

ALEXIS PARK ELEMENTARY SCHOOL

PARENT HANDBOOK



(Updated December, 2023)

Welcome to Alexis Park Elementary School!

Way! We are fortunate to live, learn and work on the traditional lands of the Okanagan Sylix People. Alexis Park has a history of warmth, caring and inclusion, celebrating the diversity of our students and families. We believe in treating all people with care, kindness and acceptance, and work to ensure all members of our school community demonstrate respect and responsibility in their actions. At Alexis Park, we truly believe we are part of a team, supporting our students together with families and our community.

We have a clear focus on reading, writing and numeracy and strive to provide well-rounded educational experiences to make learning meaningful both in the classroom and in the community.

OFFICE HOURS

8:00 AM – 3:30 PM

Monday – Friday



Office: (250) 545-7289

Safe Arrival (250)545-7289 (press 3 at the prompt)

BELL SCHEDULE

8:25	Welcome Bell
10:25 – 10:40	Recess (15 mins)
12:20 – 1:10	Lunch (50 mins)
2:24	Dismissal



ATTENDANCE

Regular attendance and being on time for school play an important role in your child's success at school. If your child is ill, they should remain at home until they are well. However, if your child is going to be late or absent for any reason, please contact the office and leave a message (press "3" at the prompt). If a message has not been left by 8:30 a.m. and your child is absent, the school will contact you to verify their absence. It is also recommended that you email your child's teacher as well.

Students arriving after 8:30 a.m. or leaving at any time during the school day must sign in/out at the office. It's also appreciated if you can let the office and your child's teacher know in advance (signed note, email or phone call) if your child will be leaving early.

SCHOOL PICK UP & DROP OFF

Parking is very limited at our school. During drop off and pick up times, please be sure to not park in the bus lane, fire lane or accessible parking stalls. We encourage parents to try to pick up their children in the alley or park on a side street and walk to the school in order to alleviate congestion. *If you're driving through the alley, please proceed slowly to avoid any pedestrians.*

BUSES

Bus assignments and times are provided by Transportation via email. New riders must register with Transportation Department and will be issued an SD22 bus tag once the transportation fee has been paid. Students may only ride on their assigned bus. All students are expected to follow the established bus safety guidelines and SD22 Code of Conduct. Failure to do so may result in the loss of bus privileges. More information can be found at <https://sd22.bc.ca/programs-services/bus->

EMERGENCY & EVACUATION PROCEDURES

Our school practices emergency procedures on a regular basis. Caregivers who happen to be in the school during these times are to follow directions given by administration. Our staff are familiar with these procedures and are responsible for directing students whether in or out of the building during any emergency. In the event that we need to evacuate to an off-site location, students will be escorted by staff to Kal Tire Place. Families will be notified by email if such a situation occurs and students are able to return to school before the end of the school day. If students need to be picked up from Kal Tire Place, families will be contacted by both telephone and email.

ENVIRONMENTAL STEWARDSHIP

Consistent with District practice, our school has an active composting and plastics recycling program that helps us divert waste from the land fill. We encourage families to plan a litter-free lunch and encourage students to recycle and compost daily. Please send a refillable water bottle as well as re-usable utensils (if needed) for your child to use with their lunch. Students

ALLERGY ALERT!

Families are encouraged to avoid including nuts and nut-based products in school snacks and lunches as we have members of our school community with severe allergies. We also have members of our school community who are allergic to strong fragrances. Please support us in making our school community a safe and healthy environment for everyone!

SCHOOL MEAL PROGRAMS

Many of our students have long bus rides before and after school. We offer a healthy breakfast to any student who would like a bit extra to eat before school starts. We also offer a daily bagged lunch and participate in the Starfish Program which provides a weekly grocery bag full of food to families who need a little help to make their dollars stretch each week. Both of these programs are offered free of charge to families who are in need. If you would like your child to participate in the bagged lunch or Starfish program, please contact Jenny Inkster at the office.

Pizza lunches happen every Friday and hot dog lunches happen once a month. These lunches are a fundraiser for the Grade 7 year end field trip. Please watch your email and family newsletter for details or contact our school secretary if you have specific questions.

LOST AND FOUND

Please label your child's belongings. Found clothing, footwear, water bottles, etc. are placed in our Lost and Found area. Unclaimed items are sent to a donation location periodically throughout the school year. Valuable items such as jewelry, glasses and keys are kept at the office. Caregivers are encouraged to come in and check the Lost and Found area regularly.

LEARNING CENTER

Our Learning Center provides specialized support services to support students with diverse learning needs. Individualized programs are intended to support students who require physical, social-emotional or academic adaptations to their educational program. Some of our services include Speech & Language, Occupational Therapy, Hearing and Vision, counseling, and behavior support. Assessment, direct instruction and consultation with community partners help guide our students' Individualized Education Plans.

