

South Kelowna Elementary School



SCHOOL HANDBOOK 2025 – 2026

4176 Spiers Road, Kelowna, B.C. V1W 4B5
250-870-5107 ske.sd23.bc.ca ske@sd23.bc.ca

MISSION STATEMENTS

B.C. Education System

The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy.

School District No. 23 (Central Okanagan)

Mission Statement

To educate students in a safe, inspirational learning environment where every student develops the knowledge and skills to be a lifelong learner and a healthy productive member of our global society.

Vision Statement

School District No.23 (Central Okanagan) is a progressive leader in education, which sets the standard for educational excellence and ensures that every student has opportunities to succeed.

South Kelowna Elementary

We at South Kelowna Elementary, in cooperation with parents and families, believe in providing a positive learning environment for the development of a student's full potential to become a knowledgeable, responsible and confident life-long learner within the immediate and global community.

HOURS OF OPERATION

Classes in Session	8:30 a.m. (8:25 warning bell)
Lunch	11:10 a.m. – 12:07 pm
Recess	1:30 – 1:45 pm
Dismissal	2:30 p.m.
School Office Hours	8:00 a.m. – 3:00 pm

SCHOOL WEBPAGE - Check out our webpage for the most up-to-date information! ske.sd23.bc.ca

SCHOOL NEWSLETTER

Our monthly school newsletter – *The Eagle Gazette* –will be e-mailed to parents at the beginning of each month and will also be available to view or download through our website.

District Overarching Goal:

"Each Central Okanagan School District student (K-12) will provide evidence of being a learner, thinker, innovator, collaborator, and contributor to find, follow and share their passions."

OUR LEARNING PLAN 2025 - 2026

School Goal

At South Kelowna Elementary, we approach and support our learners through a holistic lens, recognizing the interconnectedness of physical and mental wellness. It is through this lens that we will work towards the following student learning priorities:

1. **Collaboration:** All students will be able to identify and demonstrate the skills and abilities necessary for productive, meaningful, and supportive collaborative learning, with increased effectiveness over time.
2. **Writing:** All students will demonstrate improvement in their written expression, and see themselves as writers on a continuum of individual development.
3. **Reading:** All students will demonstrate improvement in their reading, and demonstrate growth in the critical thinking tools and strategies connected to appreciating and understanding text.

Sharing Kindness Everyday

ABSENCES - SCHOOL MESSENGER

Student absences, early departures and late arrivals must be reported via School Messenger: **School Messenger App** on your smartphone; parent portal website - <https://go.schoolmessenger.ca/#/home>; or, School Messenger touch-tone system by calling 250-870-5107, #1, and follow prompts. Students must still sign-in and sign-out at the office.

EXTENDED ABSENCES

Each year we are approached by an increasing number of parents who wish to take their child out of school for extended periods, usually for family plans or family business. We do not have a "leave of absence" policy. Rather, it is assumed that parents will make decisions in the best interests of their child.

We are respectful that many families have family members far away, and spending time with them is important. Difficulties arise when parents wish to have reassurances that their child will not be behind in their work when they return. When your child misses school for extended periods, he or she will be behind in classroom work. Missed instruction time cannot be made up because complete lessons cannot be retaught, nor classroom experiences replaced. Students may have cultural and travel experiences which contribute to their development, but, please understand, the varied daily classroom activities they miss cannot be duplicated through worksheets or workbooks.

TARDINESS

Tardiness interferes with learning in our school. The first few minutes are crucial times during which the tone of the class is set for the day. In addition, the goals of the day and special instructions are discussed. Students who are even a few minutes late miss this important information and are unable to catch up completely on what is going on. It is therefore extremely important for our students to be on time. Should a pattern of tardiness develop, classroom teachers will inform you and work with you to develop a plan to help.

SUPERVISION

Supervision is provided for students at South Kelowna Elementary before school (**8:10** – 8:30 a.m.), at lunch (11:10 a.m. – 12:07 pm.), at recess (1:30 – 1:45 p.m.), and after school (2:30 – **2:45 p.m.**). **Students waiting for buses or parent pick-up after school must wait in the supervised area at the north adventure playground.** Students playing after school in the south playground must be with their parent, and all safety and playground rules still apply.

Teachers provide supervision at all times except during the lunch hour. Noon Hour Supervisors supervise our students while they are eating their lunch or are on the playground during the lunch hour.

MEDICAL PROCEDURES

Students may take medications at school **ONLY AFTER** the parent or guardian has completed the appropriate "Medical Alert Planning Form" and the "Request for Medication Administration at School Form". Please contact the office for forms. Medications are kept in the office medical room.

FEES

Student Fees are \$50.00 per year (\$40=supplies / \$10=-cultural performances). This includes all school supplies needed for your child for the school year. **All fees (supplies/cultural/field studies) are paid online at** <https://centralokanagan.schoolcashonline.com/>

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of these devices is strictly prohibited at school by students in the school fields before or after school, in classrooms, change rooms, or washrooms for any use including utilizing social media, sending or receiving text messages, or to take, send, or receive pictures. Students are permitted to bring a cell phone to school for emergency purposes. **The cell phone must remain off and in the child's locker during the school day.** Please see the Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services section in our Code of Conduct for further details. Students have access to a student phone in the office if a phone call is necessary. Office staff can support with this.

