



Cloverdale Elementary School

3427 Quadra Street
Victoria, BC V8X 1G8
School: 250-382-7231

Welcome to Cloverdale Elementary School!

This information at the beginning of the student planner serves as a student and parent handbook and is intended to provide useful information regarding our school's organization, policies, and procedures.

We want Cloverdale Elementary School to serve our students well. This can be accomplished most effectively when the students, the parents, the staff and the community share responsibility for the growth and the development of our students. We hope you will take every opportunity to be part of this school.

Our Guiding Principles:

- Students will strive for individual excellence and maximize their individual achievement when high standards and expectations are reinforced at home and at school.
- Behavioral expectations are clearly defined and communicated in our school code of conduct, creating an environment in which students act in a respectful and responsible manner.
- The goals of the school community are accomplished when parents, the PAC and schoolwork together in a systematic, cooperative and thoughtful manner.

We encourage all students to be lifelong learners and to take responsibility for their learning. The student planner is used daily in all classrooms from Grades one to five. Consistent use of the student planner helps students be organized and effective learners.

We wish all students, parents and staff a successful and productive 2025-2026 year. Remember, our doors are always open. Your child's education is a partnership. If you have any questions or concerns, please give us a call at 250-382-7231.

Please read and discuss this information with your child, and sign indicating you understand Cloverdale Elementary School's rules and expectations.

Parent/Guardian Signature: _____ Student Signature: _____

Student Name: _____

Address: _____

City/Town: _____ **Postal Code:** _____

Telephone: _____

Teacher: _____ **Grade:** _____ **Div:** _____

Cloverdale Elementary School

3427 Quadra Street

Victoria, BC V8X 1G8

School Office: 250-382-7231

Fax: 250-384-5661

Email: cloverdale@sd61.bc.ca

Safe Arrival: cloverdalesafearrival@sd61.bc.ca

Website: <https://cloverdale.sd61.bc.ca/>

CTS PAC: cts.parents@gmail.com

Cloverdale Childcare Society, Out of School Care, and Preschool: 250-995-1766

School Hours & Supervision

Monday – Friday	8:45 a.m. – 2:37 p.m.
Recess	10:15 a.m. – 10:30 a.m. (15 minutes)
Lunch	11:50 a.m. – 12:35 p.m. (45 minutes)

Before and After School Supervision:

We offer supervision of the school grounds 15 minutes before and after our school bell only. Students cannot be left alone on school grounds without supervision without expressed written consent of a parent/guardian. Please contact the school office if you have questions or concerns.

Before School

8:30 a.m. - 8:45 a.m. Please do not drop your student off earlier.

Students are to remain outside the school until the 8:45 a.m. bell. They then line up at the location designated by their classroom teacher.

After School

2:37 p.m. – 2:52 p.m. Please ensure that your child is picked up by 2:52 p.m.

School Calendar 2025-2026

6 Non-instructional Days; 7 Statutory Holidays, 1 Administrative Day

September 2, 2025	First Day of School
September 22, 2025	Non-Instructional Day (no students in session)
September 30, 2025	National Day for Truth and Reconciliation (school closed)
October 13, 2025	Thanksgiving Day (school closed)
October 24, 2025	Non-Instructional Day (no students in session)
November 11, 2025	Remembrance Day (school closed)
November 21, 2025	Non-Instructional Day (no students in session)
December 19, 2025	Last Day before Winter Break
January 5, 2026	School Re-opens from Winter Break
January 26, 2026	School Specific Non-Instructional Day (chosen by the school)
February 13, 2026	Non-Instructional Day (no students in session)
February 16, 2026	Family Day (school closed)
March 13, 2026	Last day before Spring Break
March 30, 2026	School Re-opens from Spring Break
April 3, 2026	Good Friday (school closed)
April 6, 2026	Easter Monday (school closed)
May 15, 2026	Non-Instructional Day (no students in session)
May 18, 2026	Victoria Day (school closed)
June 25, 2026	Last Day of Classes
June 26, 2026	Administrative Day (no students in session)

General Information

Attendance

Regular attendance and being on time are two key factors to ensuring student success.

Key components of learning are interaction, participation, and engagement. Missed time is therefore difficult and often impossible to replicate, even when work is sent home. At school, teachers work hard to ensure a learning environment that fosters intellectual, social and emotional growth that meets the individual needs of each child.

