

École Élémentaire Glenmore Elementary School

PARENT and STUDENT HANDBOOK



Principal: Mr. Brady Ibbetson
Vice-Principal: Mme Sylvie Forget
Administrative Assistant: Ms. Sheri Smith

www.gme.sd23.bc.ca

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SCHOOL CALENDAR: 2025-2026

Days in session	190 (3 summer Pro Days August 25, 26, 27)
Number of days of instruction	183
Number of non-instructional days	7
Schools Open	Tuesday, September 2, 2025
National Day of Truth and Reconciliation	Tuesday, September 30, 2025
Administrative Implementation Day	Friday, October 10, 2025
Thanksgiving Day (schools closed)	Monday, October 13, 2025
Teacher Professional Day	Friday, October 24, 2025
Parent-Teacher Conferences (early dismissal @ 12:30)	Thursday, November 6, 2025
Parent-Teacher Conferences (early dismissal @ 12:30)	Friday, November 7, 2025
Remembrance Day (schools closed)	Tuesday, November 11, 2025
Term 1 Report Cards go home	Friday, December 12, 2025
Winter Vacation Period (schools closed)	Monday, December 22, 2025 – Friday, January 2, 2026
Statutory Holiday (schools closed)	Wednesday, January 1, 2026
Schools reopen after Winter Vacation	Monday, January 5, 2026
Teacher Professional Day (Support Staff In-Service Day)	Friday, February 13, 2026
Family Day	Monday, February 16, 2026
Parent-Teacher Conferences (early dismissal @ 12:30)	Thursday, February 19, 2026
Parent-Teacher Conferences (early dismissal @ 12:30)	Friday, February 20, 2026
Term 2 Report Cards go home	Thursday, March 12, 2026
Spring Vacation Period (schools closed)	Monday, March 16 – Friday, March 27, 2026
Schools reopen after Spring Vacation	Monday, March 30, 2026
Good Friday (schools closed)	Friday, April 3, 2026
Easter Monday (schools closed)	Monday, April 6, 2026
Victoria Day (schools closed)	Monday, May 18, 2026
Term 3 Report Cards go home	Thursday, June 25, 2026
Last full day for students	Thursday, June 25, 2026
Administrative Day (students do not attend)	Friday, June 26, 2026

BELL SCHEDULE: 2024-2025

8:25 a.m.	Entry bell
8:30 a.m.	School begins – in session
11:10 a.m.	Lunch
12:02 p.m.	Warning bell
12:07 p.m.	Classes in session
1:30 p.m.	Recess
1:45 p.m.	Classes in session
2:30 p.m.	Dismissal

GME Focus for 2025/2026:

FOCUS: building a caring community by enhancing and celebrating the character and social emotional learning of our students and staff.

GOAL: Creating a differentiated literacy program with a focus on Writing

The Central Okanagan School District Goal Statement:

Our learners will develop foundational skills and core curricular competencies so that they can be empowered to follow their passions and strengths and thrive holistically as resilient and engaged global citizens.





École Élémentaire Glenmore Elementary School Code of Conduct

A Code of Conduct helps create a safe as well as a welcoming learning environment within schools. This Code of Conduct applies to all individuals involved – students, staff, volunteers, and parents at school. The code is applicable not only on school premises but also on school buses, school trips, and all events organized by the school.

GME upholds and promotes the BC Human Rights Code- respecting the right of all those in accordance with the law- prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender or sexual orientation – in its school environment.

Our Code of Conduct at GME is designed by our school community to help create a climate of mutual respect, cooperation, and academic excellence.

School Rights and Responsibilities:


Staff and Students consistently teach and exercise their rights and practice their responsibilities to create a ***Safe and Caring School Environment that is free from the acts of:***

- *bullying, cyber-bullying, harassment and marginalization*
- *threat and intimidation*
- *violence in any form*
- *abuse in any form*
- *discrimination in any form including race, color, gender, religious beliefs, sexual orientation, ancestry or national origin*
- *retribution against a person who has reported incidents*
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And... Do not tolerate the presence of:

- *theft and vandalism*
- *intoxicating or banned substances*
- *weapons or replica (toy) weapons and explosives*
- *intruders or trespassers - All visitors to the school must first report to the office*

Our Rights and Responsibilities have also been organized in a matrix to help see the applications of our HABITS in different aspects of school life. At the start of the school year, students review their Rights, and Responsibilities in their classrooms.



