

A.S. MATHESON ELEMENTARY

2090 Gordon Drive, Kelowna, B.C. V1Y 3H9

Tel: (250) 870 - 5112

Web Site: <http://www.asm.sd23.bc.ca/>

Email: asm@sd23.bc.ca



Family Handbook

Principal: Mrs. M West

Vice-Principal: Mrs. M. Newman

Administrative Assistant: Mrs. K. Stoneman

Library Assistant/Clerical Support:

Mrs. D. Schoettle

“Home of the Firebirds”



Welcome to another exciting school year! We look forward to being able to work with you! We hope you find this handbook helpful.

Table of Contents

Achieving Success: School Goals	3
Yearly School Calendar	3
Bell Schedule	3
Student Absence	4
Student Absence for Family Vacation	4
Check-in/Check-out	4
Emergency Preparedness	5
Medical Alert	5
Influenza and Other Viral Infections	5
Common Childhood Diseases	5
Healthy Schools Initiative	6
Daily Physical Activity	6
Lunch Breaks	6
Hot Lunch	6
Home/School Communication	7
School Fees	8
Traffic Safety	9-10
Parent Advisory Council	11
Volunteering in Schools	11

Visitors to the School	12
Washrooms	12
Student Telephone	12
Technology Use	12
Library Learning Commons	13
Lost and Found	13
Additional Resources	13



Achieving Success: Schools Goals

Please visit our School Learning Plan located on our website (asm.sd23.bc.ca) to see our School-Wide Spiral of Inquiry to support Confident Learners at A.S. Matheson. Here you will find up-to-date evidence and information about what is happening at ASM as we work and learn together.

Mission Statement:

Yearly School Calendar

Please see our school website at: <http://www.asm.sd23.bc.ca> for our school calendar, bell schedule, important information and upcoming events at our school.

DESIGNATION	SCHOOL DISTRICT NO. 23 Local Calendar 2023/2024
Days in session	191 (3 summer Pro Days August 28, 29, 30)
Number of days of instruction	184
Number of non-instructional days	7
Schools open	Tuesday, September 5
In lieu of National Day of Truth and Reconciliation September 30 (schools closed)	Friday, September 29
Administrative Implementation Day	Friday, October 6
Thanksgiving Day (schools closed)	Monday, October 9
Teacher Professional Day	Friday, October 20
In lieu of Remembrance Day November 11 (schools closed)	Monday, November 13
Winter vacation period (schools closed)	Monday, December 25 – Friday, January 5
Statutory holiday (schools closed)	Monday, January 1
Schools reopen after Winter vacation	Monday, January 8
Teacher Professional Day (Support Staff In-Service Day)	Friday, February 16
Family Day	Monday, February 19
Spring vacation period (schools closed)	Monday, March 18 – Monday, April 1
Good Friday (schools closed)	Friday, March 29
Easter Monday (schools closed)	Monday, April 1
Schools reopen after Spring vacation	Tuesday, April 2
Victoria Day (schools closed)	Monday, May 20
Administrative Day (students do not attend)	Friday, June 28

Bell Schedule

Morning Bell	8:25am
Morning Classes	8:30 – 11:15
Lunch	11:15 – 12:13
Afternoon Classes	12:13 – 1:33
Recess	1:33 – 1:48
Afternoon Classes	1:48 – 2:30
Dismissal	2:30
End of Supervision	2:45

A warning bell will ring at 2:45 each day to indicate to students that supervision is concluding. If your child is walking/biking home from school they will be asked to leave at that time if they haven't done so already. If you are picking up your child we kindly ask that you arrive before 2:45. If a child hasn't connected with an adult by 2:45 they

will be instructed to find a supervisor who will ensure the child is cared for and if necessary bring the child to the office to wait for or contact a parent or caregiver.

Student Absence and Changes in Schedule



If a child is going to be late or absent, please remember to **enter the absence through the SchoolMsgr Safe Arrival system using the app, the website (www.sd23.bc.ca/SchoolMessenger) or by calling 250-870-5112.**

Also, if your child is leaving early, please ensure that you sign your child out at the office. If your child is absent on a day that you've paid for hot lunch you must pick up the hot lunch prior to 3:00 p.m. that day or donate to another child.

