



Evelyn Dickson Elementary School

STUDENT HANDBOOK 2025-2026

Welcome! Hadih! Bienvenue!

Our school is located on the unceded, ancestral territory of Saik'uz First Nation

Office Phone: 250-567-2258

School Website: <https://evd.sd91.bc.ca/>

Our Mission Statement



At Evelyn Dickson School We C.A.R.E.

We are a **Community of Learners**, committed to creating a school that Promotes **Acceptance of All, Achievement for all, Respect, Responsibility**, and the pursuit of **Excellence**.

EDS School Song

Written and composed by: Ms. Rusty Williamson

We are a community
A great big caring family
Learning what we need to know
To help us live and grow

It's about responsibility
And respect for you and me
Accepting who we are
And who it is we need to be

And at EDS
We'll achieve our best
'Cause at EDS
We'll set our sights on excellence
At EDS
We'll give our best.

School Logo drawn by Lorrie Unruh
EDS Vi-Kids



OFFICE

Office hours extend from 8:00

to 4:00 p.m. The phone number is (250) 567-2258.

Daily Bell Schedule

Time	Activity
8:50	Warning Bell – Students line up outside
10:45	Recess Bell
11:00	End of Recess
12:00	Students outside for Play
12:20	Lunch
12:40	Warning Bell – Students line up outside
2:53	Dismissal – End of School Day

HOME AND SCHOOL COMMUNICATION

Parents /caregivers are important and valued partners when it comes to student success at school. At EDS we attempt to communicate with the parents of our school's children as often as possible. We encourage parents/caregivers to reach out to us as often as needed.

SCHOOL WEBSITE

Our school website contains valuable information for students and parents. The school website can be located at: <https://evd.sd91.bc.ca/>

NEWSLETTERS



Our weekly newsletter will give parents an update on events and will inform you about what to look forward to in the coming weeks. Our Newsletter offers a calendar of upcoming events for easy reference. The Newsletter also contains important information about our PAC (Parent Advisory Council) and ways for all parents to get involved. If you have any suggestions for information you would like to see, please contact the office. As we strive to reduce our paper consumption, we will email an electronic copy of the newsletter. If you would like a paper copy of the newsletter, please contact our office. The school website also has the newsletter available to download under Newsletters.

PARENT ADVISORY COUNCIL(PAC)

The PAC is the officially recognized voice of parents at the school level. Every parent of a child at EDS is automatically a member of our PAC, so every parent has a voice in whatever issues concern them or their children. The EDS PAC meets on a monthly basis to consider school issues of concern to parents, to organize parent education, and to plan ways of supporting school programs. Meetings are conducted according to the constitution and by-laws of the PAC, and the Executive is elected by the

parents at the final general meeting of the school year or at the beginning of the new year. Times and dates of PAC meetings will be well advertised through newsletters, posted on the events board as you enter the office, and on the online calendar at <https://evd.sd91.bc.ca/>

SCHOOL BASED TEAM

The School Based Team (SBT) is a group of adults who meet to discuss the needs of any child who appears to have educational, social, or emotional struggles. At EDS, the Team is led by the Resource Teacher, and consists of the Administrator, the School Counsellor, the Classroom Teacher, and other School District Professionals, or any combination of individuals. Parents are often invited to the meeting. Parents who have concerns about their student's learning are encouraged to reach out to the teacher asap.

SCHOOL FOOD PROGRAM

School food programs play a key role in nourishing students. EDS follows the BC Ministry of Education and Childcare's Guidelines for Food and Beverage Sales in B.C. Schools and provides daily breakfast and a hot lunch program for \$6.00 per day. Menus vary each month. Meals can be purchased online at MunchaLunch - <https://munchalunch.com>. You will be required to create a free account. If you do not have access to technology, please contact our front office. More information can be found on our school website.

SCHOOL STAFF

ADMINISTRATIVE ASSISTANT

Our Administrative assistant supports the operation of the business office aspects of the school. In addition, they perform a number of other roles, including administering first aid, greeting school visitors, supporting late students, receiving telephone inquiries, and sharing information. They also assist teachers in various ways, including the monitoring and locating of supplies.

CLASSROOM TEACHERS

It is especially important to get to know your child's teacher early in the school year. Our teachers value the success of all students and value the involvement and support of parents/caregivers. They care for students and act in their best interests. Following BC Curriculum and drawing upon their broad knowledge base and understanding of the areas they teach, our teachers implement effective planning, instruction, assessment, and reporting practices to create respectful, inclusive environments for student learning and development.

COUNSELLOR

EDS has a School Counsellor on site two days a week, however, if issues arise one can be called to assist. Qualified School District 91 counselling staff are committed to supporting the wellbeing and healthy development of children enrolled in local area schools. Follow this [link](#) for more information about counselling services that may be available for our students.

