



# École Bellevue School

## ÉCOLE BELLEVUE SCHOOL PARENT HANDBOOK 2023-24

If you are new to our school, welcome! To our returning families, welcome back! Ecole Bellevue School is a great place to be and we look forward to seeing you all soon. Class lists will be finalized and sent out by August 25, 2023.

We look forward to welcoming our students and staff back into classrooms this year. The safety and well-being of our students, parents/guardians, and staff is our top priority as we return to school.

We want to share information about how our school operates at the beginning of this school year so students and their families know what to expect. This document is quite lengthy and not exhaustive, but hopefully it answers the many questions you may have. Our school's website has all of this information in different tabs and sections, this is a general overview for parents and families.

### **MEET THE TEACHER**

**Tuesday, August 29 4:45-5:30pm**

Families are welcome to drop in anytime during this time. This is a great opportunity to meet your teacher, bring in your school supplies, and to check out your classroom and boot room doors. This is a great opportunity for students to see their classrooms and it helps relax things on the first day. If you cannot make the Open House, please do not worry, we support students the first day/week of school as well.

**Picture Day for K-6 is Friday, September 22, 2023.** Pictures are planned to be taken outdoors this year (weather permitting). Picture day for pre-kindergarten is Thursday, September 21, 2023.

**Visitors** - Our school doors remain locked throughout the school day. Visitors are to come to the front door and buzz in through our video intercom system. All visitors must check in at the office and complete the online visitor form. Our office staff is happy to show you how to complete the form.

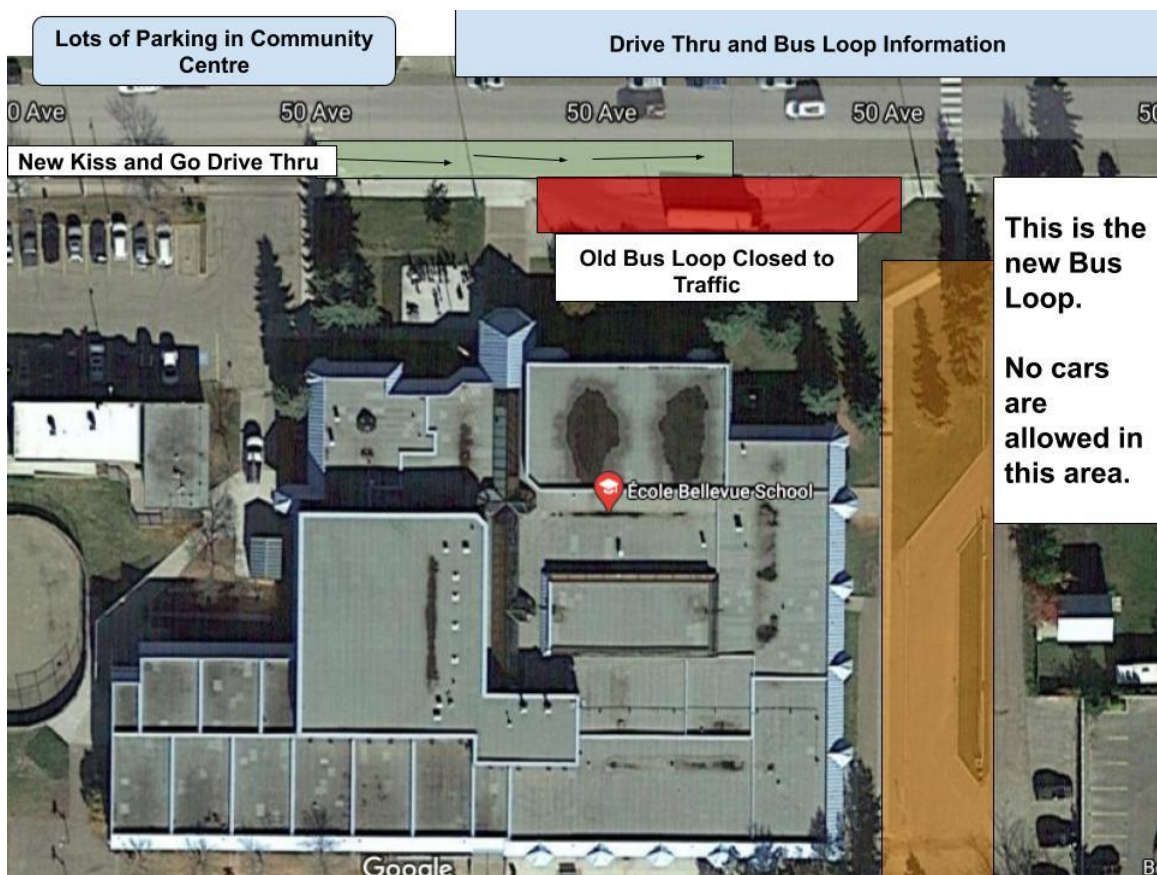
**Communication** - Our school posts a Weekly Update for families on our website. We also send you an email reminder with a link to the updated post on Sundays. We have a Facebook page where we often post reminders, events and pictures. We do not use the messenger function on our Facebook page, so please do not message us over Facebook. Our office can be contacted at [ebs.blackgold.ca](mailto:ebs.blackgold.ca) or at 780.929.8663.

