

Cawston School



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Cawston, B.C.
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We Strive For Our Personal Best!

SCHOOL HANDBOOK
2009-2010

School Mission Statement

We provide a safe and supportive community where all children succeed.



School Motto

“We strive for our personal best”.

Welcome to Cawston Primary School!

About Our School

The first school in Cawston was a one room building built between 1916 and 1921. The Cawston Primary School was built on our present location in 1951, with classrooms being added on as needed. In 1992 a large covered play area, computer lab, full sized library, 3 new classrooms, a multipurpose room, resource rooms and offices were added to our 'little' school. In 2009, a Strong Start Centre, located in a portable outside the Kindergarten Room, became our latest addition.

We presently have 226 pupils attending our school from an area that reaches from west of Hedley, several miles east of Olalla, and to the U.S. border on both sides of the river.

With a catchment area as large as this, we are unique and have a school filled with cultural diversity. We celebrate this cultural diversity as it enriches the education of us all.

At Cawston Primary School we provide a variety of programs designed to meet the individual needs of all our students. We believe in providing our students a safe and positive environment where we strive to instill a love of learning and where differences are welcomed and respected.

Cawston School Staff

Grade 4	Don Bridgman
Grades 4	Michael Fairbrother
Grade 3 & 4	Angela LaBerge
Grade 3	Megan Webster
Grade 2 & 3	Jorie Martin
Grade 2	Mike Lucich
Grades 1 & 2	Kelly Brunton/Tania Lange
Grade 1	Jenna Keyes
Grades K & 1	Sylvia Kruger
Kindergarten	Bonnie Bews
Library	Carmen Lucich
Music	Andrea Reichl
Learning Assistance	Gwen Doi
Consulting Resource Teacher	Kelly Brunton
ESL	Tania Lange
Educational Assistant	Wally Winser
Educational Assistant	Tracey Schmidt
Educational Assistant	Pati Aoki
Educational Assistant	Stephanie Duffus
Educational Assistant	Tara Maxted
Educational Assistant	Audrey Flynn
Library Assistant	Lia McGunigle
Aboriginal Support Worker	Marty Marchand
Okanagan Lang. Instructor	Tish Elkink
Strong Start Facilitator	Lynda Alkestrup
Supervisor/Meal Coordinator	Delanda Douangpanya
Custodian	Dawn Agar
Custodian	Len Schneider
Secretary	Franny Schneider
Principal	Linda Thiel



Bell Schedule

8:42	Warning Bell
8:45	Classes Begin
10:30-10:45	Recess Break
12:15-12:30	Lunch
12:30-1:00	Playtime
2:35	Dismissal

School Office Hours

8:00 to 3:00



1. Attendance

Regular attendance is essential if your child is to receive the full potential from his/her educational program. Children who are frequently absent miss important instructional time when class discussions and pupil-teacher interactions take place. Please call the school if your child is sick or has an appointment and will not be at school.

2. Peanut Allergies

Three of our pupils have life threatening peanut allergies (other nuts are fine). Please do not send any foods containing peanuts to school with your children. Thank you for helping these students have a safe, healthy time while in our school.

3. Medication and Student Illness

If a student requires medication of any kind, parents must submit to the office a "Request to Administer Medication" form (available at the office) signed by the doctor and by the parent. Medication will be kept in the office and will only be administered by authorized school personnel. No medications such as Tylenol or cold medication will be distributed by the school and children must not bring any medication to school.

4. Bus Transportation

Children who ride buses are expected to obey all rules. Riding the school bus is a privilege and improper conduct on the bus will result in this privilege being denied.

The School District Transportation Policy states that busses cannot be used for courtesy rides; that is, buses cannot be used to transport children to play dates or birthday parties. Students will be picked up and delivered only to their regular bus stop.



Please inform your child's teacher if you are picking up your child at lunch or afterschool. **If a child brings a note to say their parents will pick them up and if that parent is not here by the time their bus leaves, the child will be put on the bus.** If you have questions about the bus schedule, please contact Mitch vanAller, Supervisor of Transportation at 250-498-3481 ext 103.

5. School Newsletters

Our monthly newsletter goes home on the first school day of each month. The newsletters outline all upcoming events and are an important way for us to communicate all that is happening at school with our parents. The newsletter is also published on our school web page at www.cps.sd53.bc.ca.

6. Supervision

Supervision begins each morning at 8:15 a.m. Afternoon supervision concludes at 2:56 p.m. with the departure of the last school bus. Please do not drop off your children or have them on the playground before 8:15 or after 2:56, unless you are with them. Unsupervised children on the playground are a serious safety concern for us all.

7. Noon-hour Procedure

Students eat in their own classrooms beginning at 12:15. They are to sit quietly while eating their lunch. At 12:30 students may go outside to play. All students are encouraged to be done eating by 12:40 and then proceed outside to play. Please dress your child appropriately for outside activities. During inclement weather, students will be able to stay inside as necessary.

8. Breakfast and Lunch Program

Cawston School offers a small breakfast for any student who wants something to eat in the morning.

Every Thursday, a hot lunch is available for students at a cost of \$3.00. The monthly menu and payment envelope are sent home at the beginning of each month.

