



Bankhead Elementary School

PARENT HANDBOOK

2023-2024

1280 Wilson Avenue,
Kelowna, BC V1Y 6Y6

School Phone: 250-870-5114

School Fax: 250-870-5014

Web Site: www.bhe.sd23.bc.ca

City of Kelowna Programs Office: 250-317-9062

Principal: Mr. Peter Gallo

Email: peter.gallo@sd23.bc.ca

Vice Principal: Ms. Stephanie French

Email: stephanie.french@sd23.bc.ca



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

WELCOME

Welcome to the 2023/24 school year! This year, we will have approximately 396 students from kindergarten to Grade 6. We look forward to providing quality educational opportunities for our students and a positive learning environment for all. This document will provide you with information about our school and its organization. Please read 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) 870-5114**.



CODE OF CONDUCT

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

STAFF LIST

ADMIN

Mr. Peter Gallo, Principal
Ms. Stephanie French, Vice Principal
Mrs. Cheryl Nanci, Admin Assistant

INTERMEDIATE TEACHERS

Mr. Klassen.....Gr. 5/6
Mr. Keith Weber.....Gr. 5/6
Mrs. Elisha Tse-KlassenGr. 5/6
Mrs. Jill May.....Gr. 4/5
Ms. Anastazia Ziros (Boedeker).....Gr. 4/5
Mr. Bill TaylorGr. 4

PRIMARY TEACHERS

Mr. Matt Vautour.....Gr. 3
Mrs. Kerry Willis.....Gr. 3
Mrs. Pam KennedyGr. 2/3
Miss Devon Brown.....Gr. 2
Mrs. Desiree ReimannGr. 2
Miss Lauren RichardsGr. 1/2
Mrs. Tracey AppelbohmGr. 1
Mrs. Trisha Trainor.....Gr. 1
Ms. Sidney Nesbitt (Fode)K
Mrs. Jackie Holly.....K
Miss Nicole DuperreaultK

INSTRUCTIONAL SUPPORT

Mrs. Heather Hendricks MUSIC/PREP
Mrs. Wendy Beaudoin LIBRARIAN
Ms. Keiko Nittel LAT
Mrs. Maureen Desmond.... ELL
Mrs. Laura Daminato SUPPORT
Ms. Chantel LeBlanc RESOURCE
Ms. Emily Foster (mat lv). COUNSELLOR
Mrs. Ashley Dooley ARC
Ms. Lindsay Abbott SEL
Ms. Brianna Clark..... SPEECH
Miss Bree Nanci..... PREP

INDIGENOUS ADVOCATE

Ms. Shylo Ferris

NON-INSTRUCTIONAL STAFF

Mrs. Lara RyanLibrary Clerk
Ms. Brenda WilkinsonCustodian
Mr. Rick Doiron.....Custodian
Mr. Kirkland Steele.....Custodian

CLASSROOM EDUCATIONAL ASSISTANTS

Ms. Cheryl Wagner
Mr. Tyson Cook
Mrs. Denise Pagliaro
Ms. Jesse Barr
Ms. Kathy Bosch
Mrs. Tara Antonsen-Wood
Ms. Kendra Jagers
Ms. Valerie Jackson
Ms. Rachelle Gamache
Ms. Marilyn Blaskovits
Mrs. Bonnie-Lee Gorda

NOON HOUR SUPERVISORS

Ms. Corry Gates
Mrs. Mikaela Dunn
Mrs. Helen Eastwood

Bankhead Elementary
Phone #250-870-5114

School District Phone #
250-860-8888

District Director for Bankhead
Elementary is
Mr. Alan Lalonde



BELL SCHEDULE

Supervision Begins 8:10 am
Breakfast Room opens 8:10 am
Morning Entry Bell 8:25 am
Morning Class Begins 8:30 am
Lunch Break..... 11:10 am
PM Entry Bell 12:18 pm
Classes Begin 12:23 pm
Afternoon Dismissal 2:30 pm
Supervision Ends 2:45 pm

DRESS CODE

We request that students come to school wearing clothing that is suitable for school. Your appearance reflects your good judgement and your respect for you and others.

Clothing or temporary tattoos featuring violent or offensive pictures or words or promoting alcohol/drug use are inappropriate for a positive elementary school learning environment.

Beachwear (bathing suits, bare midriffs, **flip-flops**, or bare feet) are not considered appropriate.

Clothing which allows underwear to show is not appropriate.

On cool or rainy days, students should come dressed to play in outside temperatures/weather. Hats are not to be worn indoors but 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 Handicap Parking spots.
- 6) Please park in designated parking stalls.
- 7) Please drive slow!

