



School Handbook

Kootenay Orchards Elementary

2025-2026

1301 – 20th Ave S
Cranbrook, BC V1C 6N5
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Email: koes.mailing@sd5.bc.ca

Website: <https://www.sd5.bc.ca/koes>

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ADMINISTRATOR'S MESSAGE

Welcoming Spaces Welcome Minds to Welcome Hearts

Dear Kootenay Orchards Families:

This handbook contains general information about our school. We hope you will read, discuss, and support our programs and plans.

Kootenay Orchards is a hub of learning and extra-curricular activities for approximately 240 students from Kindergarten to Grade 6. Our staff is comprised of a principal, 11 classroom teachers, a music teacher, a teacher librarian, learning services teacher, counsellor, speech language pathologist, speech language assistant, Indigenous Education support worker, 4 educational assistants, 2 Noon hour supervisors, and of course our secretary.

Our school strives to provide quality learning experiences for all students in a safe, caring, friendly, supportive, and inclusive environment.

Parents are encouraged to become actively involved in their child's education. You can become involved in your child's school experience by attending class field trips, volunteering, or joining our Parent Advisory Committee (PAC) to help run some of the extra curricular events.

Together, as a team, we can open doors leading to positive personal growth and life-long learning.

Yours in Education,

Carissa Hart

Principal

ABOUT OUR SCHOOL

SCHOOL ADMINISTRATIVE STAFF

| | |
|-------------------|--|
| Principal: | Ms. Carissa Hart |
| School Secretary: | Mrs. Cathy Gaudord |
| School Telephone: | (250) 426-8551 |
| Office Hours: | 8:00 am – 3:30 pm |
| Address: | 1301 – 20 Ave S, Cranbrook, BC V1C 4N5 |
| Email address: | koes.mailing@sd5.bc.ca |

TEACHING STAFF

| | |
|--------------------|---------------------------|
| Kindergarten: | Miss Carolyn Cross |
| Kindergarten: | Mrs. Angela Linardic |
| Grade 1 | Ms. Maxine Malmberg |
| Grade 1/2: | Mrs. Deleen Adams |
| Grade 2/3: | Ms. Deanna Boss |
| Grade 3: | Mr. Dave Flegel |
| Grade 4: | Mrs. Danielle Reinarz |
| Grade 4/5: | Mrs. Anneli Schadel |
| Grade 5: | Mrs. Frances Kirkpatrick |
| Grade 5/6: | Mrs. Stephanie Halldorson |
| Grade 6: | Mrs. Carol Potter |
| Music: | Mr. Kim Lutz |
| Teacher Librarian: | Mrs. Deleen Adams |
| Teacher Librarian: | Ms. Kylie Rodney |

ITINERANT STAFF

| | |
|--------------------------------------|-----------------------|
| Learning Services: | Mrs. Kelley Relkoff |
| Counsellor: | Ms. Karley Doll |
| Youth Care Worker: | Mrs. Shelsee Holbrook |
| Speech Language Pathologist | Ms. Collette Tovee |
| Speech Language Assistant: | TBA |
| Indigenous Education Support Worker: | TBA |
| Education Assistant: | Mrs. Carrie Lukan |
| Education Assistant: | Mrs. Jayme Faiers |
| Education Assistant: | Mrs. Candice Bennett |
| Education Assistant: | Mrs. Sherisse Hoy |
| Noon Hour Supervisor: | Mr. Glen Carson |
| Noon Hour Supervisor: | Mrs. Jayme Faiers |
| Custodian | Mr. Justin Mitchell |
| Custodian (part-time) | TBA |
| Public Health Nurse Liaison | Brenna Bousquet |

SCHOOL BELL TIMES



MORNING CLASSES

8: 40 AM – Warning Bell

8:45 AM – Classes Start

RECESS

10:30 – 10:45 AM (Primary & Intermediate)

10:45 – 11:00 AM (Kindergarten) Until Spring break

LUNCH

12:05 PM

AFTERNOON CLASSES

12:50 PM – Warning Bell

12:55 PM – Classes Start

END OF DAY

2:55 PM

CODE OF CONDUCT

Kootenay Orchards Elementary promotes and values a learning and working environment that is:

- hands off, friendly and kind
- respectful and safe for everyone
- inclusive, free of discrimination
- respect for individual differences.

