

# ÉCOLE ISABELLA DICKEN ELEMENTARY SCHOOL HANDBOOK



1301 - 2<sup>ND</sup> AVE, FERNIE, B.C. V0B 1M0  
250-423-4651

WEBSITE:

<http://www.sd5.bc.ca/school/ides/Pages/default.aspx>

## **PRINCIPAL'S MESSAGE**

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 grade 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: Laura-Lee Phillips  
School Secretaries:  
School Phone: 250-423-4651

Vice Principal: Janet Kuijt  
Arlene Dykhuizen and MJ Andreola  
Email: [ides.mailing@sd5.bc.ca](mailto:ides.mailing@sd5.bc.ca)

## **SCHOOL HISTORY**

Isabella Dicken Elementary School was officially opened January 14, 1966 as a primary school. The first principal of the school was Mr. Max Turyk. In September 1971, the school was expanded, enrolling Kindergarten through Grade 7. ÉIDES now enrolls 483 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.

## **ÉIDES MISSION STATEMENT**

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

## **MISSION STATEMENT: BC MINISTRY OF EDUCATION**

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

**SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY MISSION STATEMENT**

To provide students with equitable and quality educational opportunities in a safe, supportive environment through the efforts of a caring, professional team in cooperation with students, parents, and communities.

**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) - Frank Lento**

**DISTRICT MANAGEMENT:**

Mrs. Silke Yardley, Superintendent of Schools/CEO

Mr. Alan Rice, Secretary-Treasurer

Mrs. Diane Casault, Director of Student Learning and Innovation

Mr. Brent Reimer, Director of Instruction/Human Resources

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

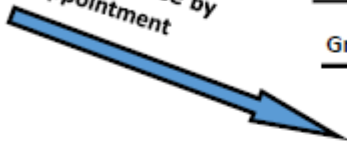
ÉIDES TEACHING, CUPE & SUPPORT STAFF 2021-22		
K1	Bree Green 1.0	107
K2	Rupali Rodgers 1.0 (D. Murphy)	106
K3	Jane Fraser 1.0	108
K4	Sarah Finch 1.0	105
K5	Philiozyk (B. Hanson)	104
1B	Danielle Deagane 1.0	103
1C	Christina Smith 1.0	101
1D	Leah Spergel	102
1/2	Jesse Bell (S. Elliott) 1.0	109
2A	Cathryn Lennox	111
2B	Ami Barras 1.0	112
2C	Nicolle Sutherland 1.0	116
2D	Pam Murray 1.0	115
2/3	Jill Jackson 1.0	113
3A	Tammy Temrick 1.0	114
3B	Cheryl Brown 1.0	220
3/4	Samantha Scheller	222
	Melissa Fleischacker .8	221
4/5	Gareth Barlow .2	
5/6	Tyler Fortin (N. Neufeld)	219
6	Kathy Conlin	217
FI4A	Colleen Bedard	216
FI4B	Jen Heath 1.0	224
FI5	Russell Hanson 1.0	223
FI5/6	Mireille Lapointe 1.0 (S. Nault)	218
FI6	Patrice Oscienny 1.0	215
Student Service	Donna Cameron 1.0 Leanna Shully 1.0	
PE Prep	Amy Leeden .6 G. Barlow .4	
Music/Primary	Allison Pace 1.0 (Rhonda Shippy)	
French En	Barbarra Bassett	
Gr. 6 Band		
Library	Jen Schacker	
Lib. Clerk	Val McArthur	
Counsellor	Rusan Morgan 1.0	
ELL	Richard Alagier (Sarah Langford)	
SP	Adele Minto	
SLA	Julie Nish	
Ab. Ed	Kerry Peters	
YCW	Teyadora Woesczak-MacVicar, Kim Leage	
Education Assistants	Nicki Mitchell, Melissa Creelman, Jen Champagne, Sherri Mutcher, Lori Kennedy, Max Tusim, Tracy Haslam	
FI Class Assistant	Tecla Mouchet	
Custodial	Keith Buchanan, Denise Damstrom	
School Secretaries	Arlene Dykhuizen and M.J. Andreola	
VPrincipal	Janet Kujit	
Principal	Laura-Lee Phillips	





# ÉIDES 2021-2022 FALL Map

Main Entrance by appointment



Smith (1)	101
Degagne (1)	103
Finch (K)	105
Green (K)	107
	WC

102	Spergel (1)
104	Philipsyk (K1)
106	Rodgers (K)
108	Fraser (K)
Custodial	

Staff Parking Only

Barras (2)	116	114	112	Office
Lennox (2)				
			Bell (1/2)	
Murray (2)	115	113	111	1st Aid/WC
Jackson (3)				WC
			Temrick(3)	
			Cameron / Shully	110
				109
				(Bell 1/2)

