



2023-2024

Wood Elementary School Handbook
4111 Wood Avenue, Port Alberni, BC V9Y 5E8
Phone: (250) 724-1132 Fax (250) 724-1363

Please note we are a **Scent Considerate** School



Wood Elementary School's Handbook is intended to inform all students, parents, guardians and staff of the programs, policies and procedures which are in effect within our school community.

We ask that parents and guardians read and discuss this handbook with their student(s). Please keep it and use it as a resource for information about our school during the school year.

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District Staff

Superintendent	Tim Davie	250-720-2770
Assistant Superintendent	Peter Klaver	250-720-2757
Director of Instruction-Inclusive Learning	Michell Bennett	250-720-2764
Director of Instruction-Learning & Innovation	James Messenger	250-720-2783
Secretary-Treasurer	Barb Ross	250-720-2758
Director of Operations	Greg Roe	250-723-8821

School Staff

Admininstration

Principal	Mr. D. Homan
Vice-Principal	Mrs. J. Chase

Class Organization and Staffing

Grade K	Ms. B. West
Grade K/1	Ms. J. Finley
Grade 1/2	Ms. J. Preedy
Grade 2	Ms. S. Coulson
Grade 3/4	Mrs. K. Gaucher
Grade 3/4	Mrs. K. Clark/Mrs. J. Chase/Ms. Champagne
Grade 4/5	Mrs. C. Mollon
Grade 5/6	Ms. S. Mayo
Grade 6/7	Ms. J. Sawyer
Grade 6/7	Ms. S. Fudge

PE, Prep & Support	Ms. C. Champagne
Inclusion Support	Mrs. J. Pley
Library	Mrs. K. Clark

Para-Professionals

EA/PA	Ms. D. Farrell
EA/PA	Ms. M. Harstad
EA/PA	Ms. J. Poulsen
EA/PA	Ms. K. Stevens
EA/PA	Ms. B. Thomas

Nuu-Chah-Nulth Education Worker

Mrs. I. Sanders

Secretary Ms. R. Tuck

Custodian Mr. J. Cook

School Calendar 2023-2024

September 4, 2022	Labour Day
September 5	First Day of School
September 25	School Planning Day
October 2	National Day for Truth & Reconciliation
October 9	Thanksgiving Day
October 20	Professional Day
November 13	In lieu of Remembrance Day
November 20	Professional Day
December 22	Last Day before Winter Vacation

December 25 – Jan 5	Winter Vacation
January 8, 2024	Schools Re-open for 2024
January 22	Curriculum Implementation Day
February 16	Professional Day
February 19	Family Day
March 15	Last Day before Spring Break

March 18 – March 29	Spring Break
March 29	Good Friday
April 1	Easter Monday
April 2	First Day back after Spring Break & Easter
April 19	Professional Day
May 13	Professional Day
May 20	Victoria Day
June 27	Last Day for Students
June 28	Administrative Day

***PLEASE KEEP FOR FUTURE REFERENCE**

**Students are not in attendance on Professional Days,
Curriculum Implementation Days or Statutory Holidays**

Bell Schedule:

*START TIME:	8:47 a.m.
Recess:	10:30-10:45 am
Lunch	12:10-12:45 pm
*DISMISSAL	2:30 pm

Students will not be supervised on school grounds before 8:35 am or after 2:40 pm. If you drop off your child at school in the morning please drop off after 8:35 am.

If your child(ren) will be absent from school in the morning or afternoon, please let the school office know. The office opens at 8:15 am or an email to rtuck@sd70.bc.ca can be sent. We do not have an answering machine.

School Communication

Email is used as the primary source of communication from the school. All school newsletters are sent out by email. Email is how your child's teacher will be contacting you, please check your email regularly. Please ensure your email address is up-to-date in the office.

Attendance

Regular school attendance is important. For children, regular attendance means:

- Developing good habits that are important at school, further education and work
- Meeting friends and developing lasting relationships
- Having the best possible opportunity to achieve their full potential
- Lessen anxiety that could arise from being late.

Absence and lateness can mean:

- Missing out on coursework; it can be very hard to catch up
- Losing touch with friends and staff which can impact social-emotional wellbeing

School Pickup and Drop off

To ensure that all our students are safe at the beginning and end of the school day, we are asking you to use the parking loop on the corner of Wallace Street and Wood Avenue. Dropping students off in front of the school creates congestion and confusion which significantly increases the chances of a serious accident. Please use the crosswalk when crossing the street and do not cut through parking lots. **If you are late picking up your child, we ask that you come to the office to collect them. We cannot supervise students safely if they are waiting for rides at various places around the school.**

Safe Arrival

Parents should make sure students arrive at school safely. Once students are at school, staff will supervise students in and out of the school during school hours. If a student is going to be away please contact the school and let us know. Parents will be contacted if we note significant absence without being contacted by parents. **Student supervision begins at 8:35; students should not arrive before this time unless there is an extracurricular activity planned.** If your student is late please have them sign in at the office before proceeding to their classroom.

