



Eileen Madson Primary School

Vision

A community of kind and curious learners.

Mission

To nurture and celebrate growth for all.

Values

* Kindness * Collaboration * Connection * Self-reflection * Resilience

Motto

Someplace Special

GENERAL INFORMATION

Our telephone number:
250-342-9315

Office and attendance email:
Rebecca.Gray@sd6.bc.ca

Our website:
emps.sd6.bc.ca

Supervision: 8:30 am to 3:10 pm Monday – Thursday / 8:30 am to 1:10 pm Fridays

Eileen Madson Primary School and School District No. 6 (Rocky Mountain) are located on the unceded and crossover territories of the Ktunaxa and Secwépemc Nations. We honour the cultures, languages, and First Nations Peoples of these territories.

This agenda belongs to:

Name: _____

Teacher: _____



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

2024-2025

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 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 5
Non-Instructional Days - Ministry Day, Pro-D
Aug 28 and 29 instructional days 0

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 - Sep 2 Back to School - Sep 3
Non-Instructional Day - Sep 23
Ntl. Day for Truth and Reconciliation - Sep 30
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		

Thanksgiving - Oct 14
Non-Instructional Day (for Pro-D, PSA) - Oct 25
instructional days 21

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
instructional days 20

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 23 - Jan 3
instructional days 15

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
13	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 6
instructional days 20

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	

Family Day - Feb 17
Non-Instructional Day (for Pro-D) - Feb 18
instructional days 18

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					

Spring Break - Mar 17 -28
School Reopens - Mar 31 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	21	22	23	24	25	26
27	28	29	30			

Good Friday - April 18 Easter Monday - April 21
Non-Instructional Day (for Pro-D- RSA) - Apr 28
instructional days 19

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 19
instructional days 21

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 26
Administrative Day - Jun 27 instructional days 19

LEGEND:

- Instructional Days
- Non-Instructional Days
- Statutory Holidays

Hours of Instruction Offered:
Kindergarten: 853
Grades 1-7: 878
Grades 8-12: 952

Days of Instruction: 182
Non-Instructional Days: 7

5 Early Dismissal - 2 hours early (same as Friday schedule) October 16 and March 5



Ki'su'k kyukyt,
Weyt-kp,
Tawnshi,
Bonjour,
Hello!

Welcome to Eileen Madson Primary School!

Staff at EMP look forward to working collaboratively with students, families, rightsholders, and other community partners as we work on our strategic priorities:

- **Equity, Diversity, and Inclusion**
- **Success for Each Learner in Numeracy and Literacy**
- **Growing the Capacity of Self and Others**
- **Stewardship for the Future**

SAFETY INFORMATION

Office Check-In

Visitors must check in at the office whenever coming into the school. Please notify the office in the event you must take your child during school hours. If you are picking up your child from a field trip, be sure to notify the office and your child's teacher, so we know exactly how many students are out and about.

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 aware 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.

Supervision

We work hard to provide a safe and secure environment for our students. To that end, supervision by school staff members is provided at the following times:

Morning Supervision 8:30 - 8:50 am

Recess 10:20 – 10:40 am

Lunch time eating & playing 12:10 – 12:58 pm

After School There is no after school supervision with the exception of the buses. 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. Please contact our administrative assistant in the office before 2:30 pm (12:30 on Fridays) if there is a change in after school plans or if you will be late picking up.

Dates to Remember for 2024-2025

September 3	First day of school for grades 1-12 (11:10 dismissal)
September 4	First day of school for kindergarten
September 23	Non-instructional Pro-D day
September 30	No school – National Day for Truth and Reconciliation
October 14	No school – Thanksgiving
October 16	Early dismissal day 1:06 pm
October 25	Non-instructional Pro-D day
November 11	No school – Remembrance Day
December 20	Last day of school before winter break
January 6, 2025	School re-opens after winter break
February 17	No school – Family Day
February 18	Non-instructional Pro-D day
March 5	Early dismissal day 1:06 pm Student conferences this week
March 14	Last day of school before spring break
March 31	School re-opens after spring break
April 18	No school – Good Friday
April 21	No school – Easter Monday
April 28	Non-instructional Pro-D day
May 19	No school – Victoria Day
June 26	Last day of school for students

Bell Schedule

Monday – Thursday

8:50 am	Get Ready bell
8:54	Instruction starts
10:20 – 10:40	Recess
12:10 – 12:30	Lunch time
12:30 – 12:58	Lunch recess
3:05 pm	Dismissal

Friday

Dismissal at 1:06

After school care at EMP is provided by the Windermere Valley Child Care Society. Please contact them at wvccs@telus.net for more information on the program.



