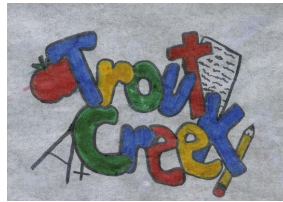
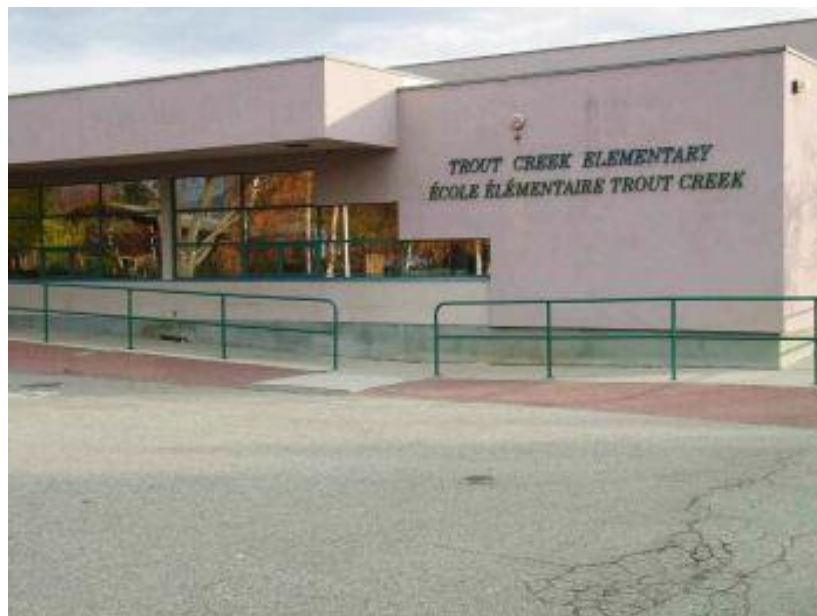


Trout Creek School



Parent Handbook 2006-2007



Phone: (250) 494-7876

Fax: (250) 494-8825

Web Address: <http://sd67.bc.ca/schools/troutcreek>

email: troutcrk@summer.com

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TROUT CREEK STAFF 2006-2007

Principal	Ms. P. Reay	Librarian	Mrs. Jang
Secretary	Ms. Nuyten	Librarian Assistant	Mrs. Nuyten
Grade 5	Ms. Thorp & Ms. Reay	LAT / ESL / Support Teacher	Mrs. Campbell
Grade 4-5	Mrs. Clarkson	Speech Pathologist	Mrs. Mason
Grade 3-4	Miss Gibson & Ms. Reay	Psychologist	Ms. Micallef
Grade 2-3	Ms. Navrot & Mrs. Millman	Education Assistant	Mrs. Pascua
Grade 1-2	Mrs. Pryde	Education Assistant	Mrs. Welsh / Mrs. Parliament
Grade 1	Mrs. Hopkins	Noon Supervision	Mrs. Pascua
K (Mon/Wed)	Mrs. Riedl	Noon Supervision	Mrs. Welsh / Mrs. Parliament
K (Tues/Thur)	Mrs. Riedl	Noon Supervision	Ms. Nuyten
		Custodian	Mr. Jorgensen

BELL SCHEDULE

8:40	Warning bell
8:45	Classes begin
10:05	Recess
10:20	Classes resume
11:40	Lunch
11:50	Students may go out
12:00	All students go out
12:25	Classes resume
2:30	Dismissal



PLEASE BE ADVISED OF THE NEW OFFICE HOURS:

OFFICE HOURS

Monday: 8:00-10:05 and 1:05-3:30

Tuesday: 8:00-3:30

Wednesday: 8:00-9:05 and 12:30-3:30

Thursday: 8:00-3:30

Friday: 8:00-3:30

SECRETARY IN LIBRARY

Monday: 10:20-11:10 & 12:25-1:05

Wednesday: 9:05-10:05 & 10:20-11:10

Please note: Ms. Reay teaches all day on **Tuesday** and **Thursday**

SCHOOL CALENDAR 2006 – 2007

(these dates are as of September 18, 2006)