## **DROP OFF AND PICK UP**

We are very fortunate to have ample parking provided for our school. We have parking on the north and south sides of 50 Ave (south side is further west due to the Kiss and Go). The Beaumont Community Centre (CCBCC) also graciously allows parents to use their parking lot for pickup and drop off times as well.

- We have a kiss and go drop off at the front of the school. Please do not stop and park in this area. It is a lane for parents to pull over and have students safely exit the vehicle on the sidewalk side. This lane might not be suitable for young students, especially at the beginning of the year, as they often need someone to get out of the vehicle to help them.
- Do not drive and drop off in the bus lane area located by the alleyway on the east side of the school. This is very dangerous for students.
- Please do not enter the staff parking lot unless you have a wheelchair accessible placard. This placard must be issued to the student and not to the person dropping the student off. Please keep in mind that we have several students with physical challenges and they need the 3 designated parking stalls in the staff lot.

- Please see the map below for our drop off and pick up zones:



## ARRIVING AND LEAVING SCHOOL

**Entrance 1: Main front doors: PK Sweetnam, PK MacDougall (formerly Stern) , Kindergarten Immersion (AM), Kindergarten English (both AM&PM)**

**Entrance 2: North-east: PK Chiesa, 1F (Fedor), 3H (Hafso), 3GI (Gylander)**

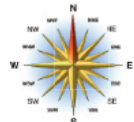
**Entrance 3: South-east: 1S (Strap), 1BI Immersion (Bassil), 2SW Sawatzky, 2SI (Simard)**

**Entrance 4: South-central (main back doors): 3G (Gourley), 2SN (Snowden), 4O (Olsen), 4P (Pastushak)**

**Entrance 5: North-west: 4BI (Basly), 5LI (Lizaire), 5B (Brodersen), 5V (Venter)**

**Entrance 6: North-west beside the portables: 6P (Peacocke), 6N (Noble),**

## BOOT ROOM AND ENTRANCE MAP



## ENTERING SCHOOL

- When arriving at school, students should go to their entrance door and wait there for entry. This allows for a positive start to the day and greatly reduces the number of lost backpacks, lunches and clothing items. Please note the parks are closed before school and **supervision begins at 8:15 am** (grades 1-6 students only). Please do not drop off students before 8:15 am as there is no supervision outside. Students should arrive as close to his/her entrance times as possible to avoid long waits for children. This helps students have a more constructive start to their school day.

- If you arrive at 8:30 or later, please check in at the office and come in through the front door.

