



Columbia Park Elementary

2025-2026 STUDENT HANDBOOK/AGENDA

120 Colbeck Road

Revelstoke, B.C.

Ph: 250-837-4744

columbiapark.sd19.bc.ca

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



**Please sign below to indicate that you have read the Student Handbook
portion of this planner:**

Student

Parent

Date



CPE MISSION STATEMENT

Columbia Park Elementary School is dedicated to fostering the growth of every student within a safe, respectful, and inclusive setting. We engage in a wide range of learning experiences designed to encourage creativity and curiosity, with the goal of inspiring lifelong learning.

General School Information

School Schedule

Welcome bell	8:25
School begins	8:30
Recess	10:00-10:20
Lunch	12:00
Afternoon classes begin	12:50
Dismissal	2:30

Home-school communication

Parents/guardians are welcome to communicate with the school at any time. Please feel free to contact the school with any concerns, questions, suggestions, etc. We welcome your input. You may call (250)837-4744 or email the principal or secretary. Here is a list of some of the types of home-school communication occurring at CPE.

- Written student learning updates are scheduled three times a year.
- Informal reporting: includes regular teacher contact via phone, email or in person.
- Periodic class newsletters or emails.
- Student agenda, checked and signed daily by parents and teachers.

- Newsletters posted on the school website:
www.columbiapark.sd19.bc.ca
- Fall conferences in October and Spring student-led conferences in April.

How can parents support student learning?

- Check and sign your child's agenda each day. You may also use their agenda as a home-school communication tool.
- Ensure your child attends each day, and arrives to school on time.
- Contact your child's teacher immediately if you have any questions or concerns.
- Attend our assemblies and special events.
- Attend a CPE Parent Advisory Meeting.
- Become familiar with our school's programs, policies and operations. If you are not sure, please ask us.
- Support your child, take time to read daily and complete home practice as needed in the upper grades.
- Ensure your child comes to school well-rested and limit screen/gaming/social media time.
- Have your child read to you. Read to your child.
- Spend time with your children, playing and being active.

Parent Advisory Council (PAC)

The PAC group is a vital part of our school. As a primary voice of the parents, they meet monthly to discuss issues, ideas or general plans to continue to improve our school. The PAC serve as a key support in planning special events,

funding and planning special initiatives and projects at the school. Columbia Park PAC aims to assist the learning of our students while encouraging success and pride in our school and community. All CPE parents/guardians are encouraged to become involved with our PAC. Remember, you don't have to be on the executive to come to PAC meetings. Come out and help us continue to make CPE a great place to be! The PAC meets monthly.

Volunteers

Parents, grandparents, retired teachers, and other community members help with a wide range of activities. This support from our community helps to provide a successful and enriched school experience for our students. Please let your child's teacher or the office know if you are interested in volunteering.

For the safety of our children, volunteers may be requested to complete an SD19 volunteer information form and/or a criminal record check. Confidentiality is essential when working with our children.

Student activities

We have many dedicated staff and volunteers who provide a wide variety of curricular and extra-curricular activities throughout the year. Students are encouraged to get involved with activities when they are offered. Some of these include Badminton, Volleyball/Smashball, Basketball, Cross Country Running, Nordic skiing, and Intramurals. Listen to the announcements for times to sign up and join these and other activities throughout the year.

STUDENT SERVICES

Indigenous Education

The district Elementary Indigenous Student Assistant, provides a range of activities both for our school's Indigenous and non-Indigenous students. Indigenous Student Assistants also work with classes to integrate First Peoples' perspectives into classroom and outdoor learning.

Counselling

Our district Elementary Counselor, provides direct counselling services to students and families. Should you feel your child would benefit from counseling support, please contact the principal or your child's teacher.

Learning Support

Our Learning Support teachers work with students, Educational Assistants, specialists and classroom teachers to develop supports for students as needed in consultation with the school-based team (SBT), which includes parents. In some circumstances, the SBT may request further assessment of a child's learning or development through the District School Psychologist.

Speech-Language Services

Our District Speech Language Pathologist, works with students in our school and across our District to assist with speech and language development. Contact the school for more information.

Home Reading and Homework

The purpose of home reading in the primary grades is to develop the habit and enjoyment of reading. Parents are

encouraged to read with their child for 10 to 30 minutes nightly. In the older grades, home reading is more independent, but parents can support by modelling the habit of reading daily.

For primary students, homework may be sent home in the event of absences. For Intermediate students, some homework may be assigned for further practice, work on projects assigned in class, or to complete work not finished in class. Time spent on homework should never exceed 40 minutes. If this assigned work is taking longer than this, please let the teacher know.