If your child is going to be away for an extended time, please contact our school office. It will not be the general policy for our school to send packages of work home for students going on holidays or who are sick for extended periods of time. For those students going on holidays, we recommend that they do daily reading and perhaps keep a journal to share when they return. If your child is experiencing a lengthy illness, please contact our school office. Please don't send sick children to school.

Safe Arrival Program

The intent of this program is to ensure that all students arrive at school safely. To make the system work, it is important that the parent/guardian contact the school when their child is going to be absent or late. Please phone before 9:00 a.m. Messages can be left on the voicemail during out-of-school hours. If a student does not arrive at school and we have not been notified, we will follow up with a phone call to establish the reason for the absence and to confirm that the child is safe. It is imperative that home, emergency and work numbers are kept up to date during the year. Please use our general phone number: 250-382-7231 and choose option 1 for the attendance line. or email cloverdalesafearrival@sd61.bc.ca. We do expect that parents/guardians are contacting the school if a student will be absent for any reason or any length of time.

Students Arriving Late or Leaving Early

Students who are late must check in at the office prior to heading to class. Students who are leaving early, must have a parent report to the office. Students may not wait in the front foyer to be picked up. They remain in their classrooms until a parent comes to the office to check them out.

Leaving the School Grounds

All elementary schools are closed campuses. Students are not permitted to leave the school grounds at recess or lunchtime by themselves.

Concerns

Please contact your child's teacher if you have a concern or question. This can be done by leaving a message at the office for the teacher or writing a note in your child's agenda. The following steps need to be taken in the order listed:

1. Meet with the appropriate teacher or staff member to talk over your specific situation.
2. If not resolved, contact the School Principal
3. If not resolved, contact our Deputy Superintendent
4. If not resolved, inform the Superintendent of Schools

For the complete process for solving conflicts with teachers or administration, please see School District 61 Policy and Regulation 1155.

Dogs on School Property

At all times, dogs are to be on a leash and well away from entrances to the school building. Please pick up after your dog.

Drop-Off and Pick-Up

Student drop off and pick up is on **Linwood Avenue** and the drive through at the front of the school facing Quadra Street. Please stay in your vehicle while waiting for your child. The staff parking lot and Thrifty Foods parking lot is not for parent parking, drop off, or pick up. Parking at Thrifty Foods, while doing school business, may lead to towing.

Medications

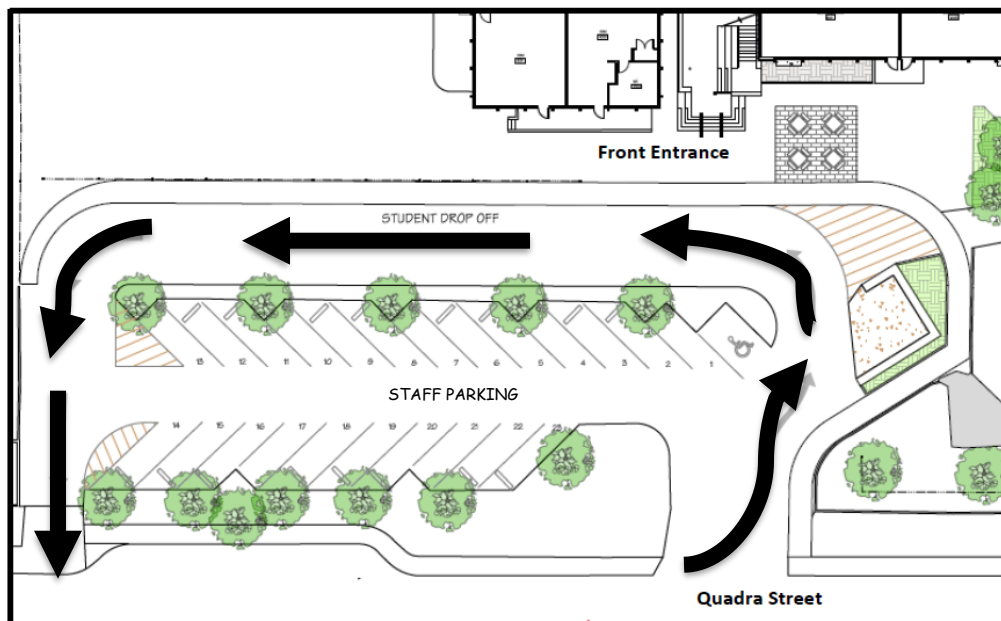
Students who are required to take prescription medications while at school must have a signed consent form from their doctor. The required form is available from our school office. School staff cannot administer any type of medication unless authorized by the student's doctor.

