

Parent Handbook 2025-2026



Telephone 250-870-5129

**10300 Sherman Drive
Lake Country, BC, V4V 1Y8**

Office Hours: 8:00 a.m. to 3:00 p.m.

Principal: Mr. J. Minkus
Vice Principal: Ms. T. Kuzik
Administrative Assistant: Ms. C. Nuyens

<https://pge.sd23.bc.ca>

Welcome/Bienvenue

Welcome to École Peter Greer Elementary School. The purpose of this handbook is to provide families with general information concerning the organization of our school. We hope that you will find this book useful, and we welcome any feedback from both parents and students.

About École Peter Greer Elementary

École Peter Greer Elementary School, situated at 10300 Sherman Drive in East Winfield, opened in November 1992. The official opening took place on January 28, 1993. The school, built to accommodate 550 pupils, consists of eighteen classrooms. The Award- Winning Design of this school utilizes the "Project Area" concept and offers built-in flexibility in order to maximize educational delivery and opportunities.

This school is built like a series of cubes around the central foyer and each classroom opens to a shared project area. This school has interconnected rooms and conventional hallways in various shapes. The design provides natural light to all major spaces in the building by the use of bay windows, clerestories and skylights.

École Peter Greer Elementary School offers students a dual track system of English and French Immersion. The school is fully prepared for the new educational challenges of the future. The school logo is an eagle and the motto is "Soaring for Excellence." The school colours are silver, black, and teal. We recently added another logo designed by local syilx artist David Wilson Sookinakin. Our students have also worked with syilx artist Sheldon Pierre Louis. Our main foyer is adorned with art by David and student art inspired by Sheldon.

École Peter Greer Elementary School is named after a longtime member of the Lake Country community. He was appointed Principal of Springvalley Secondary School in 1975 and retired from teaching in 1981. He was elected to the Board of Trustees, School District #23 (Central Okanagan) in 1983 and served as Chairman of the Building and Maintenance Committee and Chairman of the Board of Trustees until 1990.

Mission Statement

We believe that learning is a lifelong process involving intellectual, aesthetic, physical, emotional and social development; our mission is to provide a caring environment that develops the qualities of self-esteem, respect for self and others, creative thinking, responsible citizenship and a love for learning.

Staff

English Program

Kindergarten/1	Cheryl Mazey	Grade 3	Jacquie Portwood
Kindergarten/1	Kim Payne	Grade 2/3	Kendra Harper
Grade 1/2	Carys Swan	Grade 2/3	Anastazia Ziros
Grade 1/2	Megan Cliff	Grade 4/5	Sarah Letourneau
Grade 1/2	Marijke Albrecht	Grade 4/5	Nicky Krastel
		Grade 4/5	Kristen Dion

French Program

Kindergarten	Kelly Tait	Grade 2/3	Keri Gagnon
Kindergarten/1	Jenna Henderson	Grade 3/4	Jenn Dewolf
Grade 1/2	Kristina Starling	Grade 4/5	Christy Catton
Grade 1/2	Sofia Miller/Danielle Lehman		
James Minkus	Principal	Tracy Kuzik	Vice Principal
Sherri Savage	Teacher-Librarian/ELL	Cheryl Elsworth	Speech & Language
Dana Guthrie	PE/Prep/Support	Kelli Cook	Counsellor
Rose Alexis	Indigenous Advocate	Caley Nuyens	Admin Assistant
Danielle Petryshyn	Learning Assistance/Support	Emma Sarbit	Inclusion Teacher
Lenora Manuel	Inclusion Teacher	TBA	LAT French Immersion
Chelsea Coates	Strong Start Facilitator	Becky Carr	Primary Music/Prep
Madison Clementi	ARC Support Worker	Heather Siemens	Literacy Intervention
Shauna Lyons	Library Assistant/Clerical	Greg Snow	Head Custodian
Brad Raisanen	AM and Lunch Custodian	Dean Armstrong	PM Custodian
Irene Marcelino	PM Custodian		

Certified Education Assistants

Connie Radis	Wendy Parfitt	Sheri Jensen	Veronica Hudj
Kathryn Gevers	Ashley Cornelius	Victoria Galloway	Anita Peter
Holly Solosth	Donna Gruenenwald	Marissa Holt	MaryEllen Buhler
Susan Niro	Cayman Ferguson	Christy Mik	Erica Yuill
Courtney Daignault	Christ Knouff		

School Focus Areas 2024-2025

Mission Statement:

We believe that learning is a lifelong process involving intellectual, aesthetic, physical, emotional, and social development; our mission is to provide a caring environment that develops the qualities of self-esteem, respect for self and others, creative and critical thinking, responsible citizenship, and a love for learning.

- Priority # 1 Improve writing skills in grades 1-5.
- Priority # 2 Continued reading success in grades 1-5.
- Priority # 3 Building social-emotional resiliency K-5.
- Priority # 4 Maintain positive relationships and connections amongst staff, students, parents, and the community (including our local syilx people and Okanagan Indian Band).