SCHOOL-WIDE EXPECTATIONS

		ALL SETTINGS	LIBRARY / COMPUTERS	GYM	WASHROOMS	EATING TIMES	SCHOOL GROUNDS	HALLWAYS	BUS / VEHICLE
EXPECTATIONS & RESPONSIBILITIES	YOURSELF AND OTHERS	<ul style="list-style-type: none"> ✓ Be a team player ✓ Demonstrate fair play ✓ Include others ✓ Follow dress code ✓ Treat others kindly ✓ Be patient ✓ Keep your hands and feet to yourself ✓ Use appropriate language and volume 	<ul style="list-style-type: none"> ✓ Be familiar with and follow routines ✓ Study ✓ Read ✓ Learn 	<ul style="list-style-type: none"> ✓ Use equipment safely ✓ Be on time ✓ Play fairly ✓ No Food ✓ Sit quietly ✓ Applause only ✓ Show sportsmanship 	<ul style="list-style-type: none"> ✓ Wash hands with soap and water ✓ Use designated washrooms ✓ Respect the privacy of others 	<ul style="list-style-type: none"> ✓ Bring a healthy lunch ✓ Treat supervisors with respect ✓ Wash hands ✓ Avoid trading food 	<ul style="list-style-type: none"> ✓ Follow safety rules ✓ Line up at bell time outside your door, with hands and feet to yourself 	<ul style="list-style-type: none"> ✓ Walk quietly and safely ✓ Stay in line to the right ✓ Watch for opening doors ✓ Walk on the right hand side 	<ul style="list-style-type: none"> ✓ Travel safely ✓ Sit appropriately ✓ Demonstrate courteous behaviour ✓ Follow the driver's instructions ✓ Keep heads and body inside the bus
	LEARNING	<ul style="list-style-type: none"> ✓ Listen carefully ✓ Follow teacher's directions ✓ Come prepared to learn ✓ Know that learning is for everyone and it is not to be interrupted 	<ul style="list-style-type: none"> ✓ Use a quiet voice ✓ Wait your turn 	<ul style="list-style-type: none"> ✓ Put in your best effort ✓ Learn skills 					
	PROPERTY AND ENVIRONMENT	<ul style="list-style-type: none"> ✓ Keep school free of theft ✓ Care for school property, private property and learning materials ✓ Put garbage and recyclables where they belong 	<ul style="list-style-type: none"> ✓ Food and drinks in proper areas ✓ Push chairs in when leaving ✓ Sign out your books ✓ Return materials on time 	<ul style="list-style-type: none"> ✓ Keep change rooms tidy ✓ Return all equipment to the equipment room ✓ Students use equipment room only under the supervision of an adult 	<ul style="list-style-type: none"> ✓ Keep washrooms clean and tidy ✓ Use washrooms properly 	<ul style="list-style-type: none"> ✓ Stay seated ✓ Eat in designated areas ✓ Use inside voices ✓ Use garbage cans and recycling containers 	<ul style="list-style-type: none"> ✓ Stay away from bike rack and parking lot ✓ Use bikes / skateboards / rollerblades / scooters in designated areas—off school property 	<ul style="list-style-type: none"> ✓ Respect displays 	<ul style="list-style-type: none"> ✓ Care for bus / vehicle ✓ Wait in the proper areas

Behaviours and Consequences

Inappropriate behaviour can consist of, but is not limited to:

Minor Incidents:

- *running in the halls*
- *poor lunch manners*
- *misuse of washroom or playground items*
- *rudeness to other students*
- *pushing and shoving in line ups*
- *littering*

Possible Consequences:

- *Warning/ Problem solving discussion using the [CASEL SEL Competency](#) language*
- *Review expectations*
- *Time- out*
- *Loss of privileges*

Major Incidents:

- *swearing*
- *lying or stealing*
- *leaving school premises without permission*
- *rudeness towards staff*
- *vandalism to school property*

Possible Consequences

- *Review of the consequences of the minor incidents*
- *Contract created*
- *Parents/guardian contacted*
- *Restorative activity- giving back to the school*
- *In-school/out-of-school suspension*

Unacceptable Incidents:

- *fighting (violence)*
- *major theft or vandalism*
- *possession /use of weapon*
- *Throwing dangerous items (snowballs, rocks etc.)*
- *misconduct using social media*

Possible Consequences

- *Meeting with Parents/guardian*
- *Short in school or out-of-school suspension*
- *Indefinite suspensions (in excess of ten school days) (Indefinite suspensions are referred to the Board's District Suspension Review Committee)*
- *legal intervention (R.C.M.P)*

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, and maturity; and will be restorative rather than punitive in nature.

