



Parent / Student Handbook

Welcome to École Élémentaire Casorso Elementary School!! The purpose of this handbook is to provide students and parents with some general information concerning the organization and workings of our school. It is hoped that you will keep this book and use it regularly as a point of reference. This handbook is updated yearly, and thus we welcome any feedback from parents and students. Thanks for reading, and we trust that you will enjoy your year at your/our school!!

PLEASE NOTE: For information that is provided elsewhere on the Website, only HEADINGS will be listed with the location noted in brackets

At École Élémentaire Casorso Elementary School, we work with parents, guardians, and our community as a whole to provide a positive learning environment facilitating the growth of the whole child to become a confident, collaborative, innovative, life-long learner, thoughtfully contributing to our community as appropriate to his/her age.

STAFF (*CONTACT US* at the bottom of the Home Page)

HOURS OF OPERATION

Warning Bell	8:25 a.m.
Classes In Session	8:30 a.m.
Lunch	10:58 a.m.
Classes In Session	11:56 a.m.
Recess Break	1:10-1:25 p.m.
Classes In Session	1:25 p.m.
Dismissal	2:30 p.m.

OFFICE HOURS 8:00 a.m. – 3:30 p.m.

SCHOOL PHONE NUMBERS

School Office	250-870-5135
School Fax	250-870-5019
School Board Office	250-860-8888

SCHOOL YEARLY CALENDAR (*ABOUT US* Top Tab)

STUDENT SCHOOL FEES

A District plan provides basic school supplies needed by each student throughout the year. Parents and students have the option of purchasing these school supplies directly from the school. All students are expected to pay a cultural fee, which covers the cost of various performances at the school throughout the year. The fees for this year have been set as follows:

<u>Grade</u>	<u>Supplies</u>	<u>Student Planner</u>	<u>Cultural Fee</u>	<u>Total</u>
Grade K-6	\$35.00	N/A	\$10.00	\$45.00

These fees are available online for you to make payment – register as follows:

Step 1: Go to: <https://centralokanagan.schoolcashonline.com>

Step 2: Register by selecting the “Get Started Now” and following the steps.

Step 3: After you receive the confirmation email, please select the ‘click here’ option, sign in and add each of your children to your household account

CENTRAL OKANAGAN PUBLIC SCHOOL'S STATEMENT OF MISSION

Our mission is to educate students to value learning, possess knowledge and skills, strive for personal excellence, experience success, exhibit responsible citizenship, enjoy life, and meet the challenges of change through a variety of defined programs and technologies, strong parental and community involvement and an effective, caring staff.

SCHOOL GROWTH GOALS (LEARNING PLAN Top Tab)

CITIZENSHIP POLICY

Individuals who exhibit the attributes of a good citizen are practicing the skills and behaviours that are in keeping with our mission statement. Good citizens have access to many privileges and rarely have to be disciplined by authorities. Personal self-discipline is a life skill that must be practiced by all good citizens. The Citizenship policy applies to all of the students at our school. We expect acceptable behaviour from all of our students while they are at our school, in our community, or travelling to and from school. We actively encourage our students to behave as good citizens by:

- **Caring:** showing respect for self and courtesy towards students, staff, parent volunteers and school property;
- **Cooperation:** when working and playing;
- **Common Sense:** thinking about safety for self and others before you act; and
- **Responsibility:** accepting responsibility for behaviour and actions.

CODE OF CONDUCT (ABOUT US Top Tab)

SCHOOL NEWSLETTERS – 'The Howl'

Instead of monthly newsletters, we distribute *The Howl* on a weekly basis, which includes newsworthy items and our events in the upcoming weeks.

PROPERTIES – PERSONAL AND SCHOOL

Personal Properties – The school is not responsible for the personal property of students. Therefore, we request lunch kits and all items of outer clothing be identified with the child’s name (laundry marker, indelible felt pen, etc.). Unlabelled boots and running shoes are particular problems.

School Properties – Students will be issued textbooks at no charge. However, undue damage/loss of books will be charged to the student. Note: There will also be a charge for any lost/damaged library books.

Wheeled Vehicles – Bikes must be walked from the street to the bike rack area. Students must provide themselves with a good locking device and lock the bicycle securely to the rack. Please note that students must not play with the bikes during noon hour or recess. Bicycle helmets are mandatory. Students must remove rollerblades/heelies and get off scooters or skateboards once they have arrived at the entrance to the fenced areas or gates of the school grounds.

