

# Webber Road Elementary Family Handbook 2024/25

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Welcome to Webber Road Elementary School! We are so proud to be part of such a strong and vibrant school with great community support. Webber Road 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, "Weekly memo" and classroom notices. Our school website 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 Webber Road Elementary 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 21st century.

On behalf of the staff of Webber Road Elementary School, We would like to extend a welcome. We look forward to working with all of you, and to a wonderful year!

*Sylvain Guignard, Principal*

## **Administrative Team**

- *Mr. Sylvain Guignard (Principal)*
- *Mrs. Roberta Mitchell (Administrative Assistant)*

**2829 Inverness Rd.**

**West Kelowna,  
British Columbia  
V4T 1J5**

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# School Calendar 2024 - 2025

## Webber Road Elementary



| Event / Meeting                                                         | Date                                    |
|-------------------------------------------------------------------------|-----------------------------------------|
| Schools open (First Day of School, early dismissal)                     | Tuesday, September 3                    |
| Parent - Teacher Conferences (early dismissal)                          | Thursday, September 19                  |
| Parent - Teacher Conferences (early dismissal)                          | Friday, September 20                    |
| National Day for Truth and Reconciliation (school closed)               | Monday, September 30                    |
| Administrative Implementation Day                                       | Friday, October 11                      |
| Thanksgiving Day (school closed)                                        | Monday, October 14                      |
| Teacher Professional Day                                                | Friday, October 25                      |
| Remembrance Day Assembly                                                | Friday, November 8                      |
| Remembrance Day (school closed)                                         | Monday, November 11                     |
| Term 1 Written Learning Update distributed                              | Wednesday, December 18                  |
| Winter Vacation period (school closed)                                  | Monday, December 23 - Friday, January 3 |
| Schools reopen after the winter vacation period                         | Monday, January 6                       |
| Parent - Teacher Conferences (early dismissal)                          | Thursday, February 6                    |
| Parent - Teacher Conferences (early dismissal)                          | Friday, February 7                      |
| Teacher Professional Day (Support Staff in-service day)                 | Friday, February 14                     |
| Family Day (school closed)                                              | Monday, February 17                     |
| Term 2 Written Learning Update distributed                              | Wednesday, March 12                     |
| Spring Vacation period (school closed)                                  | Monday, March 17 - Friday, March 28     |
| School reopen after spring break                                        | Monday, March 31                        |
| Good Friday (school closed)                                             | Friday, April 18                        |
| Easter Monday (school closed)                                           | Monday, April 21                        |
| Victoria Day (school closed)                                            | Monday, May 19                          |
| Final Written Learning Updates issued / Last day of school for students | Thursday, June 26                       |
| Administrative Day (students do not attend)                             | Friday, June 27                         |

### Bell Schedule

8:25 am - Welcome Bell      12:07 pm - Classes begin  
 8:30 am - Classes Begin      1:28 pm - Recess  
 11:10 am - Lunch      2:30 pm - Dismissal

### Early Dismissal Days

September 3, 2024      February 6, 2025  
 September 19, 2024      February 7, 2025  
 September 20, 2024

**STATUTORY HOLIDAYS ARE HIGHLIGHTED IN THE CALENDAR - SCHOOL CLOSED**

# School Programs

At Webber Road Elementary School, we believe that our students will learn to 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, please see the school website. Students learn in many ways, and enjoy a variety of topics integrated throughout the day.

## 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 wellbeing

## First People's Principles' of Learning

Many of our guiding principles in teaching in learning revolve around the First People's Principles' of learning. More information can be found on the Ministry site.

## Counseling

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 250-870-5131

## Indigenous Advocate

Our indigenous learners have the support of our Indigenous education advocates. Throughout the year, there will be clubs and special events for all learners to gain knowledge of our Indigenous heritage and teachings.

## Extra-Curricular Programs

Webber Road 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 sports teams, clubs, intramurals, or library programs. These activities will be announced in the weekly memo and/or during the daily announcements.

## Leadership/Service Programs for Kids

Intermediate students (Grades 4 – 5) are invited to apply for a leadership / service role in the school. We thank students in advance for demonstrating leadership in the following:

- Lunch monitoring
- Assembly crew
- Hot Lunch distribution
- Morning Announcements

## 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 Programs



## 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 school website.

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.

## 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.

Webber Road 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 (250-870-5131) 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.

**SchoolMessenger app is a common method of letting us know about a child's absence from school. Please use this app for communicating your child's absence.**

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.

## Anaphylaxis/Nut Aware School

Some students have life-threatening allergies to peanut products, bee stings, etc. WEBBER ROAD 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.



# School Policies

## 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, 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, or other technology devices at school, they must abide by the Webber Road Elementary School Code of Conduct and Central Okanagan #23 policy for Student Use of Electronic and Social Media. 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

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.

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



# School Policies

## 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 Webber Road Elementary School take planning for field trips seriously. Student safety is of utmost importance to us. Any sites we visit must carry adequate insurance.



## "Kiss and Go"

Are you driving your child(ren) to school and dropping them off? If yes, here's what you need to know. Our Bus Loop hosts "Kiss and Go", 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 see our webpage.

## "Hot Lunch"

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.wre.sd23.bc.ca](http://www.wre.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.

## P.A.C. / Parent Volunteers

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

Volunteers: Webber Road 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.