

2025/2026

Parent Handbook



Watson Road Elementary

475 Yates Road

Kelowna, BC V4V 1R3

250-870-5137

Principal: Janet Williams

Janet.Williams@sd23.bc.ca

Vice-Principal: David Johnson

David.Johnson@sd23.bc.ca

Administrative Assistant: Ms. Dai Le

www.wat.sd23.bc.ca – school website

WELCOME!

Welcome to the 2025/2026 school year! This year, we enrolled approximately 600 students from Kindergarten to Grade 6. We look forward to providing quality educational opportunities for our students and a positive learning environment for all. This document intends to provide you with information about our School and its organization. Please read through it with your child. If you have any questions regarding any aspect of the school's operation, please do not hesitate to call your child's teacher or school administration at (250) 870-5137.



SCHEDULE

Morning Entry Bell	8:25 am
Morning Class Begins	8:30 am
Lunch Break	11:10 am 12:02 pm
Classes Begin	12:07 pm
Recess	1:30 - 1:45
Afternoon Dismissal	2:30 pm

Supervision at the beginning and end of our learning day. Teachers are on supervision during recess, and paid lunch supervisors are on duty from 11:10 to 12:10 pm.

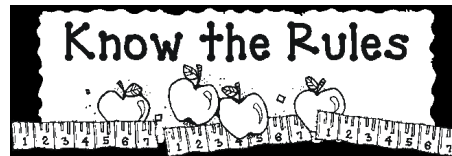
SCHOOL DISTRICT PHONE NUMBER **250-860-8888**

Our District Assistant
Superintendent for Watson Road
Elementary is
Mr. Al Lalonde



CODE OF CONDUCT

At Watson Road, we will educate students to take responsibility for their actions and 'wrongs' to make them right.



1. I have a RIGHT to learn at School.

It is my RESPONSIBILITY to listen to instructions, to work quietly at my desk, and to raise my hand if I have a question, concern, or need to leave.

2. I have a RIGHT to hear and be heard.

It is my RESPONSIBILITY not to talk, shout, or make loud noises when others are speaking.

3. I have a RIGHT to be respected in this School.

It is my RESPONSIBILITY not to tease or bug other people or hurt their feelings.

4. I have a RIGHT to be safe at School and while travelling to and from School.

It is my RESPONSIBILITY not to threaten, kick, punch, or physically harm anyone else.

It is also my RESPONSIBILITY to report unsafe behaviours to an adult.

5. I have a RIGHT to privacy and my own personal space.

It is my RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.



Please see the link for more information:

<http://www.wat.sd23.bc.ca/Parents/SOGI>

DRESS CODE

Watson Road Staff along with the WAT Parent Advisory Council considers the classroom as a "place of learning". Appropriate will be defined here as right and correct for the school setting and functions, conducive to learning, not distracting from or disruptive to the learning process, intimidating to others, make any other student or adult in the building uncomfortable. Students are expected to refrain from dress styles which promote, imitate or celebrate violence, intimidation, racism, sexism, hatred towards others, gang association, sex, or alcohol/drug use. Clothes should not display language, which is sexual, explicit, defamatory or offensive to any members of the school community. In addition, footwear must be worn at all times for health and safety reasons. Students or visitors to WAT who do not meet the dress code will be respectfully required to change into appropriate attire or asked to leave the property.

PARKING LOT

The Watson Road parking lot is a high traffic space at the beginning and end of each school day. The parking lot is NOT a drop-off/pick up zone and is **closed to parents**. Traffic congestion before and after school creates a hazard if children travel through the driveway to get to or from their parent's car. The Regional District urges motorists not to let their engines idle in school zones. In the morning, access onto the driveway loop is restricted to parents using 'Kiss and Ride' and staff members using the staff parking lot. Due to our large staff, **the parking lot is only for staff**. We request that parents park on the street when visiting the school.

ONLY School District Buses and pre-approved Daycare Buses are permitted to use the driveway in front of the school at the **end of the day**. The traffic sign on the driveway is a reminder that **vehicles must not enter the driveway**. **The driveway loop is always closed to traffic at the end of the day - even if the traffic sign is NOT there.**

PARENT VOLUNTEERS

We value families as partners in children's Education. We ask that parents/guardians continue to be involved, and support us by honouring the following expectations: All volunteers at the School need to have a completed Criminal Record Check (CRC) before working with students during school hours. These forms are available at the office. Allow at least 2-3 weeks for the CRC to be completed. As a volunteer, we ask that you make arrangements ahead of time with the teacher and be prepared to help out in the classroom with activities the teacher has planned for you.

IMPORTANT DATES



Sept. 2	First Day of School
Sept 25-26	Parent-Teacher Conferences
Sept. 26	Terry Fox Run
Sept 30	National Truth & Reconciliation Day
Oct. 10	Implementation Day
Oct. 13	Thanksgiving Holiday
Oct. 24	Pro D Day
Nov. 11	STAT Remembrance Day
Dec. 10	Learning Updates
Dec. 22 - Jan. 2	Winter Break
Jan. 5	Welcome Back
Feb. 13	Pro-D Day
Feb. 16	Family Day
Mar. 5&6	P/T Conferences
Mar. 11	Learning Updates
Mar 16-27	Spring Break
April 3	Good Friday
April 6	Easter Monday
May 18	Victoria Day
Jun. 24	Learning Updates
Jun. 25	Last Day of School

SCHOOL PROCEDURES

Allergy Aware

We have several students and staff at Watson Road

Elementary who have a life-threatening allergy to peanuts and nuts. We ask your cooperation in limiting the amount of these items in the School. We invite all adults and students to wash their hands before arriving at School and after eating snacks or lunch at the School, as even trace amounts of the foods can cause an allergic reaction.

