



Caregiver-Student Handbook

2023/2024

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*Dr. D.A. Perley is situated on the traditional, unceded territory of the Interior Salish Peoples including the Sinixt and the Syilx. We also acknowledge the enduring presence of Métis, Inuit, and First Nations Peoples in Canada. We are grateful for our beautiful grounds and all those who have and continue to care for them.*

## **Welcome to Perley Elementary School!**

This handbook has been prepared for caregivers and students to become familiar with Perley School's procedures, policies and expectations of students.

### **SCHOOL PHILOSOPHY**

At Dr. D. A. Perley Elementary School all students will have the opportunity to develop to their full potential as individuals and members of our learning community. Students will be encouraged and expected to achieve their personal best in school, to maintain a positive sense of self-worth and to become socially responsible individuals. We believe that through education, students will be able to acquire knowledge and develop intellectually, socially, emotionally, physically and artistically. We believe that the school should foster a student's love of learning and that students should be active participants in the learning process.

The total education of a child is shared by the home and the school. Caregivers are the first teachers of their children and the school and home will work closely together in the interest of the child in an atmosphere of open communication, mutual support and respect.

### **MISSION STATEMENT**

Dr. D. A. Perley Elementary recognizes that each child is an individual, that all children are full of strengths and abilities and that all children need to experience success. Our Mission is to nurture life-long learners who are resilient, respectful, compassionate citizens that honour diversity. A collaboration of staff, students, family and community provides a safe, supportive environment that encourages the development of each child.

**CODE OF CONDUCT:** Please refer to the Perley Code of Conduct on the school webpage.

### **SCHOOL BELL SCHEDULE:**

School Start: 8:28  
Recess: 10:30-10:45  
Lunch: 12:00-12:50  
Dismissal: 3:15

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**ACCIDENTS, EMERGENCIES AND ILLNESS:** Although we take every precaution, during the course of a school year, there may be a few accidents and cases of sudden illness. We have staff with first aid training who can provide care in these situations. Staff will always contact families in cases that appear serious, so it is important that caregivers keep the school informed of where they can be reached in time of emergency. If it is deemed an absolute emergency, an ambulance will be called, but the school cannot authorize medical treatment for your children.

If your child becomes ill during the day, we will ask them to stay in the medical room and will monitor the situation. If things become more serious, we will contact you to take your child home. Please do not send your child to school if they are not feeling well in the morning. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and not return to school until they are healthy and no longer infectious.

**AFTER-SCHOOL/HOME PLANS:** Students who do not take the bus after school are expected to leave the school grounds and go home once they are dismissed. After school supervision is available for the students who take the bus. If your child needs to stay for a short time after school, please let the school know by calling or sending a note. Changes to home routines should be planned in advance – we do not allow students to use the school phones to arrange playdates or make changes to their home plan.

**ATTENDANCE:** A student who attends school regularly will generally have greater success at school. We have a legal responsibility to keep careful records of student absences and lates. Irregular attendance and persistent late arrivals are discussed with caregivers to ensure that the student's education is not at risk.

Safe Arrival Program:

1. If a student is going to be absent or late, caregivers are asked to please phone the office every morning before 8:25 or send a note in advance.
2. Students who are unexplainably absent will be reported to the office by their teacher by 8:40 a.m. each day (and at 12:30 p.m. when warranted).
3. The home will be contacted by telephone about the child's absence.
4. Students arriving late must report to the office before going to their classrooms, so no unnecessary phone calls are made.

**BREAKFAST PROGRAM:** Perley School offers breakfast (toast, fruit, cheese, smoothies, yogurt, etc) to all students who may be hungry in the morning from 7:50 to 8:25. This program is operated through a nutritional grant from the Breakfast Club of Canada and School District 51. If you are interested in volunteering, please contact the office!

**BUS ROUTES:** Bus routes are determined by our District Operations Department based on the number of students to be transported and the number of buses and drivers available. If you have any questions regarding this service, please contact the School Board Office.

In order for a child who is not a regular bus student to ride the bus after school, they must have a note from home and a “Bus Transportation Permission Form” from the office. This form is crucial as bus drivers are not able to allow students on a bus without office authorization. If your child is riding a bus to any destination other than their usual stop (or isn’t normally a bus student), please send a note with them in the morning. They will bring that to the office during the day and a Permission Form will be issued. This cannot be done at the end of the day as the office is a busy place, so please make plans ahead of time!

