

WELCOME to



Prepared for Lochside Parents
by Lochside Parents

Contents

<i>W</i> elcome from LEPAC	1
<i>L</i> EPAC's Role	3
<i>S</i> pecial Activities	5
<i>W</i> e Would Like You To Help Out	7
<i>T</i> he School Plan	8
<i>B</i> ell Schedule	9
<i>T</i> he Parking Lot	9
<i>T</i> he Bus	10
<i>B</i> efore & After School Care	11
<i>M</i> orning Watch	11
<i>S</i> igning In and Out	12
<i>C</i> alling Home	12
<i>R</i> eport Cards	13
<i>H</i> ome–School Communication	13
<i>C</i> lassroom Representatives	14
<i>F</i> rench as a Second Language	15
<i>A</i> ctive Living	16
<i>B</i> uddy Classes	16
<i>L</i> ibrary	17
<i>F</i> ruit & Veggie Program	18
<i>F</i> un Lunch	18
<i>F</i> orgotten Lunch	19
<i>L</i> unch Supervisors & Monitors	19

<i>F</i> ood Allergies	20
<i>B</i> irthday Treats	20
<i>L</i> unchtime Clubs	21
<i>P</i> layground Boundaries	21
<i>P</i> eacekeepers	22
<i>S</i> pirit Wear	22
<i>S</i> chool Athletics	24
<i>P</i> hoto Day	24
<i>L</i> ost & Found	25
<i>R</i> ecycling	25
<i>E</i> xtended Absence	26
<i>E</i> mergency Closures	26
<i>E</i> mergency Drills	26
<i>E</i> arthquake & Comfort Kits	27
<i>S</i> pecialized Staff	27
<i>I</i> nclusive Classrooms	28
<i>M</i> edical Issues	28
<i>S</i> tudent Placement	29
<i>F</i> inancial Hardship	30
<i>I</i> f You Have a Concern	30
<i>S</i> uggestions	31
<i>U</i> seful Information	32
<i>A</i> Space for Your Notes	33



Welcome from LEPAC

We are pleased to provide you with this “Welcome to Lochside” booklet as an introduction to Lochside Elementary School. This booklet contains the information that many of us wish we had known when our children started! Joining a new school is a bit like starting a new job; there are lots of things that the folks already there take for granted but which are not necessarily obvious. This booklet has been created by Lochside parents in an effort to provide you with a warm welcome and a smooth transition to our School.

If you have children at Lochside you are an automatic member of the Lochside Elementary Parent Advisory Council (LEPAC). Meetings are held on the third Wednesday of every month in the Staff room (excluding December) from 6:30pm to 8:00pm. Based on demand, child minding may be provided. Children have a chance to make crafts and have fun while parents and guardians catch up on the administration of the school and/or attend special guest speaker discussions.

The day-to-day running of LEPAC is led by the Executive Committee. These elected positions include President, Vice-President, Volunteer Coordinator, Treasurer, Secretary, Healthy Schools Coordinator, and 2 COPACS (Confederation of Parent Advisory Councils Saanich) representatives. If proposed amendments to the constitution are approved at the October 2014 LEPAC meeting, two director-at-large positions will be added to the Executive Committee.

Each LEPAC meeting includes a review of LEPAC activities underway and planned, and an overview by the School Principal of School-wide activities and issues. If you are interested in learning more about the School’s priorities, plans and activities, we hope to see you at an upcoming LEPAC meeting.

If you wish to take an active role in your child's education, this is a wonderful way to connect with like-minded families and learn more about the School.

The School and LEPAC follow Canadian anti-spam laws, and ask that parents consent to receive email communications from the school and the LEPAC. You can opt-in by visiting the school website at www.lochside.sd63.bc.ca, clicking on the Parents tab and selecting Subscriptions from the drop down menu. All newsletters and key messages are posted to the school's website.

Once you have subscribed,

- Each week, look for the LEPAC Weekly Update sent home electronically.
- Each month look for the School newsletter sent home electronically.

