

# École George Pringle School Family Handbook

2017-18



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[www.gpe.sd23.bc.ca](http://www.gpe.sd23.bc.ca)

## Administrative Team

Mme V. Dumontet (Principal / Directrice)  
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# Welcome/Bienvenue

Welcome to École George Pringle Elementary School! I am so proud to be part of such a strong and vibrant school with great community support. George Pringle Elementary is a friendly, welcoming place! The staff sincerely appreciates and wholeheartedly encourages each family's involvement in the regular school day and special events. We will keep you informed of pertinent information and upcoming events through our website, "Week at a Glance" and classroom notices. Our school website ([www.gpe.sd23.bc.ca](http://www.gpe.sd23.bc.ca)) is full of information and links to helpful resources such as Interior Health and our yearly School Calendar.

It is our belief that in partnership with parents and the community, our school shares the responsibility for raising our children and equipping them with the tools they need to become effective citizens in today's society. At Ecole George Pringle School, we strive each day to provide a safe, supportive and caring learning environment where the academic, social, emotional, creative and physical needs of each student are met and challenged. In collaboration with the Central Okanagan School District #23, we aspire to help all students become learners who are thinkers, innovators, collaborators, contributors.

Our commitment to being progressive in improving our students' education and preparing them for the 21<sup>st</sup> century is reflected in the Ecole George Pringle School motto:

**"We take pride in what we do!"  
"Nous sommes fiers de nos  
accomplissements!"**

On behalf of the staff of École George Pringle Elementary School, I would like to extend a welcome. I look forward to working with all of you, and to a wonderful year!

*Veronica Dumontet, Michelle Kaupp*

Administration Team

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## School Programs

The educational goals at George Pringle are consistent with the provincial Ministry of Education's primary and intermediate curriculum, as well as the goals of School District #23. For 2017-18, George Pringle's school improvement goals are to continue building our understanding of growth mindsets, work in collaboration with Provincial Outreach for Autism Programs, continue celebrating the diversity of our school population. For more information on our work, please check our Learning Story by clicking [here](#).

While the school accepts primary responsibility of enabling students to improve their achievement, we also need and seek the support and commitment of families in order for students to make significant progress. After students complete their first years at École George Pringle Elementary School, we hope that they will be confident, eager learners with a solid foundation of basic skills and a strong sense of citizenship.



### **Elementary Curriculum**

Teachers plan learning experiences based on the curriculum that is prescribed by the Ministry of Education. For more information, visit <https://curriculum.gov.bc.ca/> Students learn in many ways, and enjoy a variety of topics integrated throughout the day.

In French Immersion, the majority of these subjects are taught in French with English Language Arts taught in English beginning in Grade 3. It is expected that the use of technology will be integrated with core subject areas.

### **Classroom Plans**

All public schools in British Columbia teach from the same curriculum which is organized by grade levels and contains goals for each grade. In addition, students build upon their knowledge, skills and understanding of processes through

core competencies which are embedded in each subject. Core Competencies are divided into three sections as follows:

- 1) Communication
- 2) Creative and Critical Thinking
- 3) Personal and Social

Often, a classroom teacher will integrate the competencies, skills, knowledge, and processes in a classroom 'theme'. For example, a Grade 3 thematic unit may be developed from the Big Idea that "Wind, water, and ice change the shape of the land". Hands on learning, experimentation, reading, writing, researching, songs, poems, and art work might be integrated to provide students with the opportunities to approach and assimilate the knowledge, skills, and understandings in this area. Students might work together (collaboration), set goals for themselves (personal/social), present information (communication), etc. in order to demonstrate their learning.

A parent may request a copy of specific classroom curriculum plans at any time during the term. For further information about classroom curriculum plans, please contact your child's teacher or the school principal.

### **Counseling and Behavior Intervention**

Counseling is available for students and their parents. Our school-based counselor offers counseling assessment, behavior support, limited one-on-one counseling, referrals and consultation. Parents may contact the school counselor by phoning the school at 250-870-5103. We share Mrs. Parry, our counselor's services with one other school.



### **Extra-Curricular, and Community Programs**

École George Pringle Elementary School is fortunate to be able to offer several opportunities to enhance our regular programs including field trips, which extend classroom learning in a variety of alternate environments.

Extra-curricular programs are also offered and change from year to year. These programs are offered to students by teachers, community members, and/or parents who volunteer their time at the lunch break, before or after school. Activities may include the strings program, sports teams, clubs, intramurals, or library programs. These activities will be announced in the monthly newsletter and/or during the daily announcements.

