

Springvalley Elementary

Family Handbook 2026-2027



Telephone 250-870-5119

470 Ziprick Road

Kelowna, BC, V1X 4H4

**Office Hours: 7:30 a.m. to 3:00
p.m.**

Principal: Dr. Jeremy Sanbrooks

Vice-Principal: Ms. Jen Detjen

Office Staff: Ms. Le and Ms. Price

www.sve.sd23.bc.ca

We are kind.
We are learners.
We are leaders.
We are readers.
And our **voices**
matter!



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Welcome and About SVE

Welcome/Bienvenue

Welcome to Springvalley Elementary School. The purpose of this handbook is to provide families with general information concerning the organization of our school. We hope that you will find this book useful, and we welcome any feedback from both parents and students.

About Springvalley Elementary

Springvalley Elementary School, situated at 470 Ziprick Road, opened its doors on May 9th, 1974. Initially, the building was big enough to house 8 classrooms. Renovations were completed in 1995 to incorporate a new kitchen, as well as several more classrooms to accommodate the growing number of children who were moving to the West Rutland area.

Springvalley Elementary has chosen the Skyhawk as the school mascot because the skyhawk represents attributes such as strength, resilience, and a soaring spirit. The majestic and determined nature of the skyhawk symbolizes the school's commitment to fostering a supportive and empowering learning environment, where students are encouraged to reach new heights in their academic and personal development.

Springvalley Elementary School boasts a vibrant and diverse student population, where nearly half of the students are English Language Learners and close to a quarter identify as Indigenous. This rich tapestry of cultural backgrounds contributes to a dynamic and inclusive learning environment.

Situated amidst nature, the school is close to calming creeks and verdant parks, creating an immersive learning environment. This unique setting fosters a connection with the land, integrating Indigenous ways of learning. Through hands-on experiences in nature, students gain insights into traditional ecological knowledge, promoting a holistic understanding of the environment and instilling a deep respect for interconnectedness. By embracing the surroundings, our school community benefits from enriched academic learning opportunities and a deep sense of stewardship and cultural appreciation among our students.

Daily Schedule and School Calendar

Supervision	8:10 - 8:25
Morning Bell	8:28
Morning Start	8:30 - 8:35
Block 1	8:35 - 9:15
Block 2	9:15 - 9:55
Block 3	9:55 - 10:35
Block 4	10:35 - 11:15
Recess	11:15 - 11:45
Lunch	11:45 - 12:10
Block 5	12:10 - 12:50
Block 6	12:50 - 1:30
Recess	1:30 - 1:45
Block 7	1:45 - 2:25
Day End	2:25 - 2:30
Dismissal	2:30
Supervision	2:30 - 2:45


2026/2027

Springvalley Elementary

470 Ziprick Road, Kelowna BC V1X4H4
 Phone: (250) 870-5119 Email: sve@sd23.bc.ca
 Principal - Dr. J. Sanbrooks
 Vice Principal - Ms. J. Detjen
 Administrative Assistant - Ms. T. Le
 Website: sve.sd23.bc.ca

Bell Schedule

8:28 - First Bell
 8:30 - School Begins
 11:15- 11:45 Lunch (Recess)
 11:45 - 12:10 Lunch (Eating)
 12:10- Classes begin
 1:30 - 1:45 Recess
 2:30 - Dismissal

September 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

May 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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 And my **voice** matters!

	District Pro D (no classes)		Important
	Holiday (Stat, Non Instructional)		Family Conferences (12:00 Early Dismissal)
	School Vacation Periods		Learning Updates Home

Written Learning Updates
 Term 1 September 8– December 4
 Term 2- December 7– March 12
 Term 3– March 22– June 29

School Staff

Administrative Team

Principal	Jeremy Sanbrooks
Vice Principal	Jen Detjen

Clerical

Trinh Le	Administrative Assistant
Jenny Price	Library Clerk

Classrooms

Kindergarten	Jennifer Matthews
Kindergarten	Tera DeGroot
Grade 1	Whitney Verigin
Grade 1/2	Drew Hamilton
Grade 1/2	Kiran Grewal
Grade 2	Chanel Orr
Grade 2/3	Mackenzie MacInnes
Grade 3	Nicolina Cristini
Grade 3/4	Nicholle Thom
Grade 4	Keegan Robinson
Grade 4/5	Lindsay Forrest
Grade 5	Josh Drought
Grade 5	Beth Wannop

Student Support Team

The following staff have been assigned to support roles. We will continue to use the Response to Intervention (RTI) model to allocate support based on need, which is determined following a review of the ELP/PM benchmark data at our biannual class review meetings.

