



Bankhead Elementary School

PARENT HANDBOOK 2025 -2026

Principal: Mrs. M. West

Vice Principal: Ms. S. French

Administrative Assistant: Mrs. T. Klimm

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***Together we are partners in learning,
Encouraging personal best...
Together we Learn!***

WELCOME

Welcome to our school community! This Parent Handbook is designed to provide you with important information about our school's policies, routines, and values, in alignment with the British Columbia Ministry of Education guidelines. Our goal is to foster a safe, inclusive, and engaging learning environment where every student feels supported and encouraged to reach their full potential. We believe that strong partnerships between home and school play a vital role in student success, and we invite you to be active participants in your child's

educational journey. Please take the time to read through this handbook and feel free to reach out with any questions or concerns.

CODE OF CONDUCT

We encourage all members of our school family including students, staff, parents and visitors to follow the **Code of Conduct** during the school day and after-hours during 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

BELL SCHEDULE

Bell Schedule		
Time	Block	Minutes
8:30 – 9:10	1	40 Minutes
9:10-9:50	2	40 minutes
9:50- 10:30	3	40 minutes
10:30 – 11:10	4	40 minutes
11:10 – 12:07	LUNCH	57 minutes
12:07 – 12:10	Attendance	3 minutes
12:10-12:50	5	40 minutes
12:50-1:30	6	40 minutes
1:30 -1:45	RECESS	15 minutes
1:45 – 1:50	Transition	5 minutes
1:50-2:30	7	45 minutes

DRESS CODE

We ask that students come to school dressed in clothing that is appropriate for a respectful and positive elementary school environment. Clothing should show consideration for oneself and others. Items with violent or offensive language or images, or that promote alcohol or drug use, are not permitted. Beachwear including bathing suits, bare midriffs, flip-flops, or

bare feet are not considered appropriate. Clothing which allows underwear to show is not appropriate. Finally, on cool, rainy, and winter days students need to come dressed to play outside temperatures. Hats are not to be worn indoors but encouraged for outdoor play.

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 Disability Parking spots
- 6) Please follow Kiss & Drop guidelines and show kindness and respect to student volunteers
- 7) Please drive slowly!

PARENT VOLUNTEERS

As partners in the education of your child(ren), 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 and renewable every 4 years.

As a volunteer, we ask that you arrange ahead of time with the teacher and be prepared to help in the classroom with activities the teacher has planned for you. When volunteering in the school, please ensure you are wearing a Volunteer Badge at all times. Parent volunteers need to be aware that there are strict guidelines regarding ethics. Open, public discussions about student or classroom issues constitute a breach of ethics.

DID YOU KNOW?

All parents and guardians of Bankhead Elementary students are automatically members of our Parent Advisory Council (PAC), a vital part of our school community. The PAC plays a key role in supporting student success by organizing school events, raising funds, and fostering strong connections between families and the school. Monthly PAC meetings, held at 6:30 p.m. in the school library (dates to be announced), are an excellent opportunity to stay informed, contribute ideas, and help shape the student experience at Bankhead. This year, the PAC is in transition with the executive members, and your voices are welcomed and valued. We strongly encourage you to get involved. Attend meetings, volunteer at events, and take an active role in your child's education. Your participation makes a meaningful difference.

IMPORTANT DATES

Days in session	190 (3 summer Pro Days August 25, 26, 27)
Number of days of instruction	183
Number of non-instructional days	7
Schools open	Tuesday, September 2
National Day for Truth and Reconciliation	Tuesday, September 30
Administrative Implementation Day	Friday, October 10
Thanksgiving Day (schools closed)	Monday, October 13
Teacher Professional Day	Friday, October 24
Remembrance Day (schools closed)	Tuesday, November 11
Winter vacation period (schools closed)	Monday, December 22 – Friday, January 2
Statutory holiday (schools closed)	Thursday, January 1
Schools reopen after Winter vacation	Monday, January 5
Teacher Professional Day (Support Staff In-Service Day)	Friday, February 13
Family Day	Monday, February 16
Spring vacation period (schools closed)	Monday, March 16 – Friday, March 27
Schools reopen after Spring vacation	Monday, March 30
Good Friday (schools closed)	Friday, April 3
Easter Monday (schools closed)	Monday, April 6
Victoria Day (schools closed)	Monday, May 18
Administrative Day (students do not attend)	Friday, June 26