## Family Life Program

The Family Life program is taught during one day every school year to Grades 4–6 students. For the 2017–18 school year, we will welcome two teachers from the Family Life team to deliver Family Life program. Dates will be sent to parents as the school is notified. An “opt-out” letter will be sent home prior to this date with students in Grades 4 – 6. There will be an **evening information session** for parents in September, held at SD#23 Hollywood Road Education Services building located at 1040 Hollywood Road. More information regarding time and Room number will be advertised on our web page. At this meeting, District Family Life teachers will present material covered in the Grade 4 – 10 Family Life programs and answer questions regarding program content. For more information, please contact either of the Family Life leaders, at (250–470–8487).

### When a Child Needs Extra Help with Learning

While the classroom teacher has the main responsibility and the greatest impact when teaching your child, extra help is available for students who require additional assistance and/or have special learning needs. The Classroom Support teachers, Learning Assistance teachers and other district staff help teachers to plan programs for children who require extra support or enrichment. The Learning Assistance teachers may also provide support to the classroom teacher by working with a child in class, completing a detailed assessment of the student’s abilities, or working with the student individually or in a small group out of the classroom setting. Certified Education Assistants (C.E.A.s) may also be assigned to help specific students in some classrooms.

At École George Pringle Elementary School, student progress is monitored by the School-Based Team. The School-Based Team includes the school administration, Learning Assistants, the school counselor, other district specialists, classroom teachers and may include the parent(s). Together, members meet to plan individualized programs, and share information about each child’s progress.

Under certain circumstances, it may be necessary to develop a **Learning Plan** or an **Individualized Education Plan (I.E.P.)**. Parents of students who require an I.E.P are important partners in planning a program to meet the child’s needs. If necessary, the school also has access to school district and community specialists such as:

- Speech and Language Pathologist
- School Educational Psychologist
- Resource (Special Needs) Teacher
- Specialist for the Deaf and Hard of Hearing
- Support teacher for the visually impaired
- Occupational Therapist
- Physiotherapist
- Representatives from the Ministry for Children & Families
- Pediatrician or Family Doctor

## Leadership / Service Programs for Students

Intermediate students (Grades 4 – 6) are invited to apply for a leadership / service role to the school. We thank students in advance for demonstrating leadership in the following:

- Lunch Leader
- Grade 6 Morning Announcements
- Play Pals
- Assembly Crew
- Social Justice Leader
- Green Team Leader

In addition, students in the intermediate grades are asked to lend a hand for events such as Primary Games, Assemblies, and Hot Lunch distribution.

## Library

Our library holds a large collection of picture books, reference books, magazines, novels and more. Our Teacher-Librarian and Library Clerical Assistant coordinate a schedule so that all classes visit the library each week for a book exchange. Students are expected to read at home on a daily basis as part of our Home Reading Program.

Special library events are held during the school year such as author visits, reading challenges, and book fairs. More information on the hours of operation will be made available in the fall.



## School Community Learning Plan

In collaboration with staff, school administration, and the community, our school continually strives to improve. Our improvement model is based on an [inquiry process](#), and involves fluid transition through an interconnected framework which incorporates these elements:

1. Scanning – asking what’s going on for our learners?
2. Focusing – asking what can we do that will have the greatest impact on their learning?
3. Learning – determining what the school needs to learn to be able to impact student learning
4. Taking Action – applying the new learning in our classrooms / school
5. Checking – determining if what we have done has had the desired outcome

Our [Learning Story](#) shows our journey to date. We will update it throughout the year. Parents are invited to comment, provide feedback, and input into the direction of our school improvement process.

## **Bus Transportation Program**

Parents are reminded that students must be registered riders with bus passes in order to ride the school bus. Only registered riders are allowed bus service to and from school. Alternate forms of transportation need to be arranged for after school social plans. Safety rules for bus riders are posted on the transportation website at: <http://www.sd23.bc.ca/ProgramsServices/SchoolBus/Pages/default.aspx>

Online applications for courtesy riders submitted will be confirmed early in the year on a space available basis by our transportation office. The number of courtesy seats will depend on the number of seats remaining on each route after eligible riders have been accommodated. Priority is given to students based on the age and the distance between home and school within the catchment area. Due to the volume of applications for courtesy rides, it may not be possible to contact each applicant individually. If you believe that there is space available on a school bus passing through your neighborhood; please contact Transportation at (250)491-4040. Phone lines are open between 9:00 am and 1:00 pm Monday through Friday. Courtesy seats are subject to cancellation at a week's notice should seats be needed for additional eligible riders. For more information about school bus transportation, please visit the website at <http://www.sd23.bc.ca/transportation/http://www.sd23.bc.ca/ProgramsServices/SchoolBus/Pages/default.aspx>

# **School Policies**

## **Absenteeism, Attendance Arriving On Time Call Home/Safe Arrival**

Regular attendance helps to ensure your child's school success. We expect that students arrive at school on time to school in order to participate in the important morning routines with the class. To assist you with this, the school bell schedule is included with the yearly calendar.

