

Barlow Creek Elementary



**School Handbook
2023-24**

Welcome to Barlow Creek Elementary!

Welcome to Barlow Creek Elementary! We are pleased that your child is coming to Barlow Creek School. This is a wonderful community school with much to offer. Our staff is committed and caring and our aim is to develop and inspire all of our students to reach their potential.

This handbook will provide you with information about our school and some of our routines. Please review the handbook and contact the office if you have any questions.

School Start and End Times:

*Student supervision begins when the first bus arrives at the school at 7:45 a.m.

8:05 am	Bell
8:10 am	Class begins
10:00 – 10:15 am	Recess
11:47 – 12:20	Lunch (kids go outside to play first until 12:20 and then come in to eat)
12:46 pm	Students begin their afternoon
2:18 pm	Dismissal

Office/Secretary Hours: Monday – Thursday 8:00 a.m. - 12:30 p.m.
Thursday – 8:00 a.m. – 12:00 p.m.
Friday – 8:00 a.m. – 11:45 a.m.

Limited Office Hours:

- Due to limited secretarial time, if your call goes unanswered, please leave a message.
- Students must have their teacher's permission before they are permitted to use the phone
- Cell phones are not permitted during instructional time at school
- School access is limited to the front door to the office for all enquiries
- Parents who wish to contact teachers should email them or set up a meeting- in person or via phone
- Messages that are left on the phone will not necessarily be received/answered until the next school day.

Attendance:

- There is a sign-in, sign out sheet in the office for students arriving late or leaving early for appointments etc.
- Please call the school when your child will be absent or you can use the "Report an Absence or Late" online form on our school website www.barlowcreek.sd28.bc.ca. The office has voicemail for messages anytime.
- If your child will be absent for an extended amount of time, please call in advance to request homework.

Phone Numbers:

Barlow Creek School	250-992-5134	
School Board Office	250-992-8802	www.sd28.bc.ca
Bus Garage	250-992-8361	for any bus information
Public Health Unit	250-991-7571	

Parent Involvement in the School:

We welcome parents who want to help out at Barlow Creek Elementary. Parents can assist in many ways through their volunteer efforts:

- Reading with students
- Going on field trips and helping supervise
- Helping with hot lunch days
- Assisting in the library
- Volunteering as a team coach
- Helping to make school-based decisions through involvement in the PAC and DPAC

At Barlow Creek School, we have an open-door policy and we welcome having parents and guardians play an active role in their child's education. We are proud of our school and know that it takes parent involvement to maintain a strong and healthy culture. Contact your child's teacher or the office if you are interested in helping out at the school. Your time and commitments are valued!

All volunteers are asked to provide a successful *Criminal Record Check* before working in the school. Please see the office for this form.

Parent Involvement at Home:

Your involvement is key to your child's success. Here are some ways to get started:

- read each night to your child
- review the alphabet or have your child write on a daily basis
- participate with your child in community programs
- attend school meetings and conferences
- maintain regular contact with your child's teacher
- become familiar with your child's programs and activities
- talk about school with your child and share in his/her interests
- show your enthusiasm for learning
- encourage physical activity, reading, or board games rather than TV or screen time

School Plan for Nurturing Student Success:

Barlow Creek is working to improve student achievement in literacy, numeracy, and social responsibility. The School Growth Plan targets specific objectives in each of these areas. Parents are encouraged to review the plan for student success on Barlow Creek School's web site.

Visitors:

Upon arrival to the school, all visitors are expected to first report to the office where our staff will gladly assist you. It is important to know who is in our building at all times. Checking in at the office helps to minimize classroom disruptions. Thank-you for your cooperation.

Nutritious Food at School:

All students require a good breakfast each morning and nourishing food during the day for optimal learning. We request that students bring a well-balanced lunch, as well as healthy daily snacks. If any students need the district lunch program, please contact the office for the necessary form to fill out.

Allergies:

We are a **NUT FREE** and **SHELL FISH** free school. Please check ingredients as these allergens can be in a variety of food such as salad dressings, sauces, and prepared meals.

Noon Hour:

All children who eat lunch at school are expected to remain on the school grounds. Children must be accompanied by a parent/guardian or authorized adult if they want to leave the school grounds. A student supervisor will monitor and assist the students during lunch. It is expected that students act responsibly, safely, and respectfully at all times. Various lunch time activities or noon hour games will be offered for interested students.

School Communication:

We send out a school newsletter monthly via email, along with a list of upcoming events. From time to time additional information or reminders come up in between newsletters this information will be posted on our new Barlow Creek Elementary School webpage, barlowcreek.sd28.bc.ca. Please check regularly for updated information.

Lost and Found:

A basket and clothing rack is located in the main hall near the library. Please have your children check the lost and found to claim missing items.

PAC:

PAC meetings are the 3rd Thursday of every month at 6:00 p.m. in the library. All parents belong to this council and are encouraged to become involved and attend monthly meetings.

Weather Policies:

For the information of parents of children travelling by school bus during the winter months the Board of School Trustees wish to stress:

That no matter how good the bussing system can be, emergencies will happen and students should wear their warmest clothing for the journey to and from school.

All bus runs will be cancelled when the 5:00 a.m. temperature reported by the airport is –32 Celsius or colder. **Teachers will be in attendance at schools and students are encouraged, if possible, to attend. Where there is sufficient enrollment, regular instruction will take place. However, if all students cannot attend, those students attending will receive instructional support, study sessions, and/or review.** This is applicable to all District schools. Please listen to the radio or check the school district's web site for early morning announcements during cold weather conditions.

Parents should reinforce with their children that they should return home to warmth if there is substantial delay in the arrival of the school bus.

On days of extreme cold weather and/or severe wind chills, parents should carefully weigh the hazards involved in their children walking long distances to a bus or school and make an appropriate decision.

Please ensure that your child is sent to school with clothing to play outside unless the temperature is below -15C. A hat, mitts and warm winter clothing and boots are a must for our Cariboo winters.

Air Quality:

In the event that there are air quality advisories, we will use the guidelines below when deciding if students should remain indoors.

Level 0-7 kids go outside

Level 7-10 kids can go outside for recess and lunch but discourage running play but no PE/running

10+ = consider inside day

More information:

<https://www.env.gov.bc.ca/epd/bcairquality/readings/find-stations-map.html>