For more details, including a list of strategies, structures, and actions taken to support these focus areas, check out our [School Community Learning Plan](#).

Before and After School Supervision

Supervision by staff on the schoolyard is from 8:00 to 8:30 and 2:30 to 2:45 pm. Children are not to arrive and/or be dropped off by a parent/caregiver earlier than 8:00 since our yard is not supervised before that time.

At the end of the day children are instructed to leave the school grounds and go directly home or to a caregiver. With permission from home, they may return later to play on the grounds. Any student not picked up by 2:45 is to be brought into the office so that staff can assist in contacting parents and getting students home safely. Your assistance in ensuring student safety is greatly appreciated.

Supplies and Student Fees

We encourage you to take advantage of purchasing student school supplies through the school. By doing so, children will have **exactly** what is appropriate and required for their school year. As well, art supplies such as construction paper, drawing paper, bristle board, glitter, pipe cleaners, popsicle sticks and many other incidentals are covered by these costs.

Our feedback, too, is that it is much more economical to purchase through the school. We sincerely appreciate your consideration of this request.

	<u>Supplies</u>	<u>Cultural</u>	<u>Total</u>
Grades K – 6	\$35.00	+ \$ 10.00	= \$45.00

The cultural fee pays for live theatre, puppet shows, musicians and films viewed at the school.

Payment can be made online at <https://centralokanagan.schoolcashonline.com/> Payment accepted online: Debit Card, Visa, and MasterCard.

If you wish to pay by cheque, please make them payable to Peter Greer Elementary School and forward to your child’s classroom teacher. We will not issue a receipt when you write a cheque because the cancelled cheque will be your receipt. Receipts will still be issued if you pay by cash.

Student Absences

We use School Messenger to manage student absences. Go to the following website to watch a video showing you how to sign up to use School Messenger:
<https://drive.google.com/file/d/1V8w7kmEMltGClzRONfbri0ClwR7JRbSg/view>

This program is in effect to ensure the safe arrival of all students to school. Parents can enter an absence in three ways:

1. Using the School Messenger App – available in the Apple Store or on Google Play.
2. Enter the absence using the Online Parent Portal: <https://go.schoolmessenger.ca/#/home>
3. Enter the absence by calling the school 250-870-5129 and follow the voice prompts.

We request that parents report absences prior to 8:30 a.m. This information is electronically cross-referenced with the attendance records kept by teachers and the system will automatically follow up on any unreported absences. For this reason, please ensure your contact information/ phone numbers are accurate and up to date. We appreciate your assistance with this procedure, which is in place to ensure the safety of our students.

Extended Absences and/or Early Dismissal

Please use School Messenger if students will be absent during the school year for extended periods of time. If a student needs to leave school early for an appointment, or any other reason, parents/guardians **must** come to the school to pick them up, in person, and sign them out. We cannot allow students to leave school grounds by means of a note, phone call, or absence reported in School Messenger due to safety concerns.

Illness and Student Injuries

Illness

At École Peter Greer Elementary School, we believe that good hygiene and good health care (i.e. frequent hand washing, good nutrition, clean clothes, regular physical activity, fresh air and plenty of sleep) keep kids healthy! Children who come to school with severe colds and other viruses are unable to function well, provide a source of infection for other children and would recuperate faster at home. Please keep kids at home if they are sick and notify the school, by phone, of their absence. We thank you for your cooperation in this area.

If your child becomes ill at school, he/she should alert a staff member who will then attempt to contact you, or your emergency contact. If a student is too ill to stay at school, they will be directed to the office by the Classroom Teacher or Supervisor. They are to report to the Secretary or Administration. The Secretary will record the student's absence from class for medical reasons and take the student to the medical room. Arrangements will be made to send the student home, or he/she will be cared for in the medical room. If necessary, they may be instructed to lie down. However, we are not in a position to use the medical bed/room except as a temporary holding area, while the school awaits the arrival of a parent. Students should not be placed on the medical bed without informing the child's teacher and the office.

In cases where students are away ill, students will be expected to "catch-up" after their return as it is not realistic for teachers to prepare materials to send home for all their students who may be away. Also, activities missed in the classroom cannot be duplicated with learning activities sent home.

Injuries/Accidents

If your child is in an accident at school, he/she should notify the nearest staff member. In most cases, any necessary first aid can be administered by the attending staff member as long as it is not more than 'ice or a band aid.' In more serious cases, (i.e. a bump to the head, fall on the head, head struck by heavy object etc.) students will be looked at by a staff member with first aid experience. If there are no symptoms of a head injury (i.e. no significant swelling, cut, bruise, dizziness and nausea), the classroom teacher will be notified in writing on a form (forms are in the first aid room) that alerts the teacher that an authorized staff member with first aid certification has seen the student and the teacher is advised to keep an eye on the student and report back to the office if any symptoms of a head injury develop (i.e. nausea, dizziness, swelling, cut). If no symptoms develop, the note simply goes home with the student asking the parents to continue to 'monitor' the student. These make up about 90% of all reports. If there are signs of a head injury, or if a student becomes ill or sustains an injury during school hours that requires significant medical treatment beyond "ice" or a



"band-aid," we always err on the side of caution and contact the parents.

