

# CHUTE LAKE ELEMENTARY

5240 Lark Street, Kelowna, B.C

Phone: 870-5139 Fax: 870-5039

Web Site: <http://www.cle.sd23.bc.ca/>



## Family Handbook

WELCOME!

We look forward to being able to work with you! We hope you find this handbook helpful. Entries are in alphabetical order to facilitate quick reference.

## **CHECK-IN / CHECK-OUT**

1. All parents/guests to the school must enter through the front doors and sign in at the office during regular instructional hours.
2. Student washrooms are for children only. Staff washrooms are available for adults or adults with young children who still require their parent's assistance. Please ask a staff member if you are unsure of the washroom locations.
3. Both the teacher and the school office should be informed in advance when a child will be leaving during the day.
4. When a child arrives shortly after the bell, they should sign in at the office as they have likely missed attendance.
6. Changes in pick up routines should be communicated to the child or teacher in advance depending on age of child to avoid confusion.
7. If a child is going to be late or absent, please remember to inform the school using the Safe Arrival absence reporting system (app or desktop site:  
<http://www.sd23.bc.ca/schoolmessenger/Pages/default.aspx>)
8. Your child needs to ask the office for help if there are any problems with pick up. Under no circumstances should your child leave the school grounds if he/she is expecting to be picked up.

## **DAILY PHYSICAL ACTIVITY – GYM – GYM STRIP**

Daily Physical Activity (DPA) refers to movement that enhances endurance, strength and flexibility. In British Columbia schools, grades K – 9 offer 30 minutes of daily physical activity as part of the students' education program. Although many activities do not require special footwear, it is important for students to have proper running shoes at school in order to take full advantage of DPA. Teachers will let parents know whether or not full gym strip is required for Physical Education classes.

## **HEALTH NURSE**

We do not have a health nurse at our school; however Public Health Nurses are available for support, information &/or referrals for any health concerns. They can be reached 8:30 – 4:30, Monday – Friday, at: Kelowna Health Centre, 1430 Ellis Street, Kelowna, 250-868-7700 or at [www.interiorhealth.ca](http://www.interiorhealth.ca)

## **INFLUENZA**

### **Proactive Measures:**

Influenza is caused by viruses that generally spread when an infected person coughs or sneezes. Here are six precautions to safeguard everyone's health:

1. Stay home when sick or experiencing flu like symptoms. Get plenty of rest and check with a health care provider as needed.
2. Avoid close contact with people who are sick.
3. Cover your mouth and nose with a tissue when coughing or sneezing, and throw the tissue away immediately.
4. Wash your hands. Washing hands often will help protect you from becoming ill. When soap and water are not available, use disposable hand wipes or gel sanitizers.
5. Avoid touching eyes, nose or mouth.

6. Practice other good health habits: get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, and avoid smoking, which may increase the risk of serious consequences if you do contract the flu.

## HEALTHY SCHOOLS INITIATIVE

The Central Okanagan School District has developed a Health Promoting Schools Policy which is available at <http://www.sd23.bc.ca/Board/Policies/Section%204%20%20Students/423.pdf>

This policy emphasizes several key components:

- Students making health-enhancing choices and avoiding behaviours that damage health and well-being.
- Maintaining a school environment that is safe and healthy for students and staff and which nurtures learning, achievement and growth of character.
- Partnerships between administration, school staff, students, parents, community and the health sector promote health-promoting schools.
- Every school strives to provide an environment of care and respect, promote relationships and a sense of belonging.

## HOME/SCHOOL COMMUNICATION

Effective home/school communication is very important during a child's education. There are many ways that the school will communicate to parents: monthly newsletters, online platforms, parent/teacher conferences, report cards, notes in agenda/planners, emails, and phone calls.

**Week Ahead Memos** will be sent home via email each Friday with of events, reminders and deadlines for the coming week.

**Monthly Newsletters** will be sent home via email the first week of every month with a principal message and more in depth articles regarding our school.

**Parent Advisory Council (PAC)** sends out occasional emails updating all families of upcoming events. They have their own website [www.clesharks.ca](http://www.clesharks.ca) where you can register for Hot Lunch and find out the latest news from the PAC.

**Parent-Teacher conferences** are scheduled twice in the year. The purpose of the conference is to share important information about each child's progress and to set goals for the future. Although conferences are formally scheduled twice during the year, parents may contact the teacher at any time to set up a meeting to discuss student progress, behaviour, or other concerns.