Tara Krebbers	Learning Assistance Teacher/ Inclusion Teacher (1.0 FTE)
Elexa Tassopoulos	Library/ ELL/ Support (1.0 FTE)
Margaret Coyle	ELL (1.0 FTE)
Kristi Fortuin	ELL (0.6 FTE)
Janelle Martens	Support Teacher (0.6 FTE)
Darlene Vereb	Inclusion Teacher (0.6 FTE)
Kaari Nurmsoo	Inclusion Teacher (1.0 FTE)
Barb Currie	Counselor (0.5 FTE)
Mary-Louise Minkus	Speech and Language Pathologist (0.4 FTE)
James Prescott	Fine Arts Prep (1.0 FTE)
Barb Haldane	Indigenous Advocate (1.0 FTE)
Wafaa Bennagi	Family Settlement Worker (1.0 FTE)

Custodial Team

Randy Anderson	Head Custodian
Owen Shearer	Daytime Custodian
Joseph Cayabyab	Evening Custodian

CEA Team

Anita Manderioli	Komalpreet Kaur
Ashley Waygood	Mona Lal
Christina Whibley	Nathalie Sylvain
Jamie Gabert	Navneet Gill
Jessica Baynton	Samantha Bro
Jordana Goward	Sherri Demuth
Karampreet Marwah	Sherry Willis
Katie Johnson	Susan Heinzelmann
Nevaya Copp-Schneider	Tracy Basaraba
Charlene Baldwin	Wendy Montgomery
	Zoya Akbar

Noonhour Supervisors

Sheri Robinson
Ronda Fredrick
Jan Schlenker

School Vision and Priorities for 2026-2027

Mission Statement: At SVE our mission is to engage all learners to be creative, critical thinkers, and effective collaborators who communicate with kindness, gratitude and demonstrate a growth mindset in pursuing their personal best.

SVE Learning Priorities**Priority #1 - Literacy**

- Continue to align with district writing assessment and improve writing abilities

Priority #2 - Numeracy

- Align numeracy assessment
- Define and reinforce mathematician mindset
- Foster conditions to engage students in meaningful mathematical experiences

Priority #3 - Culture

- Positive staff and student connections

School Operations

Office Hours and Contact Information

The office is open from 7:30 to 3:00 Monday to Friday. For any office related questions, please reach out to our School Administration Assistant, Ms. Le, at 250-870-5119 or sve@sd23.bc.ca. To speak with either our Vice Principal, Ms. Detjen, or Principal, Dr. Sanbrooks, please call the office number to set up an appointment or send them an email directly: jennifer.detjen@sd23.bc.ca or jeremy.sanbrooks@sd23.bc.ca.

Supplies and Student Fees

We encourage you to take advantage of purchasing student school supplies through the school. By doing so, children will have *exactly* what is appropriate and required for their school year. As well, art supplies such as construction paper, drawing paper, bristle board, glitter, pipe cleaners, popsicle sticks and many other incidentals are covered by these costs. Our feedback, too, is that it is much more economical to purchase through the school. We sincerely appreciate your consideration of this request.

<u>Supplies</u>		<u>Cultural</u>		<u>Total</u>
\$40.00	+	\$ 10.00	=	\$50.00

The cultural fee pays for live theatre, puppet shows, musicians and films viewed at the school.

Payment can be made online at <https://centralokanagan.schoolcashonline.com/> Payment accepted online: Debit Card, Visa, and MasterCard.

If you wish to pay by cheque, please make them payable to Springvalley Elementary School and forward to your child's classroom teacher. We will not issue a receipt when you write a cheque because the cancelled cheque will be your receipt.

Parent Drop Off and Pick Up

The staff parking lot is ONLY for staff. At no time are parents permitted to park in the staff parking lot. Thank you for your cooperation with this. For all kindergarten students, it is required that children are dropped off and picked up directly from their outside classroom door.

Drop off Procedures:

For students in grades 1 to 5, parents can easily drop off their children with the 'Kiss and Go' lane at the front of the school. Kiss and Go guidelines:

1. Parents drive to the front of the school
2. A staff member or student leader will open your vehicle door
3. Your child will quickly and safely hop out of the vehicle
4. Parents MUST stay in the vehicle and keep it running to ensure a quick and safe drop off

Pick Up Procedures:

For safety reasons, there are no parent vehicles permitted in the parking lot after school. All parents need to park along Ziprick or nearby streets to collect their children after school.