September

- 18 Schoolwide Running Program begins (every Mon., Wed. & Fri. at 11:20)
School Assembly (8:50)
- 21 Cross Country Team begins practicing (each Thurs. at 12:00)
Cultural concert "The Ecclestons" (10:30)
- 28 PAC Welcome Back Barbeque 5:00-6:15; clean up 6:15-6:30
Open House 6:30-7:30
- 29 Terry Fox Run (National Day)
- 30 PAC Family Photos at Research Center

October

- 5 PAC meeting (7:00 pm)
- 6 Summerland Museum Presentation "The Centennial Project" (1:00)
- 9 Thanksgiving Day (no school)
- 10 School Photographs (individual)
- 11 Naramata Cross Country Run (am)
- 17 School Assembly (9:30)
- 20 Professional Development Day (no school)
- 24 School Planning Committee training (4:30-7:30)
- 27 Trout Creek Pumpkin Run (am)

November

- 2 PAC meeting (7:00 pm)
- 10 Remembrance Day Assembly (10:30)
- 13 Remembrance Day (no school)
- 14-24 Formal written Report Cards
- 15 Picture Re-take Day
- 29 Early Dismissal for Parent/Teacher Interview (1:30)
- 30 Early Dismissal for Parent/Teacher Interview (1:30)

December

- 6 School Assembly (10:30 am)
- 7 PAC Meeting (7:00 pm)
- 20 Christmas Concert (7:00 pm)
- 23 Christmas Holidays begin

January

- 8 School Re-Opens
- 11 PAC meeting (7:00 pm)
- 15 School Health Hustle begins (Mon, Wed, Fri 11:20)
- 18 School Assembly (11:00)
- 29 Cultural Concert; Carousel Theatre "Big League" (9:00)

SCHOOL CALENDAR 2006 – 2007

February

- 1 Early Dismissal for Informal Reporting (1:30)
PAC meeting (7:00 pm)
- 9 School Assembly (12:30)
- 19 Cultural Concert; Okanagan Symphony (9:30)
School Planning Committee training 4:00-4:30

March

- 1 PAC Meeting (7:00 pm)
- 5 School Assembly (8:50)
- 5-14 Second Formal Report Card
- 15 Early Dismissal for Informal Reporting (1:30)
- 16 Health Hustle ends
- 17 Spring Break begins

April

- 2 School re-opens
School wide Running begins again (Monday, Wednesday, Friday 11:20)
- 5 PAC meeting (7:00 pm)
- 6 Good Friday (no school)
- 9 Easter Monday (no school)
- 10 School Assembly (9:30)
School Board visits Trout Creek
- 16 Skipping Lessons (K-5) offered for the next four weeks

May

- 3 PAC meeting (7:00 pm)
- 4 Jump Rope for Heart
- 9 School Assembly (10:30)
- 21 Victoria Day
- 31 District's "Celebration of Student Successes" (4:00 Lakeside Resort)

June

- 7 PAC meeting (7:00 pm)
- 18-20 Grade 4-5's to Circle Square Ranch
- 22 School wide Running Program ends
- 25 Fun Day
- 27 Year End Assembly (9:00)
- 28 Last Report Card issued
Students dismissed at 11:40
- 29 Administrative Day (last day for teachers)

CURRICULUM INFORMATION FOR PARENTS

About Curriculum

Curriculum is what students in the province are expected to know and be able to do in each subject area at each grade. The curriculum for a given subject is outlined for teachers in an Integrated Resource Package (IRP) which you can also read and review.

IRP's are packages of information that contain suggestions about ways to teach, how to assess students and which resources could be used in the classroom. IRP's also, most importantly, include "learning outcomes" for specific grades. Learning outcomes (also referred to as "content standards") are the required elements of curriculum – they describe the knowledge, skills and attitudes students are expected to develop by the end of a particular grade.

What are the required areas of study for K-Grade Five?

School Boards are required to provide students in Kindergarten to Grade Five with an educational program that meets the learning outcomes set out in the following IRP's:

- English Language
- Social Studies
- Mathematics
- Science
- Physical Education
- Fine Arts
- Personal Planning
- Second Language Studies (French beginning in Grade 5)

About Timetables

In Kindergarten to Grade Five, schools are required to offer 23 hours and 45 minutes of instruction per school week (note, recess is 15 minutes/day = 75 minutes per week).

