Chilcotin Road Elementary

Home of the Road Runners

FAMILY HANDBOOK
2026-2027

Principal – Mr. Doug Brown

Welcome to Chilcotin Road Elementary:

This handbook provides parents with information regarding the goals, procedures, guidelines, rules, safety, communications, programs and services found within our educational walls at Chilcotin Road Elementary. Parents are encouraged to review these pages thoroughly and to discuss the content with their children. We hope that through this handbook and the concepts presented here, we can work together to strengthen our Home/School partnership. If you have any questions, please do not hesitate to call the school or come in for clarification. Communication is essential between parents and the school, and the office door is always open. Chilcotin Road also maintains a website, which can be viewed by entering through the School District #27 site, we also have an informational Facebook page Chilcotin Road PAC.

Throughout the year, all important information is communicated through the school website, our PAC Facebook page and monthly newsletters (e.g., calendar updates, school and PAC news, school and PAC event information). To ensure you do not miss any important information, please provide the school office with your current email address.

School Hours

Contact Info:

Doug Brown – Principal
Brandy Nasuszny – Secretary
Address: 709 Lyne Road, Williams Lake BC V2G 3Z3
Office Phone: 250-392-5455
Email: Doug.brown@sd27.bc.ca

Class Begins: 8:30am
Recess: 10-10:15am
Lunch: 11:45-12:36pm
Dismissal: 2:30pm

Chilcotin Road Elementary Mission Statement:

Together our Chilcotin Road community will work to ensure a safe, respectful environment that promotes a sense of Belonging and the development of individual lifelong learners.

Our Chilcotin Team Members

Office:
Principal – Doug Brown
Secretary – Brandy Nasuszny

Division Teachers:
Mrs. Stacey Bergen
Ms. Macdonald
Ms. O. MacDonald
Mrs. Barbara Goodliffe
Mrs. Michelle Harrison
Mrs. Mairen Hutchinson
Ms. Kali Johnston
Mrs. Melissa Porter
Mr. Candace Sukaroff
Mrs. Tanya Isnardy
Mrs. Tarla-Rae Sayenchuk
Ms. Kalelin Kirk

Learning Support:
Mrs. Koralie Mooney
Mrs. Sayenchuk

Library:
Mrs. Jennifer Clark, Mrs. Courtney Patenaude

Counsellor:
Mrs. Jen Caddy

Youth Engagement Worker (YEW):
Mrs. Nathalie Bertrand

Language and Culture:
Ms. Linda Jack
Ms. Sonya Charley

Educational Assistants (EAs):
Mrs. Jessica Bailey (on leave)
Mrs. Lindsay Buchi
Mrs. Cheryl Chan
Mr. Tim Chorney
Mrs. Susan Hill
Ms. Brianna Patey
Ms. Brittany Parent
Mrs. Lisa Ruyter

Ms. Brianna Hall
Ms. Vijisha Narayanan
Ms. Lauren Ranson
Ms. Karlie Moe

Indigenous Classroom Support:
Mrs. Alison Guimond

Custodians:
Mrs. Karen Murphy
Bastion Brown

SCHOOL SAFETY

School Arrival and Supervision Times: school day is 8:30-2:30

Teachers will supervise before school starting at 7:55am, recess each school day, and after school bus pick up. EA's will supervise child while they are eating. Four or more noon hour supervisors will supervise children from 12:00-12:36 pm in designated play areas during play times. ***** There is no supervision in designated play areas before 7:55 a.m. or after 2:45 p.m**. ******* There are always four supervisors on in every supervision time slot for full coverage of our school. Administration is always on supervision everyday all time slots as well. All supervisors always have High vis vests and radios during supervision. All supervisors are assigned locations to supervise.

Leaving the School Grounds:

We **DO NOT** allow students to leave school grounds during the day for any reason (aside from teacher-arranged field trips) unless we have received prior written notification or written consent from a parent that includes:

- the reason the child is needing to leave school/be away from school.
- the date(s) and time(s) the student will be absent.
- the name of the adult that is responsible for picking them up and returning them to school.

Please have your child provide this information to the classroom teacher so the teacher can have your child prepared for pick-up. Please report to the office to pick-up your child/children if they are leaving at any time during the school day. Either your child/children will already be waiting for you at the office, or one of the office staff will call the teacher to have the child sent to the office. We request that this practice be adhered to for safety and security reasons and to minimize disruptions to classroom instruction and learning.