LIBRARY LEARNING COMMONS

All students are encouraged to use the library learning commons as a hub in our school. Our library offers a wide variety of reading materials suitable for all students. The loan period is two weeks. Students may exchange books on or before their scheduled book exchange day. Students may incur charges for lost or damaged books.



STUDENT TELEPHONE USE

School phones are available for student use for important messages only. Students may use the phone only with permission from school staff. We ask that families pre-arrange after school plans and that the school is informed if needed. Student cell phones are not permitted in classrooms or on the playground and must remain in lockers for the duration of the school day.

STUDENT FEES

School Supply Fee: At Alexis Park, student school supplies are bulk purchased so that families can enjoy the convenience of not having to purchase school supplies, and teachers benefit from all students having the same supplies. The supply fee also includes a student agenda. Student supply fees will be communicated in early September; payment is appreciated by the end of September.

Cultural Activity Fee: A \$5 cultural activity fee is collected to help cover school-wide performing arts activities.

SCHOOL ATTIRE

Students should dress in a manner that promotes a positive image of self and the school and be appropriate for a place of work and learning. Students not dressed appropriately for work and learning may be asked to change. Teachers may use their discretion to allow hats to be worn inside the classroom. Students are required to have non-marking running shoes for PE classes, and indoor shoes are to be worn inside the school for safety and hygienic reasons. During wet or snowy weather, all school community members are expected to remove outdoor footwear at the door. This helps keep our floors clean, dry and safe for everyone.

FIELD TRIPS

Educational field trips are an important part of the instructional program at Alexis Park. It is district and school policy that the appropriate consent forms are read and signed by guardians in order for a student to participate. While we work hard to minimize the cost for field trips, we may occasionally ask for additional fees to help cover these costs. If costs pose financial challenges for your family, please let the school know as we may be able to help.

Parent volunteers are often welcome on field trips. All volunteers must have a criminal record check on file with the school. These often take up to three weeks to have done, so please plan well in advance if you are considering joining your child's class on a trip.

VOLUNTEER CRIMINAL RECORD CHECKS

It is mandatory that all volunteers who could be in a situation where they are working one on one with a student have a current criminal record check on file with the school. Criminal record checks must be renewed every 5 years. Volunteers can complete the free online records check through the following link:

Online Link: <https://justice.gov.bc.ca/eCRC>
Access Code: 4CRTQWP4MZ

MEDICAL NEEDS

If your child has ongoing medical needs, please inform their classroom teacher and office each year. Our school staff will work with families to complete the appropriate paperwork and have the required medications available as needed. If a child is ill at school, families will be contacted and asked to take their child home.

Medication may only be administered by staff at the office if the appropriate form has been completed and signed by a physician. This includes medications such as Tylenol or Ibuprofen.

In the event of minor injuries, students will be assisted by any available staff member. For more serious injuries, medical professionals and the student's family will be contacted. The school will communicate any other medical concerns with families as needed.

Physical & Health Education (PHE) is a Ministry requirement and students must participate within their physical abilities. If your child has a chronic health condition, please inform their classroom teachers and provide a doctor's note so that appropriate accommodations can be made.

DISTRICT CODE OF CONDUCT (BOARD POLICY NO: 220)

The Board expects all members of the district community, including students, staff, parents/caregivers, invited guests, and visitors, to show respect for self, others and the environment.

Demonstrating dignity towards others is the shared responsibility of students, staff, parents/caregivers and guests such that each complies with and enacts the purpose and spirit of the British Columbia Human Rights Code, the Canadian Charter of Rights and Freedoms and the *Canadian Human Rights Act*. This includes not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.

The Board is committed to providing safe, caring and orderly environments in each of its schools and facilities. Members of the school community are entitled to experience spaces that are free from harm, where acceptable behaviours are met, and where all members feel they belong.

Specifically, all members of the district community will:

- show respect for the diversity of the members of school and district communities
- behave in a safe, thoughtful and courteous manner
- never threaten, harass, intimidate or assault, in any form, any person within our school district community, through physical violence, verbal abuse or any forms of digital or print communication
- never be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work
- show respect and pride in district facilities and equipment through care and appropriate use of District property

This Code of Conduct applies to behaviour within district premises and during activities that are organized or sponsored by the District. It also extends beyond the typical school or workday when it affects the provision of safe, caring or orderly environments – including social media and other interactions where they impact the safety of the environment for members of the school community.

The Board believes that a positive school environment promotes:

- respect for the dignity of individuals and the diversity of the school community
- respect for the property of others
- drug and alcohol-free school activities
- intolerance of bullying and harassing behaviors; and
- non-violent conflict resolution

The Board will ensure that all reasonable steps are taken to prevent retaliation against any member of the school community who has made a complaint of a breach of the Code of Conduct.