**Report cards** are issued three times during the year. The report card is intended to give a snapshot of student progress, highlight areas of strength and/or growth, and suggest ways to support the child's learning.

**Notices, notes from the teacher, papers requiring parent signature** are sent home in student backpacks, agendas or planners on a regular basis.

**Disagreements** that arise between parents or students and the school are best resolved at the school level. This is always the first step in finding a satisfactory solution because it involves problem solving and negotiating with those directly involved. Most differences of opinion come to satisfactory resolution in this way. If, however, the situation cannot be resolved at the school level, and the health, safety, or education of a student is at risk, the parent has the right to appeal the decision to the Board of Education. If, after meeting with the Board of Education, the parent is not satisfied with the outcome, the parent may pursue an appeal process with the Superintendent of Achievement. For a complete description of the Appeals Policy along with the recommended steps to follow in attempting to solve a problem, please refer to Policy 460 – Appeals, that can be accessed from the ‘Policies’ link under the Board of Education heading on the School District’s homepage – [www.sd23.bc.ca](http://www.sd23.bc.ca).

## **LIBRARY**

Students will have a book exchange period each week. We encourage students to borrow and return books in good shape and on time. Lost books are subject to small fines.

## **LOST AND FOUND**

Found items of clothing and sports equipment are stored in a bin at the bottom of the ramp adjacent to the library. Parents and students are encouraged to look through the bin from time to time to locate missing clothing. Each term, all items in the lost and found bin are put on display to be claimed by the rightful owner. Items remaining are donated to charity.

## **LUNCH**

Each day students will be dismissed to go and play outdoors before they come in to eat their lunch. Studies have shown that this approach has several benefits to students: improved application to academics in the afternoon, improved nutrition, improved behaviour. Nutritious hot lunches are available to students on Tuesdays and Thursdays. All ordering is done in advance via the PAC on-line website. [www.clesharks.ca](http://www.clesharks.ca)

Parents may give written permission for their child to leave the school grounds and go home for lunch. Please pick up the information letter and permission form at the office.

## **MEDICAL ALERT**

If your child has any medical condition or any reason to have medication while at school, or, please inform the child’s teacher and the office. There are specific forms that need to be completed on an annual basis in order to ensure the safety of your child.

## **NUT AWARE**

We have a number of students with anaphylactic food allergies. Most common is the life-threatening allergy to nuts. Please do not pack nuts, nut butters or anything containing nuts in school lunches. Thank you for your help on keeping our students safe.

## **PARENT ADVISORY COUNCIL**

All parents / guardians of students at Chute Lake Elementary are automatically members of the Parent Advisory Council (PAC). According to the BC Government, “The PAC is the legislated parent voice at the school level advising on any matter relevant to the school. The PAC represents the collective view of parents of children in the school.” At Chute Lake, the PAC provides both on-line notices and information in the school monthly newsletters to help parents stay informed. All parents are invited to attend scheduled meetings, check the PAC section of the Chute Lake website to find out more about ways to become involved.

## **SCHOOL FEES**

Students purchase school supplies from the school. We prefer payments to be made online – go to <https://centralokanagan.schoolcashonline.com/>

**Student Fees for the school year have been set as follows:**

School supplies.....	\$35.00
Cultural fee.....	<u>\$10.00</u>
<b>Total .....</b>	<b>\$45.00</b>

## **STUDENT ABSENCE AND CHANGES IN SCHEDULE**

If your child will be absent from school, please enter the absence in the Safe Arrival app [http://www.sd23.bc.ca/schoolmessenger/Pages/default.aspx#/](http://www.sd23.bc.ca/schoolmessenger/Pages/default.aspx#/=)

prior to 8:45 am. In the app you can advise of a 1 day absence, a multi-day absence, or a late arrival. If you do not notify us of your child’s absence, you will get messages from our system to confirm the whereabouts and safety of your child(ren).

## **STUDENT ABSENCE DUE TO FAMILY VACATION**

Each year a number of families take their children out of school for an extended period of time. Usually, this is for reasons associated with family plans, holidays or family business. We are respectful of the value of this family time and the rich life experiences these trips provide for children. Difficulties arise, however, when parents wish to be reassured that their child will not be “behind” in their work when they return.

