



Forest Grove Elementary School

Box 99 – 4497 Eagle Creek Road

Forest Grove, B.C. V0K 1M0

Phone: (250) 397-2962

Parent, Student and Staff Handbook 2025 - 2026

Principal's Message:

Welcome to Forest Grove Elementary School. The information provided in this handbook reflects the collective input of parents and school staff. The handbook is a reference regarding school policies and procedures. Should you have any questions or concerns, please feel free to contact the school anytime.

At Forest Grove Elementary School, we believe that the school, the family and the community are partners in the education program. You are encouraged to take an active interest and participate fully in the life of our school. As a team, we can work together to make this year a successful one. Our goal is to provide a safe environment filled with rich learning opportunities for all.

Forest Grove School Pledge

At Forest Grove School

*I pledge to be a kid for **CHARACTER***

*I will be worthy of **TRUST***

*I will be **RESPECTFUL** and **RESPONSIBLE***

Doing what I must

*I will act with **FAIRNESS***

*I will show that **I CARE***

*I will be a **GOOD CITIZEN** and always do my share*



School District No. 27 (Cariboo-Chilcotin)

Forest Grove Elementary Staff:

Principal, Teacher.....	Mr. Ty Lytton
Teachers.....	Ms. Brandi Fullerton (K/1/2)
.....	Ms. Jenny Dahl (2-3)
.....	Ms. Irena Sindelar-Babicky (4/5/6)
.....	Ms. Kimberly Vance (Wed-Thurs)
.....	Mr. Jordan Arthur (6-7)
Secretary	Mrs. Natalie Brown
Educational Assistants	Ms. Marion Boulter
.....	Mrs. Michelle Haretzmuller
First Nations Support	Ms. Sereena
School Counsellor.....	Ms. Sandra Scott
Library Aide	Ms. Jules Viegutz
Noon Hour Supervisors	Ms. Kaity Westman-Lang
.....	Mr. Richard Bergan
Strong Start	Ms. Tanya Henry
Custodian	Mr. Paul Foth

School Hours:

Kindergarten – Grade 7:	Monday – Friday	8:20 A.M. to 2:15 P.M.
School Secretary Hours:	Tuesday – Friday	9:15 A.M. to 2:15 P.M.
Strong Start:	Tuesday and Thursday	8:30 A.M. to 11:30 A.M.

SD 27 Mission, Vision & Values

Mission:

Ensuring all students have meaningful learning experiences, empowering them to succeed in an ever-changing world

School District Vision:

We envision an encouraging and understanding learning environment where everyone demonstrates a sense of belonging, mastery, independence and generosity

Core Operating Values:

The Pillars of Support for the School District No. 27 Mission and Vision are characterized by the following four core operating values:

Seven Sacred Teachings of Truth, Respect, Love, Wisdom, Courage, Humility, and Honesty

These teachings will now act as a guide for the School District's decisions around its learning priorities, its practices, its policies, its processes and its budget allocations. The Mission, Vision and Values focus on providing a wholistic and supportive learning experience to children.

Forest Grove Elementary Policies & Guidelines for

Parents/Guardians

School Mission, Vision, Value Statement:

Our mission at Forest Grove Elementary is to support the development of the whole person to promote life-long learners who make positive choices for themselves.

Our Belief: "Kids do well if they can."

Forest Grove Parent Advisory Council:

The Parent Advisory Council (PAC) represents parents, guardians at Forest Grove Elementary School. We work closely with administration and staff to support, encourage, and provide assistance to enhance the quality of education and the well being of all students at Forest Grove. You are encouraged to participate in the CPAC in any capacity that you are able.

PAC monthly meetings will be held regularly each month. The primary purpose of the meetings is to share information with all parents: staff members share the current events in our school; and PAC members present updates on the plans and activities. Reminders, dates and times for meetings are given in the school's monthly newsletter.