École George Pringle Elementary School has a Safe Arrival Program, and we request **EVERY** family's help to make this safety plan work. To do so, we request that you call the school office (250-870-5103) if your child will be late or away from school. You can leave a message about your child's absence on our answering service at any time of day or night.

Students who arrive late at school must sign in at the office.  
Students who leave the school before the end of the day need to be signed out at the office by the parent/guardian.

Students are NOT ALLOWED to walk home by themselves during the school day. Students are not allowed to phone home from the classroom for parents to pick them up. Teachers/Admin/Secretary needs to be aware of times that students are ill / have an appointment and are leaving the school.

First thing in the morning and afternoon, the secretary and teachers complete the class attendance. If a child is marked absent, but we have not heard from the parent, a call is made to the parent to determine the child's whereabouts. Parents, please advise the school office when your phone numbers change.

## **Accident Insurance**

School District No. 23 does not insure expenses for student injuries that happen on school grounds or during school activities. It is possible for parents and guardians to voluntarily purchase private accident insurance at a reasonable cost. Optional student accident insurance is underwritten by an independent insurance company. Application forms for this optional student accident insurance are sent home from the school.

## **Anaphylaxis/Nut Aware School**

Some students have life-threatening allergies to peanut products, bee stings, etc. **ECOLE GEORGE PRINGLE SCHOOL IS A "NUT AWARE" SCHOOL. WE REQUEST THE COOPERATION OF EVERY FAMILY IN SENDING FOOD TO SCHOOL THAT IS NUT-FREE (PEANUT AND OTHER NUTS).** For the safety of all our children, thank you for your cooperation in this matter.

If your son/daughter is in a classroom with a child who has a serious allergic condition, necessary safety precautions will be implemented.



## **Awards / Rewards**

Students in all classes are recognized for their efforts throughout the school year. Staff offer ongoing encouragement and celebrate successes in many ways such as writing a note to the parent, making a special phone call.

Work Ethic awards are given to Intermediate students who have demonstrated consistently fine efforts, by achieving all "Gs" (good) or all but one "G" in the Work Ethic column of their report card. There may not be any "N"s on a Work Ethic report card.



## Bicycles, Roller Blades, Skateboards, and other "Wheels"



We encourage students to ride bikes to school, and remind them that helmets, of course, are **mandatory**! Students must have a lock to lock up their bike at school. ALL students are to dismount and walk their bike, or carry their roller blades or skateboards on the school grounds. Shoes equipped with wheels are not allowed. Thank you for reinforcing these safety measures with your children.

## Cell phones, iPods and other Devices

We recognize that many students use cell phones and other devices to communicate with family and friends. These are helpful communication tools. If students have cell phones, iPods, or other technology devices at school, they must abide by the George Pringle School Code of Conduct and the School District #23 policy for Student Use of Electronic and Social Media (policy #486). We expect students to turn off all personal devices during instructional time, and store all devices in backpacks for the duration of the school day. Parents, if you need to be in touch with your son/daughter during the day, please do not expect them to answer phone calls or text messages during class. Such activity is very disruptive. Instead, if there is an urgent message, please call the school office, and a message will be relayed to your child. The school cannot be held responsible for any items brought to school that are misplaced, lost, stolen, damaged, or broken. Devices used or involved in cyberbullying, intimidation, or for illegal purposes will be confiscated by the Administration. Students who do not abide by the School Code of Conduct will have their devices confiscated by School Administration.

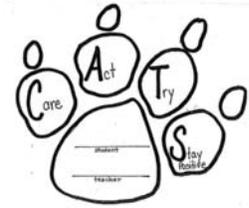


## Code of Conduct

A chart of behavioral expectations "the Matrix" has been established at École George Pringle Elementary School. It is part of our Code of Conduct which is posted on our website and has also been printed into the front of the student agenda (Grades 1 –6). Teachers will review the code of conduct during the first weeks of school, and we ask that parents review school expectations with their children at home as well.