Written Learning Updates Distribution Dates		Home School Conferences	
Term 1	Friday, December 5th, 2025	September 25&26	12:30 PM Dismissal
Term 2	Thursday, March 12th, 2026	January 29 & 30	12:30 PM Dismissal
Term 3	Thursday, June 25th, 2026		

SCHOOL PROCEDURES

Allergy Aware

We have students at Bankhead who have a life-threatening allergy to peanuts and nuts. We ask your cooperation in not sending these items to 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 not permitted**. Students are encouraged to leave all electronics at home. **If brought to school, cell phones must remain in backpacks, powered off for the school day.**

Fees

Please pay for your District school supplies by Friday of the third week of school. All students are expected to pay the cultural fee.

Student Fees for this year have been set as follows:

Grade K - 6 School supplies \$35.00

Cultural fee \$10.00

Total \$45.00

Your child will receive supplies when payment is received. School fees are paid online (instructions below).

STUDENT FEES: Online Payments Please follow the steps below to pay for your child/children's school fees by credit card or by cheque (by entering your cheque # on-line):

- Go to this website: <https://centralokanagan.schoolcashonline.com>
- Register by selecting the "Get Started Today" and follow these 3 steps:

Step #1 ☐ Parent/Guardian Name

Step #2 ☐ Parent/Guardian Address & Email

Step #3 ☐ Create Password

- After you have registered, you will receive a confirmation email, open your email and select the web link (underlined in blue) then choose the 'click here' option and sign in.
 - Add children (name & birthdate - *type very carefully)
 - Choose and confirm your child(ren).
 - Choose "My Account" and then "View My Students"
 - Choose your child (all your children will then appear).
 - Start with first child and add the first fee to your cart, press back button and repeat until all fees are added to cart (all fees have to be added to cart individually)
 - Once all items are in cart, go to 'check out'.
 - If all fees are attached, press continue
 - Make payments by cheque or credit card (review & complete)
 - You are done!! THANK YOU!
 - Print Receipt (any time throughout the year).

School District Policy 425 – Student Fees the Board of Education indicates "that a student will not be excluded from any educational program due to financial hardship". This clause in the

policy provides for the private and confidential consideration of financial circumstances of individual students and families, while preserving the dignity of families who may be unable to pay. Please contact the school Principal if you are facing a financial hardship that may restrict the ability of your child to access a school program.

Gym Strip

Physical Education is an important part of the school curriculum. All intermediate students, for safety and hygienic reasons, require proper gym strip. We request that all students have indoor shoes, and they have non-marking soles. Our custodians put in great effort to clean and wax our floors. We all need to work together to keep our school clean.

Lates

Students who arrive at school after the 8:30 a.m. or 12:07 p.m. bell will be considered late and must report to the office. "Lates" are recorded on your report card. We encourage all families to do their best to arrive at school on time. Students who arrive late often miss important morning routines that help them transition into their day of learning with consistency and predictability.

Breakfast Club

In alignment with the goals of the BC curriculum, which emphasizes student well-being as a foundation for learning, we offer a daily breakfast program for any student who wishes to participate. A nutritious start to the day supports focus, energy, and overall readiness to engage in meaningful learning experiences. The Breakfast Club is supervised by our dedicated CEA staff each morning from 8:10 to 8:25 a.m., ensuring a safe and welcoming environment for students to begin their day on a positive note.