Active involvement of parents, guardians is very important to the school's success. We encourage you to attend regular monthly meetings to share ideas, talents or simply as an opportunity to meet other parents and know what is happening within our school. If you have any questions, please contact one of our current PAC executive members:

Student Attendance:

Regular attendance and being on time are two key factors in ensuring success in school. Many important facts, upcoming events and the shape of the day are discussed first thing in the morning. It is extremely important that students do not miss these vital pieces of information. If your child is ill or absent for important reasons, please phone the school to let us know of the reason and duration of absence. If the secretary is not available, please leave a message on our answering machine before 8:15 AM. If homework will be required after a period of absence or in preparation for an extended period, please give teachers ample time to prepare necessary homework.

"Safe Arrival Program"

Please contact the school (397-2962) or email if your son/daughter will be absent

To ensure the safety of our students, we have put in place a "Safe Arrival Program". If your child is not at school and we have not been notified in advance, a volunteer parent or a staff member will call you or the emergency contact to ensure that you are aware of your child's absence.

Special Medical Concerns:

It is important to let us know if your child has any special health problems. If a student requires prescribed medication during school hours, the procedure outlined below must be followed:

- 1. A Medical Alert Planning Form and a Request for Administration of Medication Form** must be completed and returned to the office. This must be done on an annual basis. The **Request for Administration of Medication** needs to be signed by the child's physician.
- 2.** Student medication must be kept at the office and clearly designated for whom it is intended.
- 3.** In the event that your child is unable to participate in P.E. class **a note from the parents must be provided to the teacher.**

Report Cards:

Report cards will be issued at the end of each term. Parents are requested to review the report with their child, **sign and return the envelope** with any accompanying comments or requests for interviews, to the school.

Volunteers

An important aspect of the school philosophy is the teamwork between staff and volunteers in our school. Prior to working with students, all volunteers must undergo a Criminal Record Check. **Visitors to our school must check in at the office or with the principal before starting with students. Due to COVID-19 guidelines, all visitors must also wear a face mask when inside the school.**

Volunteer Drivers also need to complete paperwork, have a vehicle safety inspection done by school staff and provide a copy of their insurance and driver's license.

Accidents, Injuries and Illness:

Emergencies and accidents do occur in spite of careful supervision of activities. School personnel handle routine cuts and scrapes. However, there is no nurse at the school and schools are generally not equipped to look after ill or injured pupils beyond band-aids or cold compresses.

If a student has been injured, he/she or another student should report the accident immediately to a teacher or supervisor.

Minor injuries will be looked after at the school. When injuries are more serious, 911 will be called and parents/guardians will be notified immediately, and the appropriate emergency services will be deployed.

Good health is necessary for effective learning. Students who become ill during the day are to go directly to their teacher. Our policy is to get students who are sick home as soon as possible. Our practice will be to call parents and ask that the students be picked up. **For this reason, it is important that parents keep work and emergency phone numbers current.**

To reduce the health risk to other students, it is helpful if parents inform the school should a child be absent or unwell due to a communicable or transferable illness.

Bullying:

Bullying is wrong and should be reported immediately when seen or felt by anyone in our building. Bullying will not be tolerated at Forest Grove Elementary.

Dress Code:**Student Cleanliness and Dress:**

Forest Grove School expects all students to adhere to standards of cleanliness and dress that allows for a clean and tasteful school environment.

Student Dress Code will consist of:

- Students are expected to wear clothing that fits, no tank tops, halter tops, or tops that expose the naval area – and no inappropriate logos or designs, i.e. beer logos etc.
- Outdoor footwear must be appropriate and safe for the playground. Flip-flops and high-heeled sandals are inappropriate as they may result in injury on the playground or gym.
- Indoor footwear must be appropriate to wear in the classroom and gymnasium. We ask parents to please provide running shoes for indoor use with a non-marking grip sole for indoor use.

