



Sooke Elementary School
6560 Sooke Road, Sooke, BC V9Z 0A7
(250) 642-5431
www.sooke.sd62.bc.ca

Sooke Elementary School | Family Handbook 2026/2027

Welcome & Traditional Territory Acknowledgement

With gratitude and respect, we acknowledge that we live, learn, work and play on the traditional territories of the Coast Salish: T'Sou-ke Nation, SCÍÁNEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations.

Action Required: Key Dates for Families

Please review this handbook thoroughly and complete the following parent/guardian tasks by **September 25, 2026**:

1. Verify Demographic & Emergency Contact Info via the MyEd Parent Portal.
2. Complete Online Consent Forms via the SD62 Consent Portal.
 - ☐ General Consent
 - ☐ Google Apps
 - ☐ Media
 - ☐ NA'TSA'MAHT Indigenous Education – Aboriginal Ancestry
 - ☐ School cash online
 - ☐ Web based applications
3. Return the Student Emergency Form for each child.
4. Review or bookmark a copy of the [Sooke Parent Handbook](#) for future reference.
5. Review and discuss with your child the student code of conduct.
6. DOWNLOAD the NEW SD62 App – Subscribe to any school your children attend to provide quick access to information:
 1. [ANDROID](#)
 2. [APPLE](#)

Sooke Elementary Open House (meet your teachers and others!) Thursday, September 24, 1:45-2:40



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School Information & Daily Schedule

Daily Hours

- 8:30 AM – Morning Supervision Begins
- 8:50 AM – School Starts / Classes Begin
- 10:10 AM – 10:25 AM – Recess
- 11:58 AM – 12:38 PM – Lunch Recess
- 2:38 PM – School Dismissal
- 3:00 PM – Afternoon Supervision Ends

Supervision Note: To ensure student safety, please ensure your child arrives as close to 8:50 AM and departs as close to 2:38 PM as possible. Outside staff supervision is strictly limited to the windows between 8:30 AM – 8:50 AM and 2:38 PM – 3:00 PM.



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WHO TO CALL WHEN

1. Classroom Teachers — *Your First Contact*

- **When to reach out:** Classroom learning, daily experience, social updates, or general academic questions.
- **Email:** Staff emails are available [HERE](#). Please allow 24–48 hours for a reply.
- *Note: Teachers will involve our Support Team or Administration if additional support is needed.*

2. Main Office — *Attendance & Records*

- **When to reach out:** Same-day absences, last-minute appointments, MyEd support, or family record updates.
- **Contact:** In person, by phone, or via email at Sooke@sd62.bc.ca during business hours.

3. Learning & Inclusion Support Staff — *Case Managers*

- **When to reach out:** Specific questions regarding formal Learning Plans or specialized student supports.
- **Best Practice:** Please CC your child's classroom teacher on these communications to keep everyone aligned.

4. Administration — *Leadership & Policy*

- **When to reach out:** Questions regarding school management, policy, mediation, or unaddressed concerns.
- **Contact:** Mr. Gibson
- *Note: For classroom or support concerns, please allow the staff member directly involved an opportunity to resolve the issue with you first before contacting administration.*



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HOW-TO

Entry and Exit

For security and safety purposes, only the door off the playground/basketball surface is unlocked during school hours. Please do not knock on exterior doors for entry at any time. All late students or parents must check in via with the office immediately. We ask that students not be dropped off at external doors after they have been closed for the morning. All students in K-2 will be walked by office staff when late to their classrooms to reduce movement in the hallways.

Attendance & Absences

If your child will be absent, please email sooke@sd62.bc.ca with the following details:

- Student's full name
- Teacher's name
- Reason or pertinent information regarding the absence (e.g., illness, family vacation)

Note: You can review your child's historical attendance records at any time through the MyEd Parent Portal.

Sign In / Sign Out Procedures

Students arriving late or leaving early for appointments must be signed in or out through the main office. Please come directly to the front counter, and our office staff will assist you.

End-of-Day Routine Messages

The school office is a highly dynamic environment, especially near dismissal. While we make every effort to communicate last-minute routine changes to your child, we cannot guarantee delivery for regular or late-afternoon changes. Please coordinate playdates, childcare changes, and routine adjustments with your child and their teacher before the school day begins.



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Visitor Policy

To maintain a secure learning environment, **all visitors** must report to the main office to sign in upon arrival. The school's door near the office is open from 8:00 AM until 3:15 PM.

Washrooms

Please note that our school is not currently equipped with change room facilities for pre-school aged students. In the case of these emergencies before and after school, we ask that parents, or parents with little children use only our public washrooms. The office does have an infirmary that may support some of these little accidents.

Digital Communication & Disconnect Guidelines

Sooke Elementary utilizes email and our [Official School Website](#) to streamline updates including having a fully populated calendar for the school year and convenient APP for those who wish to use it. Please ensure the office always has your current email address on file as we will be providing monthly email update this year.

In alignment with the SD62 Electronic Communication Guidelines, we highly value open communication but also encourage our staff to disconnect during personal time to rest and recharge. For details on communication expectations and timelines, please review the full [SD62 Electronic Communication Guidelines](#).



Key Policies

Health, Safety & District Policies

Health Awareness Guidance

The health of our school community relies on shared responsibility. Staff, students, and visitors must perform a daily health assessment prior to entering the school.

- Individuals experiencing symptoms of communicable illness (such as respiratory or gastrointestinal issues) should **stay home** until they are well enough to participate fully in regular activities, or as advised by the BC CDC and healthcare providers.
- If you are unsure of symptoms, please consult a healthcare professional or call 8-1-1.
- ***If a student develops or arrives with symptoms at school, a parent/guardian will be contacted for immediate pickup.***
- For seasonal allergies or persistent symptoms, please communicate your observations and approach with your child's teacher for understanding. We do not diagnose whether a persistent symptom is a sign of an ongoing illness or allergy.

Allergy Awareness & Anaphylaxis (Policy C-429)

While School District #62 cannot guarantee a completely allergen-free environment, we work diligently to maintain an "allergy aware" environment to protect students at risk of life-threatening reactions. Please respect classroom-specific restrictions regarding common allergens.

Administration of Medication (Policy C-428)

If your child requires the administration of **prescription or over-the-counter medication** during school hours, specific district authorization forms must be completed. Please contact the main office to initiate this process. Students who carry their own medication (**for example an asthma inhaler for example**), must have a spare on hand in the office for emergencies and the official documentation in place as soon as possible.



Code of Conduct & Student Support

At Sooke Elementary, we believe that learning to navigate challenges, understand the impact of our actions, and work through conflict is an essential part of growing up. All students and adults in our school community are expected to contribute to a safe, respectful, and supportive environment.

You can review the full Sooke School District Code of Conduct (Policy C-309) [[here](#)].

- ✓ **If your child reports an incident:** Children sometimes share experiences at home before staff are aware of them at school. If your child tells you about an incident that concerns you, please reach out to their classroom teacher first. Teachers will loop in Administration if further follow-up is needed.
- ✓ **Our approach to discipline:** The word discipline comes from the Latin root meaning to teach. Our primary goal is always to help students learn accountability, restore relationships, and make positive choices moving forward. Because every child and situation is unique, fully understanding what happened takes time and care.

The table below outlines how our staff generally responds to different behaviors to ensure consistency, fairness, and safety for everyone.

Levels of Behavioral Infraction Levels and Response

Behavior Levels	Example behaviour:	Possible Staff Response
Minor	• Being mean or unkind to a peer • Not following the group plan in class • Off task	Teacher/Supervisor ