

École Isabella Dicken Elementary School Handbook



Student Handbook Table of Contents

Principal's Message	3
School History	3
School District 5 Southeast Kootenay Board Office Information	4
ÉIDES Teaching, CUPE and Support Staff Information.....	5
ÉIDES School Grounds Map	6
Daily Bell Schedule	7
Attendance	8
Student Educational Supports and Programs.....	8-9
Indigenous Support and Education	10
School Bus Policy.....	11
Student Placement.....	11
Parental Concerns Protocol Policy.....	11
ÉIDES Parent Advisory Council (PAC).....	11
ÉIDES Code of Conduct.....	12
ÉIDES Code of Co-operation.....	13
SD5 Parent/Caregiver Code of Conduct	14
Safety Considerations at ÉIDES.....	15

ÉIDES WELCOMES YOU!

École Isabella Dicken Elementary School is an energetic Kindergarten to Grade 6 school of 560 students situated in Fernie. Our staff of enthusiastic teachers and support workers work closely with our Parent Advisory Council to provide a well-rounded program for our children, including a late French Immersion program, a fully serviced student support program, extra-curricular sports and clubs programming, and Fine Arts opportunities including presentations, music, and seasonal concerts. Our strength is in the students, parents, faculty and community who work together to make our programs enriching for all of our children.

As partners in education, our mission at ÉIDES is to provide all children with the opportunities to acquire knowledge, skills and attitudes that enable them to reach their full potential in a positive, supportive, safe school environment in order to become lifelong learners and responsible citizens.

Kindness
Connection
Courage

SCHOOL HISTORY

Isabella Dicken Elementary School was officially opened on January 14, 1966, as a primary school. The first principal of the school was Mr. Max Turyk. In September 1971, the school expanded, enrolling in Kindergarten through Grade 7. ÉIDES now enrolls 550 students, Kindergarten to Grade 6.

Miss Isabella Dicken, after whom the school is named, had a long and distinguished career as a primary teacher in the Fernie School system. She came to Fernie from England in 1905 and graduated from Fernie's first high school in 1912. After attending Vancouver Normal School in 1913, Miss Dicken started teaching Grade 1 in the Fernie Elementary-Secondary School in the fall of 1914 and taught the same grade until her retirement in 1953. Miss Dicken passed away in 1992.

This student-parent-teacher handbook is an outline of École Isabella Dicken Elementary School's practices and procedures for working together and learning as a school community. We invite parents to become active participants in their children's learning and to work cooperatively as part of our ÉIDES parent/teacher/student team.

This handbook will be updated each summer, and a digital copy of the handbook will be emailed to families at the beginning of the school year. The handbook is also available to be downloaded from our school website. Students in grades 2-6 receive a student agenda which includes our Code of Conduct and Code of Cooperation.

Throughout the school year, additional dates, important date changes, and new or revised policies will be included in our newsletters and on our website. A calendar of events as well as more information on events and programs at our school can also be found on our website. Parents are encouraged to check it regularly.

For any questions or clarification of any of the handbook's contents please contact our school office.

Principal: Nicole Neufeld • **Vice Principal:** Amy Leeden
School Admin Assts: Arlene Dykhuizen & Christine Sweet

School Phone: 250-423-4651
Email: ides.mailing@sd5.bc.ca

VISION STATEMENT: BC MINISTRY OF EDUCATION

We make a difference in the lives of British Columbians trying to overcome social and economic barriers by:

- Believing in their ability to realize their potential and make meaningful contributions to their community, and
- Providing access to the services and resources to help them build the resilience and personal accountability necessary to achieve those goals.

SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY

VISION: Students love to learn here, staff love to work here, families love to gather here.

MISSION: Our students will graduate with dignity, purpose, and options.

VALUES: Respect, Vision, Fairness, Collaboration, Integrity, Inclusion

FRAMEWORK FOR ENHANCING STUDENT LEARNING EDUCATIONAL OUTCOMES:

Outcome 1: Students will meet or exceed literacy expectations for each grade level.

Outcome 2: Students will meet or exceed numeracy expectations for each grade level.

Outcome 3: Students will feel they have a place to belong in our schools and our society.

Outcome 4: Students will graduate with confidence, purpose, and option

SCHOOL DISTRICT 5 - SOUTHEAST KOOTENAY

MAIN BOARD OFFICE

940 Industrial Road #1
Cranbrook, B.C. V1C 4C6
Telephone: (250) 426-4201
Toll Free: 1-866-423-4201
Fax: (250) 489-5460

School Board Trustee (Fernie) - Nicole Heckendorf

DISTRICT MANAGEMENT:

Ms. Viveka Johnson, Superintendent of Schools/CEO

Mr. Nick Taylor, Secretary-Treasurer

Mr. Michael Kelly, Director of Instruction Curriculum & Assessment

Mr. Brent Reimer, Director of Instruction/Human Resources

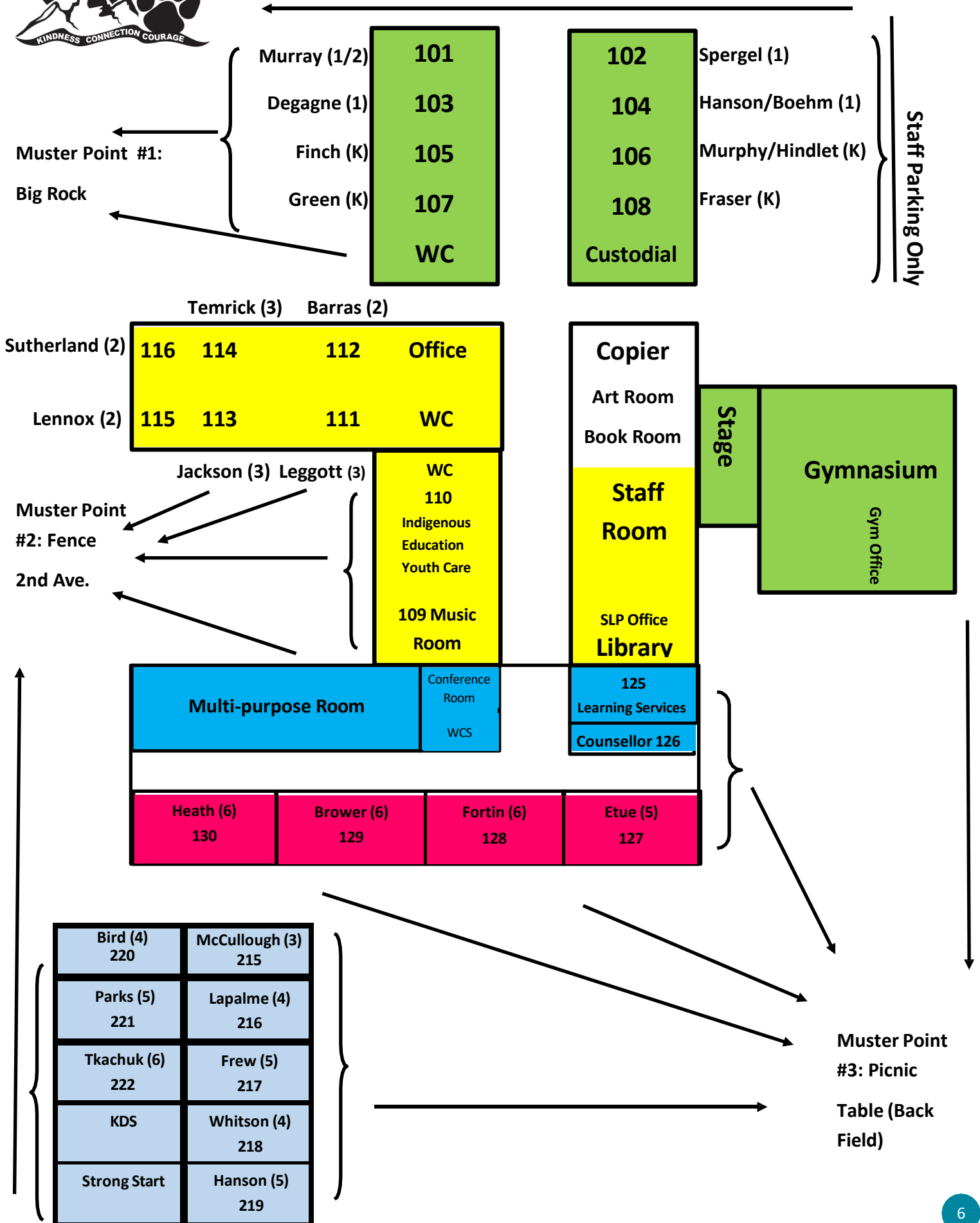
Mr. Jason Tichauer, Director of Student Learning and Aboriginal Education