Student Pick Up Procedures:

During the first week of school, forms will be sent out to establish legal guardians for each student at Chilcotin Road Elementary. Only legal guardians will be allowed to pick up students from the school. **No student will be released without consent. Please check in with the office prior to picking up a student during regular school hours.** Either the child/children will already be waiting for you at the office, or one of the office staff will call the teacher to have the child sent to the office. We request that this practice be adhered to for safety and security reasons and to minimize disruptions to classroom instruction and learning.

Visitors and Parent/Guardian Sign In:

ALL visitors and Parents/Guardians entering the school **MUST** check in at the office and get a visitor badge to hang around their neck.. Please note that we do this to ensure the safety and security of all students, staff, and property of Chilcotin Road Elementary.

School Attendance:

At this school and in our district, we believe that student attendance is important. There is a strong correlation between attendance and success in school. Students who miss more than 10% of school days are considered to have chronic absenteeism, which results in approximately 18 days a year, or about two days every month. Under the School Act of the Province of BC, parents of students attending school are entitled to be informed of their child's attendance.

Parents are partners, and attendance is critical. We may ask you, "How can we help?" Should the student be late for, or absent from school, parents are asked to call or log their absence using the Safe Arrival Program. Parents need to provide notes to teachers regarding appointments or anything out of the ordinary routine. Check with your teacher about the best process for this.

Students who arrive late **MUST SIGN IN** at the office before going to their classroom.

Students who need to leave during school hours **MUST SIGN OUT** at the office and sign back in if they return later the same day.

Safe Arrival Program:

Chilcotin Road Elementary has a **"Safe Arrival" program.** We will continue to use the School Messenger safe arrival program/app. It is a downloadable and free app in the Apple or Google Play store. If a child is going to be absent or late, families can also call: 1-833-582-6944 and follow the prompts. We ask that families do not call the school to report an absence.

STUDENT HEALTH AND WELLNESS:

Student Illness or Injury:

Our policy is to get sick students home as soon as possible. Our practice is to call the parents and ask that students either be picked up or be given parental permission to go home or to another location to be cared for. If a student has a minor injury (scrape, bump, etc.), a supervising grown up will provide very basic first aid to the injury (band-aide, ice pack, etc.). If an injury appears beyond our ability to treat, the office will contact a parent so that he/she can make the decision regarding treatment. In an emergency a student may be transported to the Emergency Room via private vehicle (Principal) or an ambulance and parents will be notified to meet their child at the hospital. **Injuries will be reported to families within the same day.**

Medication for students at school:

If your child is taking medication that needs to be administered during the school day, please contact the school office. We will give the parent a form that needs to be completed by their doctor giving detailed instructions on administration of medicines. This form must be returned to the office. Medication cannot be administered without this step. Teachers will be informed of any acute medical conditions (allergies, seizure disorders, asthma, diabetes, etc.) for their students.

Allergies:

Parents, please inform us of any serious allergies, possible complications and treatments, so that we are aware and can take any necessary precautions in our classrooms and school. Student medical alerts are posted in the medical room for all staff.

Weather Policy:

Students are expected to dress in appropriate clothing for the weather conditions. Specifically, children should wear warm winter jackets in the winter and water-resistant jackets on rainy days. Students are not allowed in the school during regular break times, before school, recess and during the noon hour (unless they are being directly supervised by a staff member.)
Inside days will be declared by the Principal or designate when it is very cold (we take wind chill into consideration) or is raining very hard. If it is an inside day, it will be posted at the office window and front doors of the school. If the school buses aren't running, the cancellation will be determined by the transportation supervisor and will be broadcast on the local radio station and on the School District Website. Parents must exercise discretion as to whether students should be sent to school when temperatures are low, or conditions are hazardous.

