

**Bankhead Elementary
Student Handbook
2017-2018**



**1280 Wilson Avenue
Kelowna, BC V1Y 6Y6**

School Phone Number: 250-870-5114

School Fax: 250-870-5014
Out of School Care Office: 250-762-0766
School Board Office: 250-860-8888

Website: www.bhe.sd23.bc.ca

**Parent Advisory Committee (PAC):
Information can be found on the school website.**

**Principal: Mr. Gallo
email: peter.gallo@sd23.bc.ca**

**Secretary: Mrs. Nanci
Email: cheryl.nanci@sd23.bc.ca**

This Agenda belongs to:

Name: _____

Grade: _____ **Division:** _____

Teacher: _____

Home Address: _____

Phone Number: _____

| <i>This handbook includes:</i> | <i>Page</i> |
|--|--------------------|
| School Goals | 2-3 |
| Student Growth Goals | 4 |
| School Schedules and Classroom Timetable | 5 |
| What should you do if... | 6 |
| School Policies and Procedures | 7-8 |
| Dates to Remember | 9 |
| Bankhead's Code of Conduct | 10-13 |
| Lunch Time Expectations | 14 |

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

Together We Can!



Call (250) 870-5114



SCHOOL GOALS

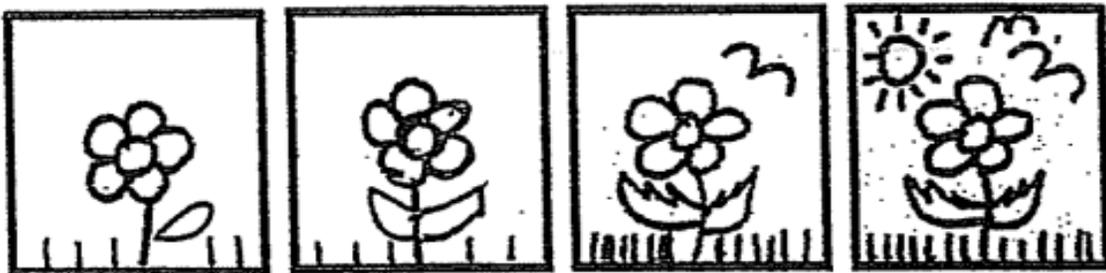
Literacy:

Using the 6 + 1 Writing Traits (ideas, organization, voice, word choice, sentence fluency, conventions, and presentation), Words Their Way, and Café/Daily 5 structures throughout all primary classrooms will ensure 90% of primary students will meet or exceed writing standards as indicated by final report cards and School Wide Write results.

The focus on quality assessment and instruction will facilitate improved student performance. When students write and use language skillfully, their performance in all subject areas improve.



Student Self-Assessment



Our school website has fantastic website links to practice and learn your "Math Facts".

<http://www.sumdog.com/>





SCHOOL GOALS

21st Century Attributes:

We promote our district's one goal of ensuring our students understand the language and the relevance of what it means to be a learner, thinker, innovator, contributor, and collaborator.

i) Thinker - our staff provides our students an opportunity to critically think, to problem solve, to be open-minded, flexible, and reflective through activities like Literature Circles, Math games, Guided Reading, and Student Voice.

ii) Collaborator - our staff provides our students an opportunity to appreciate diversity, communicate effectively, be independent, while also being able to work well in groups through activities like Pink Shirt Day, earning Buddy Bucks (Be prepared, use good manners, do your best, discuss problems, show respect), the use of Kagan Structures, Big Buddy/Little Buddy groups, and Town Hall Meetings.

iii) Contributor - our staff provides our students an opportunity to find, follow, and share their passions, act respectfully, to show integrity, and to embrace diverse cultures and lifestyles through activities like Social Justice Club (Me to We group), Community field trips, and school wide recycling programs sponsored by the Destination Conservation team.

iv) Learner - our staff provides our students an opportunity to learn about reading, writing, math, information, media technology, healthy lifestyles, and financial literacy demonstrating their learning through activities like student-led conferences, self-assessment, portfolio creation, measurement units in math, healthy living school initiatives, and sport team participation (house games, 7-a-side Rugby, volleyball, lacrosse, cross-country running, track and field).

v) Innovator - our staff provides our students an opportunity to use their curiosity, creativity, initiative and imagination through activities like learning centres, math fairs, project-based learning, music writing, service activities (crossing guards, office monitors, library monitors, lunch room monitors) and performing at school assemblies and in our community (RCA and Northwood Retirement Home).