ÉIDES TEACHING, CUPE & SUPPORT STAFF

K	Bree Green	107
K	Danielle Murphy/Kate Hindlet	106
K	Jane Fraser	108
K	Sarah Finch	105
1	Brooklyn Hanson/Belle Boehm	104
1	Danielle Degagne	103
1/2	Pam Murray	101
1	Leah Spergel	102
2	Cathryn Lennox	115
2	Nicolle Sutherland	116
2	Ami Barras	112
3	Tarah Leggott	111
3	Jill Jackson	113
3	Tammy Temrick	114
3	Jacquie McCullough	215
4	Jessica Bird	220
FI4	Kate Lapalme	216
FI4	Rylee Whitson	218
5	Jane Frew	217
FI5	Roe Parks	221
FI5	Russell Hanson	219
5	Raegan Etue	127
6	Tyler Fortin	128
FI6	Jacquie Brower	129
FI6	Jen Heath	130
6	Shannon Tkachuk	222
Student Services	Donna Cameron, Melissa Fleishacker, Becca Quinn	110
PE Prep	Andrea Nimmo, Kate Hindlet	Gym
Library	Jen Schacker	
Library Clerk	Val McArthur	
Counsellor	Rusan Morgan	
ELL	Raphaela Tuchscherer	
SP	Adele Minto, Amy Barbaro	
SLA	Megan Filby	
Aboriginal Ed	Lara Gawryluk	
YCW	Kassidy Marshall, Hailey Glover	
Education Assistants	Jen Champagne, Melissa Creelman, Katie Barnett, Nicky Mitchell, Val Luznar, Leslie Prentice, Linda Sinclair, Amy Hare, Nat Albota, Corinne Hoetmer, Ashley Lattie, Nat Parr, Robyn Dunfield, Aman Singh, Christa Richardson, Susan Alaric	
FI Class Assistant	Kirfisha Mareemootoo	
Custodial	Keith Buchanan, Melissa Emond, Jakub Emond, Virgil Organ	
School Admin Assts	Arlene Dykhuizen, Christine Sweet	
Vice Principal	Amy Leeden	
Principal	Nicole Neufeld	



ÉIDES School Map



École Isabella Dicken Elementary School

Daily Bell Schedule

8:20 - 8:50 am **Morning Supervision #1**

8:50 am **Welcome Bell / Students Enter**

8:55 am **Classes in Session**

RECESS

10:15 – 10:30 am **Kindergarten, Grade 1 & Grade 1/2 (Murray) - Primary
Playground**
Grades 5 – 6 - Intermediate Playground

10:30 – 10:45 am **Grade 2 - Primary Playground**
Grade 3 – Primary or Intermediate Playground
Grade 4 - Intermediate Playground

LUNCH BREAK: 12:15 – 1:05 pm

<u>LUNCH</u>	K – Grade 1 & 1/2 (Murray)	12:15 – 12:40 pm	Outside Primary Playground
		12:40 – 1:00 pm	Lunch in Classrooms
	Grades 2 – 3 (Temrick, Jackson & Leggott)	12:15 – 12:40 pm	Lunch in Classrooms
		12:40 – 1:00 pm	Outside Primary Playground Grade 3's allowed on Intermediate Playground
	Grades 3 – 4 (Portables)	12:15 – 12:40 pm	Lunch in Multi-Purpose Room
		12:40 – 1:00 pm	Outside Intermediate Playground
	Grades 5 – 6	12:15 – 12:40 pm	Outside Intermediate Playground
		12:40 – 1:00 pm	Lunch in Multi-Purpose Room (Portables) Lunch in Classrooms for 127, 128, 129 & 130

1:00 pm **Afternoon Welcome Bell**

1:05 – 3:05 pm **Classes in Session**

3:05 pm **End of Day Dismissal Bell**

Attendance

School Messenger SafeArrival and Communicate - Welcome to School Messenger!