Before and After School Supervision

Supervision by staff on the schoolyard is from 8:10 to 8:30 and 2:30 to 2:45 pm. Children are not to arrive and/or be dropped off by a parent/caregiver earlier than 8:10 since our yard is not supervised before that time.

At the end of the day children are instructed to leave the school grounds and go directly home or to a caregiver. With permission from home, they may return later to play on the grounds.

For kindergarten students, if a parent is not present at 2:30 dismissal, their teacher will bring them directly to the office.

For students in grades 1 to 5, if a parent is not present at 2:30 dismissal, their teacher will send them to the playground and wait for their parent/guardian. Any student not picked up by 2:45 will be brought into the office so that staff can assist in contacting parents/caregivers and getting students home safely.

Your assistance in ensuring student safety is greatly appreciated.

SVE Students Waiting at Middle School After Dismissal:

Some Springvalley Elementary students head to the middle school after our 2:30 p.m. dismissal. While we understand they may be waiting for older siblings, please remember that once our school day ends, parents are responsible for their children's supervision, safety, and behaviour. Although this is not a practice we recommend, older elementary students may wait outside the middle school if they do so politely and respectfully. If respectful behaviour is not maintained, this privilege will be removed and families will need to make alternate after-school arrangements.

Field Studies

Field studies are designed to complement what students are learning in the classroom and to provide educational experiences that will make classroom learning more meaningful. For a fee, Central Okanagan Public Schools buses are used, when possible; PAC also provides much financial support to our

Field Studies Program. In the event that parents/ caregivers are asked to drive, the School District's Policy requires that the vehicle carry a minimum \$1,000,000 of third party insurance and the transported student must be age 9 or over. Drivers must report to the office to complete an insurance form and are also required to complete a criminal record check. Please bring your Driver's License and vehicle registration so that the office staff can make copies for our school records. Each student must have his/her own seatbelt. For safety reasons, we ask that no child be seated in the front seat, if it is equipped with an airbag. Drivers must complete a permission form for each field trip in order for their child to attend. If a child does not return a signed form, he/she will not be permitted to attend the field trip.



Health and Safety

Student Absences

We use School Messenger to manage student absences. Go to the following website to watch a video showing you how to sign up to use School Messenger:

<https://drive.google.com/file/d/1V8w7kmEMItGCizRONfbrj0ClwR7JRbSg/view>

This program is in effect to ensure the safe arrival of all students to school. Parents/ caregivers can enter an absence in three ways:

1. Using the School Messenger App – available in the Apple Store or on Google Play.
2. Enter the absence using the Online Parent Portal:
<https://www.sd23.bc.ca/schoolmessenger-sd23.bc.ca>
3. Enter the absence by calling the school 250-870-5119 and follow the voice prompts. We request that parents/ caregivers report absences prior to 8:30 a.m. This information is electronically cross-referenced with the attendance records kept by teachers and the system will automatically follow up on any unreported absences. For this reason, please ensure your contact information/ phone numbers are accurate and up to date. We appreciate your assistance with this procedure, which is in place to ensure the safety of our students.

Extended Absences and/or Early Dismissal

Please use School Messenger if students will be absent during the school year for extended periods of time. If a student needs to leave school early for an appointment, or any other reason, parents/caregivers must come into the office to pick them up, in person, and sign them out. We cannot allow students to leave school grounds by means of a note, phone call, or absence reported in School Messenger due to safety concerns.

Illness

At Springvalley Elementary School, we believe that good hygiene and good health care (i.e. frequent hand washing, good nutrition, clean clothes, regular physical activity, fresh air and plenty of sleep) keep kids healthy! Children who come to school with severe colds and other viruses are unable to function well,

provide a source of infection for other children and would recuperate faster at home. Please keep kids at home if they are sick and notify the school, by School Messenger, of their absence. We thank you for your cooperation in this area.

If your child becomes ill at school, he/she should alert a staff member who will then attempt to contact you, or your emergency contact. If a student is too ill to stay at school, they will be directed to the office by the Classroom Teacher or Supervisor. They are to report to the Secretary or Administration. The Secretary will record the student's absence from class for medical reasons and take the student to the medical room.