Character education curriculum at George Pringle includes regularly monitoring and promoting positive behavior. We also adhere to our motto: CATS

- C: Care about self & others
- A: Act responsibly
- T: Try your best
- S: Stay positive



We believe that appropriate behavior expectations need to be understood by all and that modeling appropriate behavior is the best method for teaching expectations. When student behavior is inappropriate, we seek first to listen to the student and try to understand his/her behavior. Every behavioral issue is an opportunity for both teaching and learning. We strive to deal fairly with each situation. "Fair" is not necessarily the same for every student. Disciplinary decisions made by teachers and administrators are made on a case-by-case basis and determined after a process which takes into consideration the developmental stage, history, needs of the student, seriousness of the infraction, and school safety. Students are always treated with respect and dealt with by maintaining a caring outlook of how to help/support. Consistent, fair, and logical consequences will be implemented when students violate the code of conduct.

The following options procedures may result as a follow up to student misbehavior:

- meetings
- written reflections
- action plans
- restitution plans
- school service
- detention
- suspension
- temporary suspension of rights



Parents will be contacted when misbehaviour escalates and / or is serious in nature. Major infractions of rights and responsibilities (substance abuse, fighting, vandalism, carrying weapons, theft, threats, and chronic misbehavior) will be dealt with in a serious manner. Prior to being categorized as major, chronic misbehavior will have been given due process: intervention from the teacher, counselor, administrator, and parents. Consequences for major infractions may include suspension and/or expulsion. In addition to our school based guidelines and expectations, students and parents at GPE will be made aware that more serious violations of the Code of Conduct will be dealt with in accordance with S.D. #23 discipline regulations (Policy Reg. 5600). Parents will be informed of all serious issues and the process used for establishing appropriate consequences: we continue to expect that parents will support the school's approach and decision with respect to consequences.

Restitution is an important component in the process of resolving issues and building our sense of community. Restitution requires the student to restore the relationships affected by his/her actions. Sometimes this means acknowledging the effects of the infraction, accepting responsibility for the behavior, investing time in rebuilding relationships, and compensating for damages done by the behavior. An important stage in the restitution process includes reflection.

<p><b>Pride Ticket</b></p>  <p><b>Name:</b> _____</p> <p><b>Teacher:</b> _____</p> <p><b>Grade:</b> _____</p>	<p><b>I have been nominated because:</b></p> <p>_____</p> <p>_____</p> 
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### **Pride Ticket**

In order to systematically 'catch students behaving appropriately', we use the 'Pride Ticket'. The Pride Ticket is an incentive coupon that is presented by teachers, staff, and special guests to a student in recognition of their positive behaviour.

# Code of Conduct ‘Behaviour Expectations Matrix!’

School Expectations	Respect Yourself	Respect Others	Respect Property
All Settings (including off-site activities)	<ul style="list-style-type: none"> <li>▪ Be on task</li> <li>▪ Give your best effort</li> <li>▪ Dress appropriately</li> <li>▪ Be an ambassador of the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Respect authority</li> <li>▪ Be kind, help others, share</li> <li>▪ Keep hands and feet to yourself</li> <li>▪ Use appropriate voice and language</li> <li>▪ Consider the feelings of others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recycle</li> <li>▪ Clean up after yourself</li> <li>▪ Take care of your own belongings</li> <li>▪ Respect the possessions of others</li> <li>▪ Take care of equipment</li> </ul>
<b>Hallways and Walkways</b>	<ul style="list-style-type: none"> <li>▪ Walk</li> </ul> 	<ul style="list-style-type: none"> <li>▪ Use appropriate voice in the hallways</li> <li>▪ Walk to one side</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep areas clean</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>▪ Play safe</li> <li>▪ Follow skateboard, rollerblades, and bicycle rules</li> <li>▪ Stay on school grounds</li> </ul> 	<ul style="list-style-type: none"> <li>▪ Display good sportsmanship</li> <li>▪ Avoid rough play</li> <li>▪ Try to include others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use equipment properly</li> <li>▪ Use garbage cans for litter</li> <li>▪ Return borrowed equipment to the school</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>▪ Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>▪ Respect privacy</li> <li>▪ Use inside voice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep clean</li> <li>▪ Flush toilets</li> <li>▪ Paper towels in garbage</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>▪ Eat your own food</li> <li>▪ Take uneaten food home</li> <li>▪ Make healthy food choices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practice good manners</li> <li>▪ Respect people’s allergies</li> <li>▪ Respect other people’s food choices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean up eating area</li> <li>▪ Stay in your seat while you are eating</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>▪ Be a contributing member of the class</li> <li>▪ Do all homework</li> </ul>	<ul style="list-style-type: none"> <li>▪ Listen respectfully</li> <li>▪ Speak at a respectful time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep desks, coat racks and lockers tidy</li> <li>▪ Keep ‘toys’ in backpack or locker (or at home)</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>▪ Sit in one place</li> <li>▪ Keep hands &amp; feet to yourself</li> <li>▪ Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Listen actively</li> <li>▪ Use appropriate applause</li> <li>▪ Enter and exit in a safe manner</li> <li>▪ Do not use washroom unless an emergency</li> </ul>	<ul style="list-style-type: none"> <li>▪ ‘Bring nothing but yourself’</li> </ul> 
<b>Busses</b>	<ul style="list-style-type: none"> <li>▪ Follow bus rules</li> </ul> 	<ul style="list-style-type: none"> <li>▪ Be polite to bus drivers</li> <li>▪ Show respect to fellow passengers</li> <li>▪ Disembark carefully (single file)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep the bus neat and clean</li> <li>▪ No food or drink on bus</li> </ul>