In any situation other than an emergency where we would be obligated to administer basic first aid and/or call 911, it is up to the parent to make a judgment whether further treatment beyond, ice, bed rest, a band-aid, or an ambulance trip to the hospital is needed. In order to avoid undue parental alarm and/or concern about injuries that occur during school hours, parents need to and have the right to know if their child has become ill or is injured at school.

If a student sustains an injury at school, and he/she can be moved safely, we try and take him/her to the medical room in the main office where a staff member, who holds a current first aid certificate, can examine the student as soon as possible. Although our first aid attendants are in place for the first aid treatment of staff, they are often called upon to treat students and do so on a voluntary basis. If there is any doubt about the advisability of moving an injured student, an ambulance will be called and the parent notified.

When it comes to serious student injuries and illnesses as opposed to those requiring only a band-aid or ice, administration will accompany the First Aid attendant to the scene and make every attempt to stay with the injured or ill student until an ambulance arrives, and/or trained medical personnel provides treatment and "releases" the student into our care. These measures must be taken prior to calling "911." The First Aid Attendant, in consultation with administration, makes the final decision as to whether "911" should be called.

If the injury is not life threatening but requires a visit to a doctor, parents will be asked to arrange transportation.

Transportation

Please consult the Central Okanagan School District Website for information regarding transportation. Go to the following link:

<http://www.sd23.bc.ca/ProgramsServices/transportation/Pages/default.aspx#/=>



Medication and Medical Alert Conditions

If medication is required during school hours, the following procedures must be followed.

1. Please request a medication package from the school office. A form must be signed and approved by the physician before medication may be administered at the school.
2. Students who require a medical alert form for the administration of medication, due to an allergic reaction, should also have a form on file at the office. Medication to combat a potential allergic reaction must be stored in the school office and taken on any school field trips.
3. The medical alert form, the medication administration form, and the medical alert list are updated every school term. These documents are reviewed regularly by a Public Health Nurse assigned to our school.
4. All student medication must be kept at the school's medical room. For further information or clarification, please contact the office at 250-870-5129.

Allergy Awareness Zone

We have a number of students at PGE who are at extreme risk due to nuts, nut products, peanut oil or flour as well as kiwis. These students do not have to ingest nuts; they can have a life-threatening reaction to airborne particles or residue left on surfaces. For the safety of all our students, PGE is declared an ALLERGY AWARE SCHOOL and we ask your cooperation by not sending these products to school. This includes but is not limited to peanut butter, granola bars with nuts, chocolate bars with nuts, trail mixes with nuts, etc. Please read labels. If one of these children is in your child's class, you will also be receiving a letter shortly outlining the procedures requested for keeping the student, class, and child safe.

All our staff have been made aware of this situation have been instructed in the correct procedures regarding anaphylactic shock by the school nurse. Prevention, of course, is the best approach and, therefore, we are requesting your cooperation by reinforcing with your children the importance of washing hands before and after eating and if possible, refrain from sending any products containing nuts to school with your child.

Student Telephone Use

Students are permitted to use the school telephone in the office only if circumstances are deemed important and they have permission from their teacher. Parents wishing to talk to their child(ren) are welcome to phone the school and leave a message, which will be delivered to the student. Students will then have the opportunity to return the call at the next break period, or immediately, depending on the urgency of the message. The same procedure will be followed for parents who wish to contact teachers. **Students are not permitted to use cell phones during instructional hours, before school, and during lunch and recess.**

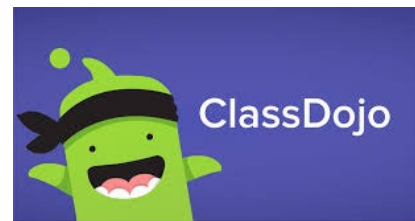


Field Studies

Field studies are designed to complement what students are learning in the classroom and to provide educational experiences that will make classroom learning more meaningful. For a fee, Central Okanagan Public Schools busses are used, when possible; PAC also provides much financial support to our Field Studies Program. In the event that parents are asked to drive, the School District's Policy requires that the vehicle carry a minimum \$1, 000, 000 of third party insurance and the transported student must be age 9 or over. Drivers must report to the office to complete an insurance form and are also required to complete a criminal record check. Please bring your Driver's License and vehicle registration so that the office staff can make copies for our school records. Each student must have his/her own seatbelt. For safety reasons, we ask that no child be seated in the front seat, if it is equipped with an airbag. Drivers must complete a permission form for each field trip in order for their child to attend. If a child does not return a signed form, he/she will not be permitted to attend the field trip.