Arrangements will be made to have the student picked up. If necessary, they may be instructed to lie down. However, we are not in a position to use the medical bed/room except as a temporary holding area, while the school awaits the arrival of a parent.

In cases where students are away ill, students will be expected to "catch-up" after their return as it is not realistic for teachers to prepare materials to send home for all their students who may be away. Also, activities missed in the classroom cannot be duplicated with learning activities sent home.

Extended Absences

From time to time, but rarely, and for a variety of reasons, we have students who miss school for extended periods of time. Sometimes this is for reasons associated with family plans, family business, or family vacations. Sometimes, it is due to illness and sometimes parents/caregivers choose to keep their children at home, and those reasons are not shared with us.



Regardless of the reason, we do not have a procedure for granting students a "leave of absence". Rather, it is assumed that parents/caregivers will make decisions in the best interests of their own child.

In cases where students are away ill, students will be expected to "catch-up" after their return as it is not realistic for teachers to prepare materials to send home for all their students who may be away. Also, activities missed in the classroom cannot be duplicated with learning activities sent home. We also know that regular attendance is an important part of each student's success at school. We recognize that students who are ill need to be at home; however, we encourage parents/caregivers to plan for special appointments or family activities outside of school hours whenever possible. We appreciate that this is not always easy to do. For family vacations, we are respectful of the fact that many of our families have family members far away, and spending time with them is important.

Difficulties arise, however, when parents/caregivers wish to have some sort of reassurance that their child will not be "behind" in their work when they return from an extended absence. Unfortunately, if your child misses school for extended periods of time, he/ she will be "behind" in classroom work. Students may well have other cultural and travel experiences that contribute to their overall development, but the many varied daily classroom activities they will miss cannot be duplicated through worksheets or workbooks.

In the cases where parents/caregivers plan family holidays during the school year, please note that Teachers are not able to prepare materials ahead of time to accommodate student absences. Students will be expected to "catch- up" after their return. It is important to note that some learning activities cannot be duplicated and may affect a student's overall achievement.

Injuries/Accidents

If your child is in an accident at school, he/she should notify the nearest staff member. In most cases, any necessary first aid can be administered by the attending staff member as long as it is not more than 'ice or a band aid.'

If there are no symptoms of a head injury (i.e. no significant swelling, cut, bruise, dizziness and nausea), the student will be treated with ice and or a band aid as noted above, by the attending staff member with first aid certification and the teacher will be advised to keep an eye on the student and report back to the office if any symptoms of a head injury develop (i.e. nausea, dizziness, swelling, cut). Parents/caregivers will be notified of the injury and may be asked to pick up their child.

In more serious cases, (i.e. a bump to the head, fall on the head, head struck by a heavy object etc.) students will be looked at by the attending staff member with first aid certification and parents/caregivers will be notified of the injury and may be asked to pick up their child for possible medical attention.

If a student becomes ill (i.e. vomiting and or diarrhea), parents/caregivers will be notified and be asked to pick up their child. In any situation other than an emergency where we would be obligated to administer basic first aid and/or call 911, it is up to the parent to make a judgment whether further treatment beyond, ice, bed rest, a band-aid, or an ambulance trip to the hospital is needed. In order to avoid undue parental alarm and/or concern about injuries that occur during school hours, parents/caregivers need to and have the right to know if their child has become ill or is injured at school.

If a student sustains an injury at school, and he/she can be moved safely, we try to take him/her to the medical room in the main office where a staff member, who holds a current first aid certificate, can examine the student as soon as possible. Although our first aid attendants are in place for the first aid treatment of staff, they are often called upon to treat students and do so on a voluntary basis. If there is any doubt about the advisability of moving an injured student, an ambulance will be called and the parent notified.

When it comes to serious student injuries and illnesses as opposed to those requiring only a band-aid or ice, administration will accompany the First Aid attendant to the scene and make every attempt to stay with the injured or ill student until an ambulance arrives, and/or trained medical personnel provides treatment and "releases" the student into our care. These measures must be taken prior to calling "911." The First Aid Attendant, in consultation with administration, makes the final decision as to whether "911" should be called.

Accident Insurance

Central Okanagan Public Schools does not insure expenses for student injuries that occur on school grounds or during school activities. Parents/caregivers can voluntarily purchase private accident insurance. For more information, click [here](#).

Medication and Medical Alert Conditions

If medication is required during school hours, the following procedures must be followed.