Attendance & Safe Arrival Program

Regular school attendance is a major factor contributing to student success in school. We expect that students will attend school regularly unless ill, and will be punctual every day. Students who are on time for school and not missing excessive numbers of days, regardless of the reasons, show reduced anxiousness, and have more opportunities to connect with peers and adults in the building. When a student reaches a high level of absenteeism, we will communicate with families to discuss what we can do to increase participation at school.

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.

You are responsible for calling the school
(250-342-9315) or emailing (Rebecca.Gray@sd6.bc.ca)
if your child will be late or absent.

Emergency Contact Information

Ensuring that the school always has current phone numbers and email addresses where parents / guardians / caregivers can be contacted during the day is crucial. If a home or cell phone number is not possible, please arrange a system whereby you can be contacted in case of emergency. We also ask that parents/guardians provide us with the name and phone number of one or more EMERGENCY CONTACTS if parents/guardians cannot be reached.

For safety reasons, primary students will not be allowed to leave the school unsupervised during the day. If it is necessary for the student to go home, they will be retained at the school until a parent / guardian or designate can come and pick them up.

Illness & Accidents

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.

Parents are notified if their child has a serious accident while at school. While we can provide band-aids, if there are more serious injuries or a child is very upset, families or caregivers will be contacted and expected to care for their child.

Please let teachers know if your child has any injuries or medical needs that would affect their participation in school activities.

Medication

There are a variety of reasons why students may require medication during the school day. Therefore, we have the following school district procedures for the administering of any medications at school:

- Parents / guardians must sign a form, available from the office, before any medication can be administered at school (including antibiotics and Tylenol).
- Teachers are not required to administer medication, but provisions can be made for appropriately trained staff to do so.
- Medication can be dangerous! Please do not allow your child to carry or leave medications of any kind at school. We can lock it up in the office. Epi-pens or inhalers are exceptions to the rule and can be kept in the classrooms for easy access.

Crossing Guard

To ensure 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, hold and secure, bomb threat, etc. 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 / guardians will be contacted and students will be sent home. It is very important that families update their contact info whenever there is a change so we know how to reach you and to whom we can release your child.

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.

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 the office 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.



Reporting on Student Growth

There will be three formal learning updates (report cards) 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 envelope and a written report. You will be required to sign the parent comment form and return it, along with the envelope, to your child's teacher. The inside report is yours to keep.

Informal learning updates may be in person or over the phone, or may be a written report. Teachers may invite you in for parent – student – teacher conferences at various times during the year. Please don't hesitate to contact your child's teacher at any time about questions or concerns you may have - you don't need to wait for an invitation!



Volunteering

Volunteers are an integral part of our school, and we could not do any of the “extras” without them. We strongly encourage parents and other adult family members or friends to take part in the Child Abuse Protocol training early in the year (now available online on the SD6 website for your convenience), and to get a CRC letter from our admin assistant so a criminal record check can be completed by the RCMP (free of charge).

Opportunities to help with field trips, in-class activities, and school-wide events happen throughout the year. Not only do you get to see how your child learns and interacts with their peers, but you get to develop closer ties to the school community. It takes a village to raise a child, and we thank you for being part of our village!

Green School

EMP is proud of our environmental practices. Our initiatives include:

- ☺ Recycling paper and cardboard
- ☺ An idle free parking lot
- ☺ Choosing garbage-free snacks & lunches when possible
- ☺ Using refillable water bottles
- ☺ Keeping our school yard and neighbourhood clean
- ☺ Encouraging active transportation (walking, biking, scootering, etc.) to get to & from school

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!

Technology

Technology is an important tool for enhancing learning and we expect students to use it in a responsible manner. After careful consideration of how these technologies impact upon students' levels of physical activity, interactive play, and social interactions we have established the following guidelines for personal technological devices:

- Personal gaming devices are not permitted at school as we want students to actively play together. Smartwatches (or other similar devices) are permitted unless they are being used as a toy rather than a watch, and in the latter case we will ask students to put them away in their backpacks and not bring them back. Parents will be notified if there are repeated distractions due to devices.
- Cell phones, tablets, etc. are permitted at school, but they must be switched off and packed away during the school day unless they are necessary for medical reasons or learning accommodations. Students may only use these devices during instructional time with teacher permission.
- At no time can students photograph, post, publish, or text any information about other students or staff.
- Students who choose to bring cell phones, smartwatches, and other personal devices to school do so at their own risk. The school cannot guarantee the safety of these student devices.
- If parents or caregivers need to reach their child during school hours, please contact the office. When after school plans are made without a school staff member being part of the conversation, student safety is put at risk.
- Please review these guidelines with your child.