## Dogs

While we do love dogs, dogs are NOT ALLOWED on school property for safety and health reasons. This is reinforced by City of West Kelowna Bylaw Enforcement. Fines are close to \$100 per dog. Exception: small dogs that are on a leash and carried by their owner, dogs that assist the visually impaired and dogs that are brought to school for special classroom events. Please seek permission from the school administration if bringing any pet to school for any purpose.

## Dress Code

We teach students that our appearance demonstrates our respect for self and others. We ask our students to keep in mind that school is a “workplace” and that our attitude toward school is reflected in the way we dress. The following are expectations for dress at École George Pringle Elementary School:

- Clothing should not be inappropriately revealing (for example, halter tops, exposed midriffs, short hemlines, etc.).
- Clothing should be clean.
- Clothing and accessories should not promote alcohol, drugs, violence, racism, intolerance, inappropriate sayings or language, or disrespect
- Proper footwear (no black soles which leave marks) must be worn; students need one pair of indoor runners. Flip flops are not allowed.

In addition, it is very important to provide children with clothing that is appropriate for the weather: umbrellas, hats/hoods, boots, and rain coats for rainy days, hats and sunscreen for sunny days, and coats, hats, mittens, and boots for cold/snowy days. Snow pants are optional, but, if your child is planning to slide or kneel in the snow we ask that snow pants are worn.



## Emergencies

Parents MUST provide a current emergency phone number to the school office. The phone number that is provided should be the parent, guardian or a responsible alternate that the school can contact if we cannot reach the parent(s) at home or at work.

In case of illness, serious accident, or head injury, parents are contacted. If your child is ill, we will phone the parent to make arrangements for your child to go home. We have a first aid room in the event of immediate illness. In the case of serious injury or emergency at school, we will make every effort to contact the parents. If emergency treatment for a serious injury is needed and a parent or emergency contact cannot be reached, the student will be transported by ambulance to the hospital at a cost to the parent.

In the event of a fire, earthquake, lock-down, or bomb threat at the school, we will follow procedures outlined in school and district procedures which are practiced with students during drills carried out throughout the year. During such emergencies, School District officials will be contacted to assist in making decisions related to students' safety. All parents will be contacted if a decision is made to send children home.

## Field Trips

Classroom teachers may organize curricular field trips for students. These trips reflect our school programs and are an important part of learning.

For each field trip, it is school district policy that a PARENT/GUARDIAN GIVE CONSENT IN WRITING IN ORDER FOR THE CHILD TO BE ABLE TO PARTICIPATE AND TRAVEL ON A FIELD TRIP. A form must be completed and signed by the parent prior to the field trip day(s). **Students who do not return this signed form to the school cannot go on the trip. Please check your child's backpack on a daily basis for field trip forms and other information that comes home so that your child may participate in all events.**

Parent volunteers are often needed to help with a field trip. When volunteering, parents are required to complete the Volunteer Declaration Form and Criminal Record Check well in advance of the planned Field Trip day.

At times, there may be a request for money to be sent to school with the child to help cover the costs of bus transportation or entry fees to facilities. When this is the case, a letter will come home in advance from the classroom teacher. Inability to pay does not prevent a child from participating in a field trip. Please see the School Principal in cases of financial hardship. Partial payment, or payment over time may also be options. In addition, please be aware that **field trips are optional. Students not participating in field trips will be provided with work to complete and will be supervised at the school.**

Our School District and George Pringle Elementary School take planning for field trips seriously. Student safety is of utmost importance to us. Any sites we visit must carry adequate insurance.



## Head Lice

Parents of students with head lice are contacted by the school office. Students must be treated for the condition before returning to school. After treatment, students are welcome to return to school. Parents, please ensure that the child is 'nit-free' before bringing them back to school. Otherwise, the condition spreads or worsens. When a case of head lice occurs, a letter is sent home to all families in the class to let parents know to check their child for head lice. This letter does NOT contain the name of the student with head lice. Please contact the school, if you discover your child has head lice.