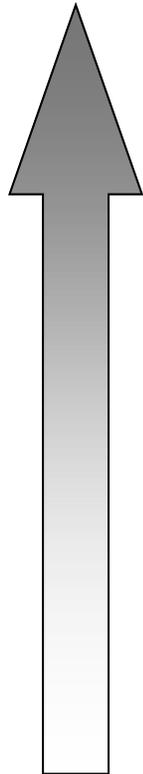




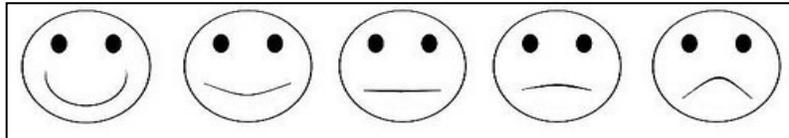
STUDENT GROWTH GOALS

It's a dream until you write it down, and then it's a goal!

MY SELF-IDENTIFIED LEARNING GOAL...



Term 3: _____



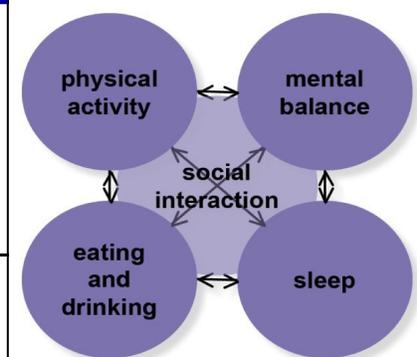
Term 2: _____



Term 1: _____



Buddy the Bulldog says,
"Build Daily Healthy Habits"



| | | | | | |
|---|--|-------------------------|--|------------------------------------|----------------------------------|
| Read 10 minutes to yourself/to someone | Enjoy a healthy snack | Have ten hours of sleep | Watch TV/play video games less than one hour | Thank a parent volunteer | Drink water each day |
| Describe two positives for the day | Ask parents to sign agenda/check website | Do a 'brain' exercise | Brush/floss your teeth | If you want a friend, be a friend. | Stop, Think, Do the Right Thing! |
| Smile!  | Move daily! Walk/run/bike for 30 minutes | Be 'on time' | Wear sun block/hat/drink water in the heat | | |



School Schedules



Be on time!

Bell Schedule:

| | |
|---------------------------|-------------------|
| Supervision Begins | 8:10 am |
| Breakfast Room opens | 8:10 am (Room 10) |
| Morning Entry Bell | 8:25 am |
| Morning Classes Begin | 8:30 am |
| Lunch Break | 11:00 - 11:55 am |
| Afternoon Entry Bell | 11:55 am |
| Afternoon Classes Begin | 12:00 pm |
| Recess | 1:30 - 1:45 pm |
| Afternoon Dismissal | 2:30 pm |
| Supervision Ends | 2:45 pm |

(Students arriving after the 8:30 am bell must check in at the office)



Read to
succeed!

Library Schedule:

The school library will be open daily before and after school. Students and their families are encouraged to make good use of our library services.



Eat a healthy
breakfast!

Breakfast Room Schedule:

Addressing the need of hungry students, the staff at Bankhead began a breakfast program. 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.

Classroom Timetable

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|---------------|---------------|---------------|---------------|---------------|
| 8:30-8:45 am | | | | | |
| 8:45-9:30 am | | | | | |
| 9:30-10:15 am | | | | | |
| 10:15-11:00 am | | | | | |
| 11:00-11:55 am | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:00-12:45 pm | | | | | |
| 12:45-1:30 pm | | | | | |
| 1:30-1:45 pm | Recess | Recess | Recess | Recess | Recess |
| 1:45-2:30 pm | | | | | |



What should you do if....

You are absent?

We appreciate a telephone call from your family when you are absent. Absences will be checked by office staff if no phone call is received. Students are also asked to bring a note from parents/guardians outlining the reason for the absence upon return to class.

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.



You are late?

We appreciate a telephone call from your family if you will be very late for school. **When you get to school, please report directly to the office and inform office staff of your arrival.** If you bring a note, please give it to your teacher after checking in at the office. "Lates" are recorded on your report card.

You become ill at school?