Students are expected to abide by the school code of conduct when travelling to and from the school. Accordingly, students may be disciplined for violations which occur off school property and outside of instructional hours if such violations adversely affect students or the operation of any school.

Notification:

As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- *parent of a student exhibiting behaviour*
- *parent of a student on the receiving end*
- *District staff including Directors, Safe Schools Team Members and Superintendent of Schools*
- *Ministerial agencies and/or School Liaison Officers (Police)*

School Procedures

Hours of Operation

Morning Bell	8:25am
Morning Classes	8:30 - 11:10 am
Lunch	11:10 – 12:07 pm All students outside playing 11:10 – 11:40 am All students inside eating 11:40 – 12:07 pm
Afternoon Classes	12:07 pm - 1:30 pm
Recess	1:30 - 1:45 pm
Afternoon Classes	1:45 - 2:30 pm
Dismissal	2:30 pm

Supervision is provided at the crosswalks before school (from 8:15 am to 8:25 am) at lunch (11:10 am – 12:07 pm), at recess (1:30 - 1:45 pm) and after school (2:30 pm - 2:45 pm).

Morning Entrance & Start-up Routines

It is important for students to abide by the following procedures as school begins each day in order to ensure students are safely supervised while on school grounds. The first warning bell will ring at 8:25 a.m. At this point, students should promptly line-up outside of the building at a designated spot and wait for their teacher/supervisor to let them into the building. Please consider appropriate clothing to deal with changing weather throughout the year. The front doors will remain open for access to the office and washrooms and students may use this door only to attend pre-class tutorials, meetings, practices, etc. Students should not be in the building without direct supervision.

Call Home/Safe Arrival Program

This program is in effect to ensure the safe arrival of students at school. Parents are asked to either report an absence or late arrival on the *School Messenger* App or phone the school prior to 8:30 a.m. to report if their child will be late or absent from school. The phone number is (250) 870-5136. Please leave a message using the automated service or dial zero to speak with someone in the office. At this time, phone numbers that originate from a blocked call are unable to use the automated system. Please enable your caller ID or speak with the office staff.

School Fees

We encourage parents to buy school supplies through the School District. The online fee payment is \$40 as established by the Board of Education to cover the cost of all supplies through the school year. Once payment is received, your child will be issued supplies such as exercise books, paper, pencils, erasers, markers, crayons, calculators and much more! It is a great deal! There is also a \$10 Cultural fee that covers the cost of Cultural presentations for a total of \$50 fees owed.

Student Telephone Use

Students are permitted to use the school telephone in their classroom only if circumstances are deemed important and they have permission from their classroom teacher. There is no longer a phone outside the office.

Lunch Time Procedures

At the lunch bell (11:10 am), all students (K – 6) go outside to play, weather permitting. At 11:40 am, all students come inside to eat their lunch until 12:07 am. Students are to remain on school property for the entire school day unless we have permission from their parent/guardian to release them.

In keeping with School District #23's Healthy Foods guidelines, it is recommended that all students bring a nutritious snack/lunch. Please be aware of school-wide or classroom alerts concerning food allergies - GME is a "Nut Aware" facility. We ask that students wash their hands before and after eating to avoid contamination from allergens such as peanuts. While eating in their classrooms, students are expected to:

- **Sit at their own desks**
- **Speak with 'quiet' voices**
- **Raise a hand if needing to get a drink or use the washroom**
- **Not share/trade food**
- **Clean up their own desk area and wipe off their desk.**

Students who repeatedly violate lunchtime expectations will be removed from the class to eat in an alternate area.

"Inside Days" – Poor Weather/Air Quality

Students may be allowed to remain indoors during lunch and/or recess as determined by the principal/vice-principal (in the event of torrential rain, extremely low/high temperatures or high air quality index).

On "inside days", students will be expected to: follow normal classroom behaviour and lunch eating expectations and remain in their classrooms, unless supervised in another area of the school. They may play or work quietly, remembering our rules of respect for others, themselves and the environment.