Parents who need to pick up children during the school day must sign their children out at the office. This is another safety measure for your children.

Visitors

Parents and guardians are an important part of the Wood School Community. We welcome their involvement and encourage them to contact the school whenever there are questions or concerns. To limit classroom disruptions and to ensure the safety of our students we ask all visitors, including parent/guardians to report to the office.

Unscheduled parental visits into our student's classroom interrupts student learning. If you are picking up or dropping off please do not go directly the classroom. Report to the office and we will be happy to deliver items or call your child down to the office.

Media

From time to time students may get their names and/or pictures in the local media (Newspaper, Shaw Cable etc.) related to a school or school district function. **If you do not wish your child's name or picture to appear in the media, please contact the school.**

Lunch Program

We are very fortunate to be able to provide a lunch program for students in need at Wood Elementary. Parents are asked to complete a school meals program monthly consent envelope each month. The program operates on an honour system. The monthly lunch cost is \$60, partial payment is acceptable for those parents unable to afford the entire amount. If you have any questions about the program please speak to Mr. Homan, Mrs. Chase or Ms. Tuck in the office.

Breakfast Program

Our school is support by the Neighborhood Link Read & Feed for breakfast supplies for students.

Waterbottles

We have installed a waterbottle filler station at the school. Please send a waterbottle to school with your student to keep them hydrated during the day.

BC School Fruit and Vegetable Nutritional Program

This program is brought to us by the BC Agriculture in the Classroom Foundation. BC grown fruits and vegetables are delivered to our school approximately once a month. They are delivered to the classrooms and offered to students. This program is part of the provincial government's healthy eating initiative. Please inform the school if you do not wish your children to participate or if your children have any allergies.

Bicycles/Skateboards/Scooters

Bicycles, skateboards and scooters are the student's responsibility and should be locked and/or stored at the bike racks outside. There is not sufficient space to store these items in the classrooms or other interior areas of the school. The school is not responsible for lost or stolen bicycles, skateboards or scooters. The use of a helmet is mandatory. Bicycles/Skateboards and Scooters are not to be ridden on the school grounds.

Outside Plan and Seasonally Appropriate Clothing

Playing outside has many benefits to health and learning. At Wood School, whenever possible students will be outside before school, at recess and at lunch. Please send your children to school with seasonally appropriate clothing and footwear to be active outside in. A change of clothes in their backpack is always useful too.

Lost & Found

Students are responsible for the care and safety of all personal belongings. A lost and found wooden box is in the hallway outside the gymnasium. Found items should be turned in to the lost & found immediately. **Please label your child's items with their name for easy identification.**

Parent Advisory Council (PAC)

Wood School is fortunate to have a very active PAC that offers many opportunities for our school community. You are encouraged to join this enthusiastic group. This group gives assistance, advice, recommendations and support to the school with respect to learning experiences, programs, facilities and school policies and procedures.

The PAC also organizes and provides funds for a variety of special projects at the school. If you are interested, come to a meeting or contact the PAC President by email woodschooldpac@gmail.com.

Cyber Safety

A reminder that SD70 does have a cyber safety policy (available at www.sd70.bc.ca). Students' online behaviour often has an impact on the school learning environment and can have consequences at school. Families are encouraged to make use of the many resources available to help us teach children about behaving online. One good online resource is sss.mediasmarts.ca

Smoke, Alcohol and Drug Free Environment

A reminder that SD70 is committed to providing a smoke, alcohol and drug free educational environment. Smoking and using alcohol or drugs in and around school events is prohibited. It is important to note that despite any changes to legislation cannabis use is included in this policy.

School Code of Conduct

Wood School's Code of Conduct can be viewed at <http://wes.sd70.bc.ca>

School District 70 Policies

Parents and students are encouraged to review SD70's policies and procedures in their entirety especially as it addresses student conduct and discipline. This document is available on the school district website at

<http://www.sd70.bc.ca/Board/Policies/Pages/default.aspx>

Family Accident Reimbursement Plan - Voluntary Insurance

An opportunity for families to voluntarily purchase student accident insurance through the Family Accident Insurance program is available. For more information or to apply please visit <https://www.solutionsinsurance.com/aonbc>.

Classroom Assignments

A great deal of thought going into creating classrooms at Wood School. As we are at capacity as a school, there are times when we have limited options for student assignment to classes. Criteria considered when placing students includes class dynamics, specific grouping for academic or social needs, abilities and student needs. If you have any educational concerns that you feel should be taken into consideration when we make placement decisions for your student, please discuss these concerns with your child's teacher or principal in early June.