



EAGLE VIEW ELEMENTARY SCHOOL

Student Handbook 2023 - 2024

9050 Seaview Drive, PO Box 369
Port Hardy, BC VON 2P0
Telephone Number: 250-949-6418
Fax Number: 250-949-6485

School District No. 85 (Vancouver Island North)

School website: <https://eves.sd85.bc.ca/>
School District website: www.sd85.bc.ca
Facebook: Eagle View Elementary School

Eagle View School Mission Statement

The aim of the educational process at Eagle View Elementary School is to promote partnerships between parents, teachers, and children that encourage intellectual, physical, social, emotional, and aesthetic growth, leading to life-long learning.

Student's Name: _____

Grade: _____

Teacher: _____

Our Vision
To create a healthy school environment for all learners.

SCHOOL GOALS

Our main school goal for the 2023 - 2024 school year will be to continue to encourage a sense of belonging for students and to improve respect among the student body.

CODE OF CONDUCT AND SCHOOL RULES

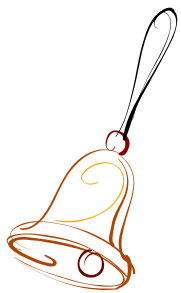
At Eagle View School we have a few easy-to-learn rules that we believe cover all eventualities. If all students follow these rules then school will be a happier and safer place for everyone. Parents are requested to review the school rules with students at home.

R - Responsibility
I - Independence
S - Safety
K - Kindness

SAFE ARRIVAL PROGRAM

For your child's safety, please contact the school office at 250-949-6418, or your child's teacher, if they are going to be significantly late or absent. The answering machine will come on if no one is available to take your call. If you prefer, you can contact the school via email: eves@sd85.bc.ca. Contacting the school will eliminate unnecessary inquiries to determine your child's safety. For prolonged absences, parents/guardians may wish to obtain work for their child. This can be done by contacting the child's teacher and arranging to have the work picked up from the school.

DAILY SCHEDULE



8:30 AM	- School building opens for students
8:54 AM	- First morning bell rings
8:59 AM	- School day starts
10:15 - 10:30 AM	- Recess for Groups
10:30 - 10:45 AM	- Recess for Groups
12:00 PM	- Lunch (Outside for Groups)
12:25 PM	- Lunch (Outside for Groups)
12:50 PM	- First afternoon Bell rings
12:55 PM	- Afternoon Session starts
3:05 PM	- School day ends

STUDENT CONTACT INFORMATION

- Please make sure that your child's contact information is **current**.

At the beginning of each school year an information update form is sent home so that you can provide us with **current phone numbers** and **emergency contacts**. It is important for us to be able to contact parents/guardians when needed. In any major emergency, students are only sent home with an emergency contact if the parents/guardians cannot be located.

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BICYCLES / SKATEBOARDS

Bicycles and skateboards are often used by students to come to and from school each day.. The following rules are in effect once students arrive at school:

1. Once you arrive on school property, you must get off and walk the bike (skateboard) if the busses have already arrived.
2. Place your bicycle in the bike-rack under the covered playground.
3. **Lock your bicycle or skateboard in the bike-rack.** If you do not have a lock for your bike, please reconsider bringing it to school. The school cannot provide locks.

These RULES are in effect from about 8:30 am when the busses arrive until about 3:25 - when all the busses have left the school.

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee consists of an active group of parents that work with the school to help improve the education of all students. The parent advisory committee gives guidance, feedback and support to the principal, staff and School Board on all of the important areas in the education of students. All parents are encouraged to become active members of this committee. Meetings are usually held during the first week of each month. Please check with the school newsletter and Facebook page for meeting dates and times.

PARENT VOLUNTEERS

Parent volunteers are an important aspect of the educational environment at Eagle View Elementary School. They are called upon to help with special projects, chaperone field trips and a host of other activities within the school. If you are interested in helping at the school come see us at the office and fill out a Volunteer Application Form.

- ***Criminal Record Checks - All parents volunteering at Eagle View School are required to have a criminal record check completed and submitted to the school every 2 years. Appropriate forms can be obtained from the local RCMP office.***

SCHOOL NEWSLETTER

Eagle View School sends an e-newsletter to all parents approximately once a month. Our school newsletter contains information about happenings in and around the school. We prefer to send this out in a digital format.

- If you would like to receive an electronic version of the newsletter, please send an email to eves@sd85.bc.ca so we can add your name to our list of recipients. Our newsletter is also posted on our website every month: <https://eves.sd85.bc.ca/> and on our Facebook page.

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LUNCH & NOON HOUR SUPERVISION

Students who stay at school for lunch are expected to respect our school rules. Lunch privileges may be withdrawn as a result of student misbehaviour. Parents will be contacted and the student will be expected to go home for lunch. Lunch students are expected to remain on the school grounds during the entire lunch hour. Students who wish to leave the school grounds during the lunch hour must bring a signed permission form from their parent or guardian.



The lunch hour begins at 12:00 noon when the bell rings. Students eat their lunch in their classrooms. When the bell rings again at 12:20 students will go outside for some fresh air. The afternoon warning bell rings at 12:50.

We encourage all students to eat a **healthy** lunch and to **BE GREEN** by using reusable containers as much as possible to help reduce litter. Please label your child's container to ensure that it goes home.