You can reach the President(s) of LEPAC by e-mail at lochsidepac@sd63.bc.ca or the Volunteer Coordinator at lepacvolunteers@gmail.com. LEPAC has a bulletin board located in the hallway outside the Kindergarten classrooms. The board contains useful information on upcoming events, special dates, etc. We also have a useful webpage at www.lochside.sd63.bc.ca under the Parent tab. On the site you will find the monthly calendar, minutes of meetings, COPACS news, important phone numbers and web links, and more.

Lochside is a special school community. We are very fortunate to have a wonderful team of teachers, support staff, administrators and parents focused on achieving the best for ALL of our children.

We look forward to meeting you,

THE LEPAC EXECUTIVE COMMITTEE

LEPAC's Role

The role of LEPAC is multi-faceted and includes supporting the strong community and school spirit at Lochside and providing support for the School Plan's literacy, numeracy and healthy living goals.

Our aim is to enrich our children's experiences while at Lochside and to offer parents a way to connect with their children and their children's teachers, friends and other parents in delivering these experiences.

LEPAC's role comprises:

- ☼ *Fostering a strong sense of community;*
- ☼ *Supporting School Plan goals (1. Numeracy, 2. Student Engagement);*
- ☼ *Supporting Healthy/Action Schools;*
- ☼ *Providing parent education opportunities;*
- ☼ *Promoting public education;*
- ☼ *Fundraising for goals;*
- ☼ *Reaching out to new families;*
- ☼ *Recruiting volunteers;*
- ☼ *Facilitating parent communication;*
- ☼ *Addressing safety concerns;*
- ☼ *Supporting COPACS; and*
- ☼ *Supporting the BC Council of Parent Advisory Councils (BCCPAC).*

Some of the activities supported by LEPAC include:

- ☼ *Walking Wheeling Wednesday*

- ☼ *Earth week/day;*
- ☼ *Fruit and veggie program;*
- ☼ *Morning watch;*
- ☼ *Fun lunch days;*
- ☼ *Recycling program;*
- ☼ *Courtyard maintenance;*
- ☼ *Emergency lunches;*
- ☼ *Lunchtime clubs;*
- ☼ *Earthquake kits;*
- ☼ *Monthly newsletter; and*
- ☼ *Popcorn days.*

In addition to supporting the above, money raised by LEPAC may help fund:

- ☼ *Field trips;*
- ☼ *Computer equipment;*
- ☼ *Books;*
- ☼ *Educational resources;*
- ☼ *Sports equipment and guest coaches;*
- ☼ *Year books (Grade 5);*
- ☼ *Music equipment and guest teachers;*
- ☼ *Artist-in-Residence*
- ☼ *Special events; and*
- ☼ *Special performances.*

Special Activities

As building community spirit is important at Lochside the school calendar also offers a number of special activity days. These **may** include:

Terry Fox Run (School will either do this or Tour de Rock)

In September all students gather on the playground to run laps in support of the Terry Fox Foundation. Straws are handed out for each lap completed - teachers often use this as a math-building opportunity too. At the end of the Run, a nutritious treat is handed out to participants.

Skip-a-thon and Tour de Rock

In October students participate during their physical education classes, and bring in donations to support pediatric cancer research. A school assembly welcome the Tour de Rock team, and gives students an opportunity to present their fundraising cheque.

Wacky Hair Day

Halloween costumes can be too scary for some of our younger students, so instead of dressing up in costume students come to school with wacky hair or hats.

Walk to School Day

Twice a year, the School supports International Walk to School Day and encourages students to walk or bike. Walking “buses” are set up for the students to join and most of the front parking lot is shut down so children have the whole space for games.

Walking Wheeling Wednesdays

During the Fall and Spring, Lochside students are encouraged to walk or ride their bikes to school on Wednesdays.

Coats for Kids (The school does not do this every year)

Coats are collected and donated to a local charity just before Christmas.

Food Hampers

In December and February, a food donation drive is undertaken by the students to help fill depleted local Food Bank stocks.

Family Literacy Day

Each January, the school invites parents/guardians to join their children in their classroom to read together.