Moving

If your family is moving, please inform the school office.

Lost items: Check the Lost and Found Box located near the gym for larger items and clothes, and check in the office for smaller items. The items in the lost and found are donated twice a year.

Map of Student Drop Off/Pick Up



Feature Films

Parents will be notified of any feature films being shown during class time.

Fieldtrips

Teachers will inform parents of upcoming field trips. Busses or parent volunteers will be used to transport students. Volunteer drivers must have a current criminal record check (every 5 years) (through the Ministry of Justice using our school specific code), driver's abstract (yearly), driver's license, vehicle registration, vehicle insurance, and volunteer driver form submitted to the office.

Homework Policy

Please check with your child's teacher regarding homework and expectations.

School Books

Students will be provided with books to support the curriculum. Maintaining these books in an appropriate and respectful way is expected. A student will be required to pay the full price of a given book if it is lost or damaged.

Parent Expectations

We encourage parents to take an active part in their child's learning and to be involved with Cloverdale PAC if possible. See parent info at <https://cloverdale.sd61.bc.ca/>

- Support of Cloverdale Elementary School's Code of Conduct, and Academic Standards.
- Reinforce appropriate behaviour standards, study habits and good attendance.
- Establish routines for schoolwork and homework responsibilities.
- Set aside a time each night for reading.
- Promote self-esteem, self-respect and self-empowerment.
- Review agenda for homework, upcoming assignments and notices, and initial the agenda daily.
- For primary students, ensure that all items: agenda, library books, home-reading bags, etc go into the backpack every day.
- For intermediate students, support and monitor homework and the return of all assignments, books and agenda.
- Read school and classroom newsletters and notices.
- Meet with the teachers for conferences regarding your child's progress and achievement. If you have questions about your child's academic or social progress, please make an appointment with your child's teacher.
- Ensure that your child has the needed supplies to complete their assignments.
- Have students establish short and long term academic and social goals and review them consistently.
- Consistent reminder and encouragement about the intrinsic benefits of achieving goals.
- Ensure that your child dresses appropriately for the weather conditions
- Make certain that your child gets proper rest, food, and daily exercise.
- Volunteer in the classroom or school and for PAC sponsored activities (See calendar for dates and times.).

Personal Belongings

Students are not to bring valuable items to school. This includes toys and electronic devices. The school does not provide insurance or assume responsibility for lost, damaged or stolen items. Any item that is confiscated will need to be picked up by a parent or guardian.

Recess and Lunch Hour Outside Expectations

Students are expected to:

- Dress appropriately for the weather
- Go outdoors at recess and lunch unless it is determined to be an inside-day, or they are involved in a sponsored activity.
- Play safely and do not throw rocks, sticks, acorns, or pinecones. Hard balls and hockey and lacrosse sticks are not permitted.
- Walk bikes while on school property and no roller blades, scooters, or skateboards are to be used on school grounds.
- Stay away from bike racks during recess and lunch hour.

Learning Updates

Learning updates describe student learning in relation to the Learning Standards in the Provincial Curriculum. The requirements of this communication are outlined in The BC K-12 Student Reporting policy.

Learning updates are released at the end of each term (usually December, March and June) through the Parent Connect electronic/online system.

Student Services

ELL Program: The English Language Learner (ELL) and English as a Second Dialect (ESD) programs help children develop their English language skills. Depending on a student's individual needs and development the ELL teacher may monitor the child's progress, work with the child in a small group situation, and/or support the students in the classroom. The ELL teacher supports the classroom teacher with programming.

Learning Support Services: Learning Support Services (LSS) provides support for student learning individually or in a small group. This can be done in the classroom or in a small group setting. LSS, in consultation with the classroom teacher, assists with adaptations and modifications to support student success. Parents will be notified if their child has been recommended for LSS support.

Other Services: Other services such as Speech and Language Therapist, Occupational Therapist, Physical Therapist, and/or District Psychologist may be recommended to support your child's learning and growth.

Telephone Use

Students must be given permission by staff to use the phone. The use of the phone is not to arrange after school activities.