Copier	Stage	Gymnasium
Book Room		
Staff Room		
Counsellor/AEW		
Library		
		YCW

220 Brown	215 Oscienny
221 Fleischacker	216 Bedard
222 Scheller	217 Conlin
223 Hanson	218 Lapointe
224 Heath	219 Fortin

August 31, 2021



**École Isabella Dicken Elementary School**  
**Daily Bell Schedule**

8:20 - 8:50      Morning Supervision #1

8:40 - 8:50      Morning Supervision #2

8:50              Welcome Bell / Students Enter

8:55              Classes in Session

Recess	
10:15-10:30	Kindergarten & Gr. 1 on the primary playground Grade 5 – 6 on the intermediate playground
10:30-10:45	Grade 1/2 – 2 on the primary playground Grade 3 – primary or intermediate Grade 3/4 -4/5 on the intermediate playground

12:15-1:05      Lunch

Lunch			
	K-1 & 1/2	12:15-12:40 12:40-1:05	Outside primary playground Lunch
	2-3	12:15-12:40 12:40-1:05	Lunch Outside primary playground <i>3s allowed on intermediate</i>
	3/4-4/5	12:15-12:40 12:40-1:05	Lunch Outside intermediate playground
	Gr 5 – 6	12:15-12:40 12:40-1:05	Outside Lunch

1:00 pm              Welcome Bell

1:05-3:05              Classes in Session

## **ATTENDANCE POLICY**

School Board Policy 501.3 and Administrative Regulation 501.1 directs that every student registered in a public school shall be required to attend school regularly. Absences from school impede a pupil's progress and can make learning more challenging, while students chronically arriving late disrupt the entire class. Please have your child make a habit of punctual, regular attendance.

### **Absences**

Parents are requested to phone the school, or email at [IDESmailing@sd5.bc.ca](mailto:IDESmailing@sd5.bc.ca) when their child is absent. This is a safety procedure and your assistance with this is greatly appreciated.

### **Late Arrival (AM/PM)**

Any student arriving late must report directly to the office and check in on the Sign In/Out binder on front counter of office.

### **Early Dismissal**

Parents must sign out their child at the office if they are to leave before morning or afternoon dismissal. The sign-out sheet is available in the binder at the front counter of office.

## **STUDENT EDUCATIONAL SUPPORTS AND PROGRAMS**

Parents or educational staff may recognize the need for additional academic or behavioral supports 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 Services teacher, the Principal and other informed staff members to create a plan to support the student with their challenges. This process will be utilized for students who need Individual Education Plans created, are changing from the French Immersion to English program, or are struggling in some manner. We have two student services teachers at ÉIDES: Ms. Cameron and Ms. Shully

## **SUPPORT PROGRAMS**

At ÉIDES, teachers are given support in providing challenging programs for their students through the **Learning Assistance, ESL, 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, our school counsellor. Anyone wishing to access counselling services can do so by contacting Mrs. Morgan, our principal, student services teacher or your classroom teacher.

**YOUTH CARE WORKER:** Our Youth Care Worker, Amanda Culver, is on site to assist students in academic and nonacademic endeavors and to connect with students in need. 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.

**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.

**ABORIGINAL SUPPORT:** students who self-identify as having Aboriginal, Métis or Inuit ancestry have access to cultural, academic, and social support services through our Aboriginal Education Support Worker, Mrs. Peters. Students and parents can contact our worker directly by phone at the school to learn more about Aboriginal student support and programming.

### **SCHOOL BUS POLICY**

Transportation services will be provided for those students enrolled in School District 5 who live outside the walk limits as per the following criteria: those who are enrolled in grade K, 1, 2 and 3 and who live more than 4.0 km by the nearest passable road from a public school in which there is a grade for the students, or those who are enrolled in grades 4 to 12 and who live more than 4.8 km by the nearest passable road from a public school in which there is a grade for the student.

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 behavior 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 challenges 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. Parent concerns received in written form that are related specifically to these considerations will also be taken into account, however the final decision does rest with the Principal.



### **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 the 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. Please remember that while we are human and will make mistakes, 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 are able to 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

## **Guiding Principles**

We believe:

- All students and staff have a right to learn and work in a safe, respectful and productive environment.
- A positive, productive and responsible attitude will create strong communities.
- Everyone can learn to make appropriate choices for themselves and for others.
- All communication needs to be based on courtesy and mutual respect.
- Diversity among students and staff is to be respected, but commonly accepted rules for conduct will apply to all. Age, maturity, cognitive ability and previous behaviour will be taken into consideration when defining unacceptable behaviour and the consequences that follow.

