



Bankhead Elementary School

PARENT HANDBOOK

2012-2013

1280 Wilson Avenue,
Kelowna, B.C. V1Y 6Y6

School Phone: 250-763-2603
School Fax: 250-870-5014

Web Site: www.bhe.sd23.bc.ca

City of Kelowna Programs Office: 250-762-0766

Principal: Mrs. Janet Williams

*Together we are partners in learning,
encouraging personal best...
Together we can!*

WELCOME

Welcome to the 2012/13 school year! This year, we enrolled approximately 280 students from Kindergarten to Grade 6. We look forward to providing quality educational opportunities for our students and a positive learning environment for all. This document is intended to provide you with information about our school and its organization. Please read through it with your child. If you have any questions regarding any aspect of the school's operation, please do not hesitate to call your child's teacher or school administration at **(250) 763-2603**.



CODE OF CONDUCT

We encourage all members of our school family—students, staff, parents and visitors—to follow the **Code of Conduct** during the school day and at after-hours community school events and activities.

Respect

- for self for others
- for school property
- for other's belongings
- for personal property

Right to be safe

- to learn
- to belong at our school
- to have personal space

Responsibility

- to participate
- to play fairly
- to accept consequences
- to give your best effort

“Teaching kids to count is fine, but teaching them what counts is best.”
- Bob Talbert

STAFF LIST

PRINCIPAL

Mrs. Janet Williams

SECRETARY

Mrs. Cheryl Nanci

INTERMEDIATE TEACHERS

Mr. Jim BatchelorGr. 6
Ms. Carol Lepsoe.....Gr. 5/6
Mr. Blake SmithGr. 4/5
Mrs. Carole Gordon/Mr. V.....Gr. 4

PRIMARY TEACHERS

Mrs. Kerry Willis.....Gr. 3/4
Mrs. Dianne McAleeseGr. 3
Mrs. Katherine Smith.....Gr. 2
Mrs. Rita Witzke/Mrs. GaertnerGr. 2
Mrs. Tracey AppelbohmGr. 1
Mr. Ken Boe...Gr. 1
Mrs. Barb McKenzie.....K
Mrs. Elaine Bury.....K

INSTRUCTIONAL SUPPORT

Mr. John VesterinenPREP
.....PRINCIPAL DESIGNATE
Mrs. Wendy Beaudoin...LIBRARIAN
Mrs. Krista VejvanLAT/ESL TEACHER
Mrs. Gail BaileyLITERACY TEACHER
TBA.....RESOURCE TEACHER
TBA.....COUNSELLOR
Mrs. Lynda Gant.....SPEECH-LANGUAGE
Mrs. Cheryl DewarPSYCHOLOGIST

ABORIGINAL SUPPORT

Mrs. Bobbi Ell

NON INSTRUCTIONAL STAFF

Mrs. Kristy Foster.....Library Clerk
Ms. Janice DyckCustodian
Mr. Rudy DerksenCustodian

CLASSROOM EDUCATIONAL ASSISTANTS

Mrs. Cynthia Welder
Mrs. Janice Bartlett
Mrs. Patricia Mathison
Mrs. Cathy Fedorchuk
Ms. Cheryl Wagner
Mrs. Kim Macaulay
Mrs. Shawny Sutherland
Mrs. Brenda Simla

NOON HOUR SUPERVISORS

Mrs. Valentina Neykova
Mrs. Barb Farvolden
Mrs. Janet Garbett
Ms. Helen Eastwood
Mrs. Pam Owen
Mrs. Tanya Cochrane
Mrs. Mina Peterson

Bankhead Elementary
Phone # 250-763-2603

School District Phone #
250-860-8888

Our District Director for
Bankhead Elementary is
Mr. Norm Bradley



BELL SCHEDULE

Supervision Begins 8:10 am
Morning Entry Bell 8:25 am
Morning Class Begins..... 8:30 am
Lunch Break..... 11:03am
PM Entry Bell 11:55 am
Classes Begin 12:00 pm
Recess 1:30 - 1:45 pm
Afternoon Dismissal 2:30 pm
Supervision Ends 2:45 pm

DRESS CODE

We request that students come to school wearing clothing that is clean and suitable for school. Your appearance reflects your good judgement and your respect for yourself and others.