Student Absence due to Family Vacation

At times, we are approached by parents who need to take their child out of school for extended periods of time. Usually, this is for reasons associated with family plans or family business. 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 be reassured that their child will not be “behind” in their work when they return.

Please understand that, while your children will have other cultural and travel experiences that contribute to their overall development, the many varied daily classroom activities they will miss cannot be duplicated through worksheets or workbooks.

We are not in the position to provide assignments for students prior to extended absences due to family plans. Upon the student's return, teachers will do their best to help students get “caught up” by providing missed assignments.

Check-in / Check-out

1. All parents and guests to the school **must** enter through the front doors and **check-in** at the office during regular instructional hours.
2. Volunteers in the classroom will be provided with a volunteer tag upon signing in.
3. Student washrooms are for **children's use only**. Staff washrooms are available for adult or adults with young children who still require their parent's assistance.
4. The school should be informed **in advance** when a child will be leaving during the day and the adult needs to come into the school to sign them out.
5. When a child arrives after the bell they must sign in at the office with Mrs. McHale.
6. Changes to pick up routines should be communicated to the child or teacher in advance depending on the age of the child to avoid confusion.
7. Your child needs to ask the office for help if there are any problems with pick up. Under no circumstances should your child leave the school grounds if he/she is expecting to be picked up.



EMERGENCY PREPAREDNESS

Although we hope that our school will never be subjected to an emergency, we take Emergency Preparedness very seriously. The following are Drills and Practice measures we take as a school:

1. Six (6) Fire Drills per School Year. Three in the Fall & Three in the Spring.
2. Earth Quake Drill as part of Shake Out B.C.
3. Lockdown and Hold & Secure Drill
4. School Bus Evacuation Drills in the Fall for students in Grades 1 and 3

Medical Alert

If your child has allergies, asthma, requires medication while at school, or has any other medical condition, please inform the child's teacher and the office. There are specific forms that need to be completed on an annual basis in order to ensure the safety of your child.

Influenza and Other Vital Infections

Proactive Measures:

Influenza is one of many diseases caused by viruses and generally spread when an infected person coughs or sneezes. Here are six precautions to safeguard everyone's health:

1. Stay home when sick or experiencing flu like symptoms. Get plenty of rest and check with a health care provider as needed.
2. Avoid close contact with people who are sick.
3. Cover your mouth and nose with a tissue when coughing or sneezing, and throw the tissue away immediately.
4. Wash your hands. Washing hands often will help protect you from becoming ill. When soap and water are not available, use disposable hand wipes or gel sanitizers.
5. Avoid touching eyes, nose or mouth.
6. Practice other good health habits: get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, and avoid smoking, which may increase the risk of serious consequences if you do contract the flu.

Common Childhood Diseases

The following link is a [Quick Guide to Common Childhood Diseases](#). Each infectious disease in this guide is described according to:

What is it?

How is it spread?

Incubation Period

When is the person contagious?

How to prevent spread of the illness / infestation to other children.

Healthy Schools Initiative

The Central Okanagan School District has developed a Health Promoting Schools Policy which is available at [HERE](#).

This policy emphasizes several key components:

- Students making health-enhancing choices and avoiding behaviours that damage health and well-being
- Maintaining a school environment that is safe and healthy for students and staff and which nurtures learning, achievement and growth of character
- Partnerships between administration, school staff, students, parents, community and the health sector promote health-promoting schools

- Every school strives to provide an environment of care and respect, promote relationships and a sense of belonging.

Daily Physical Activity - Physical Education

Daily Physical Activity (DPA) refers to movement that enhances endurance, strength and flexibility. In British Columbia schools, grades K – 9 offer 30 minutes of daily physical activity as part of the students' education program. Although many activities do not require special footwear, it is important for students to have proper running shoes at school in order to take full advantage of DPA.