Wear Red to School Day

In February, students and staff wear red to school to celebrate Valentine's Day. Students who want to give cards to their friends are encouraged to bring cards for all their classmates.

Anti-bullying Day

While we like to think that everyday at Lochside is an anti-bullying day, in the spring, students and staff wear pink shirts to school to raise awareness about bullying.

Eat Well Get Moving!

Each spring, the school participates in this VIHA program. The aim of this exciting challenge is to get students to eat more vegetables and fruit and to be more active.

Bike Rodeo

Police liaison officers run students through a "Safety on Wheels" bike safety check and a mini-track.

These events are organized by administrators and/or parent volunteers.

LEPAC also hosts a number of Special Events during the year. These vary with each Executive Committee but often include a Movie Night, a Bingo Night, a Family Dance and a Special Theme Day.

We Would Like You To Help Out

There are lots of ways for families to help out at Lochside. Parent volunteers fuel many of the initiatives that make our School special. Some volunteer jobs are ongoing and some are time-limited. The commitment levels for parent volunteers vary so greatly we hope that every family is able to contribute in some manner. Some of the activities parents/guardians can get involved with include:

- ☼ *Being a classroom representative or a member of the LEPAC executive;*
- ☼ *Being a parent helper for a field trip;*
- ☼ *Delivering Fun lunch to your child's class;*
- ☼ *Leading games for students at the Halloween Dance or the Year End BBQ;*
- ☼ *Helping keep the courtyard maintained;*
- ☼ *Preparing, cooking and/or serving food for Teacher Appreciation Week, the Year End BBQ or the Halloween Dance;*
- ☼ *Participating in weekend construction projects like the Halloween Dance or the Outdoor Classroom project*
- ☼ *Organizing the monthly classroom book sales;*
- ☼ *Giving a talk to your child's class;*
- ☼ *Reading to children who need some extra help;*
- ☼ *Shelving books in the library;*
- ☼ *Volunteering for special events.*

If you have a particular skill or interest, or for more information, please contact Lepacvolunteers@gmail.com

The School Plan

Lochside Elementary prepares a detailed School Plan every year. The Plan outlines the key areas of focus for the upcoming year. This is a legislated requirement from the Ministry of Education and is overseen by School District 63 through the Super-intendent of Schools.

As parents, we are fortunate to have the opportunity to provide input into the development of this important document for our School. Three elected parents sit on the School Planning Council (SPC), and all parents are invited to participate in a morning roundtable discussion with teaching and support staff, usually in early March.

Parents are also invited to provide feedback to the draft Plan which is posted on the school's website, usually in early April. This year's School Plan can be found on the school website at www.lochside.sd63.bc.ca.



Bell Schedule

The daily schedule is as follows:

8:35 – 8:40 First bell, get ready

8:40 – 11:14 Instruction

11:14 – 11:45 Lunch play period

11:45 – 12:14 Lunch eating period

12:14 – 1:245 Instruction

1:24 – 1:39 Recess

1:39 – 2:48 Instruction

Students have mini nutrition breaks during the morning and teachers schedule mini action-breaks as necessary. The 30 minute lunch play period is a chance to play outside with friends, followed by a lunch taken at their desks in the belief that students are more likely to be hungry to eat after outside activity time. The children are then relaxed and ready when afternoon instruction begins.

Note that by the 8:40am bell students are expected to be seated at their desks ready for instruction.

Students are required to wait outside for the 8:35am bell. If it is raining hard or too cold, children may come in to the front of the School and congregate near the doors or in the Library. Students are not to proceed to their classrooms early, as there may not be anyone there ready to supervise them.

The Parking Lot

Pick-up and drop-off times are very hectic in the front parking lot for obvious reasons. Lochside has a designated drop-off lane for parents/guardians who are simply dropping off or picking-up

children. This lane is to be kept moving at all times and cars are not to be left unattended. A drive-through lane parallels this lane. A sign also reminds parents not to idle their cars near the School.

Staff parking has been designated on both sides of these lanes to help ensure that cars are not pulling out where children may be during this busy time.