Reporting to Parents

There will be three terms with reporting throughout the year. Please see the school website, and Calendar, for details on these dates. Some teachers will be using digital portfolios to communicate student learning to parents and students.



French Immersion

The French Immersion Program aims to provide pupils with an education equivalent to that which is available in the English Language Program, while providing them with the opportunity to acquire a high level of proficiency in spoken and written French. Pupils enter French Immersion in the first or second year of primary schooling. Upon graduation from the program in grade 12, French Immersion students should be able to participate easily in French conversations, take post-secondary courses with French as the language of instruction, and accept employment with French as the working language. Prior knowledge of French is not a requirement for enrollment in Kindergarten or Grade 1, nor is it necessary for parents to speak French. The philosophy behind French Immersion for young children is based on a simple fact: the more the child hears, speaks, reads and writes French, the greater the fluency he/she will gain in that language.

Other than French Language Arts, the French Immersion Program is parallel in content to the British-Columbia curriculum. The only difference is that French is the principal language of instruction. In French Immersion Programs, the first three years of schooling shall be taught totally in French. During Grade 3, English Language Arts instruction begins for up to 20% of instructional time. Other courses may be offered in English, but it is recommended that not more than 40% of instructional time, including English Language Arts, should be devoted to instruction in English. In School District #23, the English Language Arts component in French Immersion constitutes about 20% (300 minutes/week) of the instructional time.



In this program, pupils achieve a high level of proficiency in French comprehension, speaking, reading and writing. By the end of elementary school, Immersion pupils approach a functional level of fluency in French.

In the Central Okanagan School District #23, French Immersion teachers are fluently bilingual (French and English) and possess a current BC Teacher's Certificate. A French speaking Learning Assistant Teacher is available to pupils who are experiencing difficulties with their learning.

The English language component is not introduced until Grade 3. Pupils, by this time, have learned how to read in French. The decoding skills required for reading in French are usually quickly transferred and applied to the English component of the program. Although there are some initial lags in English language development, namely in structure and spelling, it is generally observed that French Immersion students "catch up" by Grade 5 or 6.

Please feel free to contact the administration to discuss any questions you may have about the French Immersion Program.

Learning Assistance Program

Students who struggle with particular concepts in their learning, or who have been designated with a learning disability, are given learning assistance, which supports regular classroom placement. Learning assistance involves direct instruction, and adapted programming. A classroom teacher is the one who refers a student to the school-based team, who will ensure the right structures of support are put in place for all learners. In order to maximize the effectiveness of Learning Assistance time, support at home is also required. For further information, please feel free to contact the Learning Assistance Teacher.

Counselling Services

Counseling is available for students and their parents. Our counselor offers assessment, counselling, and consultation. Parents may contact the school counselor by phoning the school (250-870-5129).

Indigenous Education Advocate

Indigenous Education Advocates provide emotional, social, academic and cultural support to students. They work closely with families, teachers and other personnel to provide service for students. We have two Indigenous Advocates at PGE:

Ms. Rose Alexis

To contact Rose Alexis please phone the office at 870-5129 or by voicemail at 250-870-5000 (extension 8867).

Public Health Nurses

Health Issues - Public Health Nurses are available for support, information &/or referrals for any health concerns. They can be reached 8:30 am – 4:30 pm, Monday – Friday, at:

Rutland Health Centre, 155 Gray Road, Kelowna, 250-980-4825

Kelowna Health Centre, 1430 Ellis Street, Kelowna, 250-868-7700

- www.interiorhealth.ca

School Meal Program

A breakfast/snack and brown bag lunch program is available to children at Peter Greer. If you have a financial need for this program, please contact the school and speak with the Principal or Vice-Principal.

Parent Advisory Council

The Peter Greer Parent Advisory Council (P.A.C.) is a group of parents who volunteer their time to help at our school. The P.A.C. is an advisory body and is an integral part of the school providing an avenue for parent input concerning the operation and administration of the school. The exact meeting dates will appear in the monthly school newsletter. Our P.A.C. is always looking for help on various committees and projects, and thus your support and participation in meetings, projects, etc. is always welcome. Please visit our school website and click on the PAC Tab for more information. To contact our PAC, email: pge.pacpresident@sd23.bc.ca

Executive Members:

President: Kora Holt
Vice - President: Danielle Lamb
Co-Treasurer: Jane Sansun
Co-Treasurer: Laura Wood
Co-Secretary: Irene Haywood
Co-Secretary: Kristin Michiel
Members at Large: Jen Millar and Sophie Harrison
COPAC Rep: Timothy Lynch

Other PAC Roles:

Events: Laura Murphy
Fundraising / Art Cards: Darci Vicekry
Social Media: Erin Talbot
Fruit & Veggie Coordinator: Becky Carr
Co-Yearbook Coordinator: Jen Millar
Co-Yearbook Coordinator: Erin Talbot
Hot Lunch Systems Coordinator: Jane Sanson
Hot Lunch Volunteer Coordinator: Becky Carr, Danielle Lamb & Laura Murphy

Parent Volunteers

Parent and family members are welcomed to volunteer at Peter Greer. Students at our school greatly benefit from additional parent help and assistance in many school activities. Parents also serve a vital role in participation on school committees. If you wish to volunteer your time at the school, please contact the school in order to complete the necessary paperwork and criminal record check.

