

Gordon Terrace Elementary School

GUARDIAN AND STUDENT HANDBOOK 2024-2025



Updated: August 29, 2024

Acknowledgement

Gordon Terrace Elementary School respectfully honours and acknowledges that we live, work and learn on the unceded traditional territories of the Ktunaxa peoples.

Vision Statement

At Gordon Terrace we are committed to providing an inclusive, welcoming and safe learning environment that fosters and celebrates connections, individuality, and academic growth. We believe in a growth mindset that offers the opportunity for all students to reach their full potential.

At Gordon Terrace we value

PERSONAL AND SOCIAL RESPONSIBILITY
CONNECTION
LEARNING
KINDNESS
SAFETY

School Staff 2024-2025

Class Teacher

Principal Mr. Martin
Vice Principal Ms. Gaudon
K Mrs. Willumeit
K Mr. Boender
1 Mrs. Haine
1/2 Mrs. McCormack
2 Ms. Gaudon
3 Ms. Heal
3 Mrs. Ruoss
4 Ms. Thomson
4 Mr. Gartside
5 Mr. Goodwin
5 Mrs. Archibald
5/6 Ms. Dureski
5/6 Mr. Popoff
Co-Teacher Ms. McDowell
Student Services Mrs. Quaife
Student Services Mrs. Hall
Student Services
Student Services Mrs. Brooks
Library Ms. Molnar
Music Ms. Benson
Counsellor Ms. Doll

Support Staff

EA Mrs. Ravenstein
EA Mrs. Richards
EA Mrs. Phillips
EA Mrs. LaCasse
EA Mrs. Hancock
EA Mrs. Oakley
EA Mrs. Liptak
EA Mrs. Hollie
EA Mrs. Eyles
EA Ms. Daignault
Youth Care Worker Ms. Reid
Indigenous Education Ms. Palmer
Admin Assistant Mrs. Heidemann
Library Clerk Ms. Marlow
Speech and Language Ms. Suetta

Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) is the legally recognized voice of the parents and guardians in our school system. It is a partnership between educators (school and school board), parents and students. Any parent or guardian who has a child enrolled in our school is a member of the PAC. Parents have the opportunity to participate in determining policies, services, achievement levels and enjoyment for their children at school. The PAC's fundraising efforts provide financial support for the goals determined by its members.

It is our right and responsibility to share in the mission of educating our children. Your opinion matters; meetings monthly throughout the school year.

Please check the school newsletter or the Gordon Terrace Facebook page for dates and times. Everyone is welcome to attend.

Gordon Terrace PAC EXECUTIVE 2024-2025

Chair	Milana Dreger
Vice Chair	Amanda Spooner
Treasurer	Karen Kenney
Secretary	Christy Bevans
DPAC Rep	TBD

Bell Schedule

8:25 AM	Student supervision begins
8:40 AM	Classes begin
10:40 AM	15 min Recess break
12:15 PM	Lunch break
12:30 PM	Students outside for lunch break
1:05 PM	Classes resume
2:50 PM	End of school day

Communicating Student Learning

Teachers will communicate student progress to parents five times per year. This year student progress will be communicated as follows:

September 25-26	Parent Teacher Interviews
December	Term 1 Learning Update Home
March	Term 2 Learning Update Home
May 6-7	Parent Teacher Interviews
June 26	Summative Learning Update Home

Youth Care Worker

Our Youth Care Workers may work with students on an individual or group basis, offering social and emotional support and helping students to develop skills to make positive changes in their lives. For example: building self-esteem and confidence, problem solving, social and friendship skills, behaviour management, anger management, stress management and positive decision-making skills and awareness. 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.

Education Assistants

Our Education Assistants provide direct and indirect support to students, under the direction of the classroom teacher, in the implementation of educational programs for students.

Indigenous Support Worker

Students whose parents/guardians have identified their children as having Indigenous ancestry have access to cultural, academic, and social support services through our Indigenous Education Support Worker. Students and parents can contact the school to learn more about Indigenous student support and programming. If you have any questions or to learn more about the supports and services offered, please contact the school office for more information.

Speech Language Pathology Support

Within the school environment SLPs work with students, their families and school staff to support them with any communication difficulties they may have. Areas include:

- Articulation/pronouncing words correctly
- Expression of language
- Stuttering
- Early literacy skills
- Use of language for social interaction
- Development of play skills

Counselling Support

Counselling is available to help students with issues such as anxiety, anger management, emotional regulation, and grief or loss. Parents can access these services for their children by speaking with the classroom teacher or student services teacher. Mrs. Doll can be reached through the office or student services

Code of Conduct

Students at Gordon Terrace Elementary School are expected to follow the Code of Conduct, which is aligned with the District Code of Conduct.