Families are encouraged to park along Lochside Drive to the North of Royal Oak Drive. The rear parking lot is reserved ONLY for staff as this lot is too close to the doors through which students enter and exit the School to be safe for regular traffic.

The Bus

Lochside is fortunate to have school buses for children who live in the catchment area but are far enough away that they are unable to walk. Children are picked up between 8:00am and 8:30am along designated routes and stops. Children are picked up from the School at the end of the day at 3:00pm.

The cost for the year to ride the bus is approximately \$200 for the first and second child. Check out School District 63's website at www.sd63.bc.ca.

Specific questions can be directed to: **transportation@sd63.bc.ca** or **250 652 7343**. You can also follow the bus on twitter: [twitter@sd63bus](https://twitter.com/sd63bus).

If the weather is poor, please note that the school buses may be late or may not be running. Students should wait for 20 minutes and if they have not been picked up, then they should return home or follow the plan laid out by their parents/guardians. It is really important that parents/guardians have a plan for their children should the school bus does not arrive.

Before & After School Care

The following VIHA-licensed child care options are available for before and/or after School care for Lochside students:

- 1] Lochside School's Before & After School Care Program (LASP) is on-site, though not run by School District 63. Please call **250 658 1337** for more information. LASP also runs a number of summer week-to-week programs.
- 2] Kids Club is a non-profit organization providing before and after school care with school pick-up and drop-off. . They operate at several locations around the city.. Contact Kids Club on **250 881 1223**.

Morning Watch

To confirm that our students arrive safely in the morning, LEPAC volunteers complete a phone call check. Teachers pass their attendance lists to the volunteer parent who then compares the days absent students with lists of known absences.

If your child walks to school alone, you may register them for this special service at the School Office. If your child is registered for Morning Watch and will be late or away from school, please e-mail lochsidesafearrival@sd63.bc.ca before 8:45am. If there is no record explaining a child's absence, the volunteers will call your home, cell or work phone to check that your child is safe.

Morning Watch Email:

lochsidesafearrival@sd63.bc.ca

Signing In and Out

If you need to pick up your child from school during the day it is important that you sign him/her out (and then back in when returning). This helps the School administration keep an accurate record of who is at the School to ensure student safety. The sign-in/out form is kept on the counter at the School Office.

If a child arrives late but before about 9:15am, he/she should check in with the Morning Watch parent volunteer (desk located in the room behind the School Office). If arrival is after Morning Watch is over, students should be signed in at the School Office.

There is also a sign in/out sheet at the School Office for parent volunteers. If you are volunteering in your child's class, please sign in/out. This ensures that the Staff are aware of all adults in the School.

Calling Home

Should your child need to call home during school hours he/she should ask permission from their classroom teacher. The teacher will assess the situation and direct him/her to the nearest available phone or send the student to the School Office. Families are reminded to keep the School Office apprised of any changes to contact phone numbers.

Report Cards

Report Cards are sent home by classroom teachers each term. The formal reporting periods at Lochside are:

Term 1 – September to November

Term 2 – December to March

Term 3 – April to June

In terms 1 and 2 there are also two informal reports completed through a combination of conferences, phone calls, etc.

No letter grades appear on the report cards, instead students are assessed as not meeting, minimally meeting, meeting, or exceeding expectations (the latter being the exception).

Staff follow different processes for teacher-parent meetings. Some teachers prefer to hold conferences first and then issue reports. Others may issue the report prior to parent meetings. Some teachers may schedule their conferences on the “Early Closure Days” or later on in the month. Others may make arrangements to convene interviews in the afternoons and evenings – over the course of a week or two.

Each teacher will convey information about their reporting process to the parents of his or her class. If you have any questions or concerns, please contact your child’s teacher.

Home–School Communication

As a parent/guardian you may wish to have greater communication with your child’s classroom teacher.

Each teacher has their own preference for connecting with parents. Some are happy to chat before or after class, others have school or personal commitments that require that meetings be booked ahead of time. Some teachers encourage email exchanges. Speaking directly with your child's classroom teacher is the best way to find out what will work for both of you.

Grade 3, 4 and 5 classes have planners or agendas that travel between school and home with students. These are great places to keep the lines of communication open.

Classroom Representatives

At the beginning of the school year, each classroom selects a parent volunteer classroom representative to ensure that parent helpers are available to assist in the classroom as needed (Fun lunch days, popcorn days, etc.). The class rep also receives the emergency call out list for the class. In an unusual circumstance, such as an unexpected school closure, the class rep will initiate a phone call fan-out to help ensure families are informed.

Depending on interest and participation levels, classroom reps also often coordinate social aspects for classroom families, including i) compiling and sharing class phone lists and ii) collecting for and presenting year-end teacher gifts.

If you would like to be the class rep for your child's class please let your teacher know and contact **Lepacvolunteers@gmail.com**.

French as a Second Language

Each week students are given regular instruction in French. Compared to the rest of the Province, School District 63 offers the highest teaching contact hours in French. The AIM Gestures program used is widely recognized as the most effective for teaching children this second language.

Kindergarteners receive 60 minutes of instruction per week. Grades 1 to 5 receive 80 minutes per week.

French achievement is assessed on report cards and any questions about instruction should be directed to your child's French teacher.

Active Living

Students take part in physical education classes led by their classroom teacher.

Teachers make use of the gym, classroom spaces and outdoor fields to introduce children to many different sports and activities.

We are also very fortunate to have the Lochside Trail right next to our School. Many teachers make regular use of the trail by making weekly walks part of the classroom routine.

Lochside is a registered school of Action Schools! BC and benefits from classroom action bins containing equipment and teaching resources to get our students moving for mini action-breaks during the instructional day. Research has shown that these breaks help children focus and concentrate better.

Buddy Classes

Each class at Lochside is paired with another grade classroom for the year. These “Buddy” classes aim to give older students some leadership experience and younger students a chance to connect with older children they may see on the playground. These pairings help build multi-age relationships which benefit all students.

Typically, buddy classes meet once a week. Teachers plan activities that allow for fun interactions, which lead to new skill development for both age groups.

Teachers spend considerable time determining each buddy pairing (older child and younger child) to match them in interests or temperament.

Library

Students:

Each week your child will be invited to the Library to take out two books. "Library Day" for each classroom is the same day each week for the duration of the year. Library books are generally returned each week and new books can then be taken out. A child can keep a book for an additional week but only when those out are returned.

Students are also welcome to take books out of the library for a research project. Your child should speak to his/her teacher about visiting the library at a non-scheduled time.

Students may also visit the library for special events (guest author, etc.) or enriching activities. The School librarian is at the School for a portion of each week.

Parents/Guardians:

Parents are welcome to check on their child's overdue books by visiting the Library. All book borrowing histories are computerized.

Parents may also check out books to read to their children. On the first visit, the Librarian will show you how to sign-out a book. Afterwards, parents are able to bring in and sign-out books on their own.

There is also a Parent book section in the Library. These great resource materials can be borrowed by just signing them out under your name.

Parent volunteers are always welcome to help shelve books. If you have a few minutes after dropping off children or picking them up, you can put your wait time to good use.

Fruit & Veggie

Program

On a regular basis, LEPAC volunteers distribute to all classrooms a sampling of BC grown fruits or vegetables for the morning nutrition break. This free program is sponsored by the non-profit group Agriculture in the Classroom and the Province of BC. The program offers our students an opportunity to sample something that they may not otherwise try.

Fun Lunch

Once a month (depending on parent volunteer support) LEPAC offers students a specialty lunch. Parent volunteers help to deliver the food to classrooms.

Lunch orders are made online, with information sent home at the beginning of the school year. While this is a small fundraising program, every effort is made to keep prices affordable.

Should your family have a financial concern about participating in this program, please speak to the School Principal as Fun Lunch can be provided to your child by LEPAC.



Forgotten Lunch

If your child accidentally forgets his/her lunch, one can be provided by the School. Your child should tell the teacher or lunch monitor that a lunch is required and a small pre-packaged bag lunch will be provided.