You should tell your teacher if you feel ill during class time. If you are seriously ill, you should report to the school office. You may be asked to call your parents (or the secretary will call for you) and make arrangements to go home. If we are unable to reach your family, you may be asked to stay in the First Aid Room.

You are in an accident at school?

You should immediately notify the nearest staff member. First aid will be given as needed. You may need to go inside to the First Aid Room next to the school office. Parents or emergency contacts will be notified if you are seriously hurt (all head injuries are considered serious). It is **VERY IMPORTANT** that the school know the **correct home and/or work phone numbers** and an emergency contact's phone number so we can contact your family.

You need to use the phone at school?

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 after school. Cell phones and hand held communication devices are prohibited from use in classrooms, locker rooms and washrooms. Violation of this policy may lead to suspension.





GENERAL SCHOOL POLICIES AND PROCEDURES:

Allergy Aware

We have several students at Bankhead who have life threatening allergies to peanuts and nuts. **Please be mindful when preparing lunches and watch for further information from your child's teacher.**

Assemblies

Our monthly assemblies are exciting opportunities to celebrate, to sing, and to learn together as a school community. Our assemblies this year continue to focus on the themes of our 21st century attributes—learner, thinker, collaborator, contributor, and innovator.

Cellular Phone Use

The use of these devices by students during instructional time is prohibited.

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, with 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.

Leaving School Grounds

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

Library Expectations

Students are expected to walk in the library; treat the library, all adults and each other with respect; line up at the back door and wait for dismissal; Students are welcome to come in at lunch, however it is for quiet homework completion, reading or drawing only. Computer use at lunch is for homework only; and, students are expected to treat their books with great care so that others will have the same opportunity to enjoy them.

Lockers & School Property

Lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave their valuables and property in their locker at their own risk. School officials have the authority to search all school property at any time without notice, and to seize property prohibited by law or school policy.

Lost and Found

Lost and Found tables are located near the office. Lost & Found will be displayed throughout the year and any items not claimed are donated to local thrift stores at year end.





Lost and Found Con't

We strongly recommend you to label your child's items. This would include sweaters, hoodies, jackets, hats, gloves, water bottles, lunch bags etc. Found items will be returned to their rightful owners.

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.

Misuse of Technology

We recognize that many students often use social media networks, cell phones and other devices to communicate with family and friends. These are helpful communication tools; however, these tools also present inherent risks to the safety and well-being of students if the technology is used inappropriately. If students choose to use social media networks, cell phones, iPods, laptops, tablets or other related technology equipment, they must abide by the school's Code of Conduct and School District 23's policy for *Student Use of Electronic and Social Media Communication (Policy 486)*. If at any point, students' use of technology interferes with or distracts from the learning of others, schools may intervene and issue consequences in relation to the outlined school code of conduct and district policy. Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students.

Newsletters

The school "Week at a Glance" (WAAG) will be **emailed** home weekly. The monthly calendar will be posted on Bankhead's website @ www.bhe.sd23.bc.ca.

School Grounds Safety

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

School Search & Seizure Policy

Student searches may be made based on reasonable suspicions of a violation of school rules and/or the law. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search.

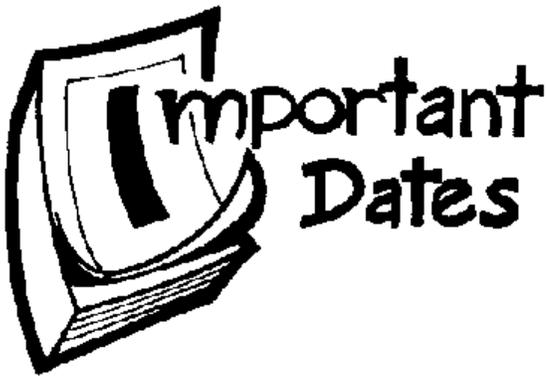
Supervision

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 11:00 to 11:55 a.m. - 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.





2017-2018



**Mark these dates
on your home
calendar and in
your agenda!**

The week-at-a-glance will provide reminders about special school events, spirit days and events, cultural performances, concerts, term award presentations, and assembly dates.