9. B.C. Fruit and Vegetable Nutrition Program

Cawston School participates in the BC Fruit and Vegetable Nutrition program. Free fruit or vegetable snacks are available for all students on Tuesday and Wednesday mornings, every other week. This program promotes healthy eating.



10. Visitors to the Building

All visitors to Cawston School must report to the office and sign in when they arrive at the building. Parents are always welcome and may visit anytime. Students from other schools or friends of our pupils are not normally allowed to visit during the school day.

11. Changes in Personal Information

During the year, if you change your address, home telephone number or work number, or emergency contact, please notify our school secretary at once. In the event of emergency or illness, it is essential we have up-to-date information. If you are moving, please let the school know so that transfer forms for your new school can be prepared.

12. Volunteers

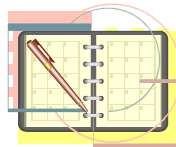
The Cawston School encourages parents and citizens to participate as classroom volunteers. We often need help on field trips, with computers, oral reading, and other classroom activities. Please talk with your child's teacher if you would like to help, and please remember to sign in and out at the school office.

13. How to Handle a Concern

From time to time you may have a concern that pertains to a classroom or school situation. We request that you first approach your child's classroom teacher. If the problem cannot be solved at that level, the Principal should be consulted. If the problem continues, the Superintendent of Schools can be contacted at the School Board Office. Usually, working together will result in a positive, constructive solution at the classroom level.

14. School Agenda Books

Agenda books help students learn to plan and organize and in doing so, help them learn social responsibility. All Grade 3 & 4 students will be asked to purchase an agenda book from the school. The cost is \$ 5.00. Agenda books are brought home every night and are an excellent way for home and school to communicate with each other.



15. No Child Without

Our school is involved in the Canadian MedicAlert Foundation's *No Child Without* program. There is no cost for students who attend our school and are between the ages of 4 up to their 14th birthday to join MedicAlert through this program. A child's MedicAlert identification can alert school staff, friends, coaches and others about your child's medical condition should an emergency occur. For further information come to the office for a brochure or go to www.nochildwithout.ca. To register your child you will need a *No Child Without* brochure which is available at the office.

16. Parent Advisory Council - PAC

Cawston Primary School has a Parent Advisory Council. Parents are the most valuable resource the child and school have. Where parents are consulted and act in an advisory capacity, schools experience better student achievement, greater support, good morale and an increase in public confidence in the educational system. The school can supply correct information to the parents through the PAC Meetings that are held every month. All parents of students at Cawston Primary are invited and encouraged to attend the PAC meetings. Parents will be notified of dates and times of these meetings in school newsletters

17. School Planning Council – SPC

The Cawston Primary School Planning Council consists of the Principal, and three PAC members, one of which must be a member of the PAC executive. They are primarily responsible for overseeing the development of the School Plan.



18. Safety

Our school has regular fire, intruder, and earthquake drills. The teacher will be in charge of the class and will instruct the students in the appropriate manner to exit the building safely. Your child will bring home an Emergency Preparedness letter at the beginning of the year. We will ask for the names of people who could pick up your child in the event of an emergency.

19. Smoke Free Environment

Cawston School is a smoke free environment. Please do not smoke in the school or on the school grounds at any time.

20. Field Trip Permission Forms

The School District has strict rules for Field Trips. Children will not be allowed to go on any field trips from the school unless the proper District permission form is signed and returned to school prior to the trip. A telephone call or a written signed note from a parent cannot be accepted. At the beginning of each school year, a Local Field Trip Permission slip is sent home to be signed by a parent. This enables your child to participate in school walks with the class. This is separate from field trips that require a bus.

21. Accidents

Every precaution is taken to prevent mishaps in which students are injured, but sometimes such occurrences are unavoidable. In the case of any type of injury, the student should report what happened to his/her teacher or the supervisors. If medical attention is needed, the teacher or supervisor will bring the student to the office and he/she will be taken care of. If medical attention is needed or the child has a head injury of any kind, parents will be contacted. In a serious accident situation, an ambulance will be called immediately.



SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)
 DISTRICT SCHOOL CALENDAR FOR CAWSTON PRIMARY SCHOOL
2009-2010



Days in session	192
Minimum Number of School Weeks	40
Minimum Number of Instruction days	185
Maximum Number of Non-Instructional Days	6

Schools Open	Tuesday	September	8
Thanksgiving Day	Monday	October	12
Non-Instructional Day	Friday	October	23
Remembrance Day	Tuesday	November	11
Last day of schools before Winter vacation	Friday	December	18
Winter Vacation period	Monday, December 21 to Friday, January 1/2010		
School Reopen after Winter vacation	Monday	January	4
Last day of school before Spring vacation	Friday	March	5
Schools reopen after Spring vacation	Monday	March	22
Good Friday	Friday	April	2
Easter Monday	Monday	April	5
Victoria Day	Monday	May	24
Last of school for students	Thursday	June	29
Schools close	Friday	June	30

Parent Conference Dates (Early Dismissal 12:00)

November	Wednesday, Nov. 25	Thursday, Nov. 26
April	Wednesday, Apr. 7	Thursday, Apr. 8