Allergy Aware School



Cellular Phone Use and Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services Student

use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;

Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;

- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;

- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;

- Always take precautions to ensure online safety, privacy, and security;

- Treat others with respect and kindness when using digital devices and district network services;

- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to School by students.

FEES

School Supplies	\$40.00
Cultural Fee	\$10.00
School Fee Total	\$50.00

[Please pay on-line](#)

Please contact the school principal if you are facing a financial hardship that may restrict the ability of your child to access a school program.

Check-in/Check-out

All parents/guests enter through the front doors and check-in at the office during instructional hours. Volunteers will be provided with a volunteer tag upon signing in. (Note: Students washrooms are for children only. Staff washrooms are available for adults.) The school should be informed in advance when a child will be leaving

during the day, and an adult must come into the office to sign them out. Changes in pick up routines should be communicated to the child or teacher in advance, depending on the age of the child to avoid confusion. If a child is going to be late or absent, please remember to inform the school. Your child needs to ask the office for help if there are any problems with pick up. Under no circumstances should your child leave the school grounds if he/she is expecting to be picked up.

Home/School Communication

We want to do our best to keep you informed of activities and events that



NEWSLETTER

occur in and around the school. We will also try to keep you posted on district and community information. We rely heavily on our students to ensure the school notices are delivered home, and that response slips or parent notes are returned to the school. The following methods of communication are used at Watson Elementary:

Newsletter: Newsletters and monthly calendars can be found on our School's website: <http://www.wat.sd23.bc.ca/>

Website (www.wat.sd23.bc.ca): Please check the site often for current information, newsletters and upcoming events. Some teachers also have classroom websites.

Email: parents can subscribe to a school-wide email list to receive regular updates and notices. In addition, parents can email teachers and administration using the linked staff directory on the school website.

Student Written Learning Updates: Provided December, March and June (Also known as Report Cards).

Parent/Teacher

Conferences: these are scheduled opportunities twice a year to discuss your child's progress. We encourage parents to call and arrange conferences as needed throughout the year.



Early Dismissal Days

During our fall conference days and our student-led winter conferences, students will be dismissed at 12:30 pm. There will be a morning recess/nutrition break. Please send a big, nutritious snack with your child on these days.

Gym Strip

We request that **all students** have indoor shoes with non-marking soles.

Hot Lunch Program

The Watson Road Parent Advisory Council sponsors a Hot Lunch Program at our School. We thank the coordinators and the other volunteers for their hard work in ensuring the success of this program. More information will be provided in September.

Lates

Students who arrive at School after the 8:30 am or the 12:07 pm bell will be considered late



and must report to the office to sign in. "Lates" are recorded on your report card. If you need to drop-off late or pick-up early, please call the office and wait for someone to come out and meet your child.

Leaving School Grounds

This is a reminder that students need permission from parents/guardians to leave the school grounds **any time** during school hours.

Library Services

Our library has a collection of materials that is intended to support curriculum needs and to provide enjoyment for pupils. The collection also includes a limited selection of materials of particular interest to parents. Students are encouraged to exchange books frequently and will have a book exchange period each week. We encourage students to borrow and return books in good shape and on time. Overdue books are subject to small fines

Lost & Found

Found items of clothing and sports equipment are stored in a bin and on

clothing hooks down the hallway outside the gymnasium. Parents and students are encouraged to look through the bin from time to time to locate missing clothing. Each term, all items in the lost and found bin are put on display to be claimed by the rightful owner. All unclaimed remaining items are donated to charity.

Lunch Time

Students with lunches at school are to eat in their classroom and abide by school expectations for behaviour. We encourage students pack a 'litter-less' lunch. We ask that whatever comes to School in the lunch bag is returned home in the lunch bag. We have paid lunchtime supervisors at Watson Road Elementary.

Medical Conditions and Medication

Parents are asked not to send children to School if they are ill. If a student has a medical condition that may require emergency action (diabetes, epilepsy, anaphylaxis, asthma, etc.), it is important that we have a medical alert planning form to refer to in an emergency. These forms are available at the school office, and it is the parent's responsibility to ensure they are filled out at registration and updated each year. For more information, please contact our school secretary.

What happens when a student presents with symptoms or is unwell at School?

In the office area, we have a first aid room at our School to support students with strains, scrapes, and bruises.



Safe Start

In order to ensure that your child has safely arrived at School, the home of any student absent and unaccounted for will be called each morning. If your child will be late or absent from School, use the app [SafeMessenger](#).



Sick Students

If your child is sick, or showing symptoms of being ill, please keep them home to prevent the spread of any contagious illness.