A LEPAC volunteer ensures that “emergency lunches” are always available.

Lunch Supervisors & Monitors

Lunch Supervisors:

Adult supervision is provided during lunchtime by three members of the non-instructional staff. These adults circulate through their designated classrooms ensuring children are eating and behaving appropriately.

Lunch Monitors:

Grades 1 – 3 are provided with additional lunchtime support in the form of Grade 4/5 lunch monitors who eat their lunches in the classroom with the younger students. These lunch monitors can help open thermoses, assist with recycling or be a friend when one is needed. These monitors are rotated regularly so that all Grade 4/5 students have a chance to participate.

Food Allergies

Lochside Staff are sensitive to the extreme vulnerability that some of our students face while attending school with life threatening food allergies. For students with a significant health challenge, a health plan is developed with the VIHA nurse and school staff.

If one of the children in your child's class has a life-threatening allergy, you will be advised by the teacher at the beginning of the school year. Parents are asked to please respect the extreme health risk present and to not send anything to school that could cause an allergic reaction. Teachers also advise all children to NOT share food at nutrition breaks or lunchtime.

Due to the increasing numbers of children at Lochside with life threatening nut allergies, all families, regardless of the classroom, are asked to please avoid the use of nuts, and particularly peanuts, in the foods they pack for school.

Birthdays Treats

The school encourages parents/guardians to send healthy treats for birthdays and other celebrations in the classrooms. This is consistent with the school's philosophy of promoting healthy nutrition and leading an active lifestyle.

Lunchtime Clubs

A number of clubs are offered for students. These typically include:

- ☼ *Greent Team (Grades 3, 4 and 5);*
- ☼ *Lego and K'nex Club (Grades 1 to 5);*
- ☼ *Choir (Grades 1 to 5)*
- ☼ *Chess (Grades 1 to 5); and*
- ☼ *Red Cedar Book Club – for Grade 4/5 students.*

These clubs are run by teacher or parent volunteers and vary every year. Please check with your classroom teacher for time/place details as these vary. If you are interested in organizing a club, please contact the Principal and Lepacvolunteers@gmail.com.

Playground Boundaries

There are some grade-designated areas on the Lochside playground during recesses. Our youngest students (Kindergarteners) are requested not to play on the “Rocks” (the area in front of the School near the front parking lot) as this area can be quite hazardous when wet or icy. The Grade 4 and 5 students are also asked to stay off the “Rocks” since they are faster and bigger than younger students. Note that the “Waterworks”, a small stream that runs in wet weather near the Rocks, does tend to attract and muddy students of all ages.

Additional playground boundaries include the blackberry bushes and fencing to the East of the School and around the back fields. The back (South) boundary is the end of the grass. Students are not to play in the ditch at the end of the fields as this area is not visible to supervisors (these areas have recently been fenced). Students are also asked to stay out of the brambles and bushes on the West side of the School as this area is close to Lochside Trail traffic and not very visible to supervisors.

Peacekeepers

Students in Grades 4/5 comprise our Peacekeeping team. They are positive role models in the School. By being Peacekeepers, grade 4/5 students develop skills in leadership, getting along with others and social responsibility.

Peacekeepers, in pairs, walk the playground in visible yellow vests. If students need help they can turn to the Peacekeepers.

If the Peacekeepers cannot help the student(s), they can turn to the adult supervisors (usually wearing orange vests) who are also available on the fields during all recesses.

Spirit Wear

To build school spirit, LEPAC periodically sells a selection of spirit wear clothing items. Items may include t-shirts, vest and jackets. Each year the selection varies. If you are interested in buying spirit wear, email lochsidepac@sd63.bc.ca to get the latest information on what is available.



Lochside Lizzy & School Song

Many newcomers to Lochside wonder where Lochside's mascot, Lochside Lizzy, came from. The Lochside lizard originated many years ago when the whole student body voted on their mascot of choice. Lizard and Lizzy won for their fun alliteration!

In 2007, Mrs. Seabrooke's grade 4/5 class wrote our school song with songwriter and performer Paul Hann. Most recently, we've added Lochside Lizards to the gym walls along with our School values.

School Athletics

Students may join a number of athletic teams depending on their age and grade. Students are invited to participate in these school activities via announcements. The sports teams operate during different seasons and may include:

- ☼ *The Soccer team - for anyone interested in Grades 4 and 5 and runs in the Fall;*
- ☼ *The Basketball team – for anyone interested in Grades 4 and 5 and runs in the Winter;*
- ☼ *The Swim team - for anyone in grades 3, 4 and 5 and runs in the Winter;*
- ☼ *Cross-country Running - involves three district-wide meets in the Spring for Grades 3, 4 and 5; and*
- ☼ *Track & Field - runs in the Spring for Grades 3, 4 and 5.*

For specific details and timings watch the school newsletter. Check with teachers or school administrators for additional details.

Photo Day

Every Fall individual student photos are taken. Families have an opportunity to place an order for a variety of photo packages. The purchase of these photos is completely voluntary. An information package for placing orders will be sent home with your child.

In April each year, class photos take place. Each child receives their class photo free of charge. Around this time, a school-wide photo (see last year's photo at the School Office) is also taken. Order sheets are sent home to purchase the school-wide photo.

Lost & Found

It is always surprising how many items make their way to the Lost and Found every year. Lost and Found items are collected by students and staff into bins located outside the Kindergarten classrooms (by the LEPAC Information Board). If your child is missing something check here first! Twice a year, all Lost & Found items are displayed in the hallway in the hope that they will be claimed. A local charity benefits from unclaimed items.

Very small or expensive items (jewelry, cell phones, etc.) should be delivered to and claimed from the School Office.

Recycling

Lochside prides itself in having an active recycling program. Students are encouraged to use the recycling bins provided in each classroom for hard plastics, soft plastics, juice boxes and foils. There are also bins provided for paper recycling.

A number of students at various grade levels help manage the collecting, sorting and organizing for pick-up.

Children are also encouraged to bring “litter-less lunches” where possible.

If your child is unsure of how to use the recycling bins, suggest he/she speak with the classroom teacher or a lunch monitor.

Extended Absence

It is important to note that many class time activities cannot be easily replicated outside of the classroom so should your child miss a number of days of school for a family vacation or due to illness, it is important to check in with your child's classroom teacher.

Once a child returns from being away, the classroom teacher can review with the parent/guardian what work needs to be completed to "catch-up". Teachers are also helpful in preparing a "take-home" package if a student is well enough to complete work at home.

Emergency Closures

If for some reason the School must be closed (heavy snow storm, gas leak, etc.), the school administration will initiate the emergency procedures as outlined in a letter distributed to families in September of each year. This procedure can also be found online at the School District website: www.sd63.bc.ca.

Emergency Drills

Fire and Earthquake drills are a regular part of the school year ensuring that students know how to respond safely to an emergency. If your child is concerned or anxious about these kinds of drills speak to your classroom teacher.

Each year there are typically 6 fire drills and 2 earthquake drills.

Earthquake & Comfort Kits

Each child at Lochside will have access to the School's Earthquake Kit containing rations for 72 hours in case of emergency. Current supplies include emergency blankets, digital walkie-talkies, glow sticks, rain ponchos, lanterns, heavy blankets, water and granola bars. The School Staff has an established plan that is practiced with children regarding Earthquake preparedness.

Specialized Staff

Not all children have the same learning needs. In School District 63, and particularly at Lochside, we have a wonderful group of specially trained teaching support professionals to help students who need extra resources.

You may identify, or your child's teacher may identify, that your child could benefit from some specialized support. Lochside and District Staff are trained to help with:

- ☼ *Reading recovery;*
- ☼ *English as a second language;*
- ☼ *Speech and language pathology; and*
- ☼ *Learning, behavioural, or emotional support.*

Usually, a tailored program is structured for students in need with the assistance of the classroom teacher and the support and approval of parents/guardians. If you have any questions about these specialized services, please speak to your classroom teacher or the School Principal.