Advice regarding prevention and treatment of lice is available from the Health Unit, a doctor/pharmacist or at: <https://www.interiorhealth.ca/YourHealth/SchoolHealth/Pages/default.aspx>

## Homework

Intermediate students should make a regular routine of homework for about 30 minutes each day. Homework time can be used to finish in-class work, review notes, study for tests, read, work on special projects, or organize materials.



Primary students have smaller amounts of assigned homework. Parents are asked to read to or with their children each day as part of our Home Reading Program. A regular, daily reading program is a leading indicator of success at school. Students may be asked to finish work or catch up on missing assignments at home if they are absent. Parent support is much appreciated.

## Internet Use / Use of School Technology

In an effort to increase Digital Citizenship, every student must complete the Internet Acceptable Use Agreement before going onto the internet at school. These agreements will be kept on file at the school office. Prior to using the internet, students will be taught:



- About the *Acceptable Use Agreement*
- That inappropriate sites exist and may be stumbled upon in various ways; and what to do if this happens
- The motto: "Read, click, then go" – emphasis on

"Read" before proceeding; that when uncertain about a site, to ask before proceeding

- The consequences of inappropriate use of the internet – a student would be automatically denied access to the internet for a period of time to be determined by the Administration and teacher
- No surfing – all sites visited will have been previewed by a teacher (saves time, ensures quality sites, diminishes the possibility of stumbling upon inappropriate sites)
- Responsible use = benefit of quality information from all over the world

## "Kiss and Drop"

Are you driving your child(ren) to school and dropping them off in the upper parking lot near the playground? If yes, here's what you need to know. Our upper parking lot hosts "Kiss and Drop", a process by which traffic follows a prescribed route from the entrance gates through to the drop spot. Once at the drop spot, staff will open the car door, your child (ready with backpack, coat, books, etc.) will exit the car safely to the playground, and you continue on to your destination. Very efficient, saves the parking lot crowding, and keeps the children safe. For more information and a video created by some of our students visit ["Kiss & Drop"](#) on our webpage.



## Lunch

For consistency and safety, we encourage students to remain at school for lunch. There are rare circumstances where prior arrangements allow for students to go home for lunch. Parents, please let your child's teacher and the office know if, for any reason, your son/daughter will go home for lunch. If parents are picking your child up from school for lunch, please sign him/her out at the office.

At Ecole George Pringle School, we have a "Play First" Lunch hour for students in Grades 1 – 6. This means that students go outdoors to play for the first part of the lunch break, and then return to their classrooms to eat.

The School District hires *Noon Hour Supervisors* who monitor our students during the lunch hour. These trained employees circulate outdoors during the play time, and then supervise from classroom to classroom during the eating time. Their role is to ensure students' safety and to reinforce appropriate behavior. Our supervisors assist if a student needs help or is injured. Students are encouraged to sit down and focus on eating first, before socializing. In addition, our Primary classrooms have Lunch Leaders (students from Grades 4 – 6) who may assist the younger ones with finding their belongings, opening containers, etc.

## “Hot Lunch” Fridays

The Hot Lunch program is offered by the PAC. A menu is sent home and includes a variety of healthy hot and cold foods which can be ordered and paid for on-line through our school website: [www.gpe.sd23.bc.ca](http://www.gpe.sd23.bc.ca) and clicking on “Hot Lunch”. The food served follows the Healthy Foods Guidelines set out by the Ministry of Education. Families who choose to participate must respond and pay by the deadline or the order will unfortunately be cancelled. The organization of this special lunch offer is done by parent volunteers who have a “Food Safe” certificate. This lunch program is entirely optional.



## Medical Concerns of Students

A public health nurse from the Westbank Health Unit is assigned to our school and will come to the school if called. Our Health Nurse oversees student immunization and medical alert records for students with life-threatening health concerns.

Please ensure that the school is aware of ALL medical conditions affecting your child at school.

The public health nurse provides a yearly anaphylaxis/epipen training for all staff.



## Medication at School

The School District has established a process for providing medication at school, and for having a plan in place for students with medical alerts. If your child must take medication during the school day, the school must be informed and appropriate forms need to be completed by the parent and doctor. Please contact the school directly if your child requires medication or special medical attention. The procedure outlined here must be adhered to:

1. Parents must complete a “Request for Administration of Medication at School” form. It must be signed by parent and the physician.
2. The school maintains a record of administering the medication.