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 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.

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 arrange with the teacher or principal for an appropriate time and setting to discuss it. Open, public discussions about student or classroom issues constitute a breach of ethics.

DID YOU KNOW?

All parents of Bankhead Students are members of our **Parent Advisory Committee (PAC)**. The role of our PAC is a very important part of the success of Bankhead. As a group, the PAC meets monthly at 6:30 pm in the library. Dates to be determined soon. The PAC organizes events and raises money for the students. Their goals for the year include parent education sessions, increasing parental involvement, and raising funds for our students. Plan to be a part of your child's education.



IMPORTANT DATES

| | |
|-----------------------|--|
| Sept. 5 | First day of School |
| Oct. 2 | Truth and Reconciliation Day – school closed |
| Oct. 5 | Photo Day |
| Oct. 6 | Implementation Day - school closed |
| Oct. 9 | Thanksgiving Day - school closed |
| Oct. 20 | Pro D - school closed |
| Nov. 13 | Remembrance Day - school closed |
| Nov. 17 | Photo Retake Day |
| Dec. 8 | Learning Updates issued |
| Dec. 23 - Jan. 7 | Winter break school closed |
| Jan. 8 | School Reopens |
| Feb. 16 | Pro D – school closed |
| Feb. 19 | BC Family Day – school closed |
| Mar. 15 | Learning Updates issued |
| Mar. 16-Mar. 31 . | Spring Break school closed |
| Apr. 1 | Easter Monday – school closed |
| Apr. 2 | School Reopens |
| May 20 | Victoria Day – school closed |
| Jun. 27 | Last Day of School |
| Jun. 27 | Learning Updates issued |
| Jun. 28 | Admin Day – Schools Closed |

See your child's agenda/planner for more information.

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 and/or lockers for the school day.**

Fees

School Supply Fee \$35.00 and Cultural Fee \$10.00 are due at the beginning of the school year and supplies are provided to all students for the entire school year

Gym Strip

Physical Education is an important 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 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 12:25 p.m. bell will be considered late and must report to the office. "Lates" are recorded on your report card.

Breakfast Room

Breakfast is offered daily to any child who wants to take advantage. It will help set them up for a successful learning day. CEA staff supervise this room each morning from 8:10 to 8:25 a.m.

SCHOOL PROCEDURES CON'T

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 can be found throughout the year by the office. 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. There are four lunch time supervisors at Bankhead. Eating lunch at school is a privilege, not a right.



Medical Conditions

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.

Medication

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. 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.

Weekly Newsletters (WAAG)

School news will be sent home Fridays via email. There is a school calendar available for viewing through the school website. All field trips and school events will be posted here.

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 our automated absent reporting line.

School Grounds Safety

Parents are asked to review bicycle safety with their children. Bike helmets are mandatory. **Bikes and scooters** must be parked in bike racks at school and **must be walked on** the school ground. **As well, unicycles, heeled shoes and skateboards are NOT allowed to be ridden on school property.**

School Visits

All adult school visits need to be prearranged. To set up an appointment please call the school at (250) 870-5114.

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 picked up or given parental permission to go home. For this reason, it is very important for the school to have current 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 - After School

Some students may need to remain after school to complete work or to discuss their behaviour with the teacher. When this occurs, all students will be **offered** the opportunity to call home. Primary students will generally not be kept at school more than 15 minutes while intermediate students may be asked to remain up to 30 minutes. Daycare/bus students will not be detained after school without prior parent consent and alternate arrangements will be made for them.

Student Belongings

We suggest that all items brought to school be labelled, especially shoes, boots and gym strip.

Supervision

Teachers are on supervision from 8:10 to 8:25 a.m. and 2:30 to 2:45 p.m. Lunch supervisors are on duty from 11:10am to 12:18pm - Monday to Friday. To maximize prevention of injuries and immediate attention to those that do occur, we ask that students be on the school premises **only** when supervision is available.

Telephone Use

There is a phone at the office available for student use to help students contact their family when needed. We encourage a classroom 'Calling Card' from their teacher giving permission to use this phone. We assume that the phone is being used for an important reason. The phone should not be used to make last minute arrangements to visit or play with a friend.

NOTE: The school will not be held responsible for the loss of personal items brought to school such as: cell phones, Gameboys, trading cards, etc. We recommend that valuables stay home.

In closing: We look forward to providing an exciting, engaging learning environment for all students this year. Please do not hesitate to contact the office to speak if you have any questions or concerns. 250-870-5114, Ext 0