SafeArrival handles most of the parent contact (including phone calls) when a student absence is unexpected.

All parents are asked to please report student absences before **8:15 am** on the day of the absence (you can also report absences in advance, if they are known).

To report an absence, you may choose to:

- call the toll free # 1.833.566.1225 or
- access the following website: <https://go.schoolmessenger.ca> or
- download App from Apple or Google Play

Please choose the reason for your child's absence from school: sickness, appointment, family vacation, etc. Don't forget to wait for confirmation # to ensure your child's absence has been recorded.

If you do not connect with the SafeArrival system by **8:30 am** on the day of your child's absence from school, and when the teacher has completed attendance for his/her class, then a report will be dispatched for all.

Late Arrival (AM/PM)

Any students arriving late, please report to the office and check in on the Sign In/Out binder on the front counter.

Early Dismissal

Please sign out your child at the office if they leave before morning or afternoon dismissal. The sign-out sheet is available in the binder at the front counter of office.

Kindness Connection Courage

Student Learning Supports and Programs

Parents or educational staff may recognize the need for additional academic or behavioural support or changes for students. Parents are a critical part of these decisions and will be invited to work with a School Based Team, which consists of the student's teacher, the Student Learning teacher, the Principal and other informed staff members to create a plan to support the student with their needs. This process will be utilized for students who need Individual Education Plans created or are struggling in some manner.

We have three Student Learning Teachers at ÉIDES: Ms. Cameron, Ms. Quinn and Ms. Fleischacker.

SUPPORT PROGRAMS

At ÉIDES, teachers are given support in providing programs for their students through the **Learning Assistance, ELL, Speech and Language and Special Education Programs**. These specialists support the classroom teachers by providing resources, consultation, assessment and evaluation, and offering small group or individual instruction.

Other services available to teachers and students include **hearing impaired, physical therapy, occupational therapy and counselling**. Parents are informed and/or consulted when their child is receiving these additional services.

COUNSELLING

Students and parents have access to counselling with Mrs. Morgan. Anyone wishing to access counselling services can do so by contacting Mrs. Morgan, our Principal, Student Learning teacher or your classroom teacher.

School counselling is designed as a resource for students, their families, and educators. They are here to support students on a wide range of issues such as social skills, peer relations, changes in family situations, academic difficulties, and self-esteem. Students may choose to have regular sessions (usually 6-8) on a bi-weekly basis or make appointments when needed. Our counsellor provides prevention and intervention services, including individual, group and classwork as well as connecting and educating families on outside agencies/opportunities. The focus of school counselling is to enhance students' development, foster a supportive school culture, and empower students towards positive change.

During the year, teachers or parents are encouraged to identify students that may benefit from additional support. In addition to being identified by adults in their life, students are encouraged to initiate the referral process (a great demonstration of autonomy and independence).

Our school counsellor is Rusan Morgan. If you need to make an appointment with the school counsellor, please call the school to make an appointment, or email at rusan.morgan@sd5.bc.ca

YOUTH CARE WORKER

Our Youth Care Workers are on site to assist students in academic and nonacademic endeavors and to connect with students. Youth Care Worker services are accessed through our Student Services department or administration. We encourage parents to let us know if they would like to make use of Youth Care Worker services.

Youth Care Workers wear many hats; at times they can be the peacekeepers/problem solvers on the playground, the listening ear for a parent who is overwhelmed at home, a snack and a blanket for a student having a tough day or a quiet space where students can come to rest. Youth Care Workers work as part of the student services team here at EIDES to help build relationships with teachers, students and their families, promoting social competence and overall healthy development.

