

2018-
2019

PARENT HANDBOOK



BLACK MOUNTAIN ELEMENTARY

1650 Gallagher Road

Kelowna, BC V1P 1G7

250-870-5143

Principal: Janet Slaney

janet.slaney@sd23.bc.ca

Vice-Principal: Adrian Zuyderduyn

adrian.zuyderduyn@sd23.bc.ca

www.bme.sd23.bc.ca – school website

WELCOME

Welcome to the 2018/2019 school year! This year, we enrolled approximately 430 students from Kindergarten to Grade 5. 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) 870-5143.



BELL SCHEDULE

Supervision Begins	8:10 am
Morning Entry Bell	8:25 am
Morning Class Begins	8:30 am
Lunch Break	11:00 am 11:53 am
Classes Begin	11:58 pm
Recess	12:50 -1:05 pm
Afternoon Dismissal	2:30 pm
Supervision Ends	2:45 pm

SCHOOL DISTRICT PHONE NUMBER

250-860-8888

Our District Assistant Superintendent for Black Mountain Elementary is Mr. Jon Rever



CODE OF CONDUCT

At Black Mountain, we will educate students to take responsibility for their actions and 'wrongs' to make them right. We encourage all members of our school family—students, staff, parents and visitors—to follow the **Code of Conduct outlined below in our Students Rights and Responsibilities** during the school day and at after-hours community school events and activities.



1. I have a **RIGHT** to learn at school.

It is my **RESPONSIBILITY** to listen to instructions, to work quietly at my desk, and to raise my hand if I have a question, concern, or need to leave.

2. I have a **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout, or make loud noises when others are speaking.

3. I have a **RIGHT** to be respected in this school.

It is my **RESPONSIBILITY** not to tease or bug other people or hurt their feelings.

4. I have a **RIGHT** to be safe at school and while traveling to and from school.

It is my **RESPONSIBILITY** not to threaten, kick, punch, or physically harm anyone else.

It is also my **RESPONSIBILITY** to report unsafe behaviours to an adult.

5. I have a **RIGHT** to privacy and to my own personal space.

It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

STAFF LIST

PRINCIPAL

Mrs. Janet Slaney

VICE-PRINCIPAL

Mr. Adrian Zuyderduyn

INTERMEDIATE TEACHERS

Ms. Arlt
Miss Meynell
Mrs. Crumb
Mrs. Naka
Mrs. Koch

PRIMARY TEACHERS

Mrs. Joyce	Mrs. Richards
Ms. Singh	Ms. Dereume
Mrs. Regan	Ms. McPhail
Mrs. Hamilton-Smith	Mrs. Anderson
Ms. Mimic	Mrs. Valiant
Mrs. Hoy	Mrs. Dick
Mrs. Yamabe	Mrs. Vallance

INSTRUCTIONAL SUPPORT

Mr. Zuyderduyn	PE Prep
Ms. Detjen	Arts Education Prep
Mrs. Boulanger	Librarian
Mrs. Charland	LAT/ESL
Mrs. Markus	Resource
Mrs. Martin	Counsellor
Ms. Boden	Speech Pathologist
Ms. Wikenheiser	Aboriginal Support

NON-INSTRUCTIONAL STAFF

Mrs. Cairney	School Secretary
Mrs. Guidi	Library Clerk
Mr. Schraeder	Custodian
Mr. Jasper	Custodian
Mrs. Reid	Custodian

EDUCATIONAL ASSISTANTS

Mrs. Bauche	Mrs. Peters
Mrs. Burd	Ms. Shortt
Mrs. Douvia	Mrs. Simpson
Ms. Kurtenacker	Mr. Wilkinson
	(on leave)

NOON HOUR SUPERVISOR

Mrs. O'Sullivan
Mrs. Marino
Mrs. Penny
Mrs. Johnson
Plus spares

DRESS CODE

Decisions regarding student dress require the careful balance of the individual's right to self-expression with the school's responsibility to ensure an appropriate learning environment. To that end, the school Principal, along with the Parent Advisory Council, offers the following guidance so that students learn to make good independent decisions regarding their choice of clothing.