- Please send food to school that students can eat right out of their lunch bags. We do not have the personnel to supervise students that wish to heat food in microwaves.
- Note: We are a **NUT FREE SCHOOL and a FISH FREE SCHOOL.** Do not send nut or nut products, or fish and fish products for snacks or lunches. We have several students and staff members with severe nut and fish allergies.

INCLEMENT WEATHER

Weather conditions in this part of the world are often wet. Please ensure that your child is dressed for outside play in wet conditions. Inside recess and lunch breaks only happen on **very wet** days. All teachers are free of duty during lunch. We provide outdoor or indoor supervision, but do not have the personnel to provide both. We suggest that during winter months, younger students in particular have a change of clothes available in their backpacks at the school. Make sure all clothing has the student's name on the label.



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EMERGENCY PROCEDURES

Our school participates in regular fire, intruder, and earthquake drills. In each situation students follow a specific set of guidelines for safe behavior. Should we have a real emergency students will be familiar with the routines.

Each family should have an emergency plan in place and each child should know where and who to go to during an emergency. In the event of an emergency at school, students will only be released to parents, emergency contacts or emergency services. The District of Port Hardy has information about the town's emergency preparedness at www.porthardy.ca

Fire Drill Procedures

1. **Leave** the school in single file via outside classroom doors or the closest exit.
2. **Close** doors and windows.
3. **Proceed quietly outside** and line up classes on the large grass playing field.
4. There should be **"NO TALKING"** during the drill. This will allow students to hear any additional instructions.
5. **Students in hallways, washrooms or visiting other classrooms** will leave the building by the nearest outside exit and rejoin their teacher and classmates on the grass playing field.
6. Teachers will **count students** and compare with the day's attendance.
7. Teachers will **send a runner** to the adult wearing the Hi-Vis vest (principal, vice-principal or secretary standing by the edge of the field) with the attendance count and the name(s) of any missing students.
8. Students and staff **return to classroom** when the clear signal has been sounded.



Earthquake Drill Procedures

1. **Assume "CRASH" position: drop** on knees, **tuck** head down, **cover** your head with your hands or with a book.
2. **Take cover** under the desks and tables (if possible).
3. **Face away** from windows.
4. **Count aloud to 60 when the shaking has stopped.** This is to allow for aftershocks to happen. Also counting aloud is calming.
5. **Evacuate** the building in single file (**only** when instructed by teacher or other staff).
6. **Keep calm and move** to the designated area (grass field - same as fire drill).
7. Teachers will **count students** and compare with the day's attendance.
8. Teachers will **send a runner** to the adult wearing the Hi-Vis vest (principal, vice-principal or secretary standing by the edge of the field) with the attendance count and the name(s) of any missing students.
9. **Return to the classroom** when the all-clear signal has sounded.



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10. When the class returns to the classroom, **talk** about earthquakes and the drill.

GYM STRIP



Students participate in gym classes 3 days per week, as well as 2-4 days of Daily Physical Activity. Students should have good indoor shoes for running in and clothes that are loose and comfortable. Intermediate students should have a separate set of clothing for gym classes and have deodorant available. Large items of jewelry need to be removed for the lesson.

Learning Commons

Eagle View School Learning Commons is open and available to all students and staff on the following days:

Monday and Friday - 8:54 am - 12:00 pm & 1:00 pm - 3:05 pm

Tuesday, Wednesday and Thursday - 8:30 - 12:00 pm & 1:00 pm to 3:30 pm

Kindergarten students may take out 1 book at a time. Older students may sign out 2-6 books at a time for recreational reading and "as many as needed" for special projects and units of study as assigned by the teacher. The borrowing period for all library materials is two weeks from the day they are signed out. Reference books such as encyclopedias and books of a special nature must remain in the library.

Students are encouraged to handle library books and other library materials with care and respect. Students are responsible for the books they sign out, keeping in mind that the cost to replace a damaged or lost item can be significant. Students who have damaged or lost books from the library will receive an invoice for the replacement of the book. Thank you.

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School Calendar 2023-2024

Aug	28	School Office Re-Opens 8:00 am - 4:00 pm
Sep	5	School-Based In-Service - No Classes
	6	First Day of School: 8:54 - 11:00 a.m.
Oct	2	National Day for Truth and Reconciliation - No Classes
	9	Thanksgiving
	20	Provincial Pro-D
Nov	10	Remembrance Service - 11:00 am
	13	Remembrance Day Stat - No Classes
	17	District Pro-D
Dec	15	First Report Card Goes Home
	22	Last Day Before School Closes for Winter Vacation
Jan	8	School Based In-service Day - No Classes
	9	School Re-Opens
Feb	16	School Based Pro-D Day
	19	Family Day
Mar	8	Second Report Card Goes Home
	5	Last Day Before School Closes For Spring Break
Apr	2	Schools Re-Open After Spring Break
May	3	District Pro-D/In-Service
	20	Victoria Day
Jun	27	Last Day of Classes & Final Report Card
	27	Awards Ceremony - 1:10 pm
	28	Administrative Day - No Classes - Schools Close

- PAC (Parent Advisory) meeting days will be in the first newsletter.
- Special Events will be announced in newsletters and online as they occur.
- **Please call (250-949-6418) or email eves@sd85.bc.ca when they will be away or late to school.**
- Check out our websites: School (<https://eves.sd85.bc.ca/>) and District (www.sd85.bc.ca). "Like" us on Facebook - Eagle View Elementary School.

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