Newsletters

Our monthly newsletters will give you an update on events that will tell you what to look forward to in the coming months. It will be available to view or download through our website the first week of each month.

<http://www.pge.sd23.bc.ca/About/Newsletters/Pages/default.aspx>



Parents who are looking for a convenient way to keep up with all that is happening at the school will receive the Family Week at a Glance (Family WAAG) via School Messenger. The Family WAAG is also available on our website. The Family WAAG will be sent out and posted on our website every Friday. Parents who do not have access to a computer can still pick up a paper copy of the newsletter in the office.

Dogs at School

Parents, and other individuals in the community, are reminded that dogs are not allowed on any district school property. Although School District No. 23 and Interior Health have no formal policies regarding animals or pets in the classroom or on school property, the Regional District of Central Okanagan has a bylaw prohibiting dogs on school property (Bylaw No. 1343; Part 7). All school district grounds and facilities have signs reminding dog owners of this bylaw. Unattended dogs can leave deposits on the school grounds. Some also frighten the youngsters, and some allergy concerns exist. When dogs are loose on the playground, we are placed in the position of having to notify the dogcatcher. We understand that retrieving the dog is quite an expensive undertaking. Click [here](#) for more information.



Extended Absences

From time to time, but rarely, and for a variety of reasons, we have students who miss school for extended periods of time. Sometimes this is for reasons associated with family plans, family business, or family vacations. Sometimes, it is due to illness and sometimes parents choose to keep their children at home, and those reasons are not shared with us.

Regardless of the reason, we do not have a procedure for granting students a “leave of absence”. Rather, it is assumed that parents will make decisions in the best interests of their own child.

In cases where students are away ill, students will be expected to “catch-up” after their return as it is not realistic for teachers to prepare materials to send home for all their students who may be away. Also, activities missed in the classroom cannot be duplicated with learning activities sent home. We also know that regular attendance is an important part of each student’s success at school. We recognize that students who are ill need to be at home; however, we encourage parents to plan for special appointments or family activities outside of school hours whenever possible. We appreciate that this is not always easy to do!

As for family vacations, we are respectful of the fact that many of our families have family members far away, and spending time with them is important.



Difficulties arise, however, when parents wish to have some sort of reassurance that their child will not be “behind” in their work when they return from an extended absence. Unfortunately, if your child misses school for extended periods of time, he/ she will be “behind” in classroom work. Students may well have other cultural and travel experiences that contribute to their overall development, but the many varied daily classroom activities they will miss cannot be duplicated through worksheets or workbooks.

In the cases where parents plan family holidays during the school year, please note that Teachers are not able to prepare materials ahead of time to accommodate student absences. Students will be expected to “catch-up” after their return. It is important to note that some learning activities cannot be duplicated and may affect a student’s overall achievement.

What Happens if my Child Has Head Lice?

Parents of students with head lice are contacted by the school office and it is the expectation of the school that treatment will occur prior to the student returning. A letter is also sent home to all families of students in the class where a case of head lice has been identified. This letter does not contain the name of the student with head lice. If lice are detected at home, we appreciate a call into the office, which will be held strictly confidential. After treatment, including the removal of the eggs or 'nits,' students are welcome to return to school. Advice regarding prevention and treatment is available from the Rutland Health Unit, your doctor or pharmacist. Please monitor your child on a regular basis and inform the school when necessary. Your help and support with this is greatly appreciated.

What if You Have a Concern?

If you have a concern regarding a classroom practice or policy, you should **first** talk to your child’s Teacher. If the matter is not resolved to your satisfaction, you should bring it to the attention of the Vice-Principal or Principal. If your concern is not resolved after consultation with school administration, you should contact the Assistant Superintendent of Schools for the Lake Country zone, Mr. Jamie Robinson, at 250-860-8888. You are encouraged to follow the above steps when dealing with any school related concern.

CODE OF CONDUCT

TO THE STUDENTS:

The purpose of this Code of Conduct is so all students can learn in a safe environment. At Peter Greer Elementary School, all students are expected to exhibit a commitment to learning and to achieving success. We have guidelines for appropriate student behaviour which reflect the school's philosophy of rights, responsibilities, and respect. The guidelines show that you are expected to take personal responsibility for your behaviour. This responsibility applies not only to your academic duties, but also to your use and care of school facilities, equipment, textbooks, and supplies. Every single responsible student contributes to the well-being and success of everyone at Peter Greer Elementary, where we all strive to make learning meaningful, memorable and fun!