## **General Guidelines for Success**

Everyone shares the responsibility of behaving in ways that will make our school a special place where people are respected and valued and where excellence in performance is the commonly shared goal. Inappropriate behaviour is that which disrupts the teaching and learning environment of the school, creating greater difficulty for students to have success.

Successful Students are:

- Where they are supposed to be and on time.  
They make constructive use of the educational opportunities they are provided. Being late to school or to class causes a disruption to the learning of all students.
- Prepared and on task in school.  
“Prepared and on task” means bringing the required books and materials, completing assignments as directed and taking the initiative to ask for help when required. It also means being mentally and physically prepared for success. Getting adequate sleep, maintaining a healthy diet and exercise and avoiding the use of alcohol or narcotics enables the student to take full advantage of their education.
- Respectful of the rights and responsibilities of others.  
Respectful students value that everyone has the right and responsibility to learn and work in a safe and respectful environment.

A safe school environment is based on respect for oneself and for others and is essential to the development of responsible citizens. ÉIDES staff believe that every student has the right to receive an education in a safe, nurturing, education environment. We also believe that appropriate behaviour is a shared responsibility among students, parents and the staff. Student behaviour, dress, and decorum shall be in accordance with generally accepted School District standards and appropriate for the educational environment. Our code of conduct is based on the growth, development, and respect for self, others and property.

## **Communicating behaviour expectations to our school community:**

ÉIDES teachers and students will be responsible for setting up classroom rules and responsibilities, which reflect our school-wide expectations as outlined in our Code of Co-operation.

A positive school-wide system of supports has been established that teaches, provides opportunities to practice, and acknowledges student progress in meeting school expectations. ÉIDES has developed the following to recognize and maintain positive behavior:

- Genuine recognition and positive feedback (e.g. Gotchas, Good Work, Phone calls home)
- Opportunities for student leadership and engagement within the school
- Social responsibility lessons and discussions
- School spirit days and activities
- Casual parent contact in and around the school

Students will be taught and be repeatedly reminded of the importance of being responsible. When selecting consequences, the staff will be encouraged to keep the following guiding principles in mind:

- accept that schools are places for children to make mistakes and that they will learn from their mistakes
- avoid a similar problem in the future by providing the child with appropriate strategies to use.
- assist the children responsible for changing their own behaviour with guidance of an adult in the school
- have a natural consequence whenever possible
- focus on reasons for why the problem exists as well as solutions to the problem
- concept of restitution - action of repairing the damage done
- remember that each situation is not the same nor is each child; consequences are not predetermined but allow flexibility to best meet the needs of the individual.

### **Consequences for ÉIDES Code of Co-operation Infractions**

There will be consequences for students who blatantly or repeatedly ignore or disobey the general rules or the ÉIDES Code of Co-operation. Consequences are intended to help re-teach appropriate behaviour and resolve the incident. Expectations for student behaviour rise as children mature. Consequences may include, but are not restricted to: discussion, time out, thinking pages, withdrawal of privilege, in-school or home suspension, or school-community service.

Examples of inappropriate behaviours:

- Verbal Harassment: teasing, undermining, name-calling, put downs, insults, rude, sarcastic remarks, intimidation, gossiping, spreading rumors
- Discrimination: racial, sexual
- Verbal Threats of Aggression
- Intimidation: a public challenge to do something publicly humiliating
- Physical Assault: punching, pushing, shoving, tripping, beating, etc.
- Robbery and Stealing
- Damaging personal and public property, including graffiti
- Body language: glaring, making faces, snickering, rolling eyes, etc.
- Inappropriate touching
- Social Isolation: exclusion, ignoring, threatening with total isolation from the peer group
- Pranks: playing a dirty trick
- Coercion
- Weapons: possession and use

Students who are struggling to meet the expectations of our Code of Conduct need the support of the Administration, classroom teachers, educational assistants and parents. We would like to emphasize that an important part of effective discipline is communicating with the classroom teacher. Levels are not necessarily sequential, and depend on the type of incident, severity, frequency, age and maturity of the student.

### **Code of Co-operation Infractions**

#### Level 1 Infractions:

Minor infractions of the Code are handled on the spot at the discretion of the Teacher, Education Assistant, or Administrator. Teachers keep records at this level.