Check out our website at www.bhe.sd23.bc.ca for updates and calendar info.

| | |
|-------------|--|
| September 5 | School Opens Early Dismissal 11:00 a.m. |
| October 6 | Implementation Day-School Closed |
| October 9 | Thanksgiving-School Closed |
| October 20 | Professional Day-School Closed |
| November 3 | Non-Instructional Day-School Closed |
| November 13 | Remembrance Day-School Closed |
| December 22 | Final day before Winter Break |

December 23 - January 7: Winter Break

| | |
|-------------|--------------------------------|
| January 8 | School Re-Opens-Full Day |
| February 12 | Family Day-School Closed |
| February 23 | Professional Day-School Closed |
| March 16 | Final day before Spring Break |

March 17 - April 1: Spring Break

| | |
|---------|--|
| April 2 | Easter Monday-School Closed |
| April 3 | School Re-Opens-Full Day |
| May 21 | Victoria Day-School Closed |
| June 28 | Report Cards Issued |
| June 28 | Last day of classes-2:30 Dismissal |
| June 29 | Administrative Day for Staff Schools close for the summer |

Term 1: September 5th—December 15th
Report Card Issued: December 22nd

Term 2: December 19th—March 9th
Report Card Issued: March 16th

Term 3: March 12th—June 28th
Report Card Issued: June 28th

Parent/Teacher Conferences: Sept 21 & 22nd
Early Dismissal @ 12:30 pm both days

Student-Led Conferences: February 1 & 2nd
Early Dismissal @ 12:30 pm both days



Code of Conduct



TOGETHER WE CAN

These behaviour guidelines are based on the School Act and School District 23 policies. The **Code of Conduct** outlines the standard for behaviour while at our school, going to and returning from school each day or while attending events or activities under our school's jurisdiction.

STUDENT RIGHTS AND RESPONSIBILITIES:

1. I have the **RIGHT** to learn at this school.
It is my **RESPONSIBILITY** to:
 - ◆ Listen carefully to instructions;
 - ◆ Work quietly at my desk;
 - ◆ Raise my hand to ask a question, tell about a concern, or if I need to leave the classroom.

2. I have the **RIGHT** to hear and be heard.
It is my **RESPONSIBILITY** to:
 - ◆ Not talk, shout or avoid making loud noises when others are speaking.

3. I have the **RIGHT** to be respected in this school.
It is my **RESPONSIBILITY** to:
 - ◆ Avoid teasing or bugging other people to hurt their feelings.

4. I have the **RIGHT** to be safe at this school and while traveling to and from school.
It is my **RESPONSIBILITY** to:
 - ◆ Not threaten, kick, punch or physically harm anyone else;
 - ◆ To report unsafe behaviours to an adult.

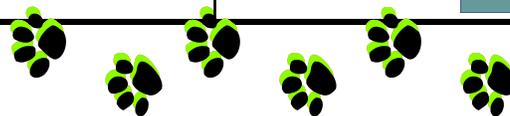
5. I have the **RIGHT** to privacy and to my own personal space.
It is my **RESPONSIBILITY** to:
 - ◆ Respect the personal property of others;
 - ◆ To accept every person's right to privacy.



Students and parents are reminded that lockers are the property of the school so the locker should be used for school purposes only. The lockers are subject to search by school administration at all times.

The Bankhead Elementary School **Code of Conduct** outlines expected behaviours, identifies misbehaviours and provides a list of possible consequences. These guidelines are reviewed in class at the beginning of the school year and throughout each term as needed.

(reviewed June 2014)



Expected Behaviour

In order to maintain a positive atmosphere at the school, the following behaviours are encouraged. Students are expected to behave appropriately in all school settings.

In the Classroom, Gym, Computer Lab, Library or Hallways students are expected to:

| | | |
|--|--|--|
| <ul style="list-style-type: none"> - arrive at class on time (phone call/note from home when absent) - be careful around doors and stairs - be prepared for class - check in at the office if late - check personal space when in the gym, hallways and classroom - give your best effort - greet others with respect - help out in the classroom - join in classroom activities - keep your desk and locker tidy - keep hands and feet to yourself | <ul style="list-style-type: none"> - leave gum and candy at home - leave IPOD/MP3 players, cell phones at home - listen to announcements - listen to others when they speak - obey the fire alarm bell - offer to help others - practice proper hygiene - remain at school after arrival - return library books on time - share school materials - stay with your class - respect property of others - take care of your things | <ul style="list-style-type: none"> - take off your hat indoors - take turns - use appropriate school entrance and exit doors - use an inside voice - use kind words - use the drinking fountains with care - use school things with care - use washrooms appropriately - wear shoes while inside - work cooperatively - not display behaviours of a romantic or sexual nature |
|--|--|--|