What does a Report Card tell me?

There are two different types of report cards for students in K to grade five: formal written report cards and informal reports. In different ways, they both tell you about what your child is good at, what he or she needs help with, and how he or she compares to the general expectations for students at that age. You will receive at least two informal reports, and three formal report cards, every school year.

For students in K-3, formal report cards do not use letter grades. Instead, they include a structured written report that relates to the learning outcomes set out for the appropriate grade. Formal reports describe:

- what a student is able to do
- areas of learning that require further attention or
- ways to support a student in his or her learning

CURRICULUM INFORMATION FOR PARENTS continued

Formal reports for Grades 4 to 7 must include ministry-approved letter grades, which are used to report your child's progress. Letter grades should indicate how your son or daughter performs in relation to the provincial expectations ("Learning Outcomes") for each subject or course. Letter grades can be assigned for an activity, a unit of study, a term or as a final grade for a subject or course. Grade 4 is the first year where letter grades apply.

The formal report includes written comments that describe your child's behavior, including information on attitudes, work habits and effort. In addition, the formal report comments on your child's progress compared to what is generally expected for students in a similar age range. These comments can be either written or communicated orally by your child's teacher.

Informal reporting, on the other hand, gives the teacher a chance to tell you how your child is doing on an ongoing basis. This kind of reporting can occur in many ways: by telephone, for example, or in a note, or an arranged conference with you (and perhaps your child as well). The informal report should let you know, in relation to the curriculum, what your child is doing well, what he or she is having trouble with in school, and what the teacher is doing to support your child's learning.

At the end of the year, a copy of every student's final formal report, and records of the oral or written statements that parents have received about their child's progress are placed in each student's Permanent Student Record file.

POLICIES

ATTENDANCE

- punctual, daily attendance of all students is essential to learning
- if your child will be late or away, please call 494-7876 as soon as possible to advise the school
- our Call Back service will check on any absence not reported by parents so the safety of all children is assured

COMMUNICATION

- communication between home and school is essential and takes many forms, some formal like this Parent Handbook, report cards, scheduled interviews and others, informal like phone calls, notes in Student Planners or OAC meetings held monthly.
- please watch for our monthly Trout Speak delivered by the eldest child in each family and check our web page for current information
- you are welcome to join in our regular school assemblies advertised in the Trout Speak
- should you require information or have a question or concern, please contact our staff as soon as possible

POLICIES

FIRST AID / ILLNESS / APPOINTMENTS

- once students arrive at school, they are not permitted to leave the school grounds
- should you wish your child to leave the school for appointments, etc, please send a note to inform your child's teacher or come to the office to report the absence
- please ensure the school has complete information regarding emergency numbers, health issues, custody arrangements or medication issues in September by completing the family information sheet
- should your child require medication while at school, the forms provided by Public Health must be completed and signed before staff may administer any medication. It is the parent's responsibility to ensure all medications are current
- should a child become ill while at school or require medical attention, school personnel will attempt to contact parents/guardians first and will if necessary, emergency contact numbers

STUDENT PHONE

- the student phone located by the gym doors, may be used by students once a phone pass is obtained from his/her classroom teacher or office personnel
- any phone calls regarding illnesses, injury or emergency situations, must be made through office personnel

LOST AND FOUND

- many unclaimed items accumulate over the school year
- these items are placed in the lost and found box located immediately inside the gym doors
- items will be displayed at various times throughout the year but please check the box if your child is missing an item

GYM CLOTHING

- students should wear gym strip for PE, which includes shorts, gym shirt, and gym shoes that do not mark the floor
- please label all items with your child's full name and grade

LIBRARY

- resources in English are available in our computerized library
- students select and sign out materials during library class as well as learn many skills to access information and further their reading skills
- students will be charged for any lost or damaged books

POLICIES

SPECIAL SERVICES

- specialized staff is available to assist classroom teachers with planning and providing an educational program for all students
- staff can access the expertise of a Learning Resource Teacher, English as a Second Language teacher, school psychologist, speech pathologist, Teacher of the Gifted once required School Based Team meetings are completed as well as the request/consent for additional services is submitted

BUSSING

- School District #67 will provide transportation to students entitled to bussing, in accordance with the funding and guidelines established by the Ministry of Education
- courtesy bussing for students within the walk limits may be approved the Operations Supervisor

HEAD LICE

Head Lice is common in school aged children. Head Lice do not cause disease. Itchiness from Head Lice can be irritating and uncomfortable for children. Head Lice spread easily to others, so it's important for families to help prevent and control its spread. Outbreaks are more common following vacations.

