



Eileen Madson Primary School

Motto

Someplace Special

Mission

Eileen Madson Primary School provides quality learning opportunities through excellence in teaching within a safe, supportive and fun environment.

Vision

At Eileen Madson Primary School, students will enjoy learning, achieve success as learners, and view themselves as valued and contributing members of the school, community, and world.

Values

At Eileen Madson Primary School we recognize the uniqueness of primary-aged children and respond to their individual differences and learning needs.

We maintain a sense of community through shared responsibility, collaborative decision making, and communication and cooperation among students, parents, and all school personnel.

Individual growth and professional development is nurtured, recognized, and celebrated.

We strive to be safe, kind and responsible.

This agenda belongs to:

Name: _____

Teacher: _____

GENERAL INFORMATION

Our telephone number is:
250-342-9315

Office and Attendance Email:
rebecca.gray@sd6.bc.ca

Office Hours: 8:00 am to 3:30 pm

Our website:
<https://emps.sd6.bc.ca/>

BELL SCHEDULE

Monday to Thursday

8:50 am	Get Ready Bell
8:55	Instruction Begins
10:20	Recess Begins
10:40	Recess Ends
12:10 pm	Lunch Begins
1:00	Lunch Ends
3:08	Dismissal

Fridays and Early Dismissal Days

8:50 am	Get Ready Bell
8:55	Instruction Begins
10:20	Recess Begins
10:40	Recess Ends
1:08 pm	Dismissal



Dates to Remember

September 5	First Day of School (11:00 dismissal)
September 6	First Day of School for Kindergarten
September 25	Non-Instructional Pro-D Day
October 2	No school - In lieu of September 30 National Day for Truth and Reconciliation
October 9	No school - Thanksgiving
October 20	Non-Instructional Pro-D Day
October 25	Early Dismissal Day 1:08pm
	Parent/Teacher interviews this week
November 11	Remembrance Day
November 13	No school – in lieu of Nov 11 Remembrance Day
December 22	Last Day of School before Winter Break
January 8, 2024	School Re-opens after Winter Break
February 19	No school - Family Day
February 20	Non-Instructional Pro-D Day
March 6	Early Dismissal Day 1:08pm
	Student conferences this week
March 15	Last Day of School before Spring Break & Easter
March 29	Good Friday
April 1	Easter Monday
April 2	School Re-opens after Spring Break
April 22	Non-Instructional Pro-D Day
May 20	No school - Victoria Day
June 27	Last day of school for students



SCHOOL DISTRICT NO. 6 (Rocky Mountain)

620 - 4th Street, P.O. Box 430
Invermere, B.C. V0A 1K0

Corporate Board Office

P: (250) 342-9243

F: (250) 342-6966

2023-2024 SCHOOL CALENDAR (Windermere Zone)

JULY

S	M	T	W	T	F	S
						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					

Canada Day - Jul. 1 (Jul. 3 in lieu)
instructional days 0

AUGUST

S	M	T	W	T	F	S
		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		

Civic Holiday - Aug. 7
Non-Instructional Days - (Ministry Day) - Aug. 30
Non-Instructional Days - Aug. 31

SEPTEMBER

S	M	T	W	T	F	S
					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

Labour Day - Sept. 4
Back to School - Sept. 5
Non-Instructional Day - Sept. 25
instructional days 18

OCTOBER

S	M	T	W	T	F	S
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				

Ntl. Day for Truth Reconciliation Sept 30 (Oct. 2 in lieu)
Thanksgiving - Oct. 9
Non-Instructional Day (PSA) - Oct. 20
Early dismissal - Oct 25 (out 2 hours early)

NOVEMBER

S	M	T	W	T	F	S
			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		

Remembrance Day - Nov 11. (Nov. 13 in lieu)
instructional days 21

DECEMBER

S	M	T	W	T	F	S
					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						

Christmas/Boxing Day - Dec. 25/26
Winter Break - Dec. 25 - Jan. 5
instructional days 16

JANUARY

S	M	T	W	T	F	S
	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			

New Year's Day - Jan. 1
School Reopens - Jan. 8
instructional days 18

FEBRUARY

S	M	T	W	T	F	S
				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		

Non-Instructional Day - Feb. 20
Family Day - Feb. 19
instructional days 19

MARCH

S	M	T	W	T	F	S
					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						

Early dismissal - Mar 6 (out 2 hrs. early)
Spring Break - Mar. 18 - 28
Good Friday - Mar. 29
instructional days 11

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
20	22	23	24	25	26	27
28	29	30				

Easter Monday - Apr. 1
School Reopens - Apr. 2
Non-Instructional Day (RSA) - Apr. 22
instructional days 20

MAY

S	M	T	W	T	F	S
			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	

Victoria Day - May 20
instructional days 22

JUNE

S	M	T	W	T	F	S
						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						

Last day of school for students - Jun. 27
Administrative Day - Jun. 28
instructional days 19

LEGEND:

Instructional Days

Non-Instructional Days

Statutory Holidays

Early dismissal (2 hours early – same as Friday schedule)

Hours of Instruction Offered:

Kindergarten: 853

Grades 1-7: 878

Grades 8-12: 952

Days of Instruction: 183

Non-Instructional Days: 7

Communication with the school

From time to time, the school will send out emails to all parents using the School Messenger system. These may include updates about events or information for all families. Emergency communication may happen through email and text, for those who have signed up when they registered their child. If you feel that you are missing out on information that is being sent to others, please contact our administrative assistant so we can check your contact info. It is essential that all parents update their contact numbers if they change so we can reach you in an emergency.