Driving on the School Grounds – The school grounds are closed for morning and afterschool vehicle pick-up – except for buses, licensed day cares and handicapped parking– please park on the adjacent or neighbouring streets.

DRESS CODE

The way we dress can communicate the respect we show to others and to the school as a place for working and learning. The purpose of the Casorso Elementary dress code is to clarify what clothing is reasonable for students and staff to provide a positive school climate. Students and staff are expected to be neatly and appropriately dressed for school and beachwear is to be avoided. Muscle shirts, halter tops, short shorts and bare midriffs, and clothing with suggestive words and pictures, alcohol or drug advertising are not acceptable. Students are encouraged to have an extra pair of shoes or running shoes to wear in school in wet weather and throughout the winter months. Bare feet or socks only, are not acceptable for safety reasons as all students must be wearing footwear at all times, in case of emergency school evacuation situations. Both inside and outside footwear is recommended. Parents are asked to check their children prior to them leaving in the morning, to ensure that they have the appropriate clothing for the weather (gloves, mittens, scarves, etc.), as they are typically outside for at least an hour each day.

INSIDE SHOES AND GYM STRIP

In an effort to preserve the cleanliness of our school, students are encouraged to bring a separate pair of runners for use within the school. These shoes will be used in the gym and throughout the school on days when outside footwear is wet or unsuitable (boots, etc.). These “inside shoes” should have non-scuff soles so that they do not mark our floors. Students are also asked to bring a change of clothes (shorts and t-shirt) for use in their Physical Education classes. This set of clothes should be taken home frequently for cleaning. Students must have an appropriate bag for gym strip storage (drawstring/sport’s bag, etc.). All gym strip should be clearly labeled with the student’s name.

STUDENT TELEPHONE USE

Students will only be permitted to use the Office phone in emergencies when they have received permission from their classroom teacher. Social arrangements (ie. to go to a friend's house after school) must be made before coming to school. Please make sure your child(ren) remember to take their lunch, schoolbooks and assignments to school. Parents wishing to contact their child's teacher are welcome to phone the school at 250-870-5135 and leave a message. The teacher will then return the call at their earliest opportunity.

CELLULAR PHONE USE

Please note that cell phones or other wireless/communication devices may NOT be used in change rooms or washrooms at any time or in classrooms or on the playing fields during the school day.

LUNCH TIME

We have a play first, eat second lunchtime schedule. When the 10:58 bell sounds, students are dismissed to play outside. Those who go home for lunch are expected to go home at that time. Those students remaining at school come in to eat when the bell sounds at 11:28. If your child usually stays at school for the lunch period, a note to his/her teacher is required for him/her to leave the school for any given lunch break. Students wishing to stay at the school to eat lunch are welcome. However, repeated disruptive behaviour during this period could result in a loss of these privileges, and parents will be asked to make alternate arrangements for their child. We have five *Noon Hour Supervisors* at École Élémentaire Casorso Elementary School who are hired by our district to supervise students during the lunch hour, while they are on the playground and then when they are eating in their classrooms. We have a play first – eat later lunch time schedule as adopted by the District Healthy Lifestyles Committee.

SUPERVISION

Supervision begins at 8:10 a.m., and for the safety of all of our students, we request that students do not arrive at school before this time. Teachers provide supervision at all times except during the lunch hour.

Supervision Schedule: 8:10 - 8:25 a.m.
10:58 – 11:56 a.m.
1:10 - 1:25 p.m.
2:30 - 2:45 p.m.

The supervision provided after school is to ensure that students are safely on their way home. It is not for children wishing to remain at school to play on the grounds. It is expected that all students will go directly home after school unless under the direct supervision of their parents or guardians. Supervision by school staff is completed by the 2:45 pm bell. Students who are still waiting to be picked up by this time, will be asked to go to the Office for assistance.

ATTENDANCE: ABSENCE CALL-IN, EARLY DISMISSAL &/OR HOLIDAYS
(*PARENTS* Top Tab, *PROCEDURES FOR ABSENT STUDENTS* Sub Tab)
CALL HOME/ SAFE ARRIVAL

This program is in effect to ensure the safe arrival of students at the school. Parents are asked to use one of the following options, prior to 8:30 a.m., to report if their child(ren) will be absent from school. This information is cross-referenced with attendance records and any unreported absences are followed up on. This may require office staff calling work numbers, home numbers or even emergency contacts to obtain the information we require to ensure that all students are accounted for. Your assistance with this program by calling in is greatly appreciated and simplifies the process of ensuring all students are accounted for each school day.