3. Medications are stored in the school office or kept in the student's backpack or fanny pack. These medications must be taken along on school field trips.
4. The medication cannot be expired.
5. The medication must be in its original container with the original pharmacy label.
6. All forms are updated each year. Forms are reviewed annually by our Public Health Nurse.

For further information or clarification, please contact the school Principal.

## Poor Weather

Fresh air and exercise are important, so students will almost always play outdoors every day. Please ensure your child is dressed for the weather. If your child has a cold or flu that requires staying indoors, it is probably best for them to have stayed at home. In general, if a child is well enough to come to school, we will assume that they are well enough to go outside. In severe weather conditions (torrential rain or extremely cold weather where the temperature (or wind chill factor) is lower than -20 degrees Celsius), an ‘in-day’ may be scheduled.

On chilly days, we remind students to “bundle up”, and to embrace all types of weather! We're Canadian, we do cold weather!



## School Supplies

We encourage parents to buy school supplies through the School District. One payment of \$30.00 in September will provide your child with all necessary school supplies for the year, including exercise books, paper, pencils, erasers, glue sticks, felt pens and much more! This is a very economical, as well as practical option for the purchase of school supplies in terms of ensuring that your child has the needed materials.



Payment of school supply fees is expected before supplies are issued to the student. Payment is due by the last school day in September. In cases when payment of the fee is impossible, please contact the school principal to make alternate arrangements. Please contact the school office if you choose not to participate in the school's Supply Purchase Program.

## Cultural Fee

Throughout the school year, every school hosts several performances and concerts. The performances may include live theatre, professional musicians, and other performing groups. A cultural fee of \$10.00, paid at the beginning of each year, entitles each child to see outstanding, professional performances selected by a committee of staff and parents from the school district.



## Student Fees

**TOTAL COST** is \$40.00 for School Supplies and Cultural Fees, due by the last school day in September, and is payable to Ecole George Pringle School. This fee can be paid online through our website.

<p><b>School Supplies &amp; Cultural Fee:</b> Grades K – 6: \$40.00 (\$30.00 supplies and \$10.00 cultural)</p>
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## Search and Seizure Policy

Student searches, and searches of student property, may be made by staff based on reasonable suspicions of a violation of school rules and/or law. The search shall be made pursuant to reasonableness, and based on the age of the student. Two staff members are always present when a search is carried out. Searches may be carried out in backpacks, desks, lockers, electronic devices or pockets. In usual circumstances, if sufficient suspicion warrants, the student will be asked to show the staff member the contents of the item being searched. Items retrieved during the search may be confiscated if in violation of the school code of conduct. Contraband and other property unauthorized to be on school property or brought to school sponsored activities will be seized for evidentiary purposes in the event of a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to the RCMP.

## Snowballs



Like ALL schools in the district, George Pringle is "snowball-free". This rule is enforced to ensure the safety of all students, staff and parents, and to prevent damage to property. We encourage students to play in the snow, to make snow forts, snow sculptures, snowmen and snow angels; however, we expect NO throwing of snow. Because students often ask for clarification on this expectation, we enforce this mandate at all times when students and staff are on the property. Should students choose to throw snow, a series of consequences will follow.

## Supervision of Students

Staff members supervise students outdoors in the morning (from 8:10 – 8:25), during the afternoon recess, and from 2:30 – 2:45 each day. Parents are asked to arrange their children's school arrival and departure to coincide with these times. **Students who arrive before 8:10 am and leave after 2:45 pm ARE NOT supervised.** Students who are still outdoors waiting for a parent / care-giver to arrive at 2:45 p.m. are unsupervised. They may come into the office until the parent/guardian arrives. Staff also supervise all official organized activities (school sports team practices, clubs, field trips, sports events).

## Home and School

### Freedom of Information Protection of Privacy (FOIPOP)

In order to protect our students, private information is not released to the public regarding any of our students. A form needs to be signed early in the school year if parents do not wish to grant the school permission to take their child's photo or publish their child's name on our school website, in our yearbook or the local media. This information is kept on record in the office.

### Lost and Found

Lost & Found items may be retrieved from the hallway closet near the Office. Parents and students are welcome to come and look through these items at any time. During holiday breaks, any unclaimed articles are donated to a local charitable organization.

Small items (coins, keys, eyeglasses, etc.) are often found and brought to our school office. These are stored inside the office. Check with Mrs. Mitchell, our secretary, if small or more costly items have been misplaced. Due to the possibility of theft, damage or loss, we ask that electronic devices are NOT brought to school.