When eating, students are expected to:

| | | |
|---|---|---|
| <ul style="list-style-type: none"> - wash your hands before eating - be polite - bring nutritious meals and snacks - do not waste food - eat your own food | <ul style="list-style-type: none"> - follow directions given by Noon Hour Supervisors - save recyclable containers - clean up after yourself | <ul style="list-style-type: none"> - stay seated while eating - use an 'inside' voice - use eating time wisely - use good table manners |
|---|---|---|

On the Adventure Playground and school yard, students are expected to:

| | | |
|---|--|---|
| <ul style="list-style-type: none"> - follow traffic safety rules on the street, sidewalks and in the school driveway - go DOWN all slides only - help someone who is hurt - keep away from bike racks at lunch and recess breaks - leave rocks, snow, sand and gravel on the ground - leave valuables at home (games and toys, jewelry, electronic games, IPOD/CD/MP3 players, cell phones, remote control cars, etc.) - leave at home any collector cards/games/toys that involve gambling/risk of loss - no skateboard, rollerblades, bike or scooter use during the school day | <ul style="list-style-type: none"> - older children help younger children - pick up trash on the school yard - play by the rules - play nicely, play safely - remove rollerblades and collapse scooters upon entering school yard - report danger or injuries to staff but avoid tattling - respect the personal space of others - return equipment that you borrow - stay out of the parking lot at play times (use with care @ dismissal times) - share equipment - share the field space - stay off of the goal posts, backstops and fences | <ul style="list-style-type: none"> - stay out of the trees - stay on school grounds after you arrive each day - try to do your best - use trash cans for garbage - take turns when using the climbing equipment - return icepacks to the office after use - use appropriate words to solve problems - use equipment safely - walk your bike on the school grounds - wear suitable, safe footwear - welcome and invite others to play |
|---|--|---|

Every student is expected to:



- treat fellow students, staff members and other adults with respect
- attend school each day (a phone call or note from home is needed when absent)
- **ONLY** leave the school grounds **WITH** teachers' and parents' permission
- follow traffic safety rules while at school and travelling to and from school
- students who ride a bike to school **MUST** wear a helmet
- bikes and scooters must be walked on the grounds
- use appropriate entrances and exits



Inappropriate Behaviour



Minor Incidents

- being unprepared for class
- blocking a fire exit
- breaking game rules
- 'budging' in a line up
- chewing gum or candy
- forgetting homework
- going UP the slide
- interfering in a game
- invading personal space

- littering
- playing unsafely
- refusing to share
- riding a bike in the school yard during the school day
- standing on the slides or swings
- stopping others from playing
- talking at a listening time
- teasing and calling names

- using a loud voice inside
- using doors unsafely
- using the drinking fountain unsafely
- using poor manners at lunch
- using washroom time inappropriately
- using the school phone without permission
- wasting work time

Repeated minor incidents will be treated as a major incident

Major Incidents

- bullying other students
- disrespect of others
- fooling around in class/hallway
- fooling around in the washroom
- harassment of others
- hitting or punching
- inappropriate use of computer accounts/equipment/websites
- interrupting others at work
- kicking or tripping
- lying to a staff member

- 'mouthing off' to an adult
- missing a detention
- making inappropriate racial comments or jokes
- pinching
- 'play fighting'
- playing in an out-of-bounds area (eg. bike rack, parking lot, east side of the school, large blue bins)
- pulling hair/rough play
- refusing to participate in class

- shouting at inappropriate times
- showing racial discrimination
- swearing or offensive comments
- taking other's things as a joke
- tampering with locks or lockers
- throwing food
- throwing rocks, snowballs, sand or wood chips
- uncooperative behaviour
- using equipment unsafely
- violating dress code

Repeated major incidents will be treated as a serious incident

Serious Incidents

- assault with intent to harm (closed fist, on purpose)
- bomb threat
- breaking a school window
- consistent refusal to participate in class causing excessive disruption
- cyber bullying
- disrespect of a staff member
- fist fighting
- lighting a fire
- leaving the school grounds without permission

- misuse of the school telephone (prank call)
- possession of a weapon (knife etc)
- pulling the fire alarm unnecessarily
- refusing to cooperate with a supervising staff member
- racial slurs or sexual harassment
- smoking
- stealing from others
- possession of alcohol
- possession of drugs
- selling drugs at school

- theft of school property
- threats to the safety of students or staff
- trespassing on the school roof
- trespassing on a staff members property
- using alcohol at school
- using drugs at school
- vandalizing cars in our parking lot
- vandalizing school property

Dress Code

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, 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 but are encouraged for outdoor activities during the winter and summer months.