SCHOOL PHONES

Students may use their classroom phones *with teacher permission* for important reasons. Parents are asked to use the Student Agendas for Grades 2-6 to communicate any information regarding after-school arrangements (if different than normal). For kindergarten students please send a note or email the teacher. **Messages for students**

should only be for emergency situations, *Play dates should be arranged from home outside of school hours.*
Please be considerate of the many phone calls we receive through our office on a daily basis and try to keep your calls to very important messages only.

BICYCLES/ROLLER BLADES/SKATEBOARDS/SCOOTERS

Students bringing bicycles, roller blades, skateboards or scooters must be wearing a helmet and these items may not be ridden on school property during school hours (8:00 am - 3:00 pm). Students should use a good locking device and lock the bike securely to the bike rack upon their arrival at school.

STUDENT PICK-UP AND DROP-OFF ZONES

We are fortunate to have an abundance of parking for our parents here at SKE. We thank you for following these guidelines: Kindergarten & Grade 4-6 parents drop off/pick up in the back field. Grade 1-3 parents drop off and pick up on Spiers Rd (west/east). **The Staff Parking Lot is for STAFF ONLY.**

TRANSPORTATION

Please see the Transportation link on School District #23 website: sd23.bc.ca for eligibility and updated information in regards to bussing eligibility and registration.

LUNCH TIME PROCEDURES

Parents expect the school to supervise their children when they send them to school. For this reason, we expect our students to stay on the school grounds from the time they arrive in the morning until they go home in the afternoon. For safety reasons, students are not allowed to leave the grounds before school, during lunch or after school (**notes to go to the store will not be accepted**). If you must take your child out during the lunch break, please report this in School Messenger and the student may sign-out and sign-in at the office. Please send a full **water bottle** (labelled with name) to school with your child. Students may re- fill their water bottles at the water bottle stations. Students are expected to have all **utensils** required to eat their lunch and snacks. We are a **NUT FREE** facility, as many students have severe allergies.

HOT LUNCH PROGRAM

South Kelowna Elementary Parent Advisory Council (P.A.C.) sponsors the Hot Lunch Program at school. As the P.A.C. is providing this program, parents have the *option* to order and to *prepay* for meals that are delivered to the classrooms. A variety of choices, that all meet the Ministry of Education's Healthy Food Guidelines, are available for students. This program is run by parent volunteers.

BEHAVIOR RESPONSE PLAN

- In the event of a violation of our Code of Conduct, the staff will endeavor to act consistently by communicating with all individuals involved, determining all of the facts, and treating students with fairness and respect. The staff recognizes that each incident must be dealt with on an individual basis, dependent upon the student's history, severity of incident, frequency, circumstance (i.e. provocation and premeditation), level of remorse, and cooperation.
- Every effort will be made to suit the consequence to the student and the situation. If consequences are necessary, they will be logical and fair, involve the student and respect their individual rights, abilities and maturity. Whenever possible, the student, with the assistance of the administrator, teacher, counselor and/or guardian, will be involved in solving the problem. We are committed to a respectful problem-solving process with students that builds their capacity and skills for dealing with conflict in life. We believe an apology is important to restore the relationship.
- Special considerations may apply to students with special needs if they are unable to understand and comply with our Code of Conduct due to having a disability of a physical, intellectual, sensory or emotional or behavioral nature.
- The school will treat seriously behavior or communication that discriminates based on race, colour, ancestry, place of origin, religion, gender, gender identity and expression, marital status, family status, physical or mental disability, sex or sexual orientation – all prohibited grounds set out in the BC Human Rights Code.

INCIDENTS OF INAPPROPRIATE BEHAVIOUR

Level 1: Mild Misbehavior

Mild misbehavior disrupts a positive and orderly school environment. Examples may include:

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|--------------------------|-------------------------------|---|
| • disruption of learning | • dishonesty | • inappropriate physical contact |
| • inappropriate manners | • misuse of washroom | • bringing inappropriate items to school (ex. electronics, trading card |
| • unsafe conduct | • inappropriate language | |
| • minor vandalism | • inappropriate tone of voice | |
| • teasing | • defiance | |

Possible consequences: Problem solving conversations will occur with the child/children involved; written problem-solving process; loss of privilege; time-out; item taken away; parents contacted; verbal or written apology; service to the school.

The classroom teacher or noon hour supervisor will generally deal with students involved in minor infractions. If misbehaviour continues or increases, the supervisory staff may take the incident to the teacher or administration. The administration records the violations in the MyEducation BC student information system.