All members of the school community are expected to wear clothing appropriate for school. Clothing that distracts oneself or others from focusing on learning is inappropriate. It is not appropriate or respectful to wear clothing that:

- represents or promotes alcohol, or drugs;
- makes sexual reference;
- uses inappropriate language;
- depicts or promotes violence, racism, or other discriminations;
- is intimidating to others or has brand names that relate to profanity.

For more information, see the School District Code of Conduct document at: <http://www.sd23.bc.ca>

PARKING LOT

DROP OFF LOOP – Kiss n' Go Lane!

Please be respectful of the signage, and areas for parent parking. To keep our children safe the following rules apply to the Black Mountain Elementary School parking lot:

- i) Enter /exit using the appropriate signs to guide you.
- ii) NO unattended, unlocked vehicles left running in the parking lot.
- iii) NO parking in the drop off loop.

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 discussion about student or classroom issues constitutes a breach of ethics.

PARENT ADVISORY

Your PAC is a very important part of the success of Black Mountain. They meet once a month in the library. Your PAC organizes special events and raises money for the students. At the first meeting on September 20th, the PAC will set their goals for the year. We hope that you can join this amazing team.

IMPORTANT DATES



Sept. 4	First day of School
Sept. 14	Photo Day
Sept. 28	Terry Fox Run
Oct. 3-4	Parent Teacher Conferences
Oct. 5	Implementation Day
Oct. 8	Thanksgiving Holiday
Oct. 19	Pro D Day
Nov. 13	Non Instructional Day
Nov. 12	Remembrance Day Holiday
Dec. 7	Report Cards Home
Dec. 24-Jan.6	Winter Break
Jan. 7	Welcome Back
Feb. 7-8	Student-led Conferences
Feb. 18	Family Day
Feb. 22	Pro-D Day
Mar. 13	Report Cards Home
Mar. 18- 29	Spring Break
Apr. 1	School Reopens
April 19/22	Good Fri./Easter Mon.

May 20
June 27
June 28

Victoria Day
Report Cards Home
Last Day of School



SCHOOL PROCEDURES

Allergy Aware

We have several students at Black Mountain 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.

Cellular Phone Use

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.

FEES

School Supplies	\$30.00
Cultural Fee	\$10.00
School Fee Total	\$40.00

Please pay on-line

Early Dismissal Days

During our fall conference days and our student-led winter conferences, students will be dismissed at 12:30 pm. Teachers often provide a morning recess/nutrition break so please send a big, nutritious snack with your child on these days.

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.

Lates

Students who arrive at school after the 8:30 a.m. or the 11:58 a.m. bell will be considered late and must report to the office to receive a late slip. "Lates" are recorded on your report card.

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 is located in the school's brown benches. Lost and found will be displayed at Christmas and year-end. 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. We encourage students pack a 'litter less' lunch. We ask that whatever comes to school in the lunch bag is returned home in the lunch bag. A reminder that eating lunch at school is a privilege, not a right.



Medical Conditions and Medication

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.

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 completed by the prescribing physician. 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 emailed to subscribers once a month and posted on our school website. Hard copies will be available at the office.



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 playground. Scooters, unicycles, heelines, and skate boards are not allowed to be ridden on school property during school hours.

School Visits

When visiting the school or a classroom, please check in at the office when you arrive.

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: Personal Organization Place 'P.O.P'

Some students may need to remain in at lunch time to complete work or to discuss their behaviour with the teacher. P.O.P. is also available for those students who choose to 'catch up' or 'enhance' a project they are working on.

Supervision

Teachers are on supervision from 8:10 to 8:25 a.m. and 2:30 to 2:45p.m. Lunch supervisors are on duty from 11:00 to 12:00 p.m. Monday to Friday.

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.