



# **ARMSTRONG ELEMENTARY SCHOOL**

3010 Pleasant Valley Road ○ Armstrong, B.C. ○ V4Y 0J3

Telephone (250) 546-8778

## **Student Handbook**

### **2025-2026**

Student \_\_\_\_\_

Phone Number \_\_\_\_\_



### **About Armstrong Elementary School**

Armstrong Elementary School was initially known as the “Armstrong Spallumcheen Consolidated School” and is built on the traditional and unceded territories of the Secwepemc people of the Secwepemc Nation and the Siylx people of the Okanagan Nation. When it opened in 1921, it was the first school in the province to be constructed as a central school into which were consolidated approximately thirteen small country or one-room schools. In 1946, Armstrong-Spallumcheen School District No. 21 was formed. Armstrong Elementary continued to be the only elementary school in the district until the construction of Len Wood Elementary School in 1964. At that time A.E.S. became the primary school while Len Wood became the intermediate school. In 1990, it was decided to establish three full elementary schools and the school boundaries were redrawn.

From 1994 to 1996, A.E.S. was renovated extensively and made wheelchair accessible. In 1996, School District No. 21 was amalgamated with School District No. 89 Salmon Arm, to form North Okanagan Shuswap School District No. 83.

Armstrong Elementary School fills a special place in the City of Armstrong. Numerous present students have parents and grandparents who were students here. We have students who are 4<sup>th</sup> and 5<sup>th</sup> generation AES students!

### **Armstrong Elementary School Mission Statement**

***The mission of Armstrong Elementary School is to provide a positive and mutually respectful environment, which encourages all learners to strive for personal excellence, responsible citizenship, and lifelong learning.***

#### **Bell Schedule** \*please note that time may change slightly year to year

|               |            |
|---------------|------------|
| 8:03          | First Bell |
| 8:04          | Start      |
| 9:34-9:49     | Recess     |
| 11:19 – 12:04 | Lunch      |
| 2:00          | Dismissal  |

**Life - Threatening Allergies:** Armstrong Elementary School has students who have a severe life-threatening allergy to peanuts, nuts and nut products. With this in mind, we are an “allergy aware” school and we strive to provide a safe environment for all of our students, including those with severe allergies. Armstrong Elementary is a nut aware school and we ask that nut products remain at home. Individual classes have safety plans in place for individual students and all students are expected to be respectful of our allergic students’ needs.

***Please inform the school immediately if you have a child who is anaphylactic.***

There are forms at the office which need to be filled in by your physician so that we can establish an emergency plan for your child.

## Medical and Accident

- Essential first aid will be administered by the classroom teacher or supervisory personnel available. In the event of a serious injury, the child will be referred to the staff member with first aid training.
- It is very important that changes in home phone numbers, emergency numbers or family doctor's numbers be reported immediately to the school secretary. If the child requires emergency medical treatment, parents or guardians will be contacted.
- In the event of an illness, the parents or alternates will be contacted.

**Safe Arrival Program:** To enhance the safety of your children, the school operates a safe arrival program. **If your child is late or absent, please call the school before 8:00 a.m. The answering machine is on at all times to record your message.** Please sign your child in to the school if late and sign out if leaving early.

Those students who are absent and whose parents have not called in to report their child's absence will be phoned to ensure the child is indeed absent. Please ensure that the school has your work number or an emergency number in case you are unable to be contacted.

**School Busses:** To get information about bussing please visit <https://bcnokanaganssd83.traversaride360.com/> Information on bussing is also available from the Transportation Department at 250 546-1922 and on the school district website ([www.sd83.bc.ca](http://www.sd83.bc.ca)). All students must have a signed bus behavior form which is given out in September. **Morning supervision commences when the first bus arrives at approximately 7:43 a.m.**

- **Permission to Ride the School Bus:** Notes from parents are required for registered bus students who wish to ride a different bus. These notes are to be presented to the teacher and to the bus driver. The student will be granted permission at the discretion of the bus driver and only if adequate space is available. (Please include student name, bus, stop, date). The bus department does not allow unregistered to ride the buses for transportation.
- **Kindergarten Students:** Kindergarten students must be met by an adult at their designated drop-off or they will be brought back to the school.

**Picking Up Students:** Please use extreme caution in the parking area. Thank you for observing the no parking zones around the school. ***The bus lane is reserved for buses before and after school. Please do not drive in the bus lane at those times. Parking in the loop in front of the school is for staff only.*** If you are walking, please use the crosswalk. Thank-you for being a positive role model and helping to keep all of us safe.

**After school:** Students are expected to go directly home or outside to wait for their buses in the designated bus areas. Students should not remain at school after school hours unless with a parent. Thank you!