Lunch



Our students eat lunch on the reverse schedule. This means that when the lunch bell rings at 11:05, students are dismissed to go and play outdoors before they come in to eat their lunch. Studies have shown that this approach has several benefits to students: improved application to academics in the afternoon, improved nutrition, and improved behaviour.

Hot Lunch

Our school has a Hot Lunch Program, run by our PAC, where parents order and pay online for their children to receive lunches on Fridays. Hot Lunches are done quarterly and emails will be sent out prior to each ordering period.

The Hot Lunch is a fundraiser for our PAC and all funds raised go back to our school for students. Questions about Hot Lunch should be directed to the Hot Lunch Coordinator.

Note: If you have ordered hot lunch on a day that your child is absent you may pick it up at the office before 3:00 p.m. on that day. Alternatively, if you'd like to donate the lunch please contact the office before 11:00 a.m. that day and the lunch will be donated.

Home/School Communication

Effective home/school communication is very important during a child's education. There are many ways that the school will communicate to parents: monthly newsletters, school website, parent/teacher conferences, written learning updates, notes in agenda/planner, email, and phone calls.

A weekly bulletin is sent home every week. It is a one-page e-newsletter containing information highlights of the upcoming week. Additional information is also available on our school's website: <http://www.asm.sd23.bc.ca/>. The e-newsletter, monthly calendar as well as, other important information pertaining to the school will be emailed to you.

Parent-Teacher Conferences are scheduled twice in the year (October and February). The purpose of the conference is to share important information about each child's progress and to set goals for the future. Although conferences are formally scheduled twice during the year, parents may contact the teacher at any time to set up a meeting to discuss student progress, behaviour, or other concerns.

Written Learning Updates are issued three times during the year (December, March, and June). The report card is intended to give a snapshot of student progress, highlight areas of strength and/or growth, and suggest ways to support the child's learning.

Please check your son/daughter's backpack and student agenda or planner on a regular basis for notices, notes from the teacher, papers requiring parent signature.

Disagreements: When disagreements arise between parents or students and the school, the best way to resolve them is at the school level. This is always the first step in finding a satisfactory solution because it involves problem solving and negotiating with those directly involved. Most differences of opinion come to a satisfactory resolution in this way.



If, however, the situation cannot be resolved at the school level, and the health, safety, or education of a student is at risk, the parent has the right to appeal the decision to the Board of Education.

If, after meeting with the Board of Education, the parent is not satisfied with the outcome, the parent may pursue an appeal process with the Superintendent of Achievement. Additional information on this process is found on the school district's website.

School 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	<u>\$10.00</u>
	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 son/daughter(s) school fees by credit card or by cheque (by entering your cheque # on-line):

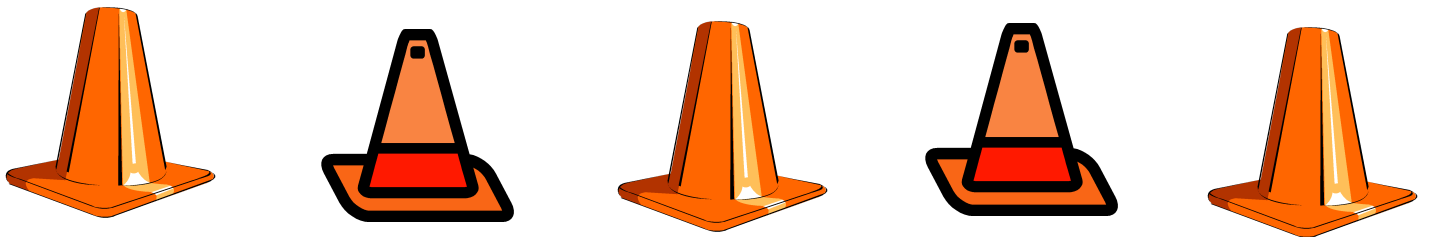
- **Go to this website:** <https://centralokanagan.schoolcashionline.com>
- **Register** by selecting the "**Get Started Today**" and follow these 3 steps:
 - Step #1 📍 Parent/Guardian Name
 - Step #2 📍 Parent/Guardian Address & Email
 - Step #3 📍 Create Password
- **After you have registered**, you 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**'.