Bussing

Many of our students are transported to and from school via district bussing service. Students are reminded that this service is a privilege. They are required to behave in a respectful and responsible way, consistent with our school Code of Conduct and District expectations to ensure safe transportation for all students. All CPE expectations apply when travelling by bus as well.

Library

Our Teacher-Librarian and our Library Clerk maintain an up-to-date collection of resources. Books may be borrowed for up to two weeks. CPE parents also have borrowing privileges. Our library collection is kept current through District funding and additional books are purchased through library fundraisers like book fairs.

Technology

All students receive regular instruction in the use of technology, including how to

be safe, respectful, and secure online. Technology is also integrated into coursework where it is useful to extend student learning. The school also has a set of iPads and laptops integrated with digital projection systems in each classroom. Students can be assigned a number on the device to ensure that care is taken both on and offline with that technology.

Internet Access at CPE

Every student who accesses the internet at school must have a signed “Consent, Waiver, and Indemnity” form on file in our school. Students may only access sites that are considered educational and/or directly related to curricular learning.

Students who violate this rule or any others specified in the School District waiver form will not be provided school internet privileges.

School District Personal Device

Policy – includes but is not limited to cell phones, smart watches, smart glasses, portable gaming devices, laptops/desktop computers and tablets/iPads.

For the elementary schools (district-wide), personal digital devices will not be used by students on school property between school commencement and end-of-day. Student personal digital devices will not be used in any school space: hallways, bathrooms, during school-sponsored trips and activities. If personal digital devices are brought onto school property, students will keep their personal digital devices turned off or on airplane mode and stored off their body and out of sight.

Please call the school (250-837-4744) should there be an urgent need to contact your child. We also have a student phone available for use at the office for urgent contact. Cell phone use for medical reasons is acceptable as outlined in an Individual Education Plan (IEP).

Attendance and Punctuality

Punctual and regular attendance is very important to students' success in their learning. Columbia Park Elementary encourages parents to support punctual, daily attendance by establishing home routines that maintain regular hours of sleep and a morning schedule that ensures students have the time to be prepared and on time for school. Students who arrive late to school miss out on essential instruction at the beginning of the lesson and school day. Please advise us of any barriers which may impede full attendance so we can support your family to ensure they are addressed in an appropriate and timely manner. Please try to plan family vacations to coincide with regular school breaks so that your child does not miss class. Teachers are generally not able to provide work packages for school missed due to elective vacations. If your family is away, it is the responsibility of the student to catch up on work missed once they return.

Absence and Late Arrival

Please call the school (250-837-4744) if your child will be absent or late. We need to know that everyone who left for school arrived safely. Please expect a call from the school if you forget. Students arriving

late must report to the office before going to the classroom.

Student Sign In and Out

Please have your child sign in/out at the office if your child is coming late, returning to school from an appointment, heading home for lunch, or leaves the school during the day due to illness, appointments, etc. The Sign In/Out Book is on the counter at the office window.

Illnesses and Accidents

Please help keep all children healthy by keeping your child at home if they are sick. Generally speaking, if they are too sick to go outside at recess and lunch, then they are too sick to be at school.

When an accident or illness occurs at school, any necessary first aid will be administered and the parent/caregiver notified. In the event that an ambulance needs to be called, the school district will accept financial responsibility for the ambulance. Please ensure the school has two emergency contacts in the event you are unavailable, or cannot be reached.

Outside Time

We encourage students to be active on our playground, outdoor play equipment, in the forest play area, snow hills and fields during recess and lunch and during outdoor learning with their class. Students are outside a lot, so outer wear for every weather situation in Revelstoke is essential. If your family is in need of winter wear or rain gear, please let the school or your teacher know and we can help you – often at little or no cost. Supervision staff are outside at recess

and lunch to ensure CPE students are safe and comfortable.

Nutrition Guidelines

Healthy eating is important to children's growth and development. When students eat well at school, they learn better, feel better and have energy for their busy, active days. We encourage families to support their child's nutrition by sending non-packaged food items like fresh fruits and vegetables, protein, and whole grains. Please send your child with a water bottle rather than juice or soft drinks. Our PAC and Breakfast Program aim to provide healthy food options when serving meals.

With permission of the Principal, rare school celebrations may offer a treat. However, we ask that families do not send treats to share at school. Classrooms or school events should not be used by families to recognize individual student celebrations (e.g. cakes/cupcakes for birthdays). Please do not send treats for Halloween or Valentine's Day, as these days quickly become overwhelming for students when sugar is involved, and some students have allergies and food sensitivities.

Leaving School Grounds

If your child will regularly go home for lunch, please contact the teacher to let them know your family's expected schedule. We encourage students to go home for lunch if they live close enough. Students who remain at school for lunch are to remain on school grounds. In the event that you wish your child to have an occasional lunch day at home, parent written permission must be provided to permit students to go home for lunch.