Consequences



Discipline is viewed by staff as an opportunity for the student to learn from the experience by making restitution for themselves and others. Restitution could include apologizing, discussing an appropriate consequence, or doing school service.

The discretion of the supervising teaching/non-teaching staff and/or principal will be used when dealing with students. Conversations will use the values of empathy, conscience and self control. Several ways which staff members use when dealing with misbehaviour are outlined below.

STOP - THINK - DO THE RIGHT THING!

Warning~ Asking the student to suggest alternate or more positive behaviour (“What are you doing?; How was the other person feeling?; What would have been the right thing to do?”).

Bankhead 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, family status, physical or mental disability, gender or sexual orientation. Behaviour or communication that discriminates based on any of the prohibited grounds listed will be treated seriously by our school.

Mediation~

Giving the opportunity for the ‘bothered’ student to discuss the incident with the ‘bothering’ student and work through the process of solving the problem together.

Possible Consequences~

- ◆ In-school/out of school suspension
- ◆ One (1) to ten (10) day suspension or indefinite suspension (away from school, at the discretion of the principal)
- ◆ Legal intervention (i.e. RCMP)

Notification~

Depending on the severity of the infraction, parents of student offenders and student victims may be notified. The school will also inform other parties as necessary. For example, in case of illegal activity, the RCMP will be notified or if the safety or well-being of a child is in question, the Ministry of Children and Families will be notified.

School Service~ The nature of the incident may lead the staff member to recommend that the student perform school service as an appropriate consequence to make up for the misbehaviour.

Collaborative Problem Solving~ The students would be taken through a problem solving model that makes them realize that everyone has rights and responsibilities. Students will work together to make a plan to show understanding of how to deal with similar situations in the future.

Note to Parents/Guardian~ The student may be asked to help write a note or complete a Behaviour Report which is sent home for signatures and returned.

Parents Phoned~ A staff member may choose to call the parent and inform them of the incident and ask for the parent’s support in discussing the incident with their child and reminding them of more appropriate behaviours.

Withdrawal of Privileges~ This may result after a discussion with the student (eg. repeated offences during class time may result in an extended time out from the classroom, a student who is unable to play safely at the lunch break may be asked to eat lunch at home).

Visitors~ Should seek the permission of the principal to be on school property.

A visitor who chooses to ignore expected behaviour guidelines may be asked to leave the activity/event/school grounds.



Lunch time Expectations

My child wishes to **stay for lunch** at Bankhead Elementary School.

General expectations:

- Children wash hands before and after eating;
- Children will bring nutritious meals and snacks (veggies or fruit);
- **Children will not waste food, or share food.**

In order for children to eat lunch at Bankhead, **the following lunchtime expectations must be adhered to at all times:**

- respect all staff members; always be polite;
- respect all student supervisors; always be polite;
- remain in a designated classroom to eat;
- sit at a desk while eating lunch;
- refrain from tossing anything while in the classroom;
- use an inside voice;
- respect the space and rights of others;
- respect others by bringing "allergy aware" lunches;
- remain in a desk until the 11:20 a.m. bell.



If necessary, students are encouraged to use the washroom and fountain right at the 11:20 a.m. bell.

Written or verbal permission must be obtained before a student leaves the school grounds at lunch time if they normally stay for lunch.

If my child **does not meet** lunch time expectations, he or she will be helped by:

- a discussion on how he/she can meet expectations;
- a discussion of consequences such as:
 - * removal from the lunch area, and/or;
 - * possible loss of the privilege of eating lunch at school.

If a student cannot meet the expectations after the above actions are taken, then he/she will lose the privilege of being at school for lunch. Parents/guardians will need to make alternate lunch arrangements.

Note: If an infraction is judged to be of a serious enough nature, a student may lose the privilege of eating at school or playing on the playground immediately.