How to Prevent Head Lice

- please check your child's head every week for Head Lice
- teach your child not to share head gear (i.e. hats, hair accessories, scarves, helmets, combs)

How to Look for Head Lice

- the adult louse is a small, wingless insect 3mm or 1/8" in length that is very fast and not always seen.
- it is easier to look for nits (eggs) of the louse that are found close to the scalp. The nits may be white, yellow brown in color. The nits may look like dandruff but cannot be flicked off like dandruff. Instead, they must be removed by sliding the nit down the hair shaft.

Treatment Options

If your child has lice, please notify the school so that other children can be checked and treated. There are two treatments that are recommended by health professionals:

POLICIES

Option A

From a pharmacy, purchase a **lice shampoo** or **lotion** to kill the lice and then remove the eggs. Lotions are recommended over shampoos, with a second treatment in 7 days.

Option B

Use the **wet combing technique** to remove the lice, not the eggs. This technique removes the lice before they can make more eggs so eventually all the lice are removed because there are no new nits (eggs).

If you would like more information on Head Lice and treatment, please call the school (494-7876) or Health Centre (404-8050).

STUDENT INVOLVEMENT

VOLUNTEERS

There are many ways the grade 3, 4 and 5 students can provide service to our school community. Students are encouraged to become:

- school patrollers
- office monitors
- milk/juice/ice cream monitors
- lunch time room monitors
- assembly monitors
- hot dog delivery monitors
- organizing dress up days
- tetherball monitors

We foster a caring, sense of community at our school by recognizing special efforts made by individuals through the “*Helping Other People*” award program. Staff noticing good deeds by students will commend such efforts through a H.O.P. award.

STUDENT INVOLVEMENT

SPECIAL ACTIVITIES

Students may be involved in many curriculum based activities throughout the year such as:

- field trips
- swimming period / lessons
- cross country skiing
- recycling club
- special assemblies / guest speakers
- skating period / lessons
- fine arts displays such as the Christmas concert

Students may choose to participate in age appropriate activities and events provided such as:

Charitable Work:

- Terry Fox Run
- Food Bank Drive
- Toys for Tots
- Jump Rope for Heart

Athletic Activities:

- Noon Games
- Running Club
- Naramata Run, Pumpkin Run
- Track and Field Club
- District Track Meet

**TROUT CREEK
A SAFE, CARING, ORDERLY SCHOOL FOR
KINDERGARTEN TO GRADE FIVE**

A. STATEMENT OF PURPOSE

At Trout Creek School we:

- establish and maintain a safe, caring, orderly environment for purposeful learning
- create conditions for people to fix their mistakes and return to the group strengthened

B. CONDUCT EXPECTATIONS

Trout Creek School believes:

- we learn
- we care
- we cooperate

Unacceptable conduct is behavior that:

- interferes with the learning of others
- creates an unsafe condition verbally or physically
- interferes with an orderly environment
- are illegal acts
- (refer to sheet outlining “*Procedures for Organizing a Safe/Cooperative School*”)

To this end, Trout Creek’s “*bottom lines*” are:

- “hands to self”
- no hurtful language/actions
- no direct defiance of adults
- no disruption of learning

Misconduct from violating the “*bottom lines*” listed above, results in immediate office referrals and once investigated, possible appropriate, escalating consequences.

At Trout Creek School, misconduct is dealt with using the principles of restitution. Restitution is an approach which encourages a person to grow towards self-evaluation, self-discipline and self-respect. It teaches a person to behave for self respect rather than to avoid punishment or gain a reward from another. It is our intent for members of our school to:

- solve problems by stating facts/frustrations/needs, identifying the less effective behavior and collapsing the conflict
- consider the social contract; the shared values of the school/classroom
- keep his/her identity and strengthen it
- fix their mistakes and make it right

C. NOTIFICATION

Staff inform parents and others of breaches of the school's code of conduct by:

- written or oral form to the parent of the offender and victim
- as required by School District #67 in policy #310 Code of Conduct
- as required by other agencies

Please note the attached form which may be used to work through and record a student's restitution and /or immediate consequences.