Toys

We believe that appropriate toys contribute to positive play, but they will only be permitted if they do not cause conflict. We encourage toys from home to remain at home. If your child chooses to bring an item from home, please ensure they are using it responsibly. Items such as figurines, Pokémon cards and stuffies will be required to remain in backpacks except for outdoor recess, unless your child's teacher has made other arrangements with you and your child (i.e. stuffie for comfort). Trading of items such as Pokémon cards will also be discouraged. Please check with your child's teacher to see if there are additional classroom expectations for toys at school. School staff are not responsible for lost or damaged belongings; if it is valuable, please leave it at home. Thank you for your cooperation!

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 portable. 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 supervised. Parking along 15th Avenue is also an option.
- Please advise grandparents, aunts, uncles, friends that are picking up your child after school of our safety rules.

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

Please do not walk behind parked cars.

As soon as you get out of your vehicle, find the sidewalk and follow it around to the school.

'Walking Wheels!'

All “wheels” (bikes, scooters, skateboards etc.) must be walked while on school property. Remember your helmets!

Recess/Lunch Time

- At EMP, we eat our lunch from 12:10 - 12:30 pm. While students are eating in the classroom, we expect them to:
- talk quietly – prioritize eating!
- remain seated while eating.
- treat each other and the school with respect.
- clean up after themselves.
- exit respectfully via the designated doors.

Dress for Success

- Students are expected to have inside and outside shoes. Inside shoes should be suitable for running in (no sandals / crocs, etc.) and will stay at school. Outside shoes should match the weather.
- Students' clothing should be conducive to learning and be safe to wear. It must be free from any reference to illegal substances, gangs, hate, obscenity, profanity, racism / discrimination, sex, violence and/or "putdowns."
- Students who wear inappropriate clothing to school will be asked to change. Parents / caregivers will be notified.
- We have morning recess every day and we have a lunch recess Monday through Thursday. Students enjoy the exercise and time outside with peers, so please always send outside clothing appropriate for the weather conditions.
- We usually go out rain or shine, unless the temperature is VERY cold. There is no magic number of when students should stay inside. As a general guideline, this discussion happens when temperature reaches -17°C without windchill but it is up to the principal's discretion and assessment. For example, the principal may decide to cancel an outdoor field trip that is away from the school with no place for students and staff to warm-up, and decide to offer outdoor recess because students are only outside for a short period of time and the school has extra winter clothing available for all that may require it.
- If it is too cold or extremely wet, we will have what we call a BLUE morning (look for the blue sign on the front doors). Students will be invited into the building when morning supervision begins at 8:30 am.
- If a supervisor asks a student to wear a coat / mitts / toque due to cold temperatures, they will be expected to comply. If the student does not have the necessary gear, they will be directed to the office where spare clothing is available for students to borrow (or keep) when required."
- Since weather can be unpredictable and accidents or falls can occur, please send a spare set of clothes in a plastic bag that stays at school.

Food Program

We have a robust food program at EMP where we offer healthy food to students who are hungry. Usually, the options include high protein and high fiber snacks such as veggies, bagels, naan, cheese, fruit, ham & cheese sandwiches, or yogurt. Parents do not need to sign up for this – in an effort to increase food security and reduce stigma, all the student needs to do is ask!

Once every two weeks or so, the BC Agriculture and Food in the Classroom Foundation delivers extra fruit, veggie, egg, milk or cheese products for the whole school, and everyone is invited to try them!

It is extremely important that parents / guardians inform the school of **allergies or intolerances** so we can offer healthy food options to everyone.

Hot Lunch

- The PAC has been growing our Whole School Lunch program and plans on offering it again once per week (usually on Wednesdays). This is dependent on volunteers, so please sign up with PAC if you are able to help out.
- Look for the online sign-up link in September to choose which meals you would like for your child.
- Families who would like to donate to the program are encouraged to add extra \$ when ordering, and families in need are encouraged to sign up, even if they aren't able to pay the whole amount. It will be covered!