1. Please request a medication package from the school office. A form must be signed and approved by the physician before medication may be administered at the school.
2. Students who require a medical alert form for the administration of medication, due to an allergic reaction, should also have a form on file at the office. Medication to combat a potential allergic reaction must be stored in the school office and taken on any school field trips.
3. The medical alert form, the medication administration form, and the medical alert list are updated every school term. These documents are reviewed regularly by a Public Health Nurse assigned to our school.
4. All student medication must be kept at the school's medical room. For further information or clarification, please contact the office at 250-870-5119.

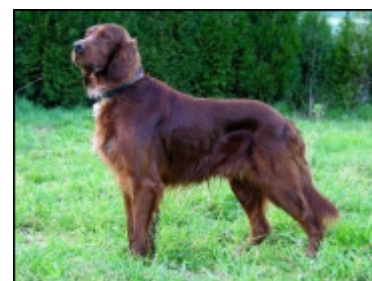
Allergy Awareness Zone

We have a number of students at SVE who are at extreme risk due to nuts, nut products, peanut oil or flour. These students do not have to ingest nuts; they can have a life-threatening reaction to airborne particles or residue left on surfaces. For the safety of all our students, SVE is declared an "allergy aware school" and we ask your cooperation by not sending these products to school. This includes but is not limited to peanut butter, granola bars with nuts, chocolate bars with nuts, trail mixes with nuts, etc.

Our staff have been instructed in the correct procedures regarding anaphylactic shock by the school nurse. Prevention, of course, is the best approach, and therefore, we are requesting your cooperation by reinforcing with your children the importance of washing hands before and after eating and if possible, refrain from sending any products containing nuts to school with your child.

Dogs at School

Parents/caregivers, and other individuals in the community, are reminded that dogs are not allowed on any district school property. Unattended dogs can leave deposits on the school grounds. Some also frighten the youngsters, and some allergy concerns exist. Thank you for your cooperation with this.



Cold Weather Guidelines

The following guidelines will be followed at Springvalley Elementary:

BELOW FREEZING (-1 Celsius to -15): Students will go outside. Parents and caregivers should ensure that their child brings the following items needed to stay warm and comfortable when outside:

- Warm Coat
- Gloves Mittens
- Hat or other head/ear covering
- Boots
- Waterproof snow pants (required if sledding)

-15 to -20 Celsius: Students may be able to go outside providing the wind is calm and they will be able to stay dry. The Environment Canada website (<http://www.weatheroffice.gc.ca>) will be used to check weather conditions. The decision will be made based on the current conditions and announced before the breaks. Students should be prepared to be outside with same clothing items as noted above.

-20 Celsius: If the temperature reaches -20 Celsius, and it is windy, students will stay inside their classrooms during lunch and recess. If the temperature reaches minus 20 Celsius, and the grounds are dry and the wind is calm, students may be able to go outside for 15 minutes.

To keep everyone safe and having fun, students have been reminded of the following rules and expectations with snow:

- No throwing snow at anyone.
- No breaking snow creations on purpose.
- Remember: snow does not belong to anyone. We share all forts and creations.

Important Notice on E-Bikes and E-Scooters for the upcoming school year

As we prepare for the next school year, we want to inform you about important updated regulations regarding e-bikes and e-scooters that are in place to keep kids safe. These changes will be put in effect next year at SVE.

According to British Columbia's Motor Assisted Cycle (E-Bike) Regulation, there are specific age limits and safety requirements for operating e-bikes and e-scooters on public roads. Here are the key points:

- Standard E-Bikes: Riders must be at least 16 years old

<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling/cycling-regulations-restrictions-rules/e-bikes>

- Light E-Bikes: Riders must be at least 14 years old
- E-Scooters (stand-on-top): Riders must be at least 16 years old

<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling/electric-kick-scooter-rules>

Some of our students ride an e-scooter to school and under these guidelines, they are not yet at the age to do so. In order to ensure compliance with these regulations and promote safety, both e-bikes and stand-on-top e-scooters will not be permitted on school grounds. We encourage all students to use traditional bicycles or other non-motorized forms of transportation.

What Happens if my Child has Head Lice?