Inclusive Classrooms

Lochside's teachers, staff, parents and students pride themselves in being an inclusive learning community. As such, many classrooms will have one or more students with special learning needs who require the help of a fulltime Education Assistant (EA). The EA's role is to help the child with their learning and with their classroom integration.

Students who encounter a student with special needs for the first time may need help in understanding what is expected of them. Do not hesitate to ask your classroom teacher, the EA or the overall Integration Support Teacher at Lochside for their advice.

Some of the most satisfying moments for our students and staff come from interactions with our students with special needs.

Medical Issues

A Vancouver Island Health Authority (VIHA) nurse is assigned to Lochside School. The nurse gives health talks and organizes routine evaluations (a notice is sent home prior to any visit). Routine evaluations currently include:

- ☼ *Vision and hearing screening for Kindergarten students; and*
- ☼ *Dental screening for Kindergarten students.*

The school nurse also coordinates the needs of students with Epipens and keeps all student-required medications up-to-date.

Cold and flu season usually hits Lochside just like any other community with large numbers of children. Families are encouraged



to please keep their child home if he/she appears contagious (coughing, sneezing, runny nose).

Not only does sending a contagious child to school effect his/her classmates but it can also make the teacher ill, taking him/her out of the classroom too.

Lochside is no different than any other school and each year one or more classrooms is affected by head lice. Notices with specific instructions are sent home to any effected classes. Help keep your child's head unaffected by encouraging him/her not to share hair accessories, hats, helmets, hoodies, etc.

Student Placement

Each May families are given an opportunity to provide the School Principal with a form outlining their specific requests for their child (watch for the dates in the School newsletter). As the School's organizational structure (read who is going to teach what) is usually not decided until much later in the year, even up until early September, letters should focus on learning needs and not specific teachers for placement.

The letter also provides parents with an opportunity to let the School Principal know about "keep togethers" and "keep aparts" – administrative talk for friends to keep together and children who, for one reason or another, a parent requests should be kept apart.

***F*inancial Hardship**

If for any reason you feel that financial pressures are preventing your child from partaking in various services offered by the School or LEPAC (for instance school supplies, Fun Lunch or the Halloween Dance), please do not hesitate to speak directly to the School Principal. LEPAC provides the Principal with financial assistance for families, as we don't want any child to be excluded from the school community. The Principal does not identify financial assistance recipients to LEPAC.

If You Have a Concern

During the school year, an issue may arise that you are concerned about. The recommended first course of action is to speak with your classroom teacher. If this does not alleviate your concern, you should then speak to the School Principal.

If you still have concerns please contact the LEPAC COPACS representative at lochsidepac@sd63.bc.ca. He/she will be able to provide you with specific information on contacting other levels of the school district administration (an information booklet is currently available).



Suggestions

LEPAC hopes that this booklet has proven useful in helping introduce you to Lochside Elementary School. We sincerely hope that the information provided will help you through the transition to our School.

We are always striving to make the material even more useful to new parents. If you have any suggested changes, or information to add, please email lochsidepac@sd63.bc.ca. LEPAC also has a "Suggestion Box" by the School Office where you can drop us a note.

Welcome to Lochside, we're glad that you have joined our wonderful school community!

THE LEPAC EXECUTIVE COMMITTEE

Useful Information

Web Sites

LEPAC	lochside.sd63.bc.ca
Lochside Elementary School	lochside.sd63.bc.ca
Saanich District 63	www.sd63.bc.ca

E-mail Addresses

LEPAC	lochsidepac@sd63.bc.ca
Volunteer Coordinator	lepacvolunteers@gmail.com
COPACS Representative	lochsidepac@sd63.bc.ca
School Bus	transportation@sd63.bc.ca
Morning Watch	lochsidesafearrival@sd63.bc.ca

Telephone Numbers

School Office	250-658-5238
School Bus	250-652-7343
Before & After School Care Program	250-658-1337
Kids Club	250-881-1223

This booklet was prepared by the LEPAC Executive Committee.
Last revised September 2014