## **EARLY INTERVENTION PROGRAM (PRE- KINDERGARTEN)**

Pre-kindergarten students require hand-to-hand drop off, meaning an adult is required to hand off the child directly to a staff member. Children arriving on daycare buses are greeted by a staff member. Pre-kindergarten parents are welcome to park in the Kiss and Go lane in the morning as the school day has already started for all kindergarten - grade 6 students, so parking and leaving the vehicle is not a problem in the morning. Please make sure the majority of the K-6 students have left the premises if you choose to use the Kiss and Go for afternoon pre-kindergarten pick up. If there is still a lot of traffic, there is ample parking around the school as noted above.

### **AM Pre-k Hours 8:50-11:25am:**

Supervision begins at 8:50am

Students enter the school at 8:50am

Get ready/Dismissal/Pick up begins at 11:10am

Waiting Areas:

- Pre-K: Main front doors #1 (Sweetnam and Stern), North-east door #2 (Chiesa)

### **PM Pre-k hours 12:40-3:15pm**

Supervision begins at 12:40pm

Students enter the school at 12:40pm

Get ready/Dismissal/Pick up begins at 3:10pm

Waiting Areas:

- Pre-K: Main front doors #1 (Sweetnam and Stern), North-east door #2 (Chiesa)

## **KINDERGARTEN HOURS**

**AM: 8:30-11:20 am**

**PM: 12:15-3:05 pm**

Students enter the front doors of the school at 8:25am and class begins at the second bell (8:30am). Kindergarten students require hand-to-hand drop off,

meaning an adult is required to hand off the child directly to a staff member, so please do not use the Kiss and Go lane. Kindergarten children arriving on buses are greeted by a staff member, they are also escorted to buses at the end of class.

### **GRADE 1-6 ARRIVAL TIMES**

8:15am Please no earlier than 8:15am arrival time as there is no supervision

8:22am: First Bell

8:30am: Second Bell Rings School Begins

The second bell rings at 8:30am and school begins at 8:30am

### **DISMISSAL TIME**

3:05pm: Dismissal kindergarten - grade 6

3:15pm: Dismissal pre-kindergarten

- Students are to go directly to parent vehicles or walk home immediately after dismissal. This avoids panicked phone calls later in the afternoon should a student not go home after school.
- Students who are retrieving siblings must establish a meeting area outside of the school, not at the sibling's classroom as it is too busy in the hallways and boot rooms. Classroom teachers are happy to support this to help make a plan to depart together upon dismissal.

\*Please note the parks are closed after school. We truly appreciate your support as students need to go home, drop off his/her backpack and check in with the family before returning to the park.

### **BUS STUDENTS**

- Bus students are to go directly to the bus loop which is located at the back of the school on the east side. Otherwise there is a greater likelihood of missing the bus as buses leave promptly at their designated times
- Staff assist young students in getting to the bus for the first few weeks of school. There is a bus loop supervisor outside.
- Bus students will line up at their marked loading zone outside, before boarding buses
- Our playground will remain closed after school to ensure all students go home and stay safe.
- Students and families are welcome to return after 3:30 pm to use our fields and play structures.

## **POWERSCHOOL**

PowerSchool is the platform that parents use to access their children's marks, attendance records, pay school fees and sign permission forms as well. There is an app available, but BlackGold does not subscribe to it, so not all features will work with it. Please take a moment to set up your PowerSchool account. If you have lost your letter with set up instructions, please email the office [ebs@blackgold.ca](mailto:ebs@blackgold.ca). Please visit our website for the login page for PowerSchool, as well there is an introductory video for parents about PowerSchool.

[PowerSchool Info Link](#)

## **RECESS AND PLAYGROUND EQUIPMENT**

We have a very strong supervision ratio of adults to students. We have two different recess periods for the morning and lunch recesses and the whole school enjoys the last afternoon recess together outside. We find students have more opportunity for play and there are significantly fewer incidents/injuries during recess periods with this format.

## **LUNCH**

Students will eat lunch in their classroom. Hands will be washed with soap and water or sanitized prior to eating. Students will clean their eating area prior to, and after eating.

Student lunches will be stored in student lockers or cubbies.