A visitor to ÉIDES may see Youth Care Workers connecting with students 1-1, within group settings, on the playground or during community outings. Throughout the school day a Youth Care Worker's goal is always the same, enhancing the social and emotional development of our students.

Words from our Youth Care Workers

We work towards achieving this goal through our food programs (Breakfast Buddies, Lunch program, Backpack Buddies and snack breaks) while checking in with our students to see how they are feeling throughout their day. We also offer a soft start to the school day, allowing students the time and space they might need to be successful, and returning to class ready to learn and play with others.

Where can you find them at ÉIDES?

The Youth Care Room has been renovated to provide students with a zone that is focused on connection, belonging and leisure. In the Youth Care Room students learn self-regulation strategies, co-operation skills, team building, emotional literacy, and ways to self-regulate independently and/or with the support of safe adults and accepting peers.

Youth Care workers strive to create a culture of belonging, acceptance, and inclusion within our school that carries onto our students' families and into the community.

SPEECH PATHOLOGIST

Parents who have concerns about the development of their child's speech and language development are encouraged to contact their child's teacher. Teachers may also contact parents if they feel there are concerns related to speech. Children requiring service will be referred to our Speech Pathologist, Mrs. Minto and may participate in our Sound Connections Program.



Ki?su?k Kyukyit.

**We are honoured to work, live, play and learn
on the homelands of the Ktunaxa people**

INDIGENOUS EDUCATION

Our Indigenous Education worker for ÉIDES is Kerry Peters.

We at School District 5 would like to acknowledge that we are on the traditional lands of the Ktunaxa People and the chosen lands of the Metis.

The Ministry of Education is responsible for Indigenous Education in the BC public school system kindergarten to grade 12. Through the Learning Division, Indigenous Education, the Ministry is committed to working with education partners, school districts and Indigenous communities to improve Indigenous student success.

Our District is committed to the education of our students of Indigenous ancestry.

Provincial Indigenous Education Enhancements
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/indigenous-education>

All students who identify themselves of Indigenous Ancestry are eligible for support services through the Indigenous Education Program.

Students who self-identify as having First Nation, Métis or Inuit ancestry have access to cultural, academic, and social support services through our Indigenous Education Support Worker, Mrs. Peters. Students and parents can contact our worker directly by phone or email (kerry.peters@sd5.bc.ca) at the school to learn more about Indigenous student support and programming.

The Indigenous Education Program at École Isabella Dicken School focuses on presenting students with opportunities to learn, share, and take pride in their own culture, and other Indigenous cultures of Canada, through cultural awareness, authentic resources and presentations by Elder/Knowledge Keepers. This program also supports student academic success, social/emotional/spiritual and physical well-being and citizenship through providing opportunities for group and individual support and Welcoming Spaces that encourage a sense of belonging.



SCHOOL BUS POLICY

Each September, all new bus students and Kindergarten students will be issued, "CODE OF CONDUCT FOR SCHOOL BUS PASSENGERS". Parents are required to sign this form and have it returned to their child's teacher as soon as possible. Students must follow bus safety and behaviour guidelines while riding the school bus.

It is a school policy that any registered bus students not taking the bus home must have it written in their student agenda for the teacher. Due to bus-overloading, courtesy riders will not be allowed. Transportation for after school activities and play dates for courtesy riders will have to be provided by parents.

Bus Pick Up Times: Please call the Bus Shop at 250-423-5885

Bus Departure Times from ÉIDES: 3:15 pm for all buses.

STUDENT PLACEMENT

ÉIDES staff take many aspects of each child's strengths and areas for further growth into consideration when placing them into their new class grouping, including academic needs, social strengths, independence, work habits, classroom balance, and other factors. We believe that by using these criteria, our school will be able to provide the best possible learning environment for all our students.



PARENTAL CONCERNS PROTOCOL POLICY

At times, parents may have concerns about something that has happened at our school. At ÉIDES we encourage open communication to discuss any concerns that you have. If you have something that you wish to discuss or an issue to resolve, the protocol to follow is:

- Phone the school office to set up an interview time to discuss the matter directly with the staff involved.
- Meet with the staff involved to resolve the issue and/or concern.
- If the matter is not resolved, set up a meeting with the principal and the staff involved. (You may be asked to put your concerns in writing).
- If the issue is still not resolved, set up a meeting with District Management. The school will direct you to the correct personnel to address at the District Office.
- If the issue is still not resolved, contact your local trustee.