Homework Policy:

Homework is an important part of the academic program and has several purposes:

- To complete work not completed in class.
- To check, review, and practice students' understanding of material taught in class.
- To prepare for future lessons.
- To complete a long-term project.
- To reinforce skills taught in class and to provide extra practice.

Implementation: Grades K – 3

- Students will record books in their home reading log.
- Practice spelling words.

Grades 4 – 7

Students will write their homework assignments in their student planners every day. Parents are asked to check these books on a daily basis and sign upon completion of the work. Students who regularly complete homework develop sound work habits and tend to be successful.

The homework will consist mainly of home reading, unfinished class work, spelling and occasionally projects. We ask that parents encourage their children to complete their homework within the following guidelines:

Gr. K & 1..... 10 to 15 minutes

Gr. 2 & 3..... 15 to 20 minutes

Grade 4 - 7.....30 minutes or more

If a student has a valid reason (illness or major family event) for not completing homework, parents should write a note of explanation and the student will be excused. If there is no note of explanation the following steps will be followed:

- 1) The student will be asked to stay in to complete the unfinished work.
- 2) Parents will be notified if homework is consistently unfinished.

General Rules:

The basis of conduct at Forest Grove School is **RESPECT**. Emphasis will be placed on civility and respect for oneself, fellow students, others, and the environment. School Rules have strong emphasis on safety, honesty, trustworthiness, fairness, integrity, responsibility, and citizenship.

- The school has a “hands off” policy. Children must keep hands, feet and objects to themselves.
- Gum chewing and eating foods that produce litter (i.e. sunflower seeds) in the school are prohibited.
- Toys or personal possessions are best left at home unless requested by the teacher.
- Spitting on the school or on the playground is prohibited.
- Speak politely and use proper language.
- Show courtesy to all school visitors.
- Complete silence during a fire drill or earthquake drill is expected – listen for instructions.
- Check with teacher/supervisor on duty if you experience difficulty.
- Use extreme caution when walking to and from school, from parents’ cars and bus stop.
- Unless students regularly go home for lunch, all students must remain on the school grounds during the hours of school operation.
- Use school phone for urgent issues only.
- When riding bicycles; helmets are mandatory by law. It is expected that all students will wear a helmet when riding bicycles to and from the school.

School:

- Students should walk once inside the school building (no running).
- Keep class, boot room, and desk tidy.
- Wear proper footwear: inside shoes are required.
- Use appropriate care and respect for school property.
- Students are to eat only in designated areas.
- Students **must** wear runners with a **non-marking sole** for P.E. classes in the gym.

Grounds:

- Students are asked to play in the designated areas.
- Keep the school and playgrounds clean.
- All garbage must be thrown into a waste basket.
- Rough games are not permitted. **PLAY FIGHTING IS PROHIBITED.**
- Students are not allowed near cars.
- Respect other students’ games without interfering.
- Students must not throw stones, snowballs or other objects on the school property or within view of the school.
- Out of bound areas will be defined by the school personnel.

Play Equipment:

- The student taking out playground equipment is responsible to bring it back into the school.
- Balls should not be thrown against the windows or on the roof.
- Use equipment for its intended purpose (e.g. sit on swings).
- Students are not allowed to remove equipment from the gym and/or equipment room without permission.

Snow:

- Throwing of snowballs on school property is prohibited.
- Standing on crazy carpets or sleds while sliding is unsafe. Children may use our sliding hill if they slide safely.

Lunch Time Expectations:

It is recommended that all students bring a nutritious lunch. Please be aware of alerts concerning food allergies. When eating lunch inside the school, students are expected to:

- Sit at the designated eating space.
- Speak with “inside” voices.
- Playing with food is prohibited.
- Foods, not eaten, should be taken home.
- Children must clean up their eating area.

Inside Days – Bad Weather:

Students will be allowed to remain indoors during lunch and/or recess as determined by the teacher or the principal. The guideline will be:

- If the temperature is below -15°C (approximately) the staff will determine if the play time outside is dangerous to the students.
- If the wind chill factor causes the temperature to be a concern.
- If there is enough precipitation that the students will become soaked and therefore present a health hazard.