PROCEDURES FOR ORGANIZING A SAFE / COOPERATIVE SCHOOL

Students will:

1. follow the "In/Out Day" play designations
2. have a different pair of "inside shoes"
3. remove hats when entering the school
4. wear appropriate clothing
5. not use gym without permission and supervision or any other area inside the school
6. play on front adventure playground equipment and side swings if in K- Grade 2; play on back playground equipment if in Grades 3-5
7. bring a signed note from home if he/she has to leave the school grounds at lunch or stay inside due to illness
8. be on time
9. obtain a phone pass before using student phone
10. walk bikes on school grounds
11. arrive at school no earlier than 8:05 a.m. and will leave immediately after school
12. stay away from out of bounds areas (behind south portable, parking lot)
13. use the assigned entrance near the classroom to enter and leave the school

PARENT'S ADVISORY COUNCIL

The Trout Creek Parent's Advisory Council (PAC) would like to welcome you and your child(ren) to Trout Creek Elementary School. We have a wonderful community of parents, administration and teachers that work together to ensure that our children have the very best experience possible while attending Trout Creek School.

All parents with children enrolled in Trout Creek are members of the PAC and as such are invited to attend monthly meetings (for information and voting) which are held the first Thursday of most months at 7:00 pm in the teachers' staff room. Of course, there are many other ways to help out besides attending meetings. We are always looking for help with Friday fun food days, special events, baking, phoning, set up and clean up of events and any other way that you can think of to help out.

The PAC meeting is a great place to meet other parents and find out what is happening at our school. It is also a way to achieve a greater understanding of how the school system works at the local and district levels. Everyone is welcome to attend the meetings and provide their input and ideas.

Our focus as a PAC is to promote an effective communication between the staff, parents and students. We are also involved in fundraising to not only raise funds but also to enhance the sense of community spirit among our families. Various fundraising activities include fun food lunches most Fridays, family photos, welcome dinner, dances and other events. The funds we raise go towards such things as equipment, planners, swim and skate programs and field trips.

PAC EXECUTIVE 2006-2007

Chair: Dianna Mortensen
Phone: 494-1234
e-mail: dlmortensen@shaw.ca

Vice-Chair: Charlotte Venkataraman
Phone: 494-7879
Email: shamu@shaw.ca

Secretary: Dianne Broadbent
Phone: 494-1547
Email: dmbroadbent@shaw.ca

Treasurer: Georgina Hunter
Phone: 494-1120

If you have any questions, comments or concern, please feel free to contact any of the executive and we will do our best to answer your questions.

The Trout Creek Elementary School is a special place. We welcome you and your child(ren) and invite you to come and see what the PAC is all about.

SCHOOL DISTRICT #67 PARENTS ADVISORY COUNCIL

The various PAC's of our School District belong to a body known as the District PAC. Each PAC is represented on the District PAC. Issues dealt with by this body range from PAC education to reviewing School District School policy, including all matters relevant to education on the district level. The District PAC generally acts as a liaison between the School PAC's and the provincial bodies that are involved in school or parent support.

ROLES OF THE PAC CLASS REPRESENTATIVE

There are occasions when a parent representative is required in the elementary classroom for communication, consultation, or assistance. As the duly recognized parent body of the school, the PAC may assist in identifying individuals for the position of class representative. The PAC will attempt to organize the representatives to effectively use the time and energies of the representative, the classroom teacher, and the students and school as a whole.

Some specific duties of classroom representatives are

- To use a phone network (tree or web) for communication appropriate message to and from classroom parents
- To disseminate and collect information for the PAC and school
- To be part of the school emergency evacuation network
- To work with the other classroom representative (normally there will be two reps. Per class)

Some specific results of classroom representation are:

- Enhanced communication between parents and teachers
- Enhanced awareness of school and PAC by parents
- Enhanced emergency and / or evacuation network