At some time during this process, you may feel uncomfortable or not sure of what to do next. Please do not hesitate to call our principal. We are here to serve the best interests of all the children in our school. We welcome constructive criticism and hope that any concerns can be resolved cooperatively and with mutual respect.

ÉIDES PARENT ADVISORY COUNCIL (PAC)

Parents make a big difference in our school learning community, and our PAC is an important part of ÉIDES. Every parent in the school is a member of the Council whether they can attend the meetings or not.

The Parent Advisory council works together with the teachers and administration to plan for the needs of our students. During the meetings, discussions take place on various topics with an exchange of ideas and suggestions.

The PAC plans events and fundraising to benefit the school and the students, sponsoring book fairs, sales and special events. All the money raised is spent on students and classes at ÉIDES.

École Isabella Dicken Elementary

School Code of Conduct

At ÉIDES, our goal is a safe, respectful, and positive learning environment built on **Kindness, Connection, and Courage**. Students, staff, and parents share responsibility for supporting appropriate behaviour.

Guiding Principles

- Everyone has the right to learn and work in a safe and respectful environment.
- Courtesy, respect, and responsibility guide our communication and actions.
- Behaviour expectations increase as students mature.
- Consequences take into consideration the type of incident, severity, frequency, age, and maturity of the student.
- Mistakes are opportunities to learn; discipline focuses on teaching, restitution, and restorative solutions.

Expectations for Students

Successful students are:

- Responsible – arrive on time, attend regularly, and come prepared for learning.
- Respectful – value the rights of others, treat all people fairly, and include everyone.
- Safe – make healthy choices, follow rules, and care for property and the environment.
- Engaged – do their best, ask for help when needed, and stay on track.

Encouraging Positive Behaviour

We recognize and promote good choices through:

- Positive feedback and recognition.
- Student leadership opportunities.
- School spirit activities and social responsibility lessons.
- Ongoing parent communication.

Addressing Inappropriate Behaviour

When behaviour disrupts safety or learning, staff respond with fairness and flexibility. Strategies may include reminders, time-outs, apologies, problem-solving sheets, loss of privileges or restorative actions.

Examples of unacceptable behaviours include:

- Defiance of staff or school rules.
- Harassment, teasing, or intimidation.
- Discrimination (racial, sexual, etc.)
- Verbal or physical aggression
- Damage to or theft of property.
- Inappropriate language, gestures, or touching
- Bullying, exclusion, or coercion.
- Possession of weapons.

Levels of Consequences:

- Level 1 (Minor): handled by teachers/education assistants (e.g., reminders, time-outs, apologies).
- Level 2 (Repeated/Moderate): repeated minor incidents or more serious behaviour. Consequences are documented, and parents are always informed. May include loss of privileges, written reflections, or office referrals.
- Level 3 (Serious): administration involved. Parents contacted. Consequences may include restitution, school service, suspension (in-school or out-of-school), or loss of privileges.

Students suspended out of school meet with administration and parents before returning. Teachers provide work and support during suspensions.

Note: The ÉIDES School Code of Conduct is guided by School District 5 Administrative Procedure 350 – School Code of Conduct. For full details, please visit:

https://media.sd5.bc.ca/media/Default/medialib/ap_350-code-of-conduct.197cbd16646.pdf



