hallway hooks: All students are assigned a hook and a shelf spot for their backpack, jacket, and shoes. These areas must be kept tidy to help everyone navigate our halls safely.

Hot Lunch Program: GES PAC provides an optional weekly lunch program for a nominal fee for any child that has signed up in advance. A monthly list is sent home with the menu, the deadline for returning the forms, and any costs that are associated with it. Families who require financial assistance for their child to participate need only indicate it on the monthly form. No child will be denied the opportunity to participate in the hot lunch program if we have advance notice of their families wish that they are to be included. We will do our best to accommodate food-based allergies with advance notice.

Library Books: Students can sign out a maximum of two library books from our ever-expanding collection for a loan period of two weeks. If books are not returned, we will gently connect with caregivers to ask for help in locating missing library

books. If books are not located, we will need to ask for missing book replacement costs.

Additionally, we believe that there a book for every learner that can spark their interest and joy in reading. If your child has not yet found a passion for reading, please connect with the librarian for further assistance.

Lost and Found: We have a lost and found box at the gym end of the hallway. If students misplace personal items, they should check the box and retrieve their missing items. Every effort is taken to help missing items find their owners and belongings. Families are gently reminded that labeling belongings with their child's name helps the retrieval process greatly. Lost and Found items that are not retrieved after a reasonable amount of time and advertising in our school/on our social media site are donated to the local thrift store.

Off-Grounds: In the interest of safety, once students arrive at school, they are expected to remain on school grounds for the rest of the day until dismissed. This means that students may not leave the school during recess, lunch, before riding their bus home or the day, or being dismissed by their classroom teacher. The one exception to the rule is for students whose parents have signed them out for appointments-please inform the office, by phone call or note, if that is the plan for your child.

Outdoor Education: We spend a lot of time outside. Students are encouraged to develop comfort in playing in the fresh air through recess and lunch time. Please make certain that your child is prepared for various weather conditions depending on the season- raincoats, appropriate footwear, winter jackets, hats, gloves, etc.

In extreme conditions, the school may declare an "inside day" where students are invited to stay in during recess and lunch. Students choosing to stay inside can work, read, play in the gym, or enjoy a board game. Supervision will be provided in various sites within the school in this situation.

Parent Advisory Council (PAC): We have a dedicated group of caregivers who are the officially recognized voice of parents and guardians. PACs provide an avenue for parents to have participation, sharing, and input at the school level. It is open to all caregivers who have children attending our school and meetings are advertised through email, our webpage, and on our social media site on Facebook. The minutes of the PAC meeting and the Constitution and Bylaws are posted to our website for

caregivers to read. Please contact the office, if you have any questions or concerns and we will forward this on to the PAC members.

Personal Information/FOIPPA: We collect personal student and family information under the authority of the School Act, Section 13 & 97. This information is used for educational program purposes only and when required may be provided to health services, social services, or other support services outlined in Section 07(2) of the School Act and/or the information will be used for data submission to the Ministry of Education and Child Care. The information collected is protected under the federal Freedom of Information, Protection and Privacy Act (FOIPPA).

Reporting/Learning Updates: Ministry and district policy requires five reports during the school year-two written learning updates (November and March), and one Summary of Learning (June) and two informal reports. Informal reporting is done in a variety of ways including email or phone communication, digital portfolios, as well as face to face meetings. Our first general reporting generally happens at our school Open House. Any time that you have questions or concerns about your child's progress, please reach out to their classroom teacher to set up a meeting.

Recycling: Blue boxes for recyclable material and containers for recyclable juice containers are in all classrooms. Students are requested to use these recycling containers to keep our classrooms and school grounds clean. Money received from the recycled juice containers goes directly back into our school to support initiatives in classrooms, purchase playground equipment, or supplies needed for fun activities.

School Growth Plan: Please see our website for information about our current school goals.

School Programs: We have many fabulous school programs at GES including:

Indigenous Education Program: GES students learn about Indigenous culture, history, and ways of knowing from kindergarten to grade 7. All staff are involved in this work, which is supported by the Indigenous Culture and Student Success Facilitator.

Outdoor Education Program: It's our first year as a HCTF designated WILD School and classes will be spending lots of time outside learning from the land. This work will be supported by our District Outdoor Education Teacher and includes lots of trips outdoors to explore nature.

One to One Reading: Trained community volunteers are available to support student's growth as readers. Weekly they will meet with selected students to help their oral fluency with reading, providing support, suggested strategies, and encouragement to help students practice their skills. Caregivers will be informed of student's selection as a candidate for the program and written permission is required prior to starting practice sessions.