- o If all fees are attached, press continue
- o Make payments by cheque or credit card (review & complete)
- o You are done!! **THANK YOU!**
- o *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.

Traffic Safety



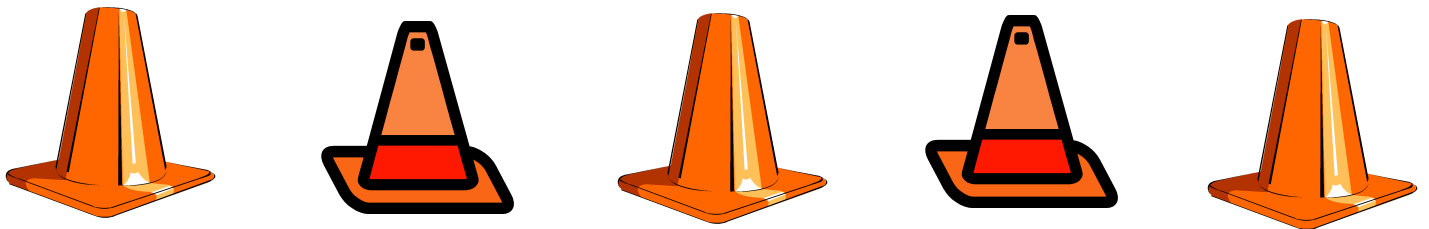
A.S. Matheson is a busy school located on a busy road with steady traffic flow. One way that parents can reduce potential dangers to children is to follow the School’s Traffic Safety Guidelines as listed below:

1. Our **parking lot** is fairly small and is therefore, **ONLY available for staff use**. There is a large sign at the entrance to the parking lot reminding you that it is for staff use only.
2. If your child is walking to school, and coming from Springfield Road, please ensure that he/she walks on the sidewalk adjacent to the parking lot and then onto the property and does not cut through the parking lot. *Traffic*

congestion before and after school creates a hazard as children dart through the parking lot.

3. The "U" driveway is for emergency vehicles and school district bussing only. Students are not to be dropped off there.
4. **Parent parking, drop – off, and pick-up is available on Glenwood Avenue.**
5. You may avoid the busy time periods by arriving a few minutes earlier at the beginning of the day, and a few minutes later at the end of the day.
6. Studies have shown that children lack road safety awareness and judgement until at least age ten or beyond. Knowing this, please remember to drive cautiously and watch out for the unexpected behaviour of children as they make their way to/from school.

More information on traffic safety:



Please do not use cell phones while driving within the school zone as it puts our children at risk. Another way that parents can reduce these dangers is to adhere to driving regulations. Below is a list of some driving infractions that occur regularly at our school. For further information, please refer to the ICBC Road Sense Drivers Manual.

It is ILLEGAL:

1. to make a U-turn if it interferes with other traffic
2. to park within 6 metres of a crosswalk or intersection
3. to park within 6 meters of a stop sign
4. to park where a traffic sign prohibits parking
5. to park where the curb is painted yellow or red
6. to park in a handicapped parking stall without an appropriate permit



7. to double park your vehicle
8. to use hand held cell phones while driving

PLEASE REMEMBER
WE ARE LOCATED IN A SCHOOL ZONE – 30 KMS/HR SPEED LIMIT
PLEASE, KEEP OUR CHILDREN SAFE!

REMINDER: No Dogs are allowed on school property.

Parent Advisory Council

All parents / guardians of students at A.S. Matheson Elementary are members of the Parent Advisory Council (PAC). According to the BC Government, "The PAC is the legislated parent voice at the school level advising on any matter relevant to the school. The PAC represents the collective view of parents of children in the school." At A.S. Matheson, the PAC sends notices to help parents stay informed, and organizes many school wide activities and events. All parents are invited to attend monthly meetings in the library, check the PAC bulletin board, and the school website www.asm.sd23.bc.ca to find out more about ways to become involved.

Be at the heart of your child's learning.