CUSTODIANS

EDS has two custodians with service time starting at 3:00 p.m. until 10:00 p.m. They keep our school spotlessly clean, let community user groups into the gym, and lock the school at the end of the evening.

INCLUSIVE EDUCATION TEACHER

EDS is committed to meeting the needs of all our learners. Our Inclusive Education teacher is a part of our School Based Team and directly supports our learners who are on IEP's (Individualized Education Plans). They engage in on-going observation, on the progress of learners. When unique needs are identified, our resource teacher will assist in establishing support at the classroom level, the small group level and/or at the more individual level according to need. The goal is that every child may experience appropriate educational growth and success.

INDIGENOUS EDUCATION ADVOCATE

Our Indigenous Education Advocate provides additional culture, language, and emotional support to Indigenous Students. They communicate with parents/guardians and teachers to increase and promote student success.

LEARNING SUPPORT WORKER(LSW) and PERSONAL AUTISM ATTENDANTS (PAA)

Our LSW's and PA's assist teachers and other professionals in the delivery of regular or alternate programs with a group or individual students.

LIBRARIAN

EDS has a library located in our Learning Commons. Our librarian is always eager to hear ideas from our students and parents on how to make our library even better!

PLAYGROUND SUPERVISORS

During the recess and noon hour break we have adult supervisors. These important members of our staff supervise in classrooms while students eat their lunch and outside while children play on the playground. Though supervisors are approachable and available to students, instructions given to children by the supervisors are to be followed, just as students follow instructions from our teachers.

PRINCIPAL

Our school Principal is responsible for helping teachers, students, and parents to get the most from the school's multi-faceted programs. They are also responsible for the management of the human and material resources made available by the School District, to create the best possible teaching and learning environment. An 'Open Door' Policy is maintained, so that concerns of staff, students, and parents may be discussed with a view to a positive resolution.

REPORTING ON LEARNING

The year of learning, for reporting purposes, is divided into three terms.

Learning Updates: These are our formal communication with parents/caregivers and will include reports at the end of each term and a Summary of Learning at the end of June.

Core Competency Goal Setting Self-Assessment: Each end of term Learning Update will include a Core Competency Goal Setting Self-Assessment.

Informal Learning Updates will also be sent home in October and February. Each end of term Learning Update will be accompanied by

Talk About Learning: An opportunity for caregivers and teachers to meet will be provided in October and March.

Communication is a key part of student success. Please feel free to contact your child's teacher at any time outside these dates.

CODE OF CONDUCT

Our EDS Code of Conduct applies to all students, staff, caregivers, and guests engaging in any activity that may have an impact on our school culture. Our Code of Conduct follows the [Nechako Lakes School District Policy](#) and is in place to ensure that we learn, work and play in a safe, kind and caring environment.

At Evelyn Dickson Elementary School we C.A.R.E.

We are a **Community of Learners**, committed to creating a school that promotes **Acceptance of All, Achievement for all, Respect, Responsibility**, and the pursuit of **Excellence**.

At Evelyn Dickson Elementary School we:

- respect the diversity of our school community and the [BC Human Rights Code](#) which prohibits discrimination on the grounds of race, national or ethnic origin, colour, religion, sex, age, mental or physical disability, gender identification/expression, sexual orientation or sexual orientation as perceived by others. ([SD 91 Policy 302.3](#)).
- respect the rights of others within the school community including peers, staff, parents, and guests.
- work to the best of our abilities with the goal of always improving.
- Demonstrate the qualities of a good citizen including a cheerful outlook, cooperation with adults and other students, school service, leadership, and sportsmanship.
respect the school building, equipment, and the property, including property of others. Students (or their parents) may be held financially responsible for repairs or replacement of property purposely damaged.
- conduct ourselves in a safe and responsible manner at all times.
- treat others with kindness. We do not threaten, harass, bully, intimidate or assault, in any way, any person within the school community. This includes cyber bullying.
- are not in possession of any object that is potentially dangerous. This includes any weapons, legal or illegal, including replicas/imitations, knives, and any object with a blade.
- are not in possession or under the influence of drugs, alcohol, or vape type products in school buildings, on school trips or on school property.
- follow SD 91 policy/regulations regarding student transportation on school buses ([406.1](#) / [406.1 R](#)).
- follow SD 91 policy/regulations ([401.1](#) / [401.1 R](#)) regarding student use of district technology and restrictions for “Personal Digital Devices”.

Use of Technology

While using technology at EDS, we:

- ask permission first.
- only login, look at or delete our own files.
- use the technology only for the purpose we have been given.
- only use the communication tools with the permission of a staff member (e-mail, Teams, etc.)
- do not inappropriately communicate with others (cyber-bullying, making threats, etc.).
- never share personal information or arrange to meet with anyone.
- demonstrate respect for all EDS hardware and software.