Consequences for students who do not adhere to the Code of Conduct will be consistent, equitable, restorative and progressive in nature. Consequences may include but are not limited to, and dependent on age, development, and infraction:

- discussion/warning
- parent notification and conference
- school service
- loss of privileges
- in or out of School Suspension

This Code of Conduct is in compliance with the [District Administrative Procedure 350](#) (available on School District #5 website: www.sd5.bc.ca).

TRANSPORTATION CODE OF CONDUCT FOR BUS RIDERS

The Board of Education of School District #5 expects every person who uses the district bus services to act in a manner that ensures a safe and pleasant experience for all passengers and the driver.

Every person using the bus will demonstrate a concern for safety and respect for all passengers and their bus by observing the following rules and regulations.

- Bus drivers oversee the school bus at all times.
- 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.
- Students are expected to be at their bus stop five minutes prior to scheduled bus departure time.
- Unnecessary conversation with the driver is prohibited.
- The 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.
- All school buses are District property; all District policies and administrative procedures are in effect.

- Students must not litter the bus. Throwing anything in or around the bus is prohibited.
- Vandalism on the bus will not be tolerated; any damage thus caused, will be charged in accordance with the provisions of the School Act.
- Students must not extend any articles or parts of their body out the windows.
- Students must remain seated while the bus is in motion.
- Only those students who are regular bus students are allowed to travel, to and from school, on the school buses.
- 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.
- All buses have digital recording devices, and they may be used without warning.
- Students not following 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.

Non-compliance of the Code of Conduct will result in disciplinary action in consultation with the Principal/Designate and in alignment with the District Policy.

EXTRA-CURRICULAR SPORTS CODE OF CONDUCT

PLAYER CODE OF CONDUCT

We are committed to providing opportunities for the grade 6 students at Kootenay Orchards to participate in extra-curricular sports such as volleyball and basketball. We believe that playing on a team allows students to develop:

- cooperative and team skills
- social skills
- good sportsmanship
- positive attitudes towards healthy living and fitness
- knowledge, skills and confidence to participate in sports in future school and community settings.

Students will be expected to:

- follow the Code of Conduct
- demonstrate good sportsmanship at all times - toward coaches, referees, other players, parents. We view the students as 'ambassadors' for our school.
- attend all scheduled practices in appropriate clothing and footwear unless they have a 'good' reason and have let the coach know.
- show commitment to the team by listening, working hard to improve skills and showing up on time for practices and games.

- follow classroom and school rules and guidelines.

ADULT CODE OF CONDUCT

At Kootenay Orchards, sportsmanship is an expectation. Please let the players play, the coaches coach, and the officials officiate. Show your positive support as a spectator!

GENERAL SCHOOL INFORMATION

CLOSED CAMPUS POLICY

Kootenay Orchards Elementary is a closed campus. This means that students **may not leave the school grounds during the day without parental permission**. When students are picked up by someone other than a parent/guardian, the school must be informed via a note or a telephone call. **Adults who visit the school grounds must identify themselves to the supervisors and are required to sign in at the office.**

REPORTING STUDENT ABSENCES

All parents/guardians are asked to report student absences before 8:15 am on the day of the absence. Absences can also be reported in advance if they are known. If the school office does not receive notification of a student's absence, the parent/guardian will be contacted by the office.

If you are informing the classroom teacher of an absence or a tardiness, please ensure you also notify the school secretary.

Student absences can be reported by 3 ways.

1. Reporting the absence using the [School Messenger Safe Arrival App](#). Kindergarten students or any new students to Kootenay Orchards will receive a handout on how to register for School Messenger Safe Arrival.
2. Calling the school office and reporting an absence (250) 426-8551.
3. Sending an email to koes.mailing@sd5.bc.ca



Late Arrivals

In the event that a student is late, parents are asked to have their child check-in with the office so that the school can confirm the student has arrived and is marked present.