Parents/caregivers of students with head lice are contacted by the school office and it is the expectation of the school that treatment will occur prior to the student returning. A letter is also sent home to all families of students in the class where a case of head lice has been identified. This letter does not contain the name of the student with head lice. If lice are detected at home, we appreciate a call into the office, which will be held strictly confidential. After treatment, including the removal of the eggs or 'nits,' students are welcome to return to school. Advice regarding prevention and treatment is available from the Rutland Health Unit, your doctor, or pharmacist. Please monitor your child on a regular basis and inform the school when necessary. Your help and support with this is greatly appreciated.

Student Learning and Support

Reporting Learning to Parents

Written Learning Updates (report cards) will go home three times per school year. Please see the school website and calendar for details on these dates. Additionally, some teachers will be using digital portfolios to communicate student learning to parents/caregivers and students.

Additional Support for Students at Springvalley Elementary**Learning Assistance Program**

Students who struggle with particular concepts in their learning, or who have been designated with a learning disability, are given learning assistance, which supports regular classroom placement. Learning assistance involves direct instruction, and adapted programming. A classroom teacher is the one who refers a student to the school-based team, who will ensure the right structures of support are put in place for all learners. In order to maximize the effectiveness of Learning Assistance time, support at home is also required. For further information, please feel free to contact the Learning Assistance Teacher.

Counselling Services

Counseling is available for students and their parents/caregivers. Our school counsellor offers assessment, counselling, and consultation. Parents/caregivers may contact the school counselor by phoning the school (250-870-5119). Additionally, some students can also be referred to private, free counselling where the counsellor meets with students and their families at the school. This service is provided through ARC Counselling.

Indigenous Education Advocate

Indigenous Education Advocates provide emotional, social, academic and cultural support to students. They work closely with families, teachers, and other personnel to provide service for students. We have one Indigenous Advocate at SVE.

Public Health Nurses

Health Issues - Public Health Nurses are available for support, information &/or referrals for any health concerns. They can be reached 8:30 am – 4:30 pm, Monday – Friday, at:

Rutland Health Centre, 155 Gray Road, Kelowna, 250-980-4825
 Kelowna Health Centre, 1430 Ellis Street, Kelowna,
 250-868-7700
www.interiorhealth.ca

School Food Programs

A free breakfast/snack and brown bag lunch program is available to children at SVE. If you have a financial need for this program, please request this free service from your child's teacher. Additionally, we also have a free grocery program for families who need assistance. Groceries can be picked up once from the school every Monday after school. If you would like your family to be a part of any of these programs, please email Ms. Detjen directly at jennifer.detjen@sd23.bc.ca.

Family and Community Engagement

Parent Advisory Council

The Springvalley Elementary Parent Advisory Council (P.A.C.) is a group of parents/caregivers who volunteer their time to help at our school. The P.A.C. is an advisory body and is an integral part of the school providing an avenue for parent input concerning the operation and administration of the school. The exact meeting dates will appear in the weekly school newsletter (WAAG). Our P.A.C. is always looking for help on various committees and projects, and thus your support and participation in meetings, projects, etc. is always welcome. Please visit our school website and click on the PAC Tab for more information. To contact our PAC, email: sve.pacpresident@sd23.bc.ca

PAC Executive
 Co-Chair: Vacant
 Co-Chair: Breanna Kelly
 Treasurer: Farren Reeve
 Secretary: Jaime Vandergronden
 Member at Large: Danya Bonazew, Brayden Nehmenn
 COPAC Rep: Kevin Gourlay

Parents/caregivers are encouraged to follow SVE's PAC Group on Facebook and Instagram. Please "like" on Facebook at Springvalley Elementary PAC
<https://www.facebook.com/pages/Springvalley-Elementary-PAC/281928858538207>) or follow on Instagram by searching "SVE_PAC".

Parent Volunteers

Parent and family members are welcome to volunteer at Springvalley Elementary. Students at our school greatly benefit from additional parent help and assistance in many school activities. Parents/caregivers also serve a vital role in participation on school committees. If you wish to volunteer

your time at the school, please contact the school in order to complete the necessary paperwork and criminal record check. To ensure that only safe adults are in the building, all parent volunteers must wear a "Volunteer" lanyard when supporting at SVE. Our Criminal Record Check process looks like the following:

1. Parent picks up CRC paperwork from office.
 2. Parent completes paperwork and brings paperwork and supporting documentation back to office (not RCMP).
 3. RCMP processes the CRC and returns it to parent via Canada Post.
 4. Parent brings completed CRC to the SVE office in order to be authorized to volunteer.
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Behaviour and Expectations

SVE Expected Behaviour Matrix

Staff, parents/caregivers , and students work hard to continuously co-create community guidelines and expectations. These shared expectations help all of us to be safe at school and successful with learning. These expectations are regularly reviewed and enforced at school; please take time every so often to review these expectations with your child at home.