Volunteers in Schools

The Board of School Trustees, after consultation with community partners, established a policy for volunteers in schools. This policy clarifies issues of recruitment, the role of the Principal, and liability issues for volunteers. School District #23's Volunteer Handbook is available on the SD#23 Website. Volunteer opportunities include volunteering with small groups or individual students, assisting students with special projects, providing a

positive adult contact for a student, making visual aids and materials, and assisting with organizational tasks. Individuals wishing to volunteer services to help students must contact the school Principal who is responsible for:

- ensuring that all volunteers are advised that they will be required to submit to a criminal record check;
- providing for the safety of students in the care of volunteers;
- monitoring the activities of the volunteers;
- effecting the appropriate provisions of the collective agreements.

This policy is designed to provide both clarity of role and an additional safety check for those adults who work with our most precious resource. Additionally, as the Board is interested in expanding and strengthening the activities of volunteers in the schools, all criminal record checks will be conducted at the Board expense.

If you intend to volunteer, whether in the classroom or on field trips please fill out a criminal record check form at the office as soon as possible. **PLEASE NOTE SD#23 has implemented a new Policy. Allow at least 3-4 weeks for the Criminal Record Checks to be completed before the needed volunteering time.**

Visitors to School

It is important that we know who is in the school or on the school grounds throughout the day. Therefore we ask that parents and other visitors sign in at the office where you will be issued a **Visitor Pass**. This does not apply to before school drop off and after school pickup but does include visits onto the playground and fields during lunch and recess breaks.

Washrooms

The school has specific washrooms available for adult use, or for pre-school children who need the assistance of their parents. Adults are **not to use** the washrooms that are

designated for student use. Our students have been told if there is an adult in the washroom they are to leave and report it to the office. Please ask at the office for directions to the adult washroom if required.

Student Telephone



Each classroom has its own phone and can be used to contact parents as permitted by the classroom teacher. Students are not to be using the phone to arrange social events or for incidental items forgotten at home. Please write down the best number for your child to contact you at and have them keep this note in their backpack, agenda, or notebook. This will be a great time saver for everyone.

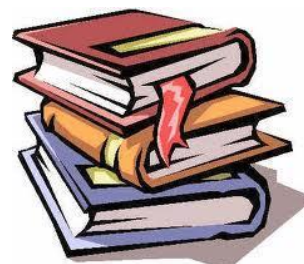
Technology Use

We recognize that many students often use 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. At times, students may be permitted to use cell phones, laptops, tablets or other related technology equipment, but **only with the permission of their teacher**. While at A.S. Matheson and while on any school related trips and/or activities, and with the permission of their teacher, students 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 district policy. Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students.



Library Learning Commons

The [Library Learning Commons](#) is a hub of learning and innovation in our school. In addition to our traditional book exchange period each week, students will have opportunities to work with our



Teacher-Librarian and their classroom teachers to engage in inquiry and exploration.

The Library Learning Commons also hosts many extra-curricular activities such as our Chess Club, Games Club, After School Reading Programs, and Battle of the Books.

We encourage students to use the space and resources respectfully and to return books on time and in good shape.

Lost and Found

Found items of clothing and sports equipment are stored in a bin within a closet down the hall from the office. Parents and students are encouraged to look through the bin from time to time to locate missing clothing. Each term, all items in the lost and found bin are put on display to be claimed by the rightful owner. All unclaimed remaining items are donated to charity.

Additional Resources

In addition to the information contained in this document, we highly recommend that you familiarize yourself with the following sites and documents:

- [A.S. Matheson Homepage](#)
- [A.S. Matheson Code of Conduct](#)
- [A.S. Matheson Live Calendar](#)
- [Our Confident Learners Evidence Blog](#)



If you have any questions, at any time, please do not hesitate to contact us:

A.S. MATHESON ELEMENTARY

2090 Gordon Drive Kelowna, B.C. V1Y 3H9

Tel: (250) 870 - 5112

Web Site: <http://www.asm.sd23.bc.ca/>

Email: asm@sd23.bc.ca