TO THE PARENTS:

We want all students to be fully informed of their responsibilities at Peter Greer Elementary School. We try to ensure that in all cases, students will be treated in a fair manner by being kept fully informed of an incident, change or outcome which affects them. We have a consistent approach to school discipline; thus rules will be applied as the situation and cumulative behaviour warrants. We try to be firm and fair with decisions which result from complete fact-finding and communication with all parties concerned. The Code of Conduct will be communicated to students and parents at regular intervals (i.e. assemblies, newsletters, announcements, class meetings, and in the parent handbook).

Peter Greer Elementary School promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, gender, gender identity and expression, discrimination in accommodation, service and facility in the school environment.

CODE OF CONDUCT FOR SPECIFIC AREAS & SITUATIONS

ACADEMIC SUCCESS

Expected Behaviour:

To ensure success in your school year, you are expected to complete all class and homework assignments on time and to the best of your ability.

HONESTY

Expected Behaviour:

You are expected to be honest in your relations with students and staff. Lying, stealing and cheating are all forms of dishonesty and as such are unacceptable behaviours.

ATTENDANCE, ABSENTEEISM & TARDINESS

Expected Behaviour:

You shall report to class promptly each day, ready, willing and able to work. You must report the reason for tardiness to your teacher. Absenteeism requires a written excuse or a telephone call from your parent or guardian. Parents are requested to phone the school to report your absence. **REGULAR ATTENDANCE IS ESSENTIAL.**

RESPECT FOR OTHERS

Expected Behaviour:

You are expected to treat all people with consideration and respect. Your school is a public area. The following is not an exhaustive list but examples of student behaviours that are not acceptable: fighting, pushing, shoving, tripping, kicking, biting, rough horse-play, being rude and disrespectful.

APPROPRIATE LANGUAGE

Expected Behaviour:

Your language will be such that it shows respect for staff and students. Name calling, swearing, crude, rude and obscene language spoken, written, implied or gestured are unacceptable.

STUDENT MOVEMENT

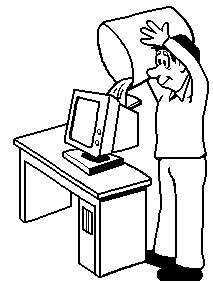
Expected Behaviour:

In the morning you will enter through your designated entrance. While inside the school you shall walk in a quiet, orderly manner. All students shall remain on school property during the school day unless permission has been given by the parent and the school.

DESIGNATED AREAS

Expected Behaviour:

You will be in the following areas only if you have the permission of a teacher: gymnasium, equipment room, library, computer lab, kitchen, bathrooms, paper room, math/science/art storage rooms, staffroom and classrooms other than your room.



CARE OF SCHOOL PROPERTY

Expected Behaviour:

You will respect all school property (classrooms, halls, stairways, bathrooms, kitchen, playground, gym, library, all equipment, textbooks and supplies). You are expected to treat the school and equipment with the same care and respect as you would your own valuable personal possessions.



EXTRA-CURRICULAR ACTIVITIES

Expected Behaviour:

On school buses, at extracurricular activities, at the Art Gallery or Ice Arena on field trips or at the bus stop, all relevant school rules apply. Being on a field trip is like being at school.

TOBACCO, ALCOHOL, DRUGS AND CONTRABAND ITEMS IN A PLACE CALLED SCHOOL

Expected Behaviour:

You will not consume or possess any tobacco, alcohol, or illegal drugs while on school property nor bring and dangerous items to school. Some examples but not an exhaustive list are weapons, play guns, plastic swords, darts, matches, lighters, etc.

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

IN CLASSROOMS

- Pupils are not permitted in classrooms without adult supervision.
- Active participation and involvement in assigned activities is expected.
- Maximum effort on all learning experiences is essential.
- Respect for others and their property is necessary.
- Students will adhere to classroom guidelines established by the teacher.
- Children are expected to care for their own personal belongings.

LUNCH BEHAVIOUR

During the eating portion of the lunch hour, students should eat at their own desks unless they are monitors or have permission to be elsewhere. Good behaviour is expected. Unacceptable behaviour will result in the following steps being initiated:

- Noon Hour Supervisor informs classroom teacher of misbehavior.
- Classroom Teacher discusses the problem with the pupil and attempts to work out a solution.
- After repeated similar misbehaviors or a serious offence the classroom teacher informs the Vice Principal or Principal.
- Student is warned that alternate eating arrangements will be made if poor behaviour continues. Vice Principal, Principal or classroom teacher informs parents via phone call or note.
- Continued poor behaviour results in alternate eating arrangements being made. (Student sent home to eat lunch or assigned to another area of the school.)

The Administration or school staff authorized by Administration may permit students to leave the school during the lunch hour when written notification has been received from the parent/guardian. Where students are permitted to leave the school during the lunch hour, they are expected to conduct themselves in accordance with the code of conduct. Any conduct which adversely impacts on the welfare of other students or the learning atmosphere of the school may be subject to discipline. Students granted permission from the school and parent to leave during the lunch hour, must be off the property and parents are responsible for arranging supervision of their child during this time.