**Change in Routines:** If your child is not following their regular routine after school (i.e. they are going to a birthday party, to a friend's house) please send a note to the classroom teacher so they are aware of this change. **These arrangements are to be made at home and not at the last minute at school** ☺

**Indoor / Outdoor Policy:** When students arrive at school in the morning they play outside until the bell rings. At recess and lunchtime all students are expected to go outside for some fresh air when the weather is deemed favourable by the supervisor. When weather conditions are too wet or cold to be outside, the classrooms will have inside options. Days colder than approximately -13 may be inside days. "Inside days" will be announced or posted on the school doors. Outside time is important and we will do our best to be outside as much as possible during break times. Please ensure that your child(ren) are dressed appropriately for wet or cold weather. If you require assistance securing appropriate outdoor wear for your child, please give us a call at the school and we will do what we can to assist.

**School Dress Code:** Dress at Armstrong Elementary and at school functions is expected to meet generally accepted standards of suitability for the occasion. We encourage students to wear clothes suitable for a place of business. Clothing advocating drug or alcohol use or displaying weapons or inappropriate language may not be worn.

**Cell Phones:** As per provincial policy, cell phones are not permitted in elementary schools. If cell phones are out at school, they will be given to the principal for the day. If a second incident occurs, a parent will need to pick up the cell phone from the office. The school will not be responsible for lost or stolen electronic devices.

**Bicycles: “Walk your wheels”** Students who bring bicycles and scooters to school must place them in the bike stands immediately upon entering the school grounds. Bicycles and scooters should be locked for safe keeping and should not be ridden on the school grounds. ALL students must wear a helmet. All items with wheels need to be walked on school property.

**Indoor Footwear:** In order to keep our school clean and reduce the damage to flooring, students are asked to have a pair of indoor shoes available to wear inside the building. Running shoes for P.E. are suitable for this use.

**Change in Student Information:** Parents, **please advise** the school office of any changes to student’s home address, telephone number or other basic student information. It is important that the school be able to contact students’ homes in case of illness or other situations which may arise.

**Office Telephone:** There is a telephone in the office for limited use by our students. Students are to get permission from their teacher and office personnel before using the phone. **The phone is not for arranging last minute after school play dates.**

**Newsletters:** Newsletters, which provide important information including upcoming events and students’ achievements, come out at the beginning of each month throughout the year. Newsletters are sent electronically via email and the newsletters will be posted online on the school website. If you require a paper copy, please contact the office.

### **District Student Code of Ethics**

Students are expected to be responsible citizens as they learn the connection between their rights and their responsibilities.

(1) Students are to be given the opportunity to learn, and teachers are to be given the opportunity to teach without disruption.

Students are expected to arrive on time, attend class on a regular basis and to participate constructively in the learning process and in appropriate decision-making procedures.

(2) Students have the right to feel safe and to be treated with respect and courtesy. All members of the AES community are expected to treat self, others and property with respect, demonstrating positive standards of attitude and behaviour.

### **Armstrong Elementary School Code of Conduct**

This code of conduct defines behaviour expectations and consequences for conduct that happen at school and apply to conduct during school organized or sponsored activities whether they take place on or off school grounds.

***We believe in...***  
***RESPECT of self, others, property, and learning***  
***OWNING IT: taking responsibility for our actions***  
***SAFETY***

*Our discipline process recognizes that students can and do make choices. Our students are expected to accept responsibility for their behavior, comply with the consequences of their behavior, and make a commitment to improve their behavior. We recognize each child's home contributes to the teaching of appropriate behavior and look forward to working with you as partners in your child's education.*

**In Reference to the BC Human Rights Code:**

Armstrong Elementary School staff will treat seriously any behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the B.C. Human Rights Code). The school will not tolerate behaviour or communication that degrades, denigrates, incites hatred, prejudice or discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical status, physical or mental disability, sex or sexual orientation and gender identity or expression (prohibited grounds set out in the BC Human Rights Code).

**CONSEQUENCES FOR UNACCEPTABLE CONDUCT as cited from SD 83 Policy 310**

Where appropriate, consequences for unacceptable conduct should be preventative and restorative in nature and should provide students with opportunities for growth and reflection. Restorative and other measures, including student suspension and exclusion from school may be necessary for those occasions when efforts fail to result in a student complying with expected conduct standards. In such instances, disciplinary actions must recognize and adhere to certain principles.

**3.1.** Each instance of student misconduct must be dealt with on an individual basis, taking into consideration the individual circumstances of the student.