We strongly discourage hot lunches being dropped off at the school (ie: Fast food, Skip the Dishes, etc.). The office is a very busy place, especially at break times such as recess and lunch, and adding hot lunch traffic to the mix can be very challenging. If a child forgets his/her lunch, we phone home first to see if food can be dropped off. If a lunch cannot be brought to the school, we are happy to provide students with snacks and a lunch that day.

Our School Fundraising Society organizes our Hot Lunch Program and further information will be shared by them after the school year starts.



## **STUDENT PERSONAL TECHNOLOGY POLICY**

Students are not allowed technology on their person in the school. This includes Smartwatches, cell phones, tablets, etc. Any technology devices must be secured in their lockers and can only come out under the supervision of a staff member.

## **STUDENT/PARENT/STAFF CODE OF CONDUCT**

We are all committed to ensuring our students have the best possible experience at our school. If students are safe and happy at school, they can learn. Ecole Bellevue School acts according to the Education Act where all parties involved: staff, students and parents are to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students, school staff and all other school stakeholders.

Should you have an issue or complaint at school, your classroom teacher is your first stop. Please ensure you reach out as open, constructive communication is key to a successful school environment. Should you need further assistance, please ask your classroom teacher and he/she can direct you to the next school member (ex: Learning Support Teacher, Family-School Liaison Worker, Office Staff or the Administration). We often tell our students that the school and their parents are working together for them. We want students to know that both home and school want them to succeed in their own way.

## **DRESS CODE**

We expect that all students will dress in a way that is appropriate for the school day or any related activity. The main responsibility of a student's attire is with the students and their parent(s) or guardian(s). Our school is responsible to ensure that a student's attire does not interfere with the health and safety of any student, that the attire does not contribute to a hostile or intimidating atmosphere for any students. That the dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. It does not promote inappropriate or illegal activities. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within the dress code.



## **REPORTING ABSENCES**

We have an online reporting form where parents can report student absences via our website: [Ecole Bellevue School Online Reporting Form](#). (This link will be updated with 2023-2024 classrooms in the next week).

You may also call our office and leave a message on our answering system and our phone lines start being answered at 8am. Please keep in mind that phones are very busy at that time, so you may get the answering system should lines be full.

Please do not send student absences to your classroom teacher via email or any other means. Oftentimes, teachers are busy greeting students, he/she may have a guest teacher or they are supervising before school, so these emails are often missed.

Please stay home when sick. Before leaving home, all staff, students, and visitors can assess whether they feel well enough to attend school. If you have any signs or symptoms of illness, stay home for a minimum of 24 hours. You can return to school once all symptoms have been resolved.

Please communicate with the office only if you have a message to give to your child during the school day. Please do not email the teacher during the day and expect it to be read before the end of the school day as they are busy teaching. Messages near the end of the day cannot always be guaranteed to get to the intended person on time.

## **WEATHER POLICY**

We go outside for recess on most days. We do not go outside if the weather, with windchill, is below 20 degrees. If it is raining heavily, we do not go outside, but we will go outside if it is raining a bit. If the air quality is above 7 on the AQHI we will have modified or indoor activities.

## **EMERGENCY PREPAREDNESS**

We follow Black Gold school Division protocols for emergency preparedness and planning. Please refer to the link below for our Parent Guide.

[School Emergency Program: A Guide for Parents/Guardians](#)

## **REPORT CARDS AND CONFERENCES**

We email home a report card for kindergarten to grade 6 students each Term. Term 1 ends on January 30, 2023 and Term 2 is at the end of June. There are 2 opportunities for parent-teacher conferences in November and February. Kindergarten parents receive a copy of their child's EYE Assessment (Early Years Evaluation) by December every year. We use screener data for our grades 1-6 students to determine areas of need and areas of strength. Our school uses literacy and numeracy blocks to target direct instruction and focus on areas of growth or enrichment for all students 1-6.

Our school's detailed [Assessment Plan](#) is posted to our school's website that includes specific report card and conference dates.