Prior to leaving the school, each student will sign out in the office and sign in on their return. Parents, please check into the office if you are picking your child up to leave early.

Visitors

For the safety of all children and protection of quality classroom instruction, **all** visitors including parents **must** report to the school office. We will be happy to assist you with lunch deliveries or other needs.

Medication

School employees may only administer medication if a medication request form has been completed by the child's parent and doctor. These forms are available at the school office. If your child has a serious allergy, or life threatening illness, it is the parent obligation to inform the principal so that a medical safety plan can be developed, in consultation with the family and physician.

Bicycles, Skateboards, Scooters, and Other Wheeled Items

Bike racks are provided at the front of the school. Students are to park and lock their bikes and scooters in the racks. Students may only be at the bike racks when they are arriving or leaving with their bicycle. In order to keep our students safe and reduce damage to our playground environment, no wheeled items may be ridden on school grounds. Rollerblades may be worn on school grounds when arriving, or departing.

Traffic Safety and Parking

To assist us in keeping students safe we request that parents do not use the school parking lot to drop off or pick up children. Parking is available on Colbeck Road beyond the bus zone and crosswalk. Please have your children use the marked crosswalk when crossing Colbeck Road. We encourage all children and parents to walk or bike to school when possible. If driving your child to school is necessary, please:

- Park in the designated areas only.
- Do not allow your car to idle.
- Turn around when and where it is safe/no U-turns.

Dogs in and Around The School

Parents/guardians are reminded that school district policy prohibits dogs inside school buildings. Working dogs and prearranged special visits (show and tell) are exceptions to this rule. If you bring your pet onto our grounds, please ensure that you clean up after them.

Dress Code and Day-to-Day

In keeping with our RAISE code of conduct, students are expected to dress in a clean, neat, and appropriate manner for a school setting. Clothing with words, slogans or pictures that are contrary to our Code of Conduct are not to be worn at school. Hats should not be worn during assemblies or presentations, or in the classroom at the discretion of the teacher. Please do not chew gum at school, as it can become a sticky problem for our custodians.

Inside Shoes

To help keep our school clean, students are expected to change into inside shoes once they enter the building. Gym shoes may be used as inside shoes.

Emergency Evacuation

In the unlikely event that we need to evacuate the school, students will go to the Baptist Church building (1806 Colbeck Road).

CPE Code of Conduct

R.A.I.S.E. – Respect All Individuals, Self, and Environment.

Our Code of Conduct is designed to provide guidelines for appropriate behaviour at school, at school-sponsored functions and in settings outside school that have an impact on our school (for example on social media). School expectations have been established for everyone's protection, safety and well-being. School expectations are taught and reviewed so that we all have a shared understanding of expected behaviours in a variety of settings. Students and staff share the R.A.I.S.E. motto of Respect All Individuals, Self and Environment.

An annual review of our code of conduct occurs with student, parents, and staff to encourage the promotion of school-wide expectations. Conduct is consistently monitored to ensure codes reflect current and emerging situations that contribute to school safety.

Encouraging Appropriate Behaviours

At Columbia Park we will teach, identify, and expect positive behaviours. Although our students consistently demonstrate appropriate choices, there are occasions when some may demonstrate behaviours that are deemed inappropriate. Behaviours that require intervention are identified in the following way and act as a guideline for students, parents, and school staff. We foster a growth mindset, and each child will be given the opportunity for restitution to help resolve and learn from the behavior.

Guidelines	Response
Minor Behaviours	
Expectation violations that are disruptive to learning or are without regard to others or the school environment. Behaviours typically are unintentional infractions with no intent to harm and are generally isolated or rare incidences.	Infractions are primarily teaching opportunities which may result in a reminder of school expectations resulting in a correction. Student restitution/resolution and/or consequences appropriate to the infraction may be imposed as necessary.
Moderate Behaviours	
Behaviours that may be chronic, more serious in nature, unsafe, disrespectful, or hurtful. Moderate infractions are typically intentional and purposeful and may affect the tone and safety of the school.	Student restitution/resolution and parent/guardian contact. Restorative action and/or consequences appropriate to the infraction may be imposed. Where a behaviour is repeated, increased supervision or an alternative setting may be required to reduce the opportunity for the behaviour to be repeated.
Major Behaviours	
Behaviours that are illegal, violate the human rights, well-being, and safety of others, or have the potential to impact the personal safety of the student.	Parent contact and conference including limits to classroom or school contact as necessary for personal safety and safety of others. District protocols including district Threat Assessment Protocols will be followed and multi-agency consultation may occur for support.