At SVE we...



	Respect Ourselves	Respect Others	Respect our Community	Respect the Land
Everywhere	Are ready to learn. Listen to instructions the first time we are asked. Walk safely and quietly. Use Whole Body Listening. Use respectful words when talking to others. Try our best and use a Growth Mindset when challenged. Act in a way where everyone can have fun and learn.	Keep hands, feet, and body to self. Listen and speak calmly, kindly, and quietly. Respect the learning of others. Move calmly. Ask before we leave our learning spaces. Clean up after ourselves.	Leave toys and electronics at home. Understand and follow our school's Dress Code. Kindly remind others of respectful behaviours. Take care of school property, materials, and equipment. Are problem-solvers. Are aware of other people around us. Respect everyone's time by transitioning quickly.	Use garbage and recycling bins. Only use what you need. Keep the school and grounds clean. Report damage or danger to an adult. Bring all equipment and learning supplies inside.
Entering and Exiting School	Line up quickly, quietly, and calmly when the bell rings. Report to the office if late.	Use a calm and quiet voice when inside. Change inside/outside shoes.	Walk bikes and scooters on school property. Greet others and respond to greetings.	Walk on sidewalks (not on plants).
Office		Bring an Office Pass from staff. Check-in at front counter and wait our turn.	Use a calm and quiet voice to talk to all staff and visitors.	
Hallways	Walk on the right side of the hallway.	Go directly where we need to go. Use quiet voices or no voices at all. Walk; no running allowed.	Keep hands off displays.	

At SVE we...



	Respect Ourselves	Respect Others	Respect our Community	Respect the Land
Library	Choose good-fit or interesting books.	Use quiet voices. Sit next to a good listening friend during book talks.	Use a browser card to keep our books in order. Take ownership of books we borrow. Return books on time.	Take care of our books. Use a reusable bag to keep books safe.
Assembly	Are immediately quiet when attention signal is given. Raise our hands and stand when sharing ideas. Use the washroom or get a drink before the assembly.	Watch and listen to presentations and speakers. Stay focused on presenter.	Clap politely when appropriate. Respect audience cues. Stand and face forward with hands by our sides while we sing anthems and the Okanagan Song.	
Music Room		Move safely through the space. Are a respectful audience when others are performing.	Only touch instruments after we've been invited to use them. Treat instruments with care.	
School Bus	Stay in our seats the whole bus ride.	Respect bus drivers by using our manners and calm, quiet voices. Follow the rules of the bus we are on.	Represent our school with pride.	Take all our garbage with us.

1. I have the **RIGHT** to learn in this school.
It is my **RESPONSIBILITY** to:
 - * listen carefully to instructions;
 - * work quietly in my space;
 - * be prepared for class every day;
 - * raise my hand to ask a question, tell about a concern or if I need to leave the classroom.
2. I have the **RIGHT** to hear and be heard.
It is my **RESPONSIBILITY** to:
 - * pay attention to the person who is speaking;
 - * take turns when speaking to others;
 - * avoid making loud noises when others are speaking.
3. I have the **RIGHT** to be respected in this school.
It is my **RESPONSIBILITY** to:
 - * show caring for others;
 - * take care of our school;
 - * avoid teasing or bothering other people to hurt their feelings.
4. I have the **RIGHT** to be safe in this school.
It is my **RESPONSIBILITY** to:
 - * keep my hands & feet to myself (no physical harm to others);
 - * use kind words (no threats or other kinds of bullying).
5. I have the **RIGHT** to privacy and to my own personal space.
It is my **RESPONSIBILITY** to:
 - * respect the personal property of others;
 - * to accept every person's right to privacy.



Code of Conduct

A school's Code of Conduct is established to help maintain a safe, caring and orderly environment for learning.

School Rights & Responsibilities

Some of the things we expect at our school include:

- showing good manners;
- respecting self, others & property;
- giving best effort at work & play;
- making safe choices;
- honesty;
- punctuality in attendance;
- using appropriate language;
- following school guidelines and;
- showing responsibility and leadership.