Clothing or temporary tattoos featuring violent or offensive pictures or words, or promoting alcohol/drug use are inappropriate for a positive elementary school learning environment.

Beach wear (bathing suits, bare midriffs, skimpy tops, spaghetti straps), **flip-flops** or bare feet are not considered appropriate.

Clothing which allows underwear to show is not appropriate.

On cool or rainy days, students should come dressed to play in outside temperatures/weather.

Hats are not to be worn indoors.

PARKING LOT

To keep our children safe the following rules apply to the Bankhead Elementary school parking lot:

- 1) NO parking in the front lane of the school.
- 2) Enter /exit using the appropriate signs to guide you.
- 3) NO unattended, unlocked vehicles left running in the parking lot.
- 4) NO parking in the fire lanes around the side of our building.
- 5) Please, respect our Handicap Parking spots.
- 6) Please drive slow!

PARENT VOLUNTEERS

As partners in education of your child we welcome you to our school as a classroom volunteer.

All volunteers at the school need to have a completed Criminal Record Check before working with students during school hours. These forms are available at the office.

As a volunteer we ask that you make arrangements ahead of time with the teacher and be prepared to help out in the classroom with activities the teacher has planned for you.

Parent volunteers need to be aware that there are strict guidelines regarding ethics. If at any time there is a concern about what you see in the classroom please make arrangements with the teacher or principal for an appropriate time and setting to discuss it. Open, public discussions about student or classroom issues constitute a breach of ethics.



DID YOU KNOW?

All parents of Bankhead Students are members of our **Parent Advisory Committee (PAC)**. The role of our PAC is a very important part of the success of Bankhead. As a group, the PAC meets the last Tuesday of each month at 6:30 pm in the library. The PAC organizes events and raises money for the students. Their goals for the year include parent education sessions, increasing parental involvement, and raising funds for our students. Plan to be a part of your child's education.

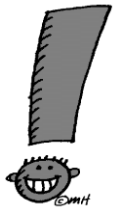


IMPORTANT DATES

Sept. 4 First day of School
 (11:15 dismissal)
 Oct. 5 School Closed – Implementation
 Oct. 8 Thanksgiving Stat
 Oct. 11 Conferences-Dismissal @ 12:30
 Oct. 12 Conferences-Dismissal @ 12:30
 Oct. 19 School Closed – Pro D
 Nov. 12 Remembrance Stat
 Dec. 24-Jan. 4 Winter break
 Jan. 7 School Reopens
 Jan. 31 Conferences-Dismissal @ 12:30
 Feb. 1 Conferences-Dismissal @ 12:30
 Feb. 11 Family Day
 Feb. 15 School Closed - Pro D
 March 11-22..... Spring Break
 March 25 School Reopens
 March 29 Good Friday
 April 1 Easter Monday
 May 20 School Closed - Victoria Day
 June 27 Last Day of School
 Report Cards Home
 June 28 Admin Day – Schools Closed

See your child's agenda/planner for more information.

SCHOOL PROCEDURES



Allergy Aware

We have students at Bankhead who have a life threatening allergy to peanuts and nuts. We ask your cooperation in limiting the amount of these items in the school. We ask all adults and students to wash their hands before arriving at school and after eating snacks or lunch at the school as even trace amounts of the foods can cause an allergic reaction. There is an information booklet at the office.

Cellular Phone Use

The use of these devices on school property is strictly prohibited by students at all district schools.

Fees

School Supplies (optional)	\$30.00
Cultural Fee (mandatory)	\$10.00
School Fee Total	\$40.00

Gym Strip

Physical Education is an important school curriculum. A proper gym strip is required by all intermediate students for safety and hygienic reasons. We request that **all students** have indoor shoes, and they have non-marking soles. Our custodians put in a great effort in cleaning and waxing our floor. We all need to work together to keep our school clean.

Lates

Students who arrive at school after the 8:30 a.m. or the 12:00 p.m. bell will be considered late and must report to the office. "Lates" are recorded on your report card.