Classroom teachers may use email, phone calls, our daily planners, and the online interactive learning platform *Seesaw* to communicate with families. Please check with your child's teacher early in the year to learn more about how they will share information, and the best way to contact them.

Parent Advisory Council (PAC)

When you have a child enrolled at EMP you become a member of the PAC. The PAC provides an avenue for parents to advise the school of any matters they find worthwhile. You as parents have important insights and understanding that can enhance decision making in the schools. We are not just a fundraising committee! PAC usually meets once a month. Check their Facebook page for more information or check our online calendar for current meeting dates and times.

Bus Information

To register your child on a bus route please call School District No. 6 Transportation Department at 250-342-6814 or email Brian.Nickurak@sd6.bc.ca If you are making changes to after school plans (**especially bus plans**) please call the school before 2:00 PM to ensure the message is passed on to your child.

Reporting on Student Growth

There will be three formal learning updates and two informal learning updates issued during the school year.

The formal learning updates will be issued in December, March and at the end of June. These will consist of two parts - an outside cover and a written report. You will be required to sign the outside cover and return it, along with the envelope, to your child's teacher. There is also an area where you can respond with your comments. The inside report is yours to keep.

The October informal learning updates will be in person or over the phone (Parent – Teacher conferences, which may or may not include your child). In May, we will invite you in for parent – student – teacher conferences. Please don't hesitate to contact your child's teacher at any time about questions or concerns you may have.

Lost and Found

Eileen Madson Primary School makes every effort to help students keep track of their belongings. However, many lost items accumulate each school year. **Please ensure to label all personal belongings.** All found articles are placed in the lost & found cupboard located in the front hall by the office. Whenever you are in the school, stop by and have a look. Each year there are hundreds of articles that are not claimed. Any unclaimed items will be donated.

SAFETY INFORMATION

ALLERGY ALERT

We have students and staff members who have life-threatening allergies to nuts, peanuts and peanut products. As such, according to Board and Ministry of Education Policy, we are asking for your assistance in protecting the health of these students by not sending nuts, peanut butter or peanut products to school with your child. We understand that this will affect the eating habits of some students. However, a nut

safe environment in the primary grades is the best way to try to ensure our children's safety.

There are staff members and students at EMP that have allergies or sensitivities towards different scents and fragrances. We ask that you would kindly refrain from wearing perfume or strong smelling body sprays when visiting our school.

**Eileen Madson Primary
School is a Nut Free and
Scent Free Zone**

Supervision

We work hard to provide a safe and secure environment for our students. To that end, the following is provided:

Morning Supervision 8:30 - 8:50 am

School staff members are on supervision.

Recess 10:20 – 10:40 am

School staff members are on supervision.

Lunch time eating & playing 12:10 – 1:00 pm

Noon Hour Supervisors are employed for the lunch hour.

After School 3:08 - 3:25 pm

There is no after school supervision with the exception of the busses.

Note: The supervision period after school is only 15 minutes. Students who stay and play must be supervised by a parent or guardian.

For safety reasons, children who are waiting for a ride are asked to report to the office if their ride is late. Our Administrative Assistant is happy to help phone parents if needed.

Crossing Guard

To ensure that students cross the road safely, a crossing guard is employed for 30 minutes before and after school each day.

Evacuation Plan

We have procedures in place to ensure the safety of our students and staff for emergency situations such as a fire, lockdown or bomb threat. We practice evacuation and lockdown drills during the school year.

If the need to evacuate the building and school grounds is warranted, all students will be taken to DTSS (our safe school). No one is allowed to re-enter the building for any reason. Any personal items left in the school will remain until the school is authorized for re-entry. Parents will be contacted and students will be sent home.

Safe Arrival Program

In order to ensure the safety of our children, the school operates a Safe Arrival Program. Each morning and afternoon we check on any children who are not present. Please help us by phoning the school after 8:00 am (250-342-9315) or email rebecca.gray@sd6.bc.ca if your child will be late or absent.

Sickness

If children are sick at school parents will be notified. We do not have a sick room or staff to supervise such a facility. We ask parents not to send their children to school when they are sick. Germs are easily spread to other children and the staff.

Accidents

Parents are notified if their child has a serious accident while at school.