Fun Lunch Program

The GME Parent Advisory Council sponsors a Fun Lunch program. Parents prepay for meals which are generally delivered once or twice a week. Food choices will be available for students, and these are outlined online at <http://glenmorepac.ca/>. We thank the coordinators and the other volunteers for their hard work in ensuring the success of this program.

Responsible Student Use of Personal Technology Devices, School Technology, and District Networks

The purpose of using network services and digital technologies while in educational settings is to engage in responsible educational activities. Therefore, the use of personal technology devices, school technologies, and district network services requires students to abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Some examples of responsible use with district and personal devices include the following:

- **Act responsibly** when accessing technology and district networks, including the Internet in their school.
- Use technology equipment and property according to all applicable rules and with **care and respect**.
- Engage in **appropriate use** as directed by school staff.
- Respect the **safety and privacy of self and others** and do not provide personal contact information about themselves or other students.
- Treat others with **respect and kindness** when using digital devices and network services.
- Respect **resource limits** of the network services and do not engage in activities that jeopardize the integrity, security or performance of the network.
- Understand the importance of **privacy and security** and take all reasonable precautions when accessing network services and digital technologies.

The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. Schools will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. Use of network services and digital technologies which violate the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.

School Search & Seizure Policy

Student searches may be made based on reasonable suspicions of a violation of school rules and/or law. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable scope in light of the age and sex of the student. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to the proper law enforcement.

Student Health and Medication

If your child suffers from a medical condition that may require emergency action, please ensure the office is aware and all the medical alert planning forms are on record at the school and updated each year. These forms are available at the office. Please do not send medication to school with children unless absolutely necessary. If this situation cannot be avoided, all medication is to be kept in the school office during school hours. Please see the school administrative assistant for proper authorization forms and other information. Please reference the school district's policies regarding medication and medical treatment

Allergy Awareness Zone

We have a number of students at Glenmore who are at **extreme risk** due to nuts and nut products. These students do not have to ingest nuts; they can have a reaction to airborne particles or residue left on surfaces. For the safety of all our students, GME is declared an **ALLERGY AWARE SCHOOL** and we ask your cooperation by not sending these products to school. This includes but is not limited to peanut butter, granola bars, chocolate bars, trail mixes, etc. Please read labels.

Drop-Off and Pick-Up

When you get to school by walking you reduce carbon emissions and help our planet! Please Note: There is no parent parking in GME Staff Parking areas. Please park in the neighbourhood to drop-off and to pick-up your child. The Kiss and Drop Zone is a high-volume traffic area so please make sure your stop is brief. When this area must be used, students must exit on the fence side of the vehicle.

Bus Conduct (Field Studies):

In order to maintain a safe environment on our buses, students must abide by the following expectations. Students will:

- Remain in the area designated as a bus loading zone
 - Board or disembark a bus in an orderly manner
 - Remain seated in a seat assigned or assumed from the time they board the bus until the time they arrive at the destination
 - Use “inside voices” on the bus—no hollering or loud talking
 - Refrain from putting their heads or arms out of windows
 - Refrain from talking to the bus driver while the bus is in motion
 - Do everything possible to keep the bus clean, tidy and neat
 - Do not eat or drink on a school bus without the driver’s permission
 - Abide by instructions given by the bus driver
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Animals on Property

All animals are prohibited from school property by District of Kelowna bylaw. Owners that violate the bylaw may be fined \$100 by the Regional District of Kelowna. If you are walking to meet your child and have a dog with you, please plan to meet your child off school property.

Wheels

Bicycles, scooters, skateboards, rollerblades and other similar equipment may not be used on school property unless a special supervised event is held. Students must walk their bikes and scooters to the racks and lock them securely upon their arrival at school. Students must provide their own locks.

Lost and Found

Every year many articles are lost at school. It is recommended that nothing be brought to school that is of value or you cannot risk losing. Smaller items such as keys, jewelry and watches are kept at the office. Larger items and clothing are put in our “Lost and Found” box in the hallway outside the office. Lost and found items are put out on display several times over the school year. Unclaimed items are donated to local charity.

GME Dress Code

Decisions regarding student dress require the careful balance of the individual's right to self-expression against the school's responsibility to ensure an appropriate learning environment.