- **Bus Discipline** – Riding the bus is deemed to be a privilege, not a right, and is contingent upon proper behaviour of the student. The prime goal of our district bus drivers is student safety. Poor student behaviour draws the driver’s attention away from the road, creating a situation where accidents can occur more easily. It is very important for bus students and their caregivers to ensure proper student behavior while students are riding in district buses. Failure to do so may result in loss of bus privilege.

**CAREGIVER VOLUNTEERS:** We are excited to have caregiver volunteers as part of the Perley learning community! If you are interested in reading with students, helping them study, putting up bulletin board displays, serving breakfast, supervising field trips, hanging posters or more, please get in touch with your child’s teacher and offer your time. You will also need to complete a Criminal Record Check – contact the office for details!

**ENTERING THE SCHOOL:** Please enter and exit the school building via the front doors any time you visit Perley. All outside doors remain locked throughout the school day to help us keep track of who is in the building. This also gives the office a chance to stay connected to families!

**EXTRA-CURRICULARS:** Perley School offers after school sports for intermediate students such as: soccer, volleyball, basketball and track & field. We encourage all intermediate students to join an after-school sport. Caregiver coaching is invited and more than welcomed – contact your child’s teacher or the office if you are interested!

There are also other extra curricular opportunities throughout the year including choir, band, art group, a crochet club, and other clubs based on student interests.

**FEES/FIELD TRIPS:** There are no instruction fees charged at Perley; however, where applicable, fees may be collected to pay for admission fees on field trips. All children will participate in field trips or school activities regardless of ability to pay, so please contact the school secretary should circumstances require the school to waive fees for your child.

Prior to any field trips, students will receive permission slips outlining the date, time, destination, supervision and cost, if any, of the activity. These forms must be completed, signed by the parent and returned to the school by the specified return date or the student will not be permitted to participate.

**FIRE DRILLS/EMERGENCY PROCEDURES:** We have a well-established program of safety instruction for all children. Six fire drills are carried out throughout the year, testing the emergency preparedness of both our building alarms as well as our staff and students. We also have two earthquake preparedness drills and two lockdown drills.

**FOOTWEAR:** To help keep our school clean, students are asked to have a pair of non-scuff gym shoes at school for indoor use and for gym use. All students are asked to take their shoes off when they enter the school and put on indoor shoes. This reduces the amount of dirt and water on our school floors and keeps all areas of our school cleaner. For health and safety reasons, students are expected to wear shoes at all times.

**LOCKERS:** Each student is responsible for the locker that is assigned to them at the beginning of the school year and must keep it tidy throughout the year. Lockers remain the property of the school and may be subject to inspection, without notice, by school authorities for reasons of health, safety or security. Younger students have assigned hallway hooks for their belongings.

**LOST & FOUND:** We have two lost and found bins at the school (located by the office and library). If students misplace personal items, they should check those and also continue searching for a few days after the loss - missing items sometimes appear several days later.

Small items such as jewelry, stuffies, and small toys are usually returned to the office, so please check with the office for these items. Several times a year, items from the lost and found bins are displayed and unclaimed items are donated to the thrift store. Students should mark all belongs with their name – that’s the best way to make sure they will be returned to them!

**MOVING IN THE MORNING:** When the bell rings each morning, teachers generally take attendance at their entrance door and then all classes join together to walk the grounds for 15-20 minutes. We then meet in the field for stretching and breathing to settle ourselves for the day. This is also a time that we share announcements with the whole school. There may be times when certain classes do not participate (field trips and special events, for example). Caregivers are welcome to join us any morning – just check with your child’s teacher to make sure they will be participating the day you plan to come!

**OFF-GROUNDS:** In the interest of safety, once students arrive at school, they are expected to remain on the school grounds for the rest of the day. This means that students may not leave the school during recess, lunch break, and before riding their final bus of the day. The one exception is for children who return home for lunch – please inform the office if that is the plan

for your child.

**OUTDOOR SCHOOL:** We are an outdoor school, so students enjoy playing in the fresh air before and after school as well as at recess and lunch time. We also start every day with a walk and morning stretches on our beautiful grounds (Moving in the Morning). Please make sure your child is prepared for various weather conditions depending on the season be it an umbrella, raincoat, appropriate footwear, layers, a winter jacket etc.

In extreme conditions the school may declare an “in-day” where students are invited to stay in during lunch and recess. Students choosing to stay inside can work, read or play games quietly in the classroom. Supervision will be provided in classroom in this situation. Often the gym and library will be opened during these “in-days”.