Students are reminded that it is their responsibility to remain dry and away from puddles if it is not currently raining / snowing, or if they are not dressed appropriately for this activity.

Parents need to ensure that their child(ren) are sent to school with sufficient clothing to keep them warm and dry (i.e. hats, toques, mitts, warm jacket, snow boots, etc.).

On inside days:

Students will be expected to:

- Follow normal lunch eating expectations.
- Remain in their classroom, unless supervised in another area of the school.
- Play or work quietly, remembering our rules of respect for others.

Field Trips:

A field trip is carefully planned by the classroom teacher to support the school curriculum through an alternative to the classroom experience. Students are expected to abide by the same behaviour guidelines as they would in their classroom. Further, students represent the school when they are in the larger community and are therefore expected to conduct themselves appropriately and in a manner which brings pride to the school. **Students unable to follow behaviour guidelines at school or on field trips may lose the privilege of participating in future fieldtrips.** Parents will be informed if this situation occurs. This also applies to sports events held at other schools if any arise. Kindergarten students may be required to be accompanied by a parent/guardian on field trips.

Safety: A. Fire Drills

We are required to have Fire Drills throughout the course of the school year to ensure preparedness in the event of a fire or similar emergency.

When the alarm sounds, the teacher will turn off class lights and ensure that the interior door of the classroom is closed when the student are evacuated.

The teacher will lead, via the classrooms' normal exit door, keeping well away from the building, gates and entrances, and gather in the main playing field near the front of the school (see map next page).

Classes line up at the designated safe area on the field, by division, where teachers check their attendance.

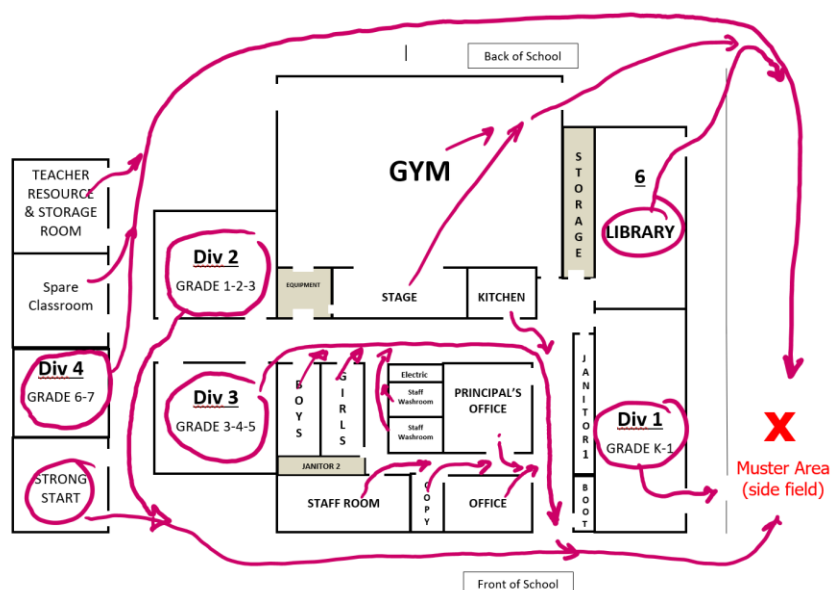
Once enrolment of each division is verified by the classroom teacher, the Principal or teacher-in-charge will check confirm attendance of students, staff and school visitors.

Classes in locations other than their classrooms are to be led outside, by their teacher, via the most direct and safe route.

Students working with adults elsewhere in the building apart from their class will be led outside by those in charge and reunited with their class.

Without direction of the Principal, or Teacher-in-Charge, no one is permitted to re-enter the building.