SD 61 SCHOOL SAFETY PLANS

Principal/Vice Principal: Sue Ottenbreit, Principal; Mary McLean, Vice Principal

Contact Phone Numbers: 250-382-7231

Alternative Evacuation Site Location: Reynolds High School, 3963 Borden Street, Victoria, BC

Protocols could not possibly be outlined for every emergency situation. The professional judgment of the administrator will always be important in determining actions. The following is a quick reference for some of the processes in place to deal with emergency situations.

Please refer to the following for updated information during an emergency within our district or regarding specific schools: www.sd61.bc.ca, CFAX, 107.3, CBC Radio, 100.3 The Q, The Ocean 98.5, Times Colonist, Black Press, CTV, CHEK News

Facebook and Twitter: Updates are also posted on the Greater Victoria School District [Facebook account](#) and Twitter account [@sd61schools](#)

EMERGENCY DRILLS AND SUPPORT INFORMATION

CIRT

The Critical Incident Response Team (CIRT) provides support to schools and families in dealing with critical incidents through a provision of expertise, resources and additional counseling. The team will develop an action plan in response to a critical incident and may invite the district CIRT to provide further support.

EARTHQUAKE

In the event of an earthquake, students will be instructed to drop and cover. Drop and cover follows this process: drop to the ground, take cover by getting under a sturdy desk or table, and hold on to it until the shaking stops, evacuation of the building will follow. Earthquake drills are practiced a minimum of twice per year at each grade level.

FIRE

In the event of a fire within a school, the fire alarm will be sounded by the person discovering the fire. Students will be evacuated from the building using the nearest safe exit and will assemble at a predetermined location where attendance will be taken, and the names of missing students and their possible location are reported to the Principal. Fire drills are practiced on a regular basis, once per month at elementary and every two months at middle and secondary.

HOLD & SECURE

“Hold & Secure” is a school safety procedure designed to maximize the safety of staff and students when circumstances in the area of the school pose a potential for **danger** (i.e. chemical spill, downed power lines cougar sightings). During a hold and secure, the Principal/Vice Principal will allow the interior of the school to function as normally as possible. However, the Principal/Vice Principal will control access to and from the school until the danger has been remedied. After any **Hold and Secure**, a communication will go out to parents/guardians briefly outlining the situation and how it was handled

LOCKDOWN

A “**lockdown**” is a school safety procedure designed to maximize the safety of staff and students in circumstance where there is a potential for **violence** in the school or surrounding area. During a lockdown, staff and students will secure themselves in their immediate area, lock and secure all interior doors when possible, turn off lights, and remain out of sight, in lockdown **until released by police**. After any lockdown, a communication will go out to parents/guardians briefly outlining the situation and how it was handled. This will ensure that accurate information goes home and that parents/guardians can support their children if they have questions or concerns.

CLASSROOM EVACUATION

From time to time, it may be necessary for students to evacuate a classroom in response to a safety concern. Students will be directed by school staff to leave the classroom quickly and quietly out a specific doorway. Students will either line up in the hallway or proceed to an alternate location in the school such as the Library. The office will be contacted for additional support in all cases.

VTRA

Fair Notice for our Parent Community: The Greater Victoria School District is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers and others feel safe. From time to time it may be necessary to complete a Violence Threat Risk Assessment (VTRA) in response to threatening behavior toward students or staff. To ensure and promote the emotional and physical safety of students, staff, parents/guardians/caregivers and others, threats must be taken seriously, investigated and responded to. The VTRA will allow the school to plan the interventions necessary to prevent traumatic events in schools and ensure the safety of all.

The school district is subject to personal information privacy laws, and will undertake the collection of information during a VTRA in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk of threat and by ensuring that information is collected from publicly available open source social media sites. The school district will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

PARENT INFORMATION

In the event of an emergency or critical incident, please wait for information from the school district before coming to the school to pick up your child. Information can be found at: www.sd61.bc.ca, CFAX, 107.3, 100.3 The Q, The Ocean 98.5, Times Colonist, Black Press, CTV, CHEK News

Facebook and Twitter: Updates are also posted on the Greater Victoria School District [Facebook account](#) and Twitter account [@sd61schools](#)

*****Student's will only be released to the parent/guardians or individual(s) listed as an emergency designate. Please ensure the school has updated information for your child.*****

For more info on Emergency Student Reunification processes (including a map), please see our website <https://cloverdale.sd61.bc.ca/our-school/emergencies-and-reunification/>

Insert Code of Conduct Here