PERSONAL BELONGINGS:

Personal Belongings and Valuables at School:

On occasion, students may decide to bring items to school that hold significant value. The school and School District cannot accept any liability for personal belongings and valuables, inclusive of musical instruments, cell phones, technology, or jewelry; if these items were to become lost, stolen, or broke. **As a result, we discourage students from bringing valuables to school.**

Personal Digital Devices:

We recognize that limiting personal device use while at school helps promote a focused learning environment and increases online safety. Our general expectation is to **please leave all electronics and valuables at home**. The school will not be responsible for any missing items. Devices should not be accessed or used during school hours and will remain secured away. Specifically, students are not permitted to leave the classroom with their device during class time or break times and are not permitted to have them in bathrooms. Classroom teachers will set an appropriate range of classroom strategies for restricting use of digital devices. There may be times when devices are used specifically for instructional purposes and digital literacy; allowing for students' ages and developmental stages. Considerations will be made in regards to accessibility and accommodation needs, medical and health needs, and equity to support learning outcomes.
Students may:

- Have their device taken away
- Be prohibited from having a device on school property
- Be suspended in accordance with AP 320—Student Suspensions

Lost and Found Items:

Please make sure student belongings (particularly jackets, sweaters or 'hoodies', pencil boxes, binder, etc.) are labeled with the student's name so they can be returned to them if found lying around the school. Items found, if not clearly labeled to allow us to identify the owner, are placed in our "Lost and Found" area, just inside the main entrance. Please check this area regularly for missing belongs. Smaller items (watches, rings, etc.) are kept in the secretary's desk until identified by a student. While the school staff will make every effort to help students find lost items the school can be in no way responsible for any losses.

STUDENT LEARNING AND COMMUNICATION

Communication of Student Progress and Events:

Communication between home and school is vital to your child's/children's education. Teachers communicate about classroom learning and events through email, portfolio options, letters home, newsletters and in your child's agenda. Informal conferences to discuss student progress are held twice a year. More information about these conferences will come home at a later date. Teachers may invite parents in for a conference at other points during the school year if they have information regarding a child's progress they feel would be best addressed in person. To make arrangements for a meeting with a teacher, contact the teacher by phoning the school office and leaving a message for the teacher to call you, writing a note to the teacher or requesting a meeting time in person or via email communication.

Learning Updates (Report Cards):

Learning updates are sent out at the end of each term (before winter break, before spring break, and at the end of the school year). They can be viewed online and printed using the MyEducation Parent Portal. If you would like a printed copy please contact the school office.

Communication Protocol:

If you have concerns about anything having to do with your child's experiences at school:
first: contact your child's teacher to share information, review the problem and discuss a resolution.
second: if, after meeting with the teacher the problem is unresolved or you are dissatisfied with the resolution, contact the Principal
Please feel free to call the school and make an appointment to address any concerns.

Media in the School:

Parental permission must be granted for students to have their pictures taken. This will be done at the beginning of the school year as a Media Release form.

Care of School Property:

Over the school year, students may work with workbooks, library books, supplies, team shirts, and equipment, which are borrowed and returned in good condition to be used by other students. It is the student's responsibility to take care of any item belonging to the school that is on loan to him/her. A student who carelessly loses, deliberately defaces, or destroys school property, may be required to replace the item or to pay part or all of the replacement cost. All students are urged to treat borrowed items with care and respect.

PARENTS AS PARTNERS AT CHILCOTIN ROAD

Parent Volunteers in School:

Parents who volunteer regularly to work on a one-to-one basis with children, or volunteer for field trips to be with students outside of the classroom, must have a criminal record check as required by the School Board, and fill in a Volunteer Application form. Teachers, PAC or the Principal will often make specific requests for volunteer help in the regular school newsletters.

Parent Advisory Council – PAC:

Chilcotin Road has an active and committed PAC group. This group is open to any parent/guardian of a student attending the school. Parents are strongly encouraged to become involved in our school through our PAC. We are aware, of course, that parents have different levels of interest and that some things will appeal to some parents and not to others. Therefore, the PAC invites parent involvement by providing many and varied opportunities. Being an interested, participating parent will create a positive liaison between you, your child, and the school. Watch for meeting dates or specific needs in the regular school newsletters.

IN CLOSING:

We have a dynamic learning community at Chilcotin Road Elementary, eager to learn and grow together to instill a love of learning for all. We strive to ensure the success of every student in our school, in a safe and caring environment. If you have any questions/concerns, please know our doors are always open.

Yours in education,
Mr. Doug Brown
Principal
Chilcotin Road Elementary