**3.2.** Each case of student misconduct shall be dealt with as expeditiously as possible.

**3.3.** Students who contravene the District or School Code of Conduct will be subject to discipline reflective of the **age, maturity, and developmental level of the student and the severity and frequency of the unacceptable conduct:**

- a) Disciplinary consequences should be progressive in nature;
- b) As students become older, behaviour expectations change and consequences of unacceptable behaviour should reflect this;
- c) Severe, pervasive or retaliatory behaviour will warrant stronger consequences and may lead to a Violence Threat Risk Assessment (VTRA) and referral to the Superintendent of Schools; and,
- d) Discipline will be fair, consistent and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline.

**3.4.** Special considerations may apply to students with special needs if these students are unable or do not comply with a code of conduct due to a disability of an intellectual, physical, sensory, emotional or behavioural nature. When students with identified special needs require intervention regarding their conduct, the school administrator will ensure that:

- a) Such students have been adequately assessed;
- b) Appropriate interventions are applied before discipline is considered;
- c) The grounds for suspension are clear and appropriate;

**Consequences for inappropriate conduct may include the following, depending on circumstance:**

- Restitution
- Natural and logical consequences to ensure a Safe, Caring and Orderly School
- Parent/Guardian/Teacher/Principal/Student Conference
- Loss of privilege: Time out of Class/Playground Restrictions/Time off the Playground
- Referral to school counsellor
- Mandatory lessons to address lagging skills
- In-school suspension/Out of school suspension
- School Based Team Meeting
- District Hearing

**Major offenses include the following:**

**(Reference SD 83 policy 310 section 2.2)**

- Bullying (including cyberbullying); intentional intimidation resulting in emotional and/or physical harm.
- Verbal or physical harassment, disrespect, intimidation, or threats;
- Physical or emotional violence; (physical abuse, fighting/disrespectful abusive language
- **Discrimination contrary to the BC Human Rights Code;**
- The possession, use and/or trafficking of illegal or restricted drugs, alcohol, or other harmful substances;
- The possession and/or use of weapons;
- The possession and/or use of fireworks or incendiary devices;
- The possession and/or use of noxious or toxic substances;
- Engaging in conduct contrary to the District or School Code of Conduct and/or any school rule or Board policy; and,
- Retaliating against a person who has reported incidents of unacceptable behaviour described above.

**School District 83 Policy 1030.10R *Student Suspensions* will be followed often resulting in removal from the group.**

**Fieldtrips:** School fee payment is applied before field trip money will be collected for a trip. If a family needs assistance with fees or field trip costs, please contact the school principal.

**Fees:** At Armstrong Elementary School, fees are charged for agendas and Performing Arts presentations (2-3 per year, arranged through the District). Activities above and beyond those provided by the standard B.C. curriculum (field trips, guest speakers to classrooms) will be charged, by event, as the activities occur throughout the year.

**School fees are appreciated before November 15. No student will be denied access to a school sponsored program/activity for financial reasons. If circumstances do not permit payment at this point or as the year progresses, please contact Ms. Edgell, Principal, to discuss payment options.**

| Type of fee                     | Amount  | Details                                                                             |
|---------------------------------|---------|-------------------------------------------------------------------------------------|
| School Purchases student supply | \$35.00 | For all students                                                                    |
| Agenda books                    | \$10.00 | Provided for each child                                                             |
| Cultural Performances           | \$10.00 | Covers 3 performances per year.                                                     |
| Kindergarten Fees               | \$10.00 | Covers special occasion treats, nutritious snacks and supports the cooking program. |

**Leadership Club (Grades 4 and 5):** Armstrong Elementary School has a long history of student leadership involvement. The main purpose of the club is to give the student body an opportunity to plan and organize various activities throughout the year. Through their participation, it is hoped students will develop a greater sense of ownership in their school. Students in Grades 4 and 5 are encouraged to apply through written application early in the fall.

**Parent Volunteers:** We welcome school volunteers, however any volunteer (coaches, drivers, etc) is required to have a criminal records check completed with the School District before they are allowed to volunteer. Staff appreciate parent help and participation in classrooms, school programs/services and on our Parent Advisory Committee. Please check with your child's teacher about volunteer opportunities in your child's class.

**Parent Advisory Council:** The Armstrong Elementary Parent Advisory is composed of parents of the students of our school. The input of all parents is welcomed at P.A.C. meetings. The parent group meets regularly at Armstrong Elementary School with the School Principal and interested teachers. Free childminding is usually available during meetings. Some of the aims of the Parent Advisory are to:

- provide a forum for raising questions and concerns
- fundraise to complement and enhance the funds provided by the Ministry of Education to enrich their children's learning environment as well as supplement playground enhancement, field trip costs, classroom equipment and more.
- the P.A.C. may also send a representative to monthly District P.A.C. meetings and District Advocacy meetings
- present speakers in various areas of interest to parents to familiarize them with their children's educational programs
- Contact: brickschoolpac@gmail.com