We believe that everyone has the right to learn and work in a safe, caring and orderly environment. We also believe that everyone has the responsibility to behave in a way that protects these rights. The Code of Conduct is discussed and actively taught in each classroom at the start of the school year and reviewed periodically. We trust that parents/guardians will reinforce these expectations at home with their child(ren). The Code of Conduct applies to student behaviour at school, at school functions, and on the way to and from school.

SD5 Southeast Kootenay AP 350

[https://www.sd5.bc.ca/AboutUs/BoardOfEducation/Policy%20Manual/adminprocedur
eManual/Documents/AP%20300%20-%20STUDENTS/AP_350.pdf](https://www.sd5.bc.ca/AboutUs/BoardOfEducation/Policy%20Manual/adminprocedur
eManual/Documents/AP%20300%20-%20STUDENTS/AP_350.pdf)

School Code of Conduct Overview

Location	Be Kind	Be Safe	Be Respectful
All Settings	Come prepared and complete all work. Keep all areas clean. Care for school property.	Make positive choices. Hands and feet to self. Walk. Use materials and equipment properly.	Listen to others. Include others. Encourage others.
Hallways and Washrooms	Enjoy and respect displays. Walk quietly. Keep all areas clean.	Hands and feet to yourself. Enter and exit through your assigned door.	Walk quietly. Respect privacy. Clean up your mess. Keep washrooms clean.
Field Trips	Keep the bus clean. Respect and listen to the driver and all supervisors.	Keep hands and feet to yourself. Stay in your seat. Keep aisles and emergency exits clear.	Share your seat. Respect personal space. Use an inside voice.
Assemblies	Enjoy and respect speakers. Listen with your whole body.	Walk. Line up quietly. Keep exits clear. Heads up when walking.	Sit and listen quietly. Follow the direction of the leader. Enter and exit quietly. Encourage others.

Possible Interventions for Violations of the Code of Conduct:

The following consequences may be implemented at Gordon Terrace Elementary School. Consequences will be progressive in nature, combined and/or varied depending on the situation. Behaviours are documented at the school level.

- Informal interview with the student where behaviours are discussed and apologies/learning are implemented. (parents/guardians may or may not be contacted)
- In-school suspension (parental notification, student will be given educational activities to complete)
- Students sent home for the day to reset. Parents/Guardians will be contacted to pick up their child
- Detention (parental notification)
- Behavioural contracts (parental notification)
- Formal interview with the student, parent/guardian, administration and teacher
- Referral to Principal or Vice-Principal (documentation is made, parental notification is made by phone or letter, discussing possible consequences with reference to the school Code of Conduct). Possible removal of school privileges.
- Restorative justice strategies may be employed
- Out-of-school suspension (parental notification, educational activities to complete, meeting with student, parents and principal prior to re-entry)
- Indefinite suspension (meeting with student, parents, district staff, and principal prior to re-entry)

Important Procedures

STUDENT INFORMATION: If you change your address, home telephone number, work number, email address or emergency contact, please notify the school office at once. If you are moving, please let the school know immediately so that transfer forms can be prepared.

SAFE ARRIVAL PROGRAM: If your child will be absent from school please phone the school at **250-426-8248** by 9:30 AM or log the absence on Safe Arrival. If we do not receive notification of your child's absence, the school will call you or you will receive a message from Safe Arrival. Your assistance is greatly appreciated.

ATTENDANCE: Prompt regular attendance has been recognized as an essential ingredient of educational success. Students who attend school regularly enjoy a greater opportunity to develop the knowledge, skills, and attitudes that lead to superior student achievement. If you are planning on taking your child out of school for an extended period of time, please be aware that this may have an impact on their learning. We suggest that you contact your child's teacher well in advance to determine what you may do to support your child while you are away. It is also important that your child arrives at school on time every day. The beginning of the school day is a critical time when teachers set the tone for the learning that will be happening throughout the day. Please do all that you can to see that your child arrives at school on time and ready to learn. Parents must sign out their child at the office if they are to leave before the end of the school day (this includes lunch break).

STUDENT ILLNESS: Children that are ill and are unable to function well at school should stay home. Please do not be a source of infection for other children.

STUDENT INJURY: When an accident occurs at school, students must notify their classroom teacher or an outside supervisor. Depending on the severity of injury, First Aid may be administered. If the student appears to require further medical treatment a parent or emergency contact will be notified. **Please ensure that the school has your current contact information for this reason. In the event of a serious injury, an ambulance may be called.**

MEDICATION: If a student is required to receive oral medication of any kind, a request form from the parent must accompany medication that is to be kept in the office. The **parent AND the doctor** prescribing the medication must sign this form. Prescribed medication will be kept by school personnel and upon your request, may be administered at school. The school cannot distribute over the counter pain or cold medication or the like.