In alignment with SD 91 Digital Technology, Consent and Privacy Policy and Regulations ([401.I/401.IR](#)) and the [policy](#) of the Ministry of Education and Childcare requirements for cell phones and personal digital devices for elementary students the following must be adhered to:

- A student's cell phone or personal digital device must be powered off and safely stored during the entire school day unless for instructional purposes and to promote digital literacy, and only with the permission and direct supervision of a teacher or other staff member. This extends to instructional time, while off school property (e.g., field trip).
- Taking pictures, videotaping and recording is not allowed.
- The school takes no responsibility for lost, missing or damaged personal digital devices that students choose to bring to school.

Knives in Schools

SD91 reminds families that knives are strictly prohibited at school and on school buses. We understand that many families in our region spend considerable time outdoors and often use these items. However, knives, including Leatherman tools, are not appropriate in a school setting at any time.

We ask that all caregivers and students check backpacks and jacket pockets, especially after camping, fishing, or hunting trips to ensure these items are not brought to school. The District Code of Conduct will be followed to for these situations and appropriate consequences applied.

If you have any questions, please contact your school or the Safe School Coordinator at the School District 91 Board Office.

. *Special considerations apply to students who are unable to comply with the School Code of Conduct due to having a disability/condition of an intellectual, physical, medical, sensory, emotional, or behavioural nature.

DURING THE SCHOOL DAY

TRAVELLING TO AND FROM SCHOOL

Students are expected to conduct themselves in accordance with the Code of Conduct of the school while travelling to and from school.

PARKING, DROP OFF AND PICK UP

For safety reasons, please be advised that the parking lot in front of the school is not to be used as a drop-off or pick-up location. It is closed from 8:10 am until 9:00 am and from 2:30 pm to 3:00 pm during the school week during these peak times to all traffic except fire, staff and vehicles equipped with a handicap parking pass.

DROP OFF: Morning supervision starts at 8:15 and will end when the warning bell sounds for students to line up. Please arrange to drop off your student in the designated, marked drop-off pick up zones. **If you must drop off your child prior to 8:15 a.m. please contact the school to discuss options.**

The Vanderhoof YMCA Offers Before and After School care at EDS for a cost. You can contact them by emailing PRS.childcare@bc.ymca.ca or visit their website here: <https://nbc.ymca.ca/child-care/school-age/>.

PICK UP: Afternoon supervision starts at 2:53pm when the dismissal bell rings. There are two supervisors out at all times. Students will be asked not to play on the top-level playground equipment after school if they ride the bus. Afternoon school supervision ends at 3:10pm after the last bus.

PARENT PICK UP: Please arrange to pick up your student in the designated, marked drop-off pick up zones. It is unsafe to drop students off across the street and in the parking lots.

General Information and Expectations

ASSEMBLIES

Gathering together is an important part of school culture. We practice important audience skills and enjoy a number of presentations. We gather in assembly approximately once a month and for special events.

BIKES / SKATEBOARDS / SCOOTERS / ROLLER BLADES

- Bike riders obey rules of the road and should walk their bikes when on school property between 8:15 am and 3:00 pm.
- Bike should be parked and locked in the bike racks during the school day.
- Bike should be in safe condition
- All students riding bicycles to school must, by law, wear a bike helmet.
- Skateboards, rollerblades, and scooters must not be used between 8:15 am - 3:00 pm.
 - Motor bikes, dirt bikes and other machine propelled equipment are not permitted on school grounds during the school day.

BUSSES: Students who ride the bus are expected to line up in their designated areas and respectfully wait for their bus. Students are responsible for arriving at the bus stop on time, the bus driver cannot wait.

BUS SAFETY CONSIDERATIONS

The bus driver is in charge of overall safety and student seating arrangements. If there is a serious or persistent problem, written notice will be provided to the parents and a copy to the principal. A suspension from riding on the bus may also occur.

Students are to ride the bus to which they are assigned. If there is a temporary change, parents must contact the SD 91 Transportation Department . Courtesy or guest riders are not permitted on SD 91 busses. Caregivers must register their children with the Transportation Department. Should any changes be needed, the caregiver must contact the Transportation department. This link will take you to the website that has a lot of valuable information.

[SD 91 Transportation Department.](#)

EMERGENCY DRILLS

Our school plans and practices so that in the unlikely case of an emergency, we are prepared. We will have a number of emergency drill practices throughout the year. These will be planned head of time and communicated to students in advance. At times, our local Fire Department and RCMP will attend our practices.