SUPERVISION & SAFETY OF STUDENTS

Outdoor supervision is provided starting at 8:20 AM for all students. Recess and lunch supervision is also provided. **After school supervision is not provided.**

Students are expected to:

- stay outside the building to play, and line up outside of their classroom door at the bell
- follow the directions given by all supervisors
- advise supervisors of behavior problems or emergencies

DRESS CODE

Everyone is asked to be respectful in what they are choosing to wear to school. Students need to be dressed appropriately for being outdoors during ALL seasons and will be expected to be outside before school and at recess and lunch.

INDOOR/OUTSIDE SHOES

Students are required to have two pairs of footwear – one for outside and one for inside. The inside pair needs to be non-marking and appropriate for gym activities.

WEATHER/OUTSIDE PLAY

The principal or designate will determine if students should be inside or outside at recess and lunch hour in accordance with the district policy. This decision will be announced with the morning announcements based on existing weather conditions. Please ensure your child is appropriately dressed for the weather conditions as students are expected to go outside and get fresh air during recess and lunch breaks.

TRAFFIC SAFETY

Parents dropping children off at school in the morning or picking children up after school are asked to keep loading and bus lanes clear. The lane on the east side of the school is reserved for buses only. **For safety reasons, please do not use this area as a drive through to drop off or pick up children.**

The safest location for you to pick up or drop off your child is on the south (school) side of 13th Street, adjacent to the school. Parents are encouraged to meet their children and walk with them to their vehicles.

Students walking or riding their bikes to school are expected to use the crosswalk.

BICYCLE SAFETY

Parents are asked to review bicycle safety with their children. We expect all students to wear bicycle helmets. As well, they are asked to park and lock their bikes in the racks provided and not to ride them on the school grounds.

Skateboards, roller blades, wheeled shoes, and scooters are not allowed on school property during the hours of school operation.



FIRE, EARTHQUAKE & LOCK-DOWN DRILLS

In accordance with provincial policy, we practice regular fire, earthquake and lock-down drills at Kootenay Orchards. The procedures for each of these drills is discussed and reviewed with our students on a regular basis to help ensure the procedures will be followed if the need arises. We hold six fire drills, two lock-down drills and one earthquake drill spread throughout the school year.

REPORTING & COMMUNICATION OF STUDENT LEARNING

The School Act requires that we report home on your child's educational progress a minimum of five times per year. There will be 3 Learning Updates sent home from MyEducation, a parent-teacher interview and a student-led conference. Learning updates might also be communicated by emails or phone calls.

The reporting periods are as follows:

October 21st and 22nd – dismissal at noon for Parent Teacher Conferences

December 17th – Term 1 Learning Update

March 12th – Term 2 Learning Update

May 5th and 6th – dismissal at noon for Student-Led Conferences

June 25th – Summative Learning Update

The reporting will describe the following:

- What the student is able to do (strengths)
- What areas require further attention or development (areas for growth)
- Ways to support learning

PARENT CONCERNS

From time to time, you may have a concern that pertains to a classroom or school situation. We request that you first approach your child's classroom teacher or appropriate staff member. If the problem cannot be resolved at that level, school administration should be consulted. If the problem continues, the Superintendent of Schools or assistants can be contacted at the School Board Office.

STUDENT ILLNESSES

If a child becomes ill at school, parents will be contacted to take their child home. All children must be picked up by a parent or guardian in a timely manner and will not be allowed to walk home.

ACCIDENTS / INJURIES

Every precaution is taken to prevent mishaps in which students are injured but sometimes such incidents are unavoidable. In the case of any type of injury, the student should report the occurrence to his/her teacher or other staff member. If medical attention is required, the staff member will bring the student to the office and the child will be treated accordingly. In the case of serious injury, the parents will be contacted. If a serious accident occurs, such as back or head injury, an ambulance will be called immediately.