**OUT OF BOUNDS AREAS:** The office and staffroom are out of bounds areas unless students have been invited or asked by a staff member to enter these areas.

**PARENT ADVISORY COUNCIL (PAC):** The PAC is the officially recognized voice of parents and guardians. The Parent Advisory Council has been organized to ensure that parents have an avenue for participation, sharing and input at the school level. Open to all parents who have children attending Perley School, the PAC meets the first Monday of every month. We announce all PAC meeting dates via email and our Facebook page as well as posting meeting Agendas and Minutes on the PAC bulletin board and Perley School website. Please feel free to contact [perleypac@gmail.com](mailto:perleypac@gmail.com) if you have questions or concerns.

**PERSONAL INFORMATION/FOIPPA:** We collect personal student and family information under the authority of the *School Act, Sections 13 & 97*. This information is used for educational program purposes only and when required may be provided to health services, social services or other support services as outlined in *Section 07(2) of the School Act* and/or the information will be used for data submission to the Ministry of Education. The information collected is protected under the federal *Freedom of Information and Protection and Privacy Act (FOIPPA)*.

**REPORTING/LEARNING UPDATES:** Ministry and district policy requires five reports during the school year – two written learning updates (November and March), one Summary of Learning (June) and two informal reports. Informal reporting is done in a variety of ways including email or phone communication, digital portfolios, as well as face-to-face meetings. Our first informal reporting generally happens during Early Dismissal in October and may include a student-led conference or Open House. Any time you have questions or concerns about your child’s learning, please reach out to their classroom teacher to set up a meeting – it doesn’t have to wait until reporting time!

**RECYCLING:** Blue boxes for recyclable material and containers for recyclable juice containers are located in all classrooms. Students are requested to use these recycling containers to keep our classrooms and school grounds clean. Money received from the recycled juice containers go directly back into our school.

**SCHOOL GROWTH PLAN:** Please see our website for information about our school goals.

**SCHOOL PROGRAMS:** We have many fabulous school programs at Perley including:

- **Indigenous Education Program:** Perley students learn about Indigenous culture, history, and ways of knowing and being from Kindergarten to Grade 7. All staff are involved in this work, which is supported by the Indigenous Culture and Student Success Facilitator.
- **Outdoor Education Program:** Perley students do lots of learning outside throughout the year. This work is often supported by our District Outdoor Education Teacher and includes lots of field trips to explore nature in our valley.
- **Perley Music Program:** All students participate in weekly music classes at Perley. From K-7 they are able to explore expression, movement, and instruments with our skilled music teacher!

**SCHOOL SUPPLIES:** We produce a specific list of required school supplies for intermediate students each year. It is possible that individual students may run out of some supplies before the end of the year, and it is our expectation that you will replenish these supplies as required in a timely manner. Primary school supplies are purchased by the school and a fee is normally charged in September to cover those costs; however, in 2023-24 those costs are covered by a grant.

**SCOOTERS/SKATEBOARDS/ROLLERBLADES:**

Skateboards, scooters, bikes, and rollerblades may only be ridden from outside the front doors of the school towards the staff parking lot and along the end of the school by the long jump pit. Students must always wear a helmet and give pedestrians the right of way.

Our school grounds are in a busy area of Grand Forks and unfortunately thefts have occurred when equipment is left outside unattended. It is strongly suggested that students bring a lock to school.

**STUDENT DELIVERY & PICK UP:** All parents delivering and picking up students are asked to please obey the “No Parking” signs in the bus zone that have been placed in the interest of student safety. Please respect the Perley neighbours by not parking in front of their driveways. Parents may deliver and pick up their child:

- in the school parking lot on Central Avenue
- along the west side of the Glanville Centre (13th Street)

**TELEPHONE:** Telephones are located in all classrooms and in the office. Students should not use school phones unless under the supervision of a staff member and only for the purpose of contacting caregivers. Phones are not to be used for making after school “play-dates” with other students – these plans should be made prior to arriving at school for the day and communicated with the office if a bus permission slip is needed.



**WEBSITE/FACEBOOK:** Perley School has a great website at [ddapes.sd51.bc.ca](http://ddapes.sd51.bc.ca). You can also check us out on our Facebook Page at <https://www.facebook.com/Dr-D-A-Perley-Elementary-School-766640756726773/>

Pictures of students are never posted with first and last names of students, nor will we post pictures of students who have not signed the social media consent form in their original registration package. If you wish to change the photo consent (or check what it is!) for your child, please contact the office.