#### Level 2 Infractions:

Repeated level one infractions or code infractions that are more severe. Some examples, may include, but are not limited to, the following: out-of-bounds, unsafe play, name calling, swearing, etc.

Administrators, Teachers and Educational Assistants use their discretion at this level. They are responsible for deciding what behaviour deserves to be sent to the office (considering time of year, reoccurrence of incident or magnitude of incident). Teachers keep records in order to track reoccurrence of an incident.

#### Consequences:

Consequences may be dispensed in a progressive manner, and may include, but are not limited to one or more of the following:

Verbal or written apology

Time out in classroom or other location

Positive practice of expected behaviour and/or written assignments

If the incident is sent to the office:

The incident will be documented and the classroom teacher will be notified.

Parents may be phoned

Consequences as described above

#### Level 3 Infractions:

These are serious infractions of the Code. Infractions at this level usually involve the Administration. In the case of suspensions, the Administration will always be involved.

- Bullying and Harassment
- Inciting or encouraging a fight
- Hitting, roughing, or physical abuse
- Defiance of authority
- Disrespectful and abusive language and gestures
- Deliberate failure to attend classes
- Damaging or stealing property
- Destruction or defacing of school property
- Leaving school grounds without permission
- Repeated minor offenses
- Possession of a weapon

### Consequences:

Consequences may be dispensed in a progressive manner. Attempts will be made to connect the consequence and infraction (e.g., replacing damaged property). Consequences may include, but are not limited to one or more of the following:

- Think Sheet completed by student
- Incident documented and classroom teacher informed
- Verbal or written apology
- Parents contacted
- Other consequences: school service, loss of privileges (e.g., recess, lunch, special events), in-school suspensions or formal suspensions (for a period of 1-5 days).

Students who receive out-of-school suspensions will be asked to meet with the school Administration, and their parents/guardians following their suspension and prior to their returning to class.

Teachers acknowledge that it is their responsibility to provide instruction, materials and assignments that are relevant, realistic and appropriate to each student while they are suspended from regular classes.

# ÉIDES Code of Co-operation

Be Kind. Work Hard.

	<b>Safe</b>	<b>Respectful</b>	<b>Responsible</b>
<b>All General Settings</b>	<ul style="list-style-type: none"> <li>- keep hands and feet to yourself</li> <li>- move safely</li> <li>- walk in the school</li> <li>- listen to instructions</li> <li>- use equipment safely</li> <li>- wear safe shoes</li> </ul>	<ul style="list-style-type: none"> <li>- listen</li> <li>- respect others</li> <li>- use polite and positive language</li> <li>- use trash can</li> <li>- dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- take care of your belongings</li> <li>- try hard</li> <li>- be ready</li> <li>- keep areas clean</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>- walk on right</li> <li>- watch where you are going</li> </ul>	<ul style="list-style-type: none"> <li>- respect displays</li> <li>- move quietly</li> </ul>	<ul style="list-style-type: none"> <li>- use proper entrance</li> <li>- move quietly</li> <li>- wear non-marking shoes</li> </ul>
<b>Coatroom</b>	<ul style="list-style-type: none"> <li>- place shoes and clothing in appropriate place</li> </ul>	<ul style="list-style-type: none"> <li>- move slowly and carefully</li> </ul>	<ul style="list-style-type: none"> <li>- Keep track of your clothes and take all of them home</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>- walk bikes and scooters on school ground</li> <li>- use equipment safely</li> <li>- keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- be a good sport</li> <li>- share equipment and space</li> <li>- play fair</li> <li>- include everyone</li> <li>- ask for permission to enter school</li> </ul>	<ul style="list-style-type: none"> <li>- line up when the bell goes</li> <li>- stay within schoolyard boundaries</li> <li>- follow playground rules</li> </ul>
<b>Washrooms/ Change Rooms</b>	<ul style="list-style-type: none"> <li>- wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>- leave the lights on</li> <li>- take turns at the sink</li> </ul>	<ul style="list-style-type: none"> <li>- put trash in the garbage can</li> <li>- turn off taps</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>- enter and exit in an orderly manner</li> <li>- wait quietly</li> </ul>	<ul style="list-style-type: none"> <li>- listen quietly to presenters</li> <li>- sit appropriately</li> <li>- applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- follow directions</li> <li>- wait quietly and remain seated</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>- wash hands before eating</li> <li>- stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>- use polite words</li> <li>- use an indoor voice</li> <li>- clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>- take uneaten food home</li> <li>- recycle items properly (drain, remove straws and caps)</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>- use school approved internet sites</li> <li>- report incidents of on-line bullying</li> </ul>	<ul style="list-style-type: none"> <li>- wash your hands before use</li> <li>- treat the equipment properly</li> <li>- respect the privacy and rights of others</li> </ul>	<ul style="list-style-type: none"> <li>- use for school related purposes</li> <li>- cell phones and ipods away from 8:30-3:08</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>- share space</li> <li>- reach only if safe</li> </ul>	<ul style="list-style-type: none"> <li>- clean up</li> </ul>	<ul style="list-style-type: none"> <li>- treat books with care</li> <li>- return books on time</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>- use gym only when supervised by an adult</li> </ul>	<ul style="list-style-type: none"> <li>- be a good sport</li> <li>- respect game and rules</li> <li>- use non-marking shoes</li> </ul>	<ul style="list-style-type: none"> <li>- play by the rules</li> <li>- adult supervision in equipment room</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>- sit in your seat</li> <li>- keep aisles clear</li> <li>- keep hands and feet inside</li> </ul>	<ul style="list-style-type: none"> <li>- talk quietly</li> <li>- respect and listen to the driver</li> </ul>	<ul style="list-style-type: none"> <li>- listen to the driver</li> </ul>