## **FAMILY-SCHOOL LIAISON**

Our school does have a Family-School Liaison who works with families to support social emotional learning. They help connect families with outside agencies and those supports.

## **CELEBRATIONS, CLUBS, SOCIAL-EMOTIONAL LEARNING AND CHARACTER EDUCATION**

We believe our students deserve the best possible experience at school. We use Restorative Justice to solve many common school challenges that arise. We teach students there are many people in a small building and challenges are expected to occur. It would be impossible for things to be perfect. It's the way we handle our difficulties or misunderstandings that counts the most. Having students directly involved in problem solving helps them develop life-long skills into adulthood.

We celebrate students who put in the extra effort or acts of kindness without being asked with Positive Referrals. Anyone at school may acknowledge a student with a Positive Referral. This is something students look forward to. Please ask your child about it for more information. We also teach social-emotional learning and character education. These are skills where students learn how to self-regulate their own behaviors and manage emotions.

We love our clubs here at Ecole Bellevue School! We run clubs that are organized by school personnel, however we do allow students to apply for student-led clubs throughout the year. This is an amazing opportunity for students to develop their leadership skills. We also support and encourage organized sports teams. These

are part of our recess activities. We have three recess periods and value free play for our students.

## **BOOT RACKS AND COAT HOOKS**

Students have designated boot racks and coat hooks if we do not have enough lockers in a particular classroom. This is organized by the classroom teacher.

## **SUPPLIES AND LEARNING MATERIALS**

Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks, or materials. SupplyLists can be found at this link: [Bellevue School Supply Lists](#)

## **WATER FOUNTAINS**

Water fountains will continue operating. Students are encouraged to fill their water bottles from the fountain instead of drinking from it directly. Fountains are cleaned and disinfected throughout the day.

## **COMMON AREAS**

We have a charming space in the foyer of the school that we call Main Street. It has an atrium ceiling, display cases, a diversity celebration wall, picnic tables and a common school-wide bulletin board.

## **LEARNING COMMONS**

We have a beautiful Learning Commons (Library) accessible to our students that includes an incredible MakerSpace in the upstairs loft. This is an area where students can explore engineering and design using all types of recyclable and new materials. Our Librarian is Ms. Heather Dyckerhoff.

## **MUSIC ROOM AND GYMNASIUM**

Our students go to the Music room twice a week for music instruction by our talented music teacher, Mme. Amy Smith. Students have scheduled Physical Education classes 3 times a week, twice of which are instructed by our skilled Phys. Ed. teacher, Mr. Marc Villeneuve (AKA Mr. V.).

## **EXTRA CURRICULAR AND ACTIVE FOR LIFE**

Our students get the opportunity to participate in many extracurricular activities from sports teams, clubs and choir. We appreciate our teachers volunteering their time to coach or run clubs.

We run our Active for Life program for grade 5 and 6 students. More information can be found at this link: [Active for Life](#)

Please click this link to check out our [Active for Life Video!](#)

Our timetable can be found on the next page if you scroll down.

**We are looking forward to a great start up with our students and families. Let's go, Lions!!**

## OUR TIMETABLE

2023-2024					
DAILY SCHEDULE					
École Bellevue School					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1 8:30 - 9:00					
PERIOD 2 9:00 - 9:30					
PERIOD 3 9:30 - 10:00					
10:00 - 10:15	Group A: RECESS				
10:20 - 10:35	Group B: RECESS				
PERIOD 4 10:35 - 11:05					
PERIOD 5 11:05 - 11:35					
PERIOD 6 11:35 - 12:05					
12:05 - 12:55	LUNCH*	LUNCH*	LUNCH*	LUNCH*	
PERIOD 7 12:55 - 1:25					
PERIOD 8 1:25 - 1:55					
1:55 - 2:05	DPA TIME				
PERIOD 9 2:05 - 2:35					
PERIOD 10 2:35 - 3:05					
*GROUP A: PLAY 12:05 - 12:28 / EAT 12:32 - 12:55			GROUP B: EAT 12:05 - 12:32 PLAY 12:32 - 12:55		