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.

EMP Code of Conduct

At Eileen Madson Primary School, we focus on keeping all students safe and helping them to grow up to be kind and responsible citizens. We value kindness, collaboration, connection, self-reflection, and resilience. 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 learning can take place, 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, or age.

We expect that students will demonstrate socially responsible behaviours that reflect respect and safety at school, while going to and from school, and while attending a school function at any location.

Acceptable conduct refers to socially responsible behaviours that help to make the school a safe, caring and inclusive environment including:

- Contributing to the school community.
- Solving problems in peaceful ways.
- Valuing diversity.
- Defending human rights.
- Respectful, cooperative interactions with students, staff and community members.
- Speaking up and reporting incidents that demean others or threaten the personal or emotional safety of individuals or groups.
- Respecting the law.

Additional specific expectations for acceptable conduct are outlined below in child-friendly language. The behaviours are taught, practiced and modeled by all staff and students. Staff also teach all of the **core competencies** from the BC Curriculum, with a school-wide focus on collaboration.

Unacceptable conduct refers to behaviour that interferes with the safe and orderly environment of the school, either person-to-person or through social media, including, but not limited to:

- Interfering with the learning or orderly environment of the school or function.
- Engaging in incidents of harassment, intimidation, bullying or discrimination.
- Verbal threats of harm.
- Illegal acts such as theft or damage to property, possession or distribution of an illegal or restricted substance, possession or use of a weapon, or physical violence.

When working with young children, we use the following examples to illustrate what is acceptable and what is not:

Take care of yourself

- Give your best in all you do.
- Attend school daily and on time.
- Make healthy choices.
- Seek help when you need it.

Take care of others

- Value all people.
- Be kind and polite to all.
- Follow classroom and school rules so learning can happen.

Take care of this place

- Take care of your belongings, and the belongings of others.
- Take care of the school and community.
- Recycle.
- Don't waste.

Unkind Behaviour

- Hurtful or rude words
- Teasing
- Excluding others
- Cheating or lying, unfair play

Unsafe Behaviour

- Hurting others by hitting, throwing, kicking, etc.
- Playing dangerously or too roughly
- Running inside
- Going places without permission (storage area, gym or outside without an adult knowing, etc.)

Irresponsible Behaviour

- Littering
- Making disruptive noises
- Using tools (like technology) without permission
- Leaving a mess for others to clean up
- Leaving your belongings lying around

**BE KIND
BE SAFE
BE RESPONSIBLE**

Use your W.I.T.S!

- Walk away
- Ignore
- Talk it out
- Seek help from an adult

Consequences of Unacceptable Conduct

Where appropriate, consequences for unacceptable conduct should involve balanced and restorative practices. This 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 diverse abilities will be taken into consideration when disciplinary consequences are required.

Restorative Practices

- Focus on creating conditions for students to learn self-discipline, fix mistakes and return to the group/class/school strengthened.
- Address the needs of those who have been harmed.
- Encourage the students, as often as possible, to participate in the development of meaningful interventions through discussion or mediation to replace, repair or make “good” what has been taken, damaged, destroyed and/or defaced.
- Help students reclaim their self-esteem through self-evaluation, personal effort and restitution.
- Provide opportunities to model leadership.
- Emphasize the importance of positive relationships in building community.
- Speak to the obligation we all have to each other to move towards wholeness, restoration and belongingness.

Meaningful consequences may include:

- a ‘do over’ opportunity.
- face to face meetings to address the harm done.
- group or classroom circles to restore equity, balance and respect.
- an act of service to make a positive contribution to the class, school or community.
- school / community support to learn and practice problem solving or conflict resolution strategies.
- a reflective / think process that includes the opportunity to create a plan to restore the harm done.

On those occasions when restorative 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.
- As students become older, expectations become higher and consequences become greater.
- Disciplinary consequences should be progressive in nature. Consequences will increase depending on the severity and frequency of the misconduct.
- When appropriate, parents / guardians or other family or community members may be involved.
- Severe, group or retaliatory behaviour will warrant stronger consequences.

To be equitable, consequences may vary from student to student where the misconduct appears to be similar. Intervention must be appropriate to the student’s age, maturity, needs, exceptionalities, extenuating circumstances and the nature of previous intervention, taking into consideration the needs of the school.

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.

I acknowledge that I have read (or listened to) the EMP Handbook and Code of Conduct. :)

Student signature

Parent / guardian signature