Leaving School Grounds

Students are required to have permission from a parent or guardian before leaving school grounds during school hours. This ensures student safety and aligns with school supervision policies. Students leaving the school grounds during school hours must be checked in and checked out at the office.

Lost & Found

The Lost and Found is located near the school office and is accessible throughout the year. Unclaimed items are periodically donated to local thrift stores. Please encourage your child to check for missing belongings regularly.

Lunch Time

Students who remain at school for lunch are expected to eat in their classrooms and follow school behaviour expectations. Bankhead has adult lunch-time supervision to help ensure a safe and respectful environment. Please note that eating lunch at school is considered a privilege and must be treated as such.

Medical Conditions

If your child has a medical condition that may require emergency intervention (e.g., diabetes, epilepsy, anaphylaxis, asthma), it is essential that a Medical Alert Planning Form is completed and kept on file. These forms are available at the school office.

Parents/guardians are responsible for submitting a completed form during registration and updating it annually or as needed.

Medication

If your child requires medication during school hours, a **Request for Administration of Medication at School** form must be completed and returned to the school. Medications must be provided in the original, clearly labeled container and kept up to date. All medications are stored securely in the school office and sent home at the end of the school year. For more information, please contact the School Administrative Assistant.

Weekly at a Glance (WAAG)

School news will be shared with families every Friday via email. A current school calendar is also available on our school website, where all field trips, special events, and important dates are posted.

Safe Start

To ensure student safety, we contact the home of any student who is absent and unaccounted for each morning. If your child is late or absent, please notify us by calling the school's automated absence reporting line. If a child is going to be late or absent, please remember to enter the absence through the SchoolMsg Safe Arrival system using the app, the website (www.sd23.bc.ca/SchoolMessenger) or by calling 250-870-5114.

School Grounds Safety

Parents are encouraged to review bicycle safety with their children. Bike helmets are mandatory. Bicycles and scooters must be walked on school property and parked in the designated bike racks. For safety reasons, unicycles, heelies, and skateboards are not permitted to ride on school grounds. In BC, students must be at least 16 years old to operate electric kick scooters, e-bikes, and other motorized transportation. Due to safety and legal responsibilities and provincial regulations, all motorized transportation is not allowed on school property.

School Visits

All school visits by adults must be prearranged. To book an appointment, please contact the school office at (250) 870-5114.

Sickness and Injury

Please do not send your child to school if they are feeling unwell. While teachers will provide support to help students catch up on missed learning, it is the student's responsibility to complete any missed work. All absences are recorded on the student's Written Learning Update. If a student becomes ill during the school day, they should inform their teacher. Parents will be contacted and asked to pick up their child or give permission for them to go home. It is essential that the school has up-to-date contact information, including local, cell, and emergency phone numbers. In the case of a serious accident or injury, parents will be notified immediately and are responsible for any decisions regarding professional medical care. If we are unable to reach a parent or emergency contact, the school will act in the best interest of the student and inform parents as soon as possible.

Student Belongings

We strongly recommend that all personal items brought to school be clearly labelled, especially shoes, boots, water bottles, and gym clothing. This helps ensure that misplaced items can be returned promptly.

Students are asked to keep toys, trading cards, electronics, and other personal play items at home. These items often become distractions in the learning environment, may cause unnecessary social conflict, and are at risk of being lost or damaged. To support positive social interaction and play, the school provides a variety of safe and inclusive equipment for student use during breaks and recess. By keeping personal toys at home, we can maintain a focused, respectful, and engaging school environment.

Please note that the school is not responsible for the loss or damage of personal items brought from home, including cell phones, gaming devices, trading cards, or other valuables.

Supervision

Student safety is a top priority. Supervision is provided by staff from 8:10 to 8:25 a.m. and again from 2:30 to 2:45 p.m. each school day. Lunch supervision is provided daily. To help prevent injuries and ensure proper supervision, we ask that students arrive and remain on school grounds only during these supervised times.