CLOSED CAMPUS POLICY: If parents want their students to go home for lunch, the office must be notified well in advance. Please let us know if a different person is to pick your child up either during the day or after school. These precautions are necessary to ensure the safety of your child(ren).

BICYCLES/SCOOTERS/SKATEBOARDS: Students who bring bicycles, roller blades, skateboards or scooters to school do so at their own risk. Students are responsible for ensuring bicycles are locked in racks, immediately upon arrival at school, and that they wear a helmet when riding, as is required by law.

For the safety of all students', wheeled devices are not to be ridden on school grounds at any time. Wheeled shoes are not permitted in the school or on the playground.

VISITORS: To ensure the safety of our students **all visitors to the building must enter through the front door and check in at the office.** All other doors are locked from the exterior at all times. All doors in the school remain fully functional as exit doors so that students, staff and visitors can safely evacuate the building in case of an emergency.

STUDENT DRESS: The home and the school need to cooperate in the matter of dress. School is the child's place of business and children should dress appropriately. Clothing must be appropriate for school activities. All students need indoor shoes for physical education. Clothing with obscene suggestions or defamatory remarks or pictures are not allowed.

STUDENT VALUABLES: Students are to leave all valuable items at home as we cannot be responsible for articles that go missing.

CELL PHONES: Cell phones are not permitted at any time. If students must have a cell phone at school, it needs to be off and in their backpack, (GTES is not responsible for lost or stolen cell phones). Students will not be allowed to use their cell phones when they are on school property. Students needing phone access may use the student phone in the office with teacher permission and parents can leave messages at the office for their children.

SD5 Southeast Kootenay AP 145

https://www.sd5.bc.ca/AboutUs/BoardOfEducation/Policy%20Manual/adminprocedur emanual/Documents/AP%20100%20-%20GENERAL%20ADMINISTRATION/AP_145.pdf

NOON-HOUR PROCEDURE:

- Students are responsible for leaving the classroom clean and following instruction from the noon hour supervisors.
- Students will be eating lunch in their classrooms from 12:15 – 12:30 PM then will be required to be outside from 12:30-1:05 PM.

ALLERGIES & ANAPHYLAXIS: Please be advised that we do have students and/or staff in our school who have severe allergies to specific substances. People with severe allergies are at risk of having an extreme reaction (anaphylaxis) should they be exposed to an offending substance. Your cooperation in helping keep our environment safe for all students, staff and visitors is greatly appreciated. Our school is nut-aware, which means that we teach students how to use precaution when bringing nuts or other allergens to school.

SEVERE WEATHER CONDITIONS: Please ensure that your child(ren) are dressed appropriately for the weather – rain, snow or cold! Unless announced on public radio or school messenger, the school remains open during all inclement weather, including snowstorms. During inclement weather students will be allowed to enter the building when they arrive, rather than waiting for the entry bell.

Cancellation of outdoor recess: Recess is important in that it provides a chance to get some fresh air and physical activity. School District No. 5 Southeast Kootenay policy dictates that outdoor recess will be cancelled when Environment Canada determines that the temperature is below -20C (with or without wind chill). Outdoor recess may also be cancelled on very rainy days, but students will be sent outside in a light rain. Please ensure students are wearing, or have in their backpack, appropriate clothing for seasonal weather.

Should weather conditions not permit an outdoor recess; students will stay in their classrooms and enjoy an indoor recess break.

Sports

At Gordon Terrace Elementary School, we offer a wide spectrum of athletic activities that include participation in all district leagues plus various life-sports activities at various grade levels. Our goal is to maximize participation for our students and to this end all students participate with equal playing time during league play. We expect all participating athletes to meet high standards of sportsmanship and effort. Students are expected to be committed to the team, our school and their learning. Students who are on suspension will not be allowed to participate on the team for the length of their suspension.

EXTRA CURRICULAR EXPECTATIONS

At Gordon Terrace Elementary School, we value participation in extracurricular activities. Students participating in extracurricular activities are ambassadors for our school and are expected to meet the following guidelines. If a student does not meet one or more of the guidelines, they may be denied the opportunity of participating in that activity. A decision will be made with the classroom teacher and administration.

Team Participation, Players will...

- Attend all practices (inform coach if need to be absent).
- Demonstrate sportsmanship by encouraging teammates, respecting opponents, referees, and equipment.