- Six fire drills (BC Fire Code requirement)
- One earthquake drill
- Two lockdown drills (RCMP recommendation)

ENTERING/EXITING THE SCHOOL

To help focus students for the day and to ensure a safe and orderly entry to the school each class has been assigned a specific entrance to lineup at the beginning of the day, at the end of recess and lunch. While in the lineup we expect that students will keep hands and feet to self and that they will begin to use their inside voice. Classroom teachers will meet their class and invite them into the building. Students are to leave the building using the same door assigned for entrance.

INSIDE vs OUTSIDE DAYS

We will try to be outside as much as possible before and after school and during recess and lunch play time. Appropriate outdoor clothing is important. Inside days are determined by the weather. If the air quality is poor or the temperature is below approximately -20 C with no wind factor, the break will be inside. Inside/outside will be determined by principal or designate just prior to the break.

When it is an inside day, signs will be posted on all entrances.

It is critical that students arrive at school each day prepared for cold weather. Parents should check the local forecast for up-to-date weather information. Students must be dressed appropriately so that they remain safe and comfortable during the following times:

- Outside playtime before and after school
- Recess (10:45 a.m. – 11:00 a.m.)
- Lunchtime playtime (12:00 p.m.- 12:20 p.m.)
- Fire Drills (at all temperatures)
- Bus breakdowns
- Unscheduled and scheduled outside breaks and learning experiences.

Students are expected to go outside. Parents should ensure that their child brings the following items needed to stay warm and comfortable when outside:

- Warm coat
- Gloves/Mittens
- Head/Ear covering
- Boots
- Waterproof snow pants
- A change of clothes that can be left at school is always a good idea!

LUNCH HOUR & RECESS EXPECTATIONS

At recess and noon hour- weather permitting - students will go outside for play. 12:00 noon all students will go outside for play. They will then return to their classrooms to eat their lunch. All pupils staying for lunch eat at their own desks unless they are monitors or have permission to be elsewhere.

Principal or school staff authorized by the Principal may permit students to leave the school during the lunch hour when verbal and/or written notification has been received from the parent/guardian prior to the break. Where students are permitted to leave the school during the lunch hour, they are expected to conduct themselves in accordance with the code of conduct. Parents wishing to take their child of school grounds over lunch must communicate with the office and physically come into the school to sign their child out and back in.

INSIDE SHOES

To help keep our hallways, gym and classes clean and safe we require students to remove outside shoes when they enter the building. Boot racks have been provided at each entrance and we ask that outside shoes not simply be piled in front of the doors. Students are welcome to put their outside shoes in their locker if they choose.

LIBRARY

The library is open for students on a regular schedule. Library sign-out is on a computerized system. All students have their own computer number which is used to take out library books. An overdue list is published regularly so students are aware. Overdue or lost books will result in loss of library privileges until the book is returned or paid for.

LOST and FOUND

Students often report that they have lost a jacket, a shoe, a glove, or various other articles of clothing. These 'lost' items are continually on display by the front door of the school and often on boot racks at other entrances. They are also laid out on tables at certain times of the year (i.e., Parent-Teacher Conferences times and during major school functions). To reduce the size of our 'Lost and Found' display, we encourage students and parents to label all clothing and personal items to assist us in returning them.

LOCKERS

Our school recognizes the student's right to privacy in respect to storage in his/her locker. However, there may be times when the Code of Conduct supersedes this right of privacy. If students place a lock on their locker, they must provide their teacher with either the combination or a copy of the key.

MOVEMENT AROUND SCHOOL

While inside the school, they shall walk in a quiet, orderly manner. Students will walk and maintain respect for others and use caution at drinking fountains and doorways. Students will use the stairwells by holding the handrails with no sliding or jumping. All students shall remain on school property during the school day unless the parent/caregiver and the school have given permission.

PHONES

Students must receive permission from their classroom teacher and/or the secretary before they use the phone. Students are only permitted to use the telephone when it is an emergency, or they are unclear about the travel home after school. Students are not permitted to make phone calls to arrange play dates. We encourage students and families to make arrangements the night before in order to minimize disruption to the school day. Cell phone are not permitted during the school day. Please refer to the Code of Conduct for more information.

PICTURES AT SCHOOL

Due to privacy issues, the only students permitted to take pictures at school are those students taking photos for an approved course or club. Permission must be given by both the staff member(s) and/or student(s) to be photographed. Cameras must never be used in areas such as washrooms and change rooms.

SCHOOL NEIGHBOURS

Students are expected to conduct themselves as responsible members of the neighbourhood within which the school is located. Students should be courteous to the families living in the school neighbourhood and respectful of their property. Students who engage in conduct which disturbs, disrupts, or damages the persons or property of the school neighbourhood (which has “direct and immediate effect on the general welfare of the school”) may be subject to discipline.

SCHOOL SUPPLIES

Students are required to have school supplies as per the list found on our website. Should you encounter difficulty getting supplies please contact our office. [EDS School Supplies List](#).