ÉIDES Code of Co-operation

Kindness Connection Courage

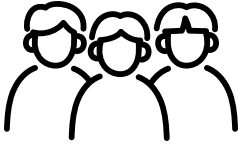


	SAFE	RESPECTFUL	RESPONSIBLE
All General Settings	<ul style="list-style-type: none"> • keep hands and feet to yourself • move safely • walk in the school • listen to instructions • use equipment safely • wear safe shoes 	<ul style="list-style-type: none"> • listen • respect others • use polite and positive language • use trash can • dress appropriately 	<ul style="list-style-type: none"> • take care of your belongings • try hard • be ready • keep areas clean
Hallways	<ul style="list-style-type: none"> • walk on right • watch where you are going 	<ul style="list-style-type: none"> • hats off • move quietly 	<ul style="list-style-type: none"> • use proper entrance • move quietly • wear non-marking shoes
Coatroom	<ul style="list-style-type: none"> • place shoes and clothing in appropriate place 	<ul style="list-style-type: none"> • move slowly and carefully • share space 	<ul style="list-style-type: none"> • Keep track of your clothes and take all of them home
Playground	<ul style="list-style-type: none"> • walk bikes and scooters on school ground/sidewalks near school • use equipment safely • keep hands and feet to yourself 	<ul style="list-style-type: none"> • be a good sport • share equipment and space • play fair • include everyone • ask for permission to enter school 	<ul style="list-style-type: none"> • line up when the bell goes • stay within schoolyard boundaries • follow playground rules
Washrooms/ Change Rooms	<ul style="list-style-type: none"> • wash your hands 	<ul style="list-style-type: none"> • leave the lights on • take turns at the sink 	<ul style="list-style-type: none"> • put trash in the garbage can • turn off taps
Assembly	<ul style="list-style-type: none"> • enter and exit in an orderly manner • wait quietly 	<ul style="list-style-type: none"> • listen quietly to presenters • sit appropriately • applaud appropriately 	<ul style="list-style-type: none"> • follow directions • wait quietly and remain seated
Lunch	<ul style="list-style-type: none"> • wash hands before eating • stay seated until dismissed 	<ul style="list-style-type: none"> • use polite & kind words • use an indoor voice • clean up after yourself • be helpful 	<ul style="list-style-type: none"> • take uneaten food home • recycle items properly (drain, remove straws and caps, compost)
Technology	<ul style="list-style-type: none"> • use school approved internet sites • report incidents of on-line bullying 	<ul style="list-style-type: none"> • wash your hands before use • treat the equipment properly • respect the privacy and rights of others 	<ul style="list-style-type: none"> • use for school related purposes only • cell phones and ipods turned off and stored away during the school day
Library	<ul style="list-style-type: none"> • share space 	<ul style="list-style-type: none"> • clean up 	<ul style="list-style-type: none"> • return books on time
Gym	<ul style="list-style-type: none"> • use gym only when supervised by an adult 	<ul style="list-style-type: none"> • be a good sport • respect game and rules • use non-marking shoes 	<ul style="list-style-type: none"> • play by the rules • adult supervision in equipment room
Bus	<ul style="list-style-type: none"> • sit in your seat • keep aisles clear • keep hands and feet inside 	<ul style="list-style-type: none"> • talk quietly • respect and listen to the driver 	<ul style="list-style-type: none"> • follow bus driver's instructions



SOUTHEAST KOOTENAY

Parent/Caregiver Code of Conduct

Together, we promote a safe, respectful, and supportive environment for students and staff. Parents, caregivers, and visitors are expected to communicate and behave with courtesy and respect at all school and district activities.

<p>Communication</p> 	<p>Use the established process for addressing concerns, speak with the teacher first, and if further follow-up is needed, contact school administration.</p> <p>Use respectful and courteous language in all communication, whether in person, by phone, or through email.</p> <p>Respect staff time by understanding that they will respond to appropriate communication within 2–3 school days, excluding evenings, weekends, and holidays.</p> <p>Clarify your child’s version of events with school staff to gain full understanding and perspective, and work toward a peaceful and reasonable resolution.</p> <p>Do not use social media to express complaints about the school, staff, parents/caregivers, or students. Social media is not an appropriate way to resolve concerns.</p>
<p>Partnership</p> 	<p>Make every effort to ensure your child attends school regularly, and reach out for support if needed.</p> <p>Work collaboratively with staff to address and resolve issues or concerns.</p> <p>Read and discuss your school’s and the District’s Code of Conduct with your child to help them understand and follow it.</p>
<p>Conduct</p>	<p>When coming to the school, remain calm and do not use profanity, inappropriate language, threatening behavior, or verbal abuse.</p>
<p>School Culture</p> 	<p>Recognize that every student is valued and important to our school community.</p> <p>Treat all members of the school community with dignity and respect regardless of Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age as protected by the BC Human Rights Code.</p>