## 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 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 2<sup>nd</sup> or 3<sup>rd</sup> Avenue. 13<sup>th</sup> Street is NOT a drop off zone. **Please do not enter the staff parking lot as this creates a congested and unsafe situation.**
- **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 son/daughter has to be excused from school for a dental/medical appointment, please sign them out & 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 2<sup>nd</sup> Avenue (at the flagpole/office) as other doors are locked during the day.
- **Medical Concerns:** In the interest of the health & 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. The parent/guardian has to request, in writing, the school’s assistance and has to complete and sign the “Request for Administration of Medication at School” form.

- **Student Illness:** In order 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 change rooms or washrooms at any time. In order to encourage social interaction and creative play, students are asked not to bring electronic games or iPods to school.
  - **ÉIDES DRESS CODE POLICY:** Students are expected to wear appropriate clothing to school. Examples of inappropriate clothing would be: crop cut shirts, swim or beach wear, short shorts, and rude or offensive logos on clothing. 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 in too often.

### **Rainy Days**

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



**SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY) POLICY  
CODE OF CONDUCT FOR SCHOOL BUS PASSENGERS**

**Section 5.2 1.**

- 1. Bus drivers are in full charge of the school bus at all times and students must obey them.**
- 2. Bus drivers may assign a seat for which the student is responsible. Failure to follow the bus driver's direction may result in loss of bus riding privileges.**
- 3. Students are expected to be at their bus stop five minutes prior to scheduled bus departure time.**
- 4. Unnecessary conversation with the driver is prohibited.**
- 5. The school district Code of Conduct is to be observed on the bus. Any disturbance which takes the driver's attention and endangers the safe operation of the bus is prohibited.**
- 6. All school buses are School District property; all District policies are in effect.**
- 7. Students must not litter the bus. Throwing anything in or around the bus is prohibited.**
- 8. Vandalism on the bus will not be tolerated; any damage thus caused, will be charged in accordance with the provisions of the School Act.**
- 9. Students must not extend any articles or parts of their body out the windows.**
- 10. Students must remain seated while the bus is in motion.**
- 11. Only those students who are regular bus students are allowed to travel, to and from school, on the school buses.**
- 12. After having received written or verbal parental authorization, an administrative officer, after checking with the driver, may authorize students, other than regular bus students, to ride on the bus. The administrative officer's written authorization must be presented to the bus driver by the student.**
- 13. Students will only be allowed to get off the bus at their regular stops unless a 2 note from the parent is presented to the driver. Drivers will retain notes for 24 hours.**

**14. When leaving the bus, students are expected to follow the directions of the driver. Students must always ensure that vehicle traffic has stopped or cleared before they cross the road.**

**15. All buses have video taping capabilities and they may be used without warning.**

**STUDENTS VIOLATING THESE RULES MAY BE REPORTED TO THE TRANSPORTATION SUPERVISOR AND MAY BE SUSPENDED FROM RIDING THE BUS UNTIL ASSURANCE IS RECEIVED, IN WRITING, FROM BOTH PARENTS AND THE STUDENT THAT THESE RULES WILL BE OBSERVED.**

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**School District No. 5 (Southeast Kootenay)  
SCHOOL BUS CODE OF CONDUCT**

**This is to acknowledge that I have received a copy of and have read the Code of Conduct for School Bus Passengers as laid down by the Board of School Trustees, School District No. 5 (Southeast Kootenay).**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Parent/Guardian:** \_\_\_\_\_