- Whenever possible and appropriate, consequences for breaches of the code are fair and reasonable and restorative in nature.
- Age, maturity, and special needs of students are considered when determining appropriate action.
- School officials may have the responsibility to advise other parties of serious breaches of the code of conduct (e.g. parent, school district officials, police and/or other agencies as per fair notice guidelines).
- All reasonable steps will be made to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

BULLYING VS. CONFLICT

Bullying is a persistent pattern of unwelcome or aggressive behaviour that often involves an imbalance of power, and/or the intention to harm or humiliate someone.

Conflict on the other hand is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It's usually an inevitable part of a group dynamic.

Peer Conflict, Unkind Behaviour, and Bullying		
Peer Conflict Conflict between and among peers is a natural part of growing up. Children will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things, or act out physically by hitting, kicking or trying to hurt. If it's peer conflict, you will be aware that these children: <ul style="list-style-type: none">usually choose to play or hang out together;have equal power (similar age, size, social status, etc.);are equally upset;are both interested in the outcome; andwill be able to work things out with adult help (after calming down).	Unkind Behaviour Children may try out behaviours to assert themselves - sometimes saying or doing unkind things - such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or "budging" in line. If it is unkind behavior, usually: <ul style="list-style-type: none">it is not planned and seems to happen spontaneously, or by chance;it may be aimed at any child nearby;the child being unkind may feel badly when an adult points out the harm the/she caused.	Bullying Behaviour Bullying is serious behaviour that has three key features: <ul style="list-style-type: none">Power imbalance — One child clearly has power over the other(s), which may be due to age, size, social statusIntent to harm — The purpose of the bullying behaviour is to harm or hurt other(s). It's intended to be mean and is clearly not accidental.Repeated over time — Bullying behaviour continues over time, and gets worse with repetition. There is a real, or implied threat that the behaviour will not stop, and in fact will become even more serious.
Adapted from: https://www.vsb.bc.ca/Student_Support/Safe_Caring/bullying/Pages/Default.aspx		

Community School Threat Assessment: Fair Notice

What behaviours warrant a Student Violence Threat Assessment to be initiated?

A Student Violence Threat Risk Assessment will be initiated for behaviours including, but not limited to: serious violence or violence with intent to harm or kill, verbal/written threats to harm or kill others, online threats to harm or kill others, possession of weapons (including replicas), bomb threats (making and/or detonating explosive devices), fire setting, sexual intimidation or assault and gang related intimidation and violence.

Duty to report To keep school communities safe and caring, staff, parents/guardians, students and community members, must report all threat-related behaviours.

What is a threat? A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated, and responded to.

What is a Site-Specific Threat Assessment Team? Each school has a Site-Specific Threat Assessment Team. The team may include the principal, teachers, counsellor(s) and a member of the local police agency.

What is the purpose of a student threat assessment? The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents, and others
- To ensure a full understanding of the context of the threat
- To understand factors contributing to the person of concern's behaviour
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all

What happens in a student threat assessment? All threat-making behaviour by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the person of concern, parents, and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the person of concern or parent/caregiver, the threat assessment process will continue to promote a safe and caring learning environment.

Collection Notice

The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from online sources is only obtained from open-source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

Duty to Report

To keep school communities safe, staff, students, parents, and community members will report all threat related behaviours to the school principal.

Non-Discrimination

At Columbia Park Elementary School we are committed to providing an environment that supports the B.C. Human Rights Code (RSBC 1996) that is based on the equality of persons and is free from discrimination. A person must not imply or present any statement or communication (written, spoken, electronic or drawn) that intends to, or indicates discrimination against a person, group, or class of persons, or is likely to expose them to hatred or contempt because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age. Accommodation service or facility must not be denied without a bona fide and reasonable justification.



Columbia Park Elementary

School-Wide Behaviour Expectations

	In all areas at CPE, students demonstrate RAISE behaviour by striving to:
Respect	<ul style="list-style-type: none">• Listen to others and take turns• Be fair and kind with your words and actions• Respect personal spaces and belongings
All	<ul style="list-style-type: none">• Include others in play and learning• Work together to solve problems respectfully• Contribute positively to group goals and school events
Individuals	<ul style="list-style-type: none">• Recognize that we are all unique and valued• Respect each person's way of learning• Encourage and support others to do their best
Self	<ul style="list-style-type: none">• Try our best even when it's hard• Be responsible for your words, actions and choices• Follow classroom, playground and school expectations• Set goals and keep a growth mindset
Environment	<ul style="list-style-type: none">• Take care of our school spaces, equipment and materials• Reduce waste and recycle• Keep personal technology (e.g., phones, earbuds, smartwatches) at home or off and put away at school• Respect and care for the natural environment