School Supplies: We produce a specific list of required school supplies for each classroom and lists are shared in advance of the school year beginning. Additionally, caregivers are provided the opportunity to purchase supplies directly from the school at reduced rates. We are fortunate to also have the use of last year's BC Affordability Fund to help any family who need financial assistance to provide school supplies at no cost. Please connect with the office if your child needs assistance with supplies or you would like to purchase supplies directly.

Standardized Assessment: Our students all undergo forms of assessment to help their classroom teachers better understand where they are at in their learning and design learning experiences that help them grow their skills in challenging areas. We do participate in "SD 51 Fall and Spring Read and Writes" with all students. You are welcome to ask classroom teachers for more information on student strengths or stretches.

For some students, we may need to have a little more information about their needs and require additional testing. In these circumstances, our learning support teacher or classroom teacher will reach out to caregivers to discuss next steps. Our goal is always to identify the challenge and address it as effectively as we can to help learners grow.

Student Arrival and Pick Up: All parents delivering and picking up students are asked to please obey all traffic rules and maintain reduced speeds on school property. Arrival and dismissal times are often busy, and the safety of our school community is our number one priority. Please respect the GES no parking zone for our bus pick up/drop off area and use designated parking spots.

Telephones: Telephones are in all classrooms and the office. Students should not use school phones unless under the supervision of a staff member and only for the purposes of contacting caregivers. Phones are not to be used for making after school

“play dates” with other students-these plans should be made prior to arriving at school for the day and communicated with the office if a bus permission slip is needed.

Website/Facebook: GES has a great website at. <https://www.sd51.bc.ca/our-schools/greenwood-elementary-school/>. You can also check us out on our Facebook Page under Greenwood Elementary School, <https://www.facebook.com/GreenwoodElementarySD51>.

We regularly update these sites with photos of the things that classes have done and upcoming events or information that we think our families may like to know to better support their children at home with preparing for their learning adventures.

Pictures of students are never posted with first and last names of students, nor will we post pictures of students that are easily identified whose parent’s have not signed the social media consent form in their original registration package. If you wish to change the photo consent (or check what it is) for your child, please contact the office.

Individual Educational Plans (IEP): Caregivers have the right to participate in the process to create a plan for their children with diverse needs. We will include families and where appropriate, students themselves in the creation of a support plan. The learning support teacher will contact families to invite them to the meeting and provide options for being a part of the process. We know that families are the experts in their children, and we value your expertise in helping us to create effective plans for learners. A copy of the IEP will be sent home for families prior to its implementation. If you have any questions or concerns about how to help your child at home or what will happen at school, please connect with the learning support teacher.

Education Based School Support Staff

Child and Youth Care Worker (CYCW): We do have a CYCW onsite two days a week to assist students in developing stronger social skills, working through stress or anxious feelings, aiding in student’s reaching IEP goals concerning social-emotional needs, helping with problem solving peer conflicts, advocating for the needs of a student, and providing referral services to families needing connections to outside agencies. Many of the services provided by our CYCW are group based. Please feel free to reach out to the classroom teacher, office, or directly to our CYCW if you would like to connect your child to this service.

Speech Language Pathologist: We also have the services of a SLP one day a week who conducts assessments and works with students (and their families) to support their speech needs. This is a referral-based service, and any speech language concerns should first be addressed with the classroom teacher. Students may also see our SLP in their classroom working with classes to improve the speech language skills of all learners.

Outreach Counsellor: Each term, GES is able to provide contracted counselling services to two students and their families. Caregivers will be contacted for permission and families are welcome to ask for this service if needed.

Indigenous Culture and Student Success Facilitator: Many of our school community families identify as having Indigenous heritage. Within our school we do have a ICSSF whose role is to provide direct contact and support of Indigenous students as well as providing opportunities for all students to grow in their knowledge of Indigenous teachings and First Peoples principles of learning. All families are asked at the beginning of every school year if they have Indigenous heritage to ensure that they receive regular access to the ICSSF, cultural teachings, and other supports. If your family has Indigenous heritage, please feel free to reach out to the ICSSF if you have any questions or concerns.

Educational Assistants: EAs are assigned to specific classes and/or students, and act as an extra adult resource within the classroom. EAs bring a wealth of strategies to support students in finding success and work directly with the classroom teacher.

District Based Student Support Personal: SD 51 staff and contracted support personnel include a District Principal of Student Support Services, Applied Behaviour Analyst, Educational Psychologist, Occupational Therapist, Physical Therapist, and Hearing Specialist. These services are only available through referral and often include a wait period.

Welcome to the 2024-2025 school year! If you feel that something should be included in this handbook that isn't, please let us know. We are always open to feedback from our families!