MEDICATION

If a student is required to receive oral medication of any kind, a request form from the parent must accompany the medication that is to be kept in the office. Both the parent and

the prescribing doctor must sign this form. Medication will be kept by school personnel and upon specific written request. Refer to School District #5 [Administrative Procedure AP 316 – Medical Alerts](#).

ELECTRONIC DEVICES

Students are expected to turn off all electronic devices and store them in their backpacks while at school. Devices are NOT to be used at any time during the school day, including recess and lunch, and will be confiscated until the end of the day if problematic. We appreciate your support in our efforts to protect and minimize distractions to our valuable learning time. Be advised that any cell phones and/or other electronic devices brought to school are at the risk of the owner. The school will not be responsible for lost, stolen, or damaged devices. Should a student need to phone home, they can use the school phone with permission from their teacher. [Refer to School District #5 AP 145 Use of Cell Phone and Digital Devices](#)

USE OF TELEPHONE BY STUDENTS

Students may use the student phone in their classroom with teacher permission. The phone is for **emergency** use only and is not available for making social plans.



SCHOOL FEES

All school fees including school supplies, library fees, school field trips, school sports, etc. will be collected using School Cash Online. Parents will need to register their child by visiting [School Cash Online](#). An information handout will be sent home at the beginning of the school year.



SCHOOL SUPPLIES

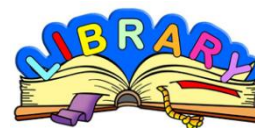
Each grade is provided a school supply list that outlines the items parents will need to purchase for the school year.

Additionally, Kootenay Orchards purchases school supplies for a lower bulk price. Parents will receive an invoice at the beginning of the school year with the applicable fees that will need to be paid via School Cash Online.



LIBRARY BOOKS

Students have the opportunity to sign-out and exchange library books on a weekly basis. It is the responsibility of the student to return them in the same condition and in a timely manner. If loaned items are lost,



damaged, or destroyed, the student will be charged the replacement value.

BREAKFAST PROGRAM



The breakfast program aims to ensure that students do not start their day off hungry. Students can access the program every Monday to Friday morning before school. If your family requires regular food support, parents can contact our Youth Care Worker.

BC FRUIT & VEGGIE PROGRAM

The B.C. Fruit Snack In-Class Program delivers a variety of fresh fruits and vegetables. Students will receive 2 servings per month supplemented with information about healthy eating habits. The products are not meant to replace any other snacks students might have. Grades K-5 also have the opportunity to receive a white milk (soy milk for dairy-intolerant students).



MUSIC PROGRAM

Kootenay Orchards is pleased to be able to offer an enriching music program for all our students. Throughout their time at the school, students will have the opportunity to play keyboards, guitars, recorders and a band instrument in the Intermediate grades. Some of our performances include Remembrance Day, Mass Choir, Christmas, Talent Show, Spring Concert, and Year-End Concert. We welcome family members to join us in the audience for any of these events.

PARENT ADVISORY COUNCIL

The Kootenay Orchards Parent Advisory Council (KO PAC) is comprised of parent volunteers who, through ongoing opportunities, help enrich & support our school community. They meet the second Tuesday of every month at 6:30 pm in the school library, except for holidays or otherwise specified.



All parents and guardians of students registered at Kootenay Orchards are voting members of the Parent Advisory Council. PAC welcomes parents to attend meetings to help provide input and feedback.

Visit their [PAC Facebook](#) to stay up to date on all their latest news.

PAC HOT LUNCHES



Kootenay Orchards Parent Advisory Council (KO PAC) offers hot lunches throughout the school year. Parents/Guardians can place an order by visiting [Munch a Lunch](#).

SCHOOL NEWSLETTERS

School newsletters are emailed to families at the beginning of every month and are also available to view on the school website. If you are not on our email distribution list, please email us at koes.mailing@sd5.bc.ca to be added.

LOST & FOUND

We encourage families to clearly label students' clothing and personal belongings with their name. Articles found in and around the school should be turned into the Lost & Found. Be sure to periodically check our "Lost & Found" located just inside the front school doors. At the end of each term, the Lost & Found will be cleared out and donated to charity.