Level 2: Moderate Misbehavior

Moderate misbehaviour may threaten the learning or physical/emotional safety of others. Examples may include:

- Repeated mild misbehaviours
- cheating
- graffiti
- stealing
- bullying
- unsafe/dangerous behaviour
- swearing at others
- lying to an adult
- throwing snowballs/rocks
- sexually explicit comments
- bringing unsafe items to school (ex. lighters, lasers)
- defiance to authority; non-compliance with staff
- misbehaviour during safety drills
- inappropriate computer use
- inappropriate conduct on field trips
- repeated defiance

Possible consequences: Meeting with the Principal; parents contacted; coaching/direct instruction of skills and appropriate behaviour; loss of privilege; extended time-out (loss of recess or lunch; item taken away and picked up by caregiver; restorative justice (compensation, paying for damages); work-station at the office

Level 3: Serious or Major Misbehavior

Serious misbehaviour may be dangerous or threatening for students and staff. Examples may include:

- repeated moderate misbehaviours
- intentional fighting
- truancy
- threats
- harassment
- use of drugs/alcohol
- blatant defiance
- physical violence
- repeated incidences of bullying
- damage to property
- fire lighting/misusing fire equipment
- major theft/vandalism
- swearing at staff
- discrimination
- possession/use of a weapon or toy replica

Possible consequences: Meeting with the Principal and parents; in-school workspace at office; suspension (in-school or at home); 1-10 day definite suspension; restorative justice (compensation, paying for damages); notification of other authorities (ex. RCMP,). An apology should be made to restore the relationship. Parents will be contacted. Students involved in major infractions (i.e. false alarm, smoking, fighting, theft, vandalism, defiance) will be dealt with by the administration. Parents will be contacted immediately to be informed of the disciplinary procedures. A suspension may occur as the result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may be considered. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline (5600).

The principal has the right under the School Act to discharge discipline as necessary. This includes the right to suspend a student.

SCHOOL DRESS CODE

South Kelowna Elementary and students take pride in their school and the community they work and live in.

Consistent with this perspective, and our Code of Conduct, the dress code is based on the following principles:

- Respect for learning, human rights and dignity of others
- Safety of persons and property
- Promotion of a drug and alcohol-free environment
- We encourage parents and caregivers to play an active role in helping to promote appropriate dressing practices for their children.

To maintain a safe learning environment, students are expected to:

- Wear footwear while in and around the school (note: roller blades/shoes with built-in roller(s) are not appropriate within the school building)
- Have a change of clothing for activities, like P.E. or dance, where they may perspire.
- Wear special safe clothing items in workshops or lab areas.

Consistent with many worksites, there is an expectation that individuals dress in a comfortable and appropriate manner. Some examples of inappropriate items of dress include:

- Clothing items with words or graphics that are racist, sexist, profane, or demeaning to another person; advocate violence; and/or promote or depict use of alcohol or illegal drugs.

PROGRESSIVE DISCIPLINE PROCEDURES

Definition: Progressive discipline is a systematic, effective approach to escalating the consequences for inappropriate or unproductive behavior.

Purpose: To effect positive changes in a student's behavior pattern.

Step 1 - Staff/Student Intervention

- variety of classroom management strategies
- one to one problem solving discussion with student
- verbal redirection or reprimand
- assign appropriate consequences

Step 2 - Staff/Parent Intervention

- note or phone call to parent
- work with parents for intervention strategies
- parent interview or meeting (possibly include student)

Step 3 - School Based Team (S.B.T.) Intervention

- referral to S.B.T.
- involve counselor, L.A.T. and Principal to get more information
- S.B.T. determines if there are difficulties in other classes
- S.B.T. works with parents to design and implement plan to support student

Step 4 - Administration Intervention

- student referral to administrator

Important Notes:

- This procedure is designed for dealing with ongoing behavior problems. In cases which involve safety, obvious unacceptable behavior, such as fighting or disobedience, we should deal directly with the problem, including immediate administrative referral, if appropriate.
- A step could be repeated before moving to the next step at the teacher's discretion.
- It is critical that documentation occur throughout the progressive discipline procedure. (ie: a paper trail)

Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's

access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

PARENT AND COMMUNITY VOLUNTEERS

Parent and community volunteers are welcome at South Kelowna Elementary. The volunteers at the school make a huge contribution, either through the P.A.C. activities or through helping the school and/or teachers directly either in the classroom or on field trips. **It is policy that all volunteers complete a School District #23 Criminal Record Check.** Please contact the school office for forms. **Please complete and submit your form asap as it takes a minimum of 3 weeks to process.**

PARENT ADVISORY COUNCIL

The South Kelowna Elementary Parent Advisory Council (P.A.C.) is a group of parents who volunteer their time. The purpose of the P.A.C. is to support, encourage and improve the quality of education and the well-being of children in South Kelowna Elementary School. Parental attendance and participation is encouraged at the P.A.C. meetings, traditionally held on the third Wednesday of each month in the library at 7:00 p.m. **The P.A.C.'s success is dependent upon parental involvement and a few major fund-raising activities.** Please come out to the meetings and stay informed.