The dress code is based on the following principles:

- Respect for learning, human rights, and dignity of others
- Safety of persons and property
- Promotion of a drug and alcohol-free environment

GME Staff and PAC offer the following guidance so that students learn to make good independent decisions regarding their choice of clothing.

All members of the school community are expected to dress in ways that are appropriate for school. It is not appropriate to wear clothing that:

- Makes sexual reference
- Uses inappropriate language
- Depicts or promotes violence, racism, or other discriminations
- Is intimidating to others; has brand names that relate to profanity

For safety purposes, proper footwear must be worn when participating in physical activity.

Shoes and Gym Strip

Students are asked to bring a separate pair of runners for use within the school. Wearing winter boots throughout the school is not permitted. Indoor shoes will be used in the gym and throughout the school on days when the weather requires students to wear boots. Please ensure that these indoor shoes have non-scuff soles so that they don't mark the floors

Extra-Curricular Activities

At certain times throughout the year, teachers volunteer their time to run extra-curricular activities for the students of our school. These activities include clubs and sports teams. We appreciate these efforts and the support shown by parents. Notification of these activities will be announced in school and included in our newsletters. Students who sign-up for extra-curricular activities are expected to attend practices regularly in order to build a sense of teamwork, follow-through with commitment and to best represent Glenmore at school district events.

Library Services

Our library has a collection of materials that is intended to support curriculum needs and to provide enjoyment for pupils. The collection also includes a limited selection of materials of particular interest to parents. Students are encouraged to exchange books frequently.

Student Support Services

Learning Assistance:

The Learning Assistance Teacher (L.A.T.) assists classroom teachers in planning and implementing programs for students with specific needs within the regular classroom. The L.A.T. assists teachers with detailed assessment of students and communicates the necessary information to teachers, parents, administrators and to the student, if appropriate.

Counsellor:

Every elementary school in S.D. #23 presently provides a staff counsellor on a part-time basis. The counsellor supports students who are experiencing emotional, social or behavioural problems at school or at home which affect their learning and personal well-being. The counsellor is available for consultation with staff, administration and parents who wish to discuss concerns about students so that strategies for improvement can be implemented.

The following services are also available to students at Glenmore:

- Speech and Language Assistance
- School Psychologist

- Occupational Therapist
- Hospital/Homebound Services
- Indigenous Advocacy
- Literacy Intervention
- General classroom support teacher

Please contact the school for further information on any of these programs.

Home/School Communication

We want to do our best to keep you informed of activities and events that occur in and around the school. We will also try to keep you posted on district and community information. We rely heavily on our students to ensure the school notices are delivered home and that response slips or parent notes are returned to the school. The following methods of communication are used at Glenmore:

- A weekly email to families will contain notes on special events and accomplishments in our school. Thanks for taking the time to read them. If you discover you do not receive them via email, please sign up for our email list on our website.
- Website (www.gme.sd23.bc.ca) Please check the site often for current information and upcoming events. Some teachers also have classroom websites.
- Email: parents are automatically subscribed to a school-wide email list to receive regular updates and notices from the school office.
- Formal Student Learning Reports—will be issued in December, March and June.
- Parent/Teacher Conferences—these are scheduled opportunities to discuss your son/daughter's progress. We encourage parents to call and arrange conferences as needed throughout the year. These occur in November and February.

Volunteers:

There are many opportunities for parents to become involved in the educational process at Glenmore. Any of the following areas would benefit from increased parent involvement:

- Classroom One-to-one reading
- Lunch program
- Field-trip supervisors
- Coaching & extra-curricular clubs
- Fundraising
- Classroom helpers

Central Okanagan School District #23 requires that all volunteers apply for a criminal record check (one time only). If you are volunteering as a driver, you must complete the driver's volunteer forms and they must be resubmitted each year when your insurance expires. Drivers require appropriate insurance coverage. Forms and detailed insurance information are available at the school office.

Central Okanagan Public Schools Updated Restrictions for Cell Phones and Personal Digital Devices.

SD#23 Central Okanagan Public Schools

ELEMENTARY SCHOOL CODE OF CONDUCT SECTION

Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

The strategies, procedures and policies outlined in this package enable us to operate a school that meets the needs of all our learners. More importantly, your understanding and commitment are essential components of assisting us to meet our goals. Please take some time to review this material.