Our school has identified "Rights and Responsibilities" and "School-Wide Expectations" for all students. These are the foundations of our Code of Conduct. "School-Wide Expectations" are taught to all students, displayed in every classroom, and posted on our website and throughout our school.



Be a Skyhawk STAR...

See
Think
Act
Respond

Make wise choices!



While most members of our school community conduct themselves in a positive and responsible manner, violations of our school's Code of Conduct may occur.

A variety of strategies will be used to deal with incidents that occur—severity of the incident, frequency of infractions, and student age/maturity are considered when determining appropriate disciplinary action. Whenever possible and appropriate, initial consequences will be restorative rather than punitive.

Minor Incidents

These actions disturb the positive and orderly school environment & include behaviours like:

- being in an out-of-bounds area
- misuse of washrooms or playground items
- playing unsafely (i.e. rough play)
- poor lunch manners
- unkindness towards others
- pushing and shoving in a line-up
- running while indoors
- littering
- disruption of instruction/learning

Possible consequences:

- warning
- problem solving conversation
- review of expectations
- a time-out with supervising staff
- school service
- loss of privileges
- restorative practices



Major Incidents

Minor repeated incidents will be treated as a major incident. This level of misbehaviour may also include:

- lying
- swearing
- willful vandalism to property
- leaving school grounds without permission
- stealing
- defiance to staff
- bullying (e.g. intimidation, racial slurs)

Possible consequences:

- problem solving conversation
- school/community service
- contract created
- parent/guardian contacted
- in-school/out-of-school suspension

Unacceptable Incidents

These behaviours are highly disruptive. Repeated major incidents will be dealt with as unacceptable. These incidents include:

- fighting (violence)
- verbal threats and/ or abuse
- throwing dangerous items (e.g. rocks)
- major theft or vandalism
- possession of or use of weapons
- extreme continuous non-compliance with staff
- drugs/alcohol/tobacco at school



Possible consequences:

- in-school/out-of-school suspension
- 1-10-day suspension or Indefinite Suspension (away from school, at the discretion of the principal)
- legal intervention (e.g. R.C.M.P.)

Notification

Depending on the severity of the infraction parents of student offenders and student victims may be notified. The school will also inform other parties as necessary. For example, in case of illegal activity, the R.C.M.P. will be notified or if the safety or well-being of a child is in question, the Ministry of Children and Families will be notified.

Cell Phones and Personal Devices

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy



skills as instructed by the Principal or school staff;

- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

School Phone in Office

Students are permitted to use the school telephone in the office only if circumstances are deemed important and they have permission from their teacher. Parents/caregivers wishing to talk to their child(ren) are welcome to phone the school and leave a message, which will be delivered to the student. Students will then have the opportunity to return the call at the next break period, or immediately, depending on the urgency of the message. The same procedure will be followed for parents/caregivers who wish to contact teachers.

Communication

Newsletters

Parents/caregivers who are looking for a convenient way to keep up with all that is happening at the school will receive the Family Week at a Glance (Family WAAG) via email through School Messenger. The Family WAAG is also available on our website. The Family WAAG will be sent out and posted on our website every Friday.

What if You Have a Concern?

If you have a concern regarding a classroom practice or policy, you should first talk to your child's Teacher. Unresolved concerns may then be support by either the Vice Principal, Principal, or other school district personnel.

At Springvalley Elementary, we value open, honest, and respectful communication between families and staff. Working together in a positive way helps us best support every child. While we understand that conversations can sometimes involve strong feelings, abusive or disrespectful language toward staff will

not be tolerated. If a discussion becomes unproductive or disrespectful, staff may ask to pause the conversation and reschedule for another time when everyone can engage calmly and constructively. Our goal is always to work in partnership with families to find solutions that support student success. You are encouraged to follow the above steps when dealing with any school related concern.

School Belonging and Spirit

A strong sense of belonging and school spirit is vital for children — it helps them feel connected, proud, and excited to be part of their school community. At Springvalley Elementary, we celebrate this in many ways. On the last Wednesday of each month, we invite everyone to “Flare Your Feathers” by wearing black and blue or any Skyhawk gear. School merchandise will be available for purchase at various times in the year. In addition, the first Wednesday of most months will be a simple, fun spirit day designed so families don't need to buy anything special.

Our school is also known throughout the community for our joyful celebrations, where we come together to share food and learn about one another's cultures. These events create lasting memories for children and are only possible with the help and involvement of our families. Together, we make Springvalley Elementary a place where every child feels they belong!