Forest Grove Elementary Fire Exit Routes



Safety: B. Lock Downs and Hold & Secure Drills

A school-wide lockdown is a procedure that would be implemented to protect students and staff from a threat such as an armed intruder or an intruder deemed dangerous by the school administrator. A lockdown would be used when a situation is deemed more dangerous to leave the building than to remain inside a locked room.

i. Lock Down Procedure

The School Principal or Designate will:

1. Use plain language to announce on the P.A. **"The school is in full lock down."**
Three consecutive outside bells will be rung to signal a lockdown for anyone outside.
(go to other side of sledding hill)
2. *Call 911 or your local Emergency Services. Stay on the line and provide information requested by the operator having considered your own personal safety.*
3. *Notify the Superintendent of Schools.*

Staff will:

1. Gather students and check the hall for passing students and direct them to immediately enter nearest shelter room, close and lock the door and barricade if possible. (classroom doors should always be kept locked to make emergency procedures, such as this one, easier to carry out).
 2. Try to make the room appear uninhabited, lights out, windows/blinds closed, shut off computer screens, shut off cell phones, remain as silent as possible.
 3. Direct students to hunker down in a designated space and keep silent (the space should be away from doors and windows so that students are not visible from any angle outside the room).
 4. Remain calm, reassure students, take attendance, and wait for further direction.
- If you are outside at the time of the Lockdown do NOT enter the building. Go to the designated area on the other side of our sledding hill. Remain in place until the 'all clear' (3 more bells) signal is given
 - Remain in your designated area until you are direct by the principal or RCMP
 - **If the fire alarm sounds do not move unless directed by principal or RCMP**
 - The announcement **"All clear"** will be made over the intercom **followed by three consecutive bells** when the threat has subsided, and it is safe to move.
 - After the "all clear" signal teachers will check their attendance. If students were in an alternate area (i.e. bathroom, LST room, gym, etc) they are to go directly back to their homeroom classes so teachers can include in attendance. Teachers and EAs are to remain with their students for a class debriefing and allow students to ask questions. A calming / low stress activity is to follow (trauma informed approach)
 - School-wide attendance is reported to office. All people in the building need to be accounted for - teachers, EAs, parent volunteers, maintenance workers, etc. All support staff are to report to the office (to the principal or designate) so they can be accounted for. If you do not have an available person to send the attendance wait in your room as your primary concern is to provide calm / comfort for your students. Available staff will come to your class to check in.
 - ALL available staff (not directly caring for students) are to report to the office and check in with the administration to see how they can help.
 - Administration will inform parents of the incident and a staff debriefing will be scheduled.

ii. Hold & Secure Procedure

This school-wide security alert protects staff and students from a threat that is outside the building or an RCMP incident that is in progress in the community. In this case it is important that staff and students are in the building and out of the way of emergency response or dangerous activity that may be in the local area. Hold and Secure will be initiated when:

- we have strong evidence of a dangerous situation
- it is safer to stay in the building and away from potential threat, and participating in closely monitored and more controlled environment

Hold & Secure Procedures and Policy:

1. **“Hold and Secure”** will be announced over the intercom
(or **3 consecutive short bells will ring outside** - Zone 2 bells)
2. Staff gather students in the classroom. Close door and ensure it is locked (school policy - interior doors remain locked throughout the day)
3. Close windows and blinds. Lights can stay on as normal
4. Check the hall for passing students and direct them to go immediately to their classroom.
5. If you are working one-on-one or with a small group, take your student(s) back to the classroom and check in with the teacher. The goal is to keep the class together wherever possible. If you are working with a student who will be calmer in an alternate setting, do so after you have checked in with the classroom teacher
6. Have an age-appropriate conversation about why the alert has been called and discuss behaviour expectations in a calm manner. Focus on using language that explains that the procedure not only helps to keep kids safe but also helps emergency responders to do their job
7. Behaviour expectations: stay with the group, go to and from the bathroom, stay inside the school at all times, remain in proximity with an adult, carry on with daily routine as closely as possible if able to do so safely
8. **If Hold and Secure happens during recess or lunch three bells will be signaled.** All staff and student go quickly and quietly to their classroom
9. If the Hold and Secure occurs during recess or lunch students will be directed to play quietly in their classrooms. Teachers will be **expected to stay** with their students until the Hold and Secure is cleared
10. Students are to NOT use their cell phones at this time. Ask students to shut off or silence all cell phones (complete silence is needed) and collect phones if necessary. The school will communicate with parents as soon as possible.
11. Remain calm, reassure students, and maintain Hold and Secure until further direction.
12. **If you are outside with your class and three bells ring**, line students up and quickly and calmly enter the building at the closest entrance and go directly to your classroom and initiate Hold and Secure procedures until you have more information (there is not intercom outside)
13. **If the fire alarm sounds do not move to muster point unless directed by school principal.**
14. ALL available staff (not directly caring for students) are to report to the office and check in with the administration to see how they can help.
15. Administration will inform parents of the incident and a staff debriefing will be scheduled.\

School Lock Down & Secure and Hold Drill General Information

Every school in School District #27 practices Lockdowns and Hold & Secures (as we do for Fire Drills) as part of our emergency planning/preparedness cycle.

What's the Difference Between Lockdown and Hold & Secure?

During a practice drill, students remain silent with doors locked and lights out in their classroom if it is a *Lockdown*. For a *Hold & Secure*, the doors are locked, but otherwise it's business as usual. Our aim is to plan 2 Lockdown drills and 1 Hold and Secure drill per year.

Under What Circumstances is a Lockdown Implemented?

It is important to understand that school staff will implement a lockdown and call police if/and when there is any reason to believe that imminent danger to students and staff may exist. At this stage, everyone in the school will move to a secure location, safe from harm. Police will respond to the school and no one will enter or leave, until the situation is resolved.

What Should Parents Do If The School Goes into an actual Lockdown?

The first instinct of parents/guardians is often to either phone the school directly, contact your child, or to attend directly to the school. *You are asked not to do any of these things*, but instead to understand and follow the procedures outlined below.

- **Do Not Come To The School**

Experience has shown that roadways need to be kept clear for responding emergency vehicles, and parents and others attempting to drive to the school can slow police and other emergency responders from getting to and securing the area as quickly as possible. Therefore, if you hear that a lockdown is occurring at your child's school, do not attend to the school.

How Will I Parents Know What's Going On?

Please be assured that every effort will be made to keep families informed as to what is happening should an actual event occur. Experience has shown that incorrect information often circulates during an event when it does not come directly from the police or school board. Please note that, for safety reasons, some situations may require that some information be withheld until the situation is resolved. In lockdown situations you may also contact the school board by calling **250-398-3800**.

- **Please Do Not Try To Call Your Child**

We also ask that you NOT attempt to phone your child. In a lockdown, everyone must remain quiet, and a ringing cell phone may draw undue attention to the secure location where your child and his/her classmates are.

When/Where Will I Meet My Child?

After the lockdown, you will likely be asked to go to the school and wait for your child(ren) in the Community Club parking lot or directly in the school parking lot.

Under What Circumstances is Hold & Secure Implemented?

Aside from lockdown procedures, your child's school may also implement a precautionary "Hold & Secure" if there is an unrelated emergency situation occurring outside the building or in the neighbourhood that could potentially present a danger to the school.

What Should Parents Do If The School Implements Hold & Secure

In this situation all doors to the school are locked and monitored to allow any students from outside entry into the school. Classes will generally continue but no one will be allowed to enter or leave the building until the situation is resolved. We also ask that you **do NOT go to the school unless asked to do so by school staff.**

We encourage you to discuss school safety with your child and to address any concerns they may have and we welcome questions you may have about this or any other issue related to the safety and security of our school.

Please see the school code of conduct for a detailed layout of school expectations and the consequences for negative actions during school time.