Breakfast Room

Breakfast is offered to any child who wants to take advantage of this on a daily basis setting them up for a successful learning day. Parent and staff volunteers are needed to open and supervise this room each morning from 8:10 to 8:25. As well, we welcome cereal donations throughout the year.

SCHOOL PROCEDURES CON'T

Leaving School Grounds

This is a reminder that students need permission from parents/guardian to leave the school grounds **any time** during school hours.

Lost & Found

Lost and Found benches are located in the school's front entrance area. Lost & Found will be displayed throughout the year by the office. Items not claimed are donated to local thrift stores.

Lunch Time

Students with lunches at school are to eat in their classroom and abide by school expectations for behaviour. There are four lunch time supervisors at Bankhead. Eating lunch at school is a privilege, not a right.



Medical Conditions

Parents are asked not to send children to school if they are ill. If a student has a medical condition that may require emergency action (diabetes, epilepsy, anaphylaxis, asthma, etc.), it is important that we have a medical alert planning form to refer to in an emergency. These forms are available at the school office and it is the parent's responsibility to ensure they are filled out at registration and updated each year.

Medication

If medication is to be administered to a student during school hours, parents need to pick up and return a **Request for Administration of Medication at School** form. The medication must be provided in the original labelled container and updated as needed. Medications are kept in the office while school is in session and taken home at the end of the school year. For more information, please contact our school secretary.

Newsletters

School newsletters will be sent home every second Monday of the month. An upcoming monthly calendar of events will be distributed at the end of each month.

Safe Start

In order to ensure that your child has safely arrived at school, the home of any student absent and unaccounted for will be called each morning. If your child will be late or absent from school, please call and leave a message or send a note in advance.

School Grounds Safety

Parents are asked to review bicycle safety with their children. Bike helmets are mandatory. **Bikes** must be parked in bike racks at school and **must be walked** on the school ground. **Scooters, unicyles, heelies and skate boards are NOT allowed to be ridden on school property.**

School Visits

When visiting the school or a classroom, please check in at the office when you arrive, unless you are coming to a prearranged appointment.

Sickness/Injury

Please do not send your child to school if she/he is not feeling well. Please note, that while your teacher will help you catch up on missed learning, it is your responsibility to do your part to complete missed work! Absences are recorded on your report card. Students who become ill during the day should notify their teacher. We will then call parents and ask that students be either picked up or given parental permission to go home. For this reason, it is very important for the school to have current work numbers including locals, cell phone numbers and emergency phone numbers. Serious accidents or injuries are reported to the parent as soon as possible. The parent is then responsible for any decisions regarding professional medical aid. If the school is unable to contact parents or the emergency contact, we will act on our own good judgment and parents will be informed as soon as possible.

Students - After School

Some students may need to remain after school to complete work or to

discuss their behaviour with the teacher. When this occurs all students will be **offered** the opportunity to call home. Primary students will generally not be kept at school more than 15 minutes while intermediate students may be asked to remain up to 30 minutes. Daycare/bus students will not be detained after school without prior parent consent and alternate arrangements will be made for them to meet their detentions.

Student Belongings

We suggest that all items brought to school be labelled, especially shoes, boots and gym strip.

Supervision

Teachers are on supervision from 8:10 to 8:25 a.m. and 2:30 to 2:45 p.m. Lunch supervisors are on duty from 11:03am to 11:55am - Monday to Friday. To maximize prevention of injuries and immediate attention to those that do occur, we ask that students be on the school premises **only** when supervision is available.

Telephone Use

There is a phone at the office available for student use to help you contact your family when needed. You must have a classroom 'Calling Card' from your teacher giving permission to use this phone. We assume that you are using the phone for an important reason. The phone should not be used to make last minute arrangements to visit or play with a friend. We request that calling the school to give personal messages be kept to a minimum.

No cell phone use in the school is permitted by students until school is over and students are outside.

Phones may be taken away and given back at the end of the day once a parent has been advised.

**NOTE: The school will not be held responsible for the loss of personal items brought to school such as: IPods, cell phones, Gameboys, trading cards, MP3 players, etc.
Please keep valuables at home.**