If your child misses school for extended periods of time, he or she will be “behind” in classroom work. Missed instructional time and on-going classroom discussions surrounding the learning cannot be “made up” because complete lessons cannot be re-taught. We understand that your children will have other cultural and travel experiences that contribute to their overall development but the many varied daily classroom activities they will miss cannot be duplicated through worksheets or workbooks.

We believe that the most successful way to support student learning during extended absences is to: discuss the length/dates of absence with the classroom teacher; upon return teachers will do their best to help students get “caught up” by providing missed assignments; Please consult with your child’s classroom teacher about work that can be completed during the absence.

## STUDENT TELEPHONE

A telephone is available for student use but is restricted to phoning parents in the event of illness or other important situation such as a forgotten lunch, etc. The student phone is not to be used to arrange social events or for incidental items forgotten at home. Each classroom has a phone pass and students must seek permission from the teacher before obtaining the pass and using the phone.

## TRAFFIC SAFETY

Chute Lake Elementary is located adjacent to busy Chute Lake Road, Quilchena Avenue and Lark Street. Where possible, we recommend walking to school. One way that parents can reduce potential dangers to children is to follow the School's Traffic Safety Guidelines as listed below:

1. Please abide by the directions of student crossing guards located on Quilchena Avenue.
2. Note that automobile entry from Lark Street is one way into the school parking lot.
3. Please do not park at the entrance to CLE from Lark Street as this has posed tremendous difficulties for the school district busses ability to enter the school grounds.
4. Studies have shown that children lack road safety awareness and judgement until at least age ten or beyond. Knowing this, please remember to drive cautiously and watch out for the unexpected behaviour of children as they make their way to/from school.

Another way that parents can reduce dangers is to adhere to driving regulations. Below is a list of some driving infractions that occur regularly at our school. For further information, please refer to the ICBC Road Sense Drivers Manual.

### It is ILLEGAL:

1. to make a U-turn if it interferes with other traffic
2. to park across the entrance to a driveway or intersection
3. to park within 6 metres (19.5 feet) of a crosswalk or intersection
4. to park within 6 meters (19.5 feet) of a stop sign
5. to park where a traffic sign prohibits parking
6. to park where the curb is painted yellow or red
7. to park in a handicapped parking stall unless you display an appropriate permit
8. to double park your vehicle



## VISITORS TO SCHOOL

It is important that we know who is in the school or on the school grounds throughout the day. Therefore, we ask that parents and other visitors sign in at the office. This does not apply to before school drop off and after school pickup.

## VOLUNTEERS IN SCHOOLS

The Board of School Trustees, after consultation with community partners, established a policy for volunteers in schools. This policy clarifies issues of recruitment, the role of the principal, and liability issues for volunteers. School District #23's Volunteer Handbook is available at <http://www.sd23.bc.ca/DistrictInfo/Volunteers/Pages/default.aspx>

Volunteer opportunities include volunteering with small groups or individual students, assisting students with special projects, providing a positive adult contact for a student, making visual aids and materials, and assisting with organizational tasks. Individuals wishing to volunteer services to help students must contact the school office where we are responsible for:

- ensuring that all volunteers are advised that they will be required to submit to a criminal record check;
- providing for the safety of students in the care of volunteers;
- monitoring the activities of the volunteers;
- effecting the appropriate provisions of the collective agreements.

This policy is designed to provide both clarity of role and an additional safety check for those adults who work with our most precious resource. Additionally, as the Board is interested in expanding and strengthening the activities of volunteers in the schools, all criminal record checks will be conducted at Board expense.

**If you intend to volunteer, whether in the class room or on field trips please fill out a criminal record check form at the office. The criminal record check will be paid for by SD23 but sent to the volunteer. Criminal Record Checks must be completed, processed by the RCMP and handed in to the school or the School Board Office PRIOR to volunteering. Due to the timeframe needed to process Criminal Record Checks we recommend all parent/guardians complete the form at the beginning of the year to ensure they are able to participate in future events. Criminal records checks are valid for 3 years.**

## **WASHROOMS**

The school has specific washrooms available for adult use, or for pre-school children who need the assistance of their parents. Adults are not to use the washrooms that are designated for student use. Our students have been told if there is an adult in the washroom they are to leave and report it to the office. Please ask at the office for directions to the adult washroom if required.