## Newsletter

Parents for whom we have a current email address are sent the Parent Week at a Glance each weekend. It outlines events for the coming week, and reminds for weeks ahead, plus contains District information, and points of interest. We also post this WAAG on our website where you will additionally find information such as:

- Ecole George Pringle School Code of Conduct (also included in student agendas for students in Grades 2 – 6)
- Family Handbook
- 2017-18 School Calendar– originally sent home before the end of May, 2017
- Tips for homework help & community resources

## **P.A.C. / Parent Volunteers**

Congratulations! Every parent of a George Pringle student is part of the George Pringle Parent Advisory Council (PAC). At George Pringle, we need and value our parents!

Volunteers: George Pringle relies on parent volunteers to run many of our events and programs. The PAC meets each month to share information about school programs, gather ideas from other parents and listen to updates about special projects. These meetings are fun, interesting, and open to ALL parents. Please come and bring along a friend. The PAC Executive looks forward to working with all parents to make this a terrific year! Please watch for additional communications from the PAC posted on the school webpage, or sent home with the children.

## **Report Cards and Parent-Teacher Conferences**

Information about students' progress is shared at least five times during the school year. Conferences and report cards are designed for this purpose. Dates for conferences are sent home in the annual school calendar and in the Parent Week-at-a-Glance, as well as scheduled through the classroom teacher.

Report cards are sent home at three times during the school year. In addition to having the school contact the parents regarding a child's progress, parents are welcome to contact their child's teacher at any time.



## **School Photos**

In the Fall, individual student photos are taken by a professional photographer. Dates for these photos are advertised well in advance of photo day. Photo package costs vary slightly from year to year. Retakes, if needed, are also taken in the Fall. The photo packages are usually ready for Christmas gift giving. Please note: the sales of photos is not a school fund-raiser nor does the school organize the sale of photos.

In the Spring, all students at our school receive a free "class photo" following class photo day.

# GEORGE PRINGLE STAFF 2017-18

## OFFICE STAFF

- Principal: Mme V. Dumontet
- Vice-Principal: Mrs. M. Kaupp
- Administrative Secretary: Mrs. R. Mitchell
- Office Clerk: Mrs. C. Couture



## TEACHING STAFF

### English Primary

- Mrs. S. Dojohn
- Mrs. J. Holly
- Mrs. C. Marrs-Patton
- Ms. K. Jopling
- Mrs. S. Rigby
- Mrs. S. Konte & Mrs. Hinterleitner
- Ms. Mouillierat

### French Primary

- Mme M. Rajabally
- Mme B. Jennings
- Mme C. Joyce
- Mme T. Markos
- Mme J. Moore
- Mme J. Desjardins

### Certified Education Assistants (CEAs)

- Mrs. L. Cody
- Mr. T. Cook
- Mrs. M. DiCecca
- Mme D. Dussault
- Ms. K. Hedges
- Mrs. T. Josipovic
- Mme B. Kintzinger
- Mrs. A. Larmand
- Mrs. J. Maaske
- Ms. K. McDonald
- Ms R. Powell
- Mrs. M. Tobin
- Mrs. S. Warren

### Learning Assistance/Classroom Support:

- Learning Assistant: Mrs. T. Stafford
- Classroom Support: Mrs. D. DeHoog & Mrs. H. Roy

### Library:

- Teacher Librarian: Mrs. L. Rogall
- Library Assistant: Mrs.

### Aboriginal Advocates:

- Mrs. C. Cook (Rothfusz)
- Mrs. S. Mason
- Mrs. M. Song

### English Intermediate

- Mrs. L. Paynter
- Mrs. H. Hendricks
- Ms. K. Racz
- Mrs. E. Smockum
- Mr. K. Weber

### French Intermediate

- M. S. Howell
- Mme C. Roy
- Mme V. Daley
- Mme K. Sharpe
- Mme E. Isabelle

### Custodians:

- Head Custodian: Mr. K. Phillips
- Day Custodian: Mr. K. Hartness
- Night Custodian: Mrs. T. Metlewsy
- Night Custodian: Mr. D. Gurakowski

### Noon Hour Supervisors:

- Mrs. N. Valley
- Ms. D. Norgard
- Ms. A. Jarvis
- Ms. C. Langevin
- Ms. L. Flamand
- Ms. M. Truden
- Mrs. A. Mason
- Mrs. K. Bauer



### Prep Teachers:

- Mr. J. Lajoie (Music)
- Mrs. D. DeHoog (Literacy)
- Mrs. L. Rogall (Library)

### District Staff:

- Counsellor: Mrs. S. Parry
- Resource Teacher: Mrs. C. Bell
- Speech: Ms. M. O'Donnell
- Psychologist: Ms. N. Hedstrom-Beblow