Central Okanagan Public Schools (SD23)

3 options to report a student Absence

-  Use the free **SafeArrival** App on your Smartphone
-  Use the **Parent Portal Online**
<http://sd23safearrival.schoolconnects.com>
-  Phone the school, push "1" to report

Visit www.sd23.bc.ca/safearrival for more details

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds at any time during the school day (8:30 a.m. to 2:30 p.m.) unless the school receives WRITTEN PERMISSION FROM PARENTS.

MEDICATION

Please note that School District staff *does not* dispense medication of *any kind* without special authorization. This includes non-prescription (over the counter) medication.



If medication is required during school hours, the procedure outlined below must be followed:

1. Please request a medication form from the school office. This form must be signed and approved by a physician before medication can be administered at the school.
2. Students who require a medical alert form for the administration of medication due to an allergic reaction should also have a form on file at the office. Medication to combat a potential allergic reaction must be stored in the school office and taken on any school field trips.
3. The medical alert form, the medication administration form, and the medical alert list are updated every school term. Our school's Public Health Nurse reviews these documents regularly.
4. All student medication must be kept at the school office.
5. It is the responsibility of the student to come to the office at the prescribed time to take his/her medication.

For further information or clarification, please contact the office.

LIFE-THREATENING ALLERGIES

A few of our students have been diagnosed with life threatening allergies and/or serious medical conditions. If your son/daughter is in a classroom with a child who has a fragile condition, necessary safety precautions will be implemented.

Please Note: École Élémentaire Casorso Elementary School is a designated **PEANUT/NUT AWARE** school. Helpful suggestions for peanut free lunches and snacks are readily available on the internet.

HOSPITAL HOME BOUND

The Hospital Homebound program is for students absent for 10 days or longer because of physical (ie. injury, disease, surgery, etc.), emotional or social causes. This program allows students to study at home and a Hospital Homebound teacher may be accessed for educational support. Referral is made by the school to Student Support Services. For further information, please contact the Vice-Principal or Principal.

LOST & FOUND

Lost and found items are located on the table in the hallway outside Room 126. Rings, pins, watches, keys and smaller articles can be found in the office. *Please ensure that your child checks regularly for "lost" items.* Unclaimed items are donated to a local charity.



RECYCLING PROGRAM

A very successful recycling program is in place at École Élémentaire Casorso Elementary School. Everyone is encouraged to recycle and reuse all possible materials. Every room is provided with containers in which students can place items to be recycled or reused. Our thanks in advance to everyone who participates in this program as we all benefit.

LITTERLESS LUNCH (ABOUT US Top Tab)

FIELD TRIPS

Co-curricular field trips are designed to complement classroom learning by providing educational experiences that will make classroom learning more meaningful. Central Okanagan School District buses are used whenever possible; however, with a limited field trip budget, teachers may organize parent drivers or public transit as a means of transportation. To transport students as a volunteer, a driver must have provided the school with the following applications and statements preferably **well in advance** of the field trip as the criminal record check process has changed and it takes longer as the applicant has to return their approved form to the school office **AND** then be added to the District approved list **BEFORE** being permitted to volunteer. All forms are available at the school office:

1. A criminal record check application (2 pieces of identification including one with a photo are required at the time of application). The process takes **A LONG TIME**, so please be sure to apply *as soon as possible*.
2. A vehicle use statement signed by the register owner, lessee or renter of the vehicle to be used to transport students (the BC certificate of insurance confirming ownership or the rental lease

agreement in applicable, and minimum \$1,000,000 third party coverage at the time of application).

3. A driver statement (a current driver's license must be presented at the time of application).

New booster seat regulations as of July 2008, require children under the age of 9, unless they have reached the height of 145 cm tall and are at least 18 kg, to be in a booster seat at all times. Due to this regulation, all Primary field trips will utilize bus transportation only.

Students must submit written consent of parent permission in order to participate in all organized field trips. Failure to provide proper paperwork, will result in the student remaining at the school, in a supervised setting, with an educational plan provided by their classroom teacher.

CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

At certain times throughout the year, teachers volunteer their time to run extra-curricular activities for the students of our school. We appreciate the teachers' efforts, and the support shown by parents. Notification of these activities will be provided in school and included in our newsletters.