Safety Considerations at ÉIDES

- **ÉIDES is a “PEANUT FREE & NUT FREE” school:** **PLEASE DO NOT** send any product to school that contain nuts or peanuts. ÉIDES has several children who have a severe life-threatening food allergy (anaphylaxis) to peanuts and nuts, which can cause a severe reaction to specific foods and can result in death within minutes.
- **Bicycles/Skateboards/Scooters:** Students may ride their bicycles/skateboards/scooters to school but are to walk them once they are on adjacent sidewalks on the school grounds. Bicycle helmets are required by law. The school is not responsible for lost bicycles/skateboards/scooters.
- **Drop-off and Pick-up:** Parents are asked to drop their children off outside the school grounds on 2nd or 3rd Avenue. 13th Street is NOT a drop off zone. Please do not enter the staff parking lot as this creates a congested and unsafe situation. *Staff Parking lot is for staff only; additional public drop off is Prentice Park.
- **Playground:** At ÉIDES we have designated primary and intermediate areas. Students are expected to play in a reasonable and safe manner and to follow the basic playground rules.
- **Leaving School Grounds:** Students are expected to remain on the school grounds at recess/lunch unless they have specific notes indicating they have parental permission to go home. Note that students will not be released to go home or leave the school without being signed out by an adult.
- **Dental/Medical Appointments:** If your child has a dental/medical appointment, please sign them out and back in through the sign book at the office.
- **Visitors to the School:** ÉIDES parents are welcome to visit our school but must report to our office and sign in before proceeding to their child’s classroom. Remember to sign out when you leave the building. Please use the main entrance off 2nd Avenue (at the flagpole/office) as other doors are locked during the day.
- **Medical Concerns:** In the interest of the health and welfare of students in SD5 schools the School Board requires parents to provide pertinent medical information upon registration, with updates as required. In case of injury at school the principal, first aid attendant or school secretary will contact the parent to advise of the accident, and if necessary, to request pick up of the student.

Parents, please note that it is the Board’s expectation the administration of prescription medication in school is the responsibility of the parent/guardian. However, when the

responsibility cannot be met; the Board expects the parent/guardian to make alternate and mutually acceptable arrangements with the school. Please contact the office to complete and sign the “Request for Administration of Medication at School” form.

- **Student Illness:** To reduce the spread of illness among students and staff, parents are requested to keep their children at home if they have had a sore throat, fever, cough, vomiting or diarrhea in the previous 24 hours.
- **Personal Items:** Students are asked not to bring money or other valuables to school. The school is not responsible for lost items. Lost & Found items that are not claimed will be donated to the Salvation Army in December, March and June of each year.
- **Cell Phones/iPods & Electronic Games:** The school cannot be responsible for lost or stolen cell phones. Cell phones must be turned off and put safely away during the school day and are not to be used for taking pictures anywhere on the school grounds and are not allowed in the changing rooms or washrooms at any time. To encourage social interaction and creative play, students are asked not to bring electronic games or devices to school.
- **ÉIDES DRESS CODE POLICY:** Students are expected to wear appropriate, modest, clean clothing to school. Hats are to be removed inside of ÉIDES.

STUDENTS MUST COME TO SCHOOL DRESSED FOR ALL WEATHER AND PREPARED TO BE OUTSIDE - ÉIDES PROCEDURES FOR COLD WEATHER:

Students will be kept indoors during the winter months when the temperature is -20° Celsius or colder. The wind chill factor will be taken into consideration. Keeping the students in will be at the discretion of the lunch hour supervisor, Vice Principal or Principal. When cold weather persists for several days, we keep the students mostly indoors but will send them out for 15-20 minutes over the lunch break to get a little fresh air and exercise. We find that students become very restless if they stay inside too often.

Rainy Days

Parents are reminded to have students dressed appropriately with rainproof jackets and suitable footwear to go outside on rainy days. Students are only brought indoors if the rain is heavy and ongoing.