Office Check-In

Please check in at the office each time you come in to the school and especially if you are removing your child from school.

Green School

EMP is proud of environmental practices. Our initiatives include:

- ☺ Recycling paper and cardboard
- ☺ An idle free parking lot
- ☺ Choosing garbage-free snacks & lunches when possible
- ☺ Keeping our school yard and neighbourhood clean

Our students and staff are committed to limiting our carbon footprint and being responsible global citizens. Thank you for helping us to make good choices and take care of this place!

Parking Lots

The front parking lot is a serious safety concern. We need your cooperation to keep our students safe. Please **use the sidewalks!** Also, please avoid bringing your dogs onto school property (unless they stay in your vehicle).

EMP currently has a pick-up and drop-off zone at the front of the school. If adults do not follow our safety guidelines, we will close this area to drop-offs. Please remember:

- To facilitate safety for students and the community, when dropping off or picking up students, please make sure to put your vehicle in park.
- Please be mindful to not park in the bussing zone or in the handicapped parking spots unless you have a permit.
- Do not park in the maintenance area in front of the music room. This is our access area and needs to remain clear.
- We are aware of the limited number of parking spaces. Parking spaces are also available at the back of the school, and this is a good drop-off location for families with kindergarten students. However, it is not on school property and, therefore, not supervised. Parking along 15th Avenue is also an option.
- Please advise grandparents, aunts, uncles, friends that are picking your child up after school of our safety rules.

Back Parking Lot

Please note that this parking lot is not supervised. Please use at your own risk.

Please do not let children walk behind parked cars.

Drive carefully and please model safety by not walking across either parking lot.

Code of Conduct

At Eileen Madson Primary School, we focus on keeping all students safe and helping them to grow up to be kind responsible citizens.

At Eileen Madson Primary School we promote a climate of understanding and mutual respect where all students are equal in dignity and rights and free from discrimination. Our goal is to be a school where students are free from harm, where clear expectations of acceptable behavior are held and met, and where all students feel they belong. In accordance with the BC Human Rights Code, discrimination on any of the following grounds is prohibited:

- Race
- Colour
- Ancestry
- Place of origin
- Religion
- Marital status
- Family status
- Physical or mental disability
- Sex
- Sexual orientation
- Gender identity or expression
- Age

We have adopted the philosophies of “Bucket Filling” and the “Three Pillars” as tools to reinforce the idea that words we use and the choices we make have a direct influence on others and we integrate this philosophy into all aspects of social responsibility. Students are expected to conduct themselves in an appropriate manner at school, while going to and from school, and while attending any school function at any location. They are ambassadors of our school.

At Eileen Madson Primary school we expect all members of our school community to:

1. Take care of yourself
 - Give your best in all you do.
 - Attend school daily and on time.
 - Make healthy choices.
2. Take care of others
 - Value all people.
 - Be kind and polite to all.
 - Follow classroom and school rules.
3. Take care of this place
 - Take care of your property.
 - Take care of others’ property.
 - Take care of school and public property.
4. Take care of our world
 - Recycle.
 - Don’t waste.
 - Shine – be positive person.



Examples of Unacceptable Behaviours include (these are examples only and not an all-inclusive list):

1. Unkind Behaviour
 - Hurtful or rude words
 - Excluding others for any reason
 - Discrimination contrary to the BC Human Rights Code

2. Unsafe Behaviour

- Using your body to hurt others
hitting, pulling, kicking, etc. (violent actions)
- Playing dangerously
- Running inside

3. Irresponsible Behaviour

- Littering
- Disruptive noises
- Swearing
- Cheating or lying, unfair play

Consequences of Unacceptable Conduct

Where appropriate, consequences for unacceptable conduct should involve restitution. Restitution is an approach to discipline that is based on the recognition that young people will make mistakes. By focusing on how a young person can correct a mistake, rather than on punishment, this approach emphasizes positive solutions to problems and enhances student responsibility and self-discipline. Student special needs will be taken into consideration when disciplinary consequences are required. Students may be asked to complete a "think paper" which will be sent home for parents to sign and return.

On those occasions when restitution efforts fail to result in a student complying with the expected conduct standards, disciplinary action will recognize and follow these principles:

- Misconduct will be dealt with on an individual basis.
- Each case of misconduct shall be dealt with as quickly as possible.
- As students become older expectations become higher and consequences become greater.
- Disciplinary consequences should be progressive in nature.
- When appropriate, parents/guardians shall be involved.
- Severe, group or retaliatory behaviour will warrant stronger consequences.
- Chronic misbehaviours: consequences will increase depending on the severity and frequency of the misconduct.

When students require intervention regarding their conduct, the school will ensure that:

- Appropriate interventions are in place.
- Planning is undertaken to prevent further incidents of a similar nature.

If you have any questions or comments about our Code of Conduct, please do not hesitate to contact the school.

We are
Bucket
Fillers!