HALLWAYS

- Walk, maintain respect for others and use caution at drinking fountains and doorways.
- Use the stairwells by holding the handrails with no sliding or jumping.

WASHROOMS

- Access to washrooms during class time will be at the discretion of the teacher.
- Sensible use of washroom facilities is expected.
- Pupils should use the washrooms and drinking fountains during recess and lunch.

GYM

- A change of gym strip is not required however appropriate clothes for being physically active should be worn the day of Physical Education class.
- Appropriate indoor running shoes only for all physical activities is required in the gym and outside. Flip flops, sandals, winter boots or rain boots are not considered appropriate footwear.
- Should your child need to be excused due to illness or injury, please send a note or email that clarifies the activities your child can/cannot participate in to both classroom teachers and PE teachers.
- Students are not permitted in gym without adult supervision.
- Food should not be eaten in gym, except during supervised activities.
- Access to equipment rooms is limited to teachers, monitors, or students with permission.

LIBRARY LEARNING COMMONS

An important aspect of École Peter Greer's Education Program is the Library Learning Commons. Our Library Learning Commons has books, audiobooks, coding equipment, technology and other resources in both English, and French, to support the curriculum and recreational reading for our students. The teacher librarian is an active partner with the classroom teachers in promoting reading at all levels, as well as teaching research and study skills.

All students using the library are expected to use respect, be responsible for the materials they use and return borrowed materials on time. Food, drinks, snacks etc. will not be eaten in the library. Students using the library during these open times will be expected to read quietly, exchange books, study, do homework, use reference books, read magazines etc.

ADVENTURE PLAYGROUND

- Any inappropriate behaviour that violates a pupil's right to be safe is prohibited.
- Pupils are responsible for the care of playground equipment taken outside.
- The parking area is out-of-bounds as a play area.
- Permission must be obtained from a teacher before retrieving any equipment that has gone into out of bounds areas.
- Nothing is to be thrown at or over the fences.

BUS BEHAVIOUR

- Classroom conduct is to be observed.
- Students must remain in their seats until the bus comes to a complete stop.
- Students are not to put their heads or arms out of the open windows.
- Eating and/or drinking is prohibited on the bus. Pupils must not throw waste paper or



other rubbish on the floor of the bus or out the bus windows.

- Talking amongst students is permitted, using an indoor voice.
- Students must obey instructions of the bus driver. All cases of misbehaviour on school buses shall be reported by the driver to the Vice Principal.
- Pupils will be held responsible for willful damage to the school bus under Section 10 of the School Act.
- Pupils should remember that they represent our school when they are on field trips.
- Only best behaviour will be accepted.

BICYCLES / SKATEBOARDS / SCOOTERS / ROLLER BLADES / HEELYS

- Bicycle riders obey rules of the road and should walk their bikes when on school property between 8:00 a.m. and 2:45 p.m.
- Bicycles should be parked and locked in the bicycle rack during the school day.
- Bicycles should be in safe condition and licensed.
- All students riding bicycles to school must, by law, wear a bike helmet.
- The bicycle rack is out-of-bounds at all times except when parking your bike and when going home.
- Skateboards, rollerblades, scooters, bicycles, and Heelys (Heelys are shoes with built-in wheels at the heel of the shoe. They're also called roller shoes or street gliders) must not be used between 8:00 a.m. – 2:45 p.m.
- Administration or any staff member designated by Administration, under the School Act, has a legal responsibility to maintain a safe and orderly environment for students and staff. If a bicycle, skateboard, or scooter is used in a way that poses a risk to the safety of the students or staff, or causes a disruption to the learning environment, Administration has the legal authority to remove the risk, which means that the bicycle, skateboard or scooter may be temporarily removed from the student's possession. In some cases, students may be directed to leave their bikes, skateboards or scooters at home if they continue to use these items in an unsafe manner.

USE OF SCHOOL PHONES

- Before using the phone, students must receive permission from their Classroom Teacher and the office staff. The phone is to be used for emergency matters only and calls are to be as brief as possible. After-school social visits, for example, are not to be arranged over the school phone. After 3:00 pm, if your teacher is unavailable, students should come to the office and ask staff there for permission to use the phone.

GUM

- Unless otherwise specified and supervised by the classroom teacher, students should not be chewing gum while at school.

FIRE DRILLS

When the fire alarm sounds, students shall immediately cease activities and remain still and quiet to await further instruction. Students will follow the instructions of the teacher and leave the school quietly and in an orderly fashion.

- Pupils outside the classroom and still in the building shall leave the building through the nearest exit and then report to their own class designated area.
- Pupils outside the school should go to their class gathering area on the field and wait for their teacher.
- Pupils will stand quietly and wait in their gathering area until dismissed by the principal, teacher or person in charge.



EMERGENCY EVACUATION DRILLS

In the event of a potential life-threatening situation other than fire or earthquake in which it is essential to control the movement of students, an announcement of **“LOCKDOWN ALL ROOMS NOW”** would alert school to initiate plan.