GENERAL BEHAVIOR EXPECTATIONS

1. Students will demonstrate care for our environment by not littering or vandalizing school property.
2. Students will follow the instructions of all supervising adults.
3. Rough play is not allowed. Games that involve tackling or wrestling are not permitted.
4. Students will stay within designated areas. They will not play in the parking lot or any other areas not supervised by staff. Students will not damage trees.
5. Students are expected to show respect for others. This includes taking turns, sharing and inviting others to join in. Bullying, intimidation, fighting, racial slurs, gender slurs, taunting, aggressive play, swearing and overt defiance are not acceptable behaviors at Alexis Park Elementary.
6. Students will leave dangerous objects on the ground (i.e. rocks, sticks, broken glass, needles, etc.) and immediately report any concerns to a school adult.
7. Students will leave potentially unsafe objects at home (i.e. toy guns, knives, lighters, etc.)
8. Throwing snowballs or “face washing” is not permitted.
9. Students will be aware of their “Zone”, “Size of the Problem” and use their “WITS” at all times to support making good choices.

Further expectations regarding behavior may arise throughout the school year and will be communicated to students, staff and families as necessary.

PROGRESSIVE DISCIPLINE MODEL

At Alexis Park Elementary, we follow a progressive discipline model in order to reinforce positive behaviors with our students, and to help them learn to make positive choices.

Every student is expected to follow the SD22 Code of Conduct while on school premises, going to and from school, and while at school-sponsored games, events and functions. These expectations also apply beyond these times to any behavior (including online) that negatively impacts the safe, caring and orderly environment and values of the school.

Alexis Park Elementary School staff will maintain student confidentiality wherever possible. However, in situations where it is unavoidable as required by policy and/or law, other parties will be informed.

Social-Emotional Curriculum

"LIFE IS 10% WHAT HAPPENS TO US AND 90% HOW WE REACT TO IT." -CHARLES SWINDOLL

Regulation is something everyone continually works on. We all encounter trying circumstances that test our limits from time to time. If we can recognize when we are becoming less regulated, we can do something about it to manage our feelings and get ourselves to a healthy place. This comes more naturally for some; for others it is a skill that needs more attention and practice. This is the goal of the Zones of Regulation Program (also known as "Zones" for short).

The Zones of Regulation Program is a systematic, cognitive behavior approach used to teach self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete zones. The Zones curriculum provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, managing their sensory needs, and improving their ability to solve conflicts. The staff and students at Alexis Park Elementary School as a common language throughout the school to help students identify which Zone they are in, what the size of the problem is and what strategies to employ to change zones as needed.

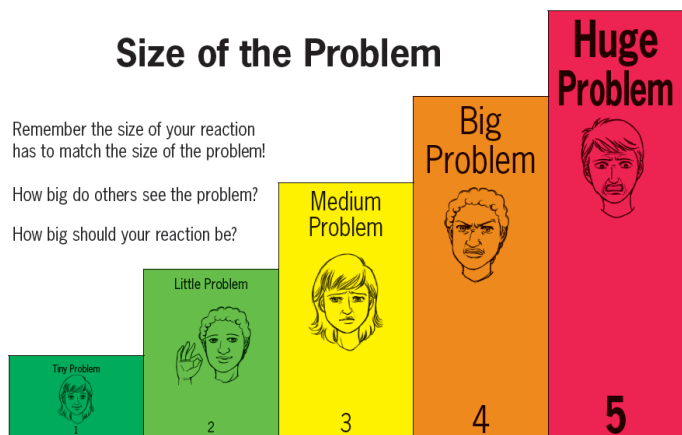
The ZONES of Regulation®

			
BLUE ZONE	GREEN ZONE	YELLOW ZONE	RED ZONE
Sad Sick Tired Bored Moving Slowly	Happy Calm Feeling Okay Focused Ready to Learn	Frustrated Worried Silly/Wiggly Excited Loss of Some Control	Mad/Angry Mean Terrified Yelling/Hitting Out of Control

This chart helps our students build an understanding of how they are feeling in a situation and to develop vocabulary to be able to articulate those feelings in a positive way. This supports students in understanding appropriate emotional responses.

Size of the Problem

This chart helps our students to put problems into perspective. A small problem does not require a big reaction!





Bucket filling promotes our school value of empathy, promotes a culture of positive affirmations and interactions, and promotes a culture of kindness.

Rule 1: Be a Bucket Filler

Be kind.

Rule 2: Don't Dip

Don't say or do mean things.

Rule 3: Use Your Lid

When someone does something mean or unkind, you can use your lid to control how many of your happy thoughts they "dip".

Use your WITS! This helps our students remember the strategies to help them peacefully solve a problem. These do not need to be used in order and can be used in any combination.