REPORTING TO PARENTS

The Ministry of Education mandates that parents and students receive five reports during the school year. Parents will receive three format written reports and two informal reports. At the beginning, during or end of each term, your child's teacher will send home an overview of Ministry prescribed learning outcomes for each of the subject areas. The dates for our formal written reports for 2018-2019 school year are as follows:



<u>Term</u>	<u>Reporting Date</u>
One	December 19, 2019
Two	March 12, 2020
Three	June 25, 2020

All parent/guardians of kindergarten to grade 6 students must be provided with two scheduled opportunities to conference with the classroom teacher each year. Parent-teacher conferences may be arranged for a variety of reasons, such as establishing growth plans for a child and communicating student progress. Our regular parent/teacher/student interviews for this school year are *September 19th & 20th, 2019* and *February 6th & 7th, 2020*.

Scheduling information about these conferences will be forwarded to parents closer to the appropriate date(s). Parents are reminded that they may request an interview with their child's teacher at any time throughout the year.

SCHOOL LIBRARY PROGRAM (PROGRAMS & SERVICES Top Tab)

ENRICHMENT PROGRAMS

These programs are for students who demonstrate a need for broader or extended educational experiences in one or more areas. Enrichment is generally provided by the classroom teachers through modification of curriculum content, and may also involve the support of the Learning Assistant Teacher in the school.

COUNSELLOR INFORMATION (PROGRAMS & SERVICES Top Tab)

LEARNING ASSISTANCE (PROGRAMS & SERVICES Top Tab)

SPEECH AND LANGUAGE (PROGRAMS & SERVICES Top Tab)

HOW YOU CAN BECOME INVOLVED

Your child's learning begins at home with you. The school builds on that learning and recognizes that each child learns at his or her own rate. When your child spoke that first recognizable word, that word and its time were unique to your child, as were all those other developmental triumphs like riding a bike, playing cooperatively with friends, and counting to ten. At all times, your child learned each new skill when ready. Your child's experiences and explorations prepared the foundation for this growth and development. You are partners in the educational process and your participation is critical for your child's success. Some ways that you can become involved in your child's learning are:

- read and write with your child;
- participate with your child in community programs which allow for expanded experiences;
- attend meetings and conferences;
- become familiar with your child's programs and activities;
- talk positively about school with your child and share in his/her enjoyment and interest;
- and show your enthusiasm for learning by being a life-long learner yourself.

PARENT ADVISORY COUNCIL - PAC (PARENTS Top Tab, PAC Sub Tab)

PARENT VOLUNTEERS (PARENTS Top Tab)

FUN LUNCH PROGRAM

The École Élémentaire Casorso Elementary School Parent Advisory Council sponsors an optional Fun Lunch Program at our school and the profits from this program are used by the P.A.C. to support our school. We thank the P.A.C. Lunch Coordinators and the other volunteers for their hard work in ensuring the success of this program. The Lunch Program starts in October and lunches will typically be offered on Fridays.

Parents need to sign up at <https://casorso.hotlunches.net/admin> to register their child, select and order food items online as well as make online payments prior to the first delivery. If you cannot pay using *PayPal* then ALL manual payments MUST be accompanied by a remittance form and delivered to the office as payments will not be accepted in the classroom. Orders without payment as of the first delivery date will be placed on hold.

Please contact the office if you have any concerns and need assistance.

COMPLIMENTS AND CONCERNS

We always appreciate hearing any compliments you may have to share with us. Your support and kind words are most welcome.

If you have a concern about any of our school programs or something that is happening in the classroom, please contact your child's teacher at the school at 250-870-5135.

If you are not able to resolve your concern at that level, please contact the Vice Principal or the Principal, at 250-870-5135, or make an appointment to come into the school to discuss the matter with them.

If you still are not satisfied with the answers given, the next step is to phone the school board office at 250-860-8888 and speak to our Assistant Superintendent, Mrs. Vianne Kintzinger.

If you still are not satisfied then contact one of the School Trustees or our CEO/Superintendent, Mr. Kevin Kaardal through the School Board office at 250-860-8888.

Of course, we hope that you will always be able to resolve any concerns you have at the first and most important level – your child's teacher.

Whatever your concern or compliment is, we will be pleased to hear from you. Together we can solve problems, celebrate successes and create the school we all want for your child.