DRESS

We request that students come to school wearing clothing that is clean and suitable for school.

- Clothing or temporary tattoos featuring violent or offensive pictures or words promoting alcohol/drug use, display offensive language or images, or encourage discrimination are inappropriate for a positive elementary school learning environment.
- ‘Beach wear’ is for wearing at the beach.
- Clothing should conform with established health and safety requirements for the intended activity.
- Although we do not prohibit the wearing of hats inside the school, students may be asked to remove their hats in some classrooms and learning spaces for a variety of reasons (i.e. safety in the gym).
- Please wear footwear that is suitable for playing outside (no high heels, sports cleats, etc.). Although flip flops and sandals may be fine for inside wear, footwear that is suitable for running and use on playground equipment is necessary for playing safely during lunch and recess.

RESPONSIBLE STUDENT USE OF PERSONAL TECHNOLOGY DEVICES, SCHOOL TECHNOLOGY, AND DISTRICT NETWORK SERVICES

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes. Students must abide by the school’s Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of

Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

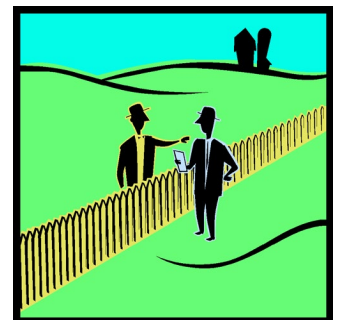
Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school. The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct. Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

TRAVELING TO AND FROM SCHOOL

Students are expected to conduct themselves in accordance with the code of conduct of the school while traveling to and from school. Students who contravene the code of conduct while traveling to and from school in circumstances which adversely impact on the rights of other students or the learning atmosphere of the school may be subject to discipline.

SCHOOL NEIGHBOURS

Students are expected to conduct themselves as responsible members of the neighbourhood within which the school is located. Students must be courteous to the families living in the school neighbourhood and respectful of their property. Students who engage in conduct which disturbs, disrupts or damages the persons or property of the school neighbourhood (which has "direct and immediate effect on the general welfare of the school") may be subject to discipline.



DISCIPLINE

Each offense will be dealt with individually depending upon its severity, circumstance and history. Students should have input at all stages and should be made aware of their responsibility for their own actions and behaviour. School District policy states that the Principal, in consultation with Teachers, must use discretion in

determining the seriousness of the situation and in deciding upon consequences, including suspensions. **The following factors are considered when assigning discipline and suspensions:**

- the student's age and maturity level
- the intent of the behavior – was it malicious or designed to inflict harm (a formal threat assessment protocol may be used)
- the severity, intensity and frequency of the behavior
- the student's previous record involving similar behaviors
- the student's level of cooperation in the investigation
- the student's level of remorse
- the student's cognitive functioning – were they aware of what they were doing and the possible impacts to others and the school? Is the student a designated special needs student?
- were previous school-based interventions implemented (counseling or in-school suspension)

The Principal must also ensure appropriate supports are provided to students who violate the code. This policy dictates that schools would be remiss in having a 'one size fits all' consequence for behavior.

There will be consequences that will not be suitable or effective for some students. If the child is recorded several times in the behavior tracking tool, parents will be contacted as outlined in our School District policy regarding "Discipline". A joint parent-Principal-Teacher plan may be developed at this time to help the child. Students may be asked to complete a restitution plan. Continued problems will be dealt with according to the School Act and or School District policy which usually would mean a "suspension" (i.e.: definite - up to 10 school days or indefinite - in excess of 10 school days) (refer to School District #23 Policy and Procedures Regulation 455R). A copy of this policy will be provided upon request at the school office or by pointing your browser to: <https://sd23.cmdesign.imagineeverything.com/documents/034de54f-66b1-503c-9f75-150565fef549/455R.pdf>

CONSEQUENCES – POSSIBLE LIST

- | | |
|--|---|
| ● Problem-solving discussion | ● Restitution |
| ● Alternative work areas | ● Phone calls or note home |
| ● Restrict play and eating time at lunch and recess | ● Parent meetings |
| ● Think sheets, summary of what happened, letters of apology | ● Referral to Counselor |
| ● Community service: grounds clean up – garbage detail, wash desk tops, clean floors, chores | ● Anger management course |
| ● In-school suspension | ● Pay for damage or cost of replacement |
| ● Out of school suspensions | ● Loss of privilege to ride bus |
| | ● Loss of privilege to stay for lunch |
| | ● RCMP contacted |

Please Note:

This Code of Conduct follows both the School District No. 23 Discipline Regulations as set out by Board Policy and is in full compliance with the Ministry of Education Code of Conduct requirements.

To view the School District No. 23 Discipline Regulations/Policy, including the specific guidelines for student suspensions, please point your browser to:

<https://sd23.cmdesign.imagineeverything.com/documents/034de54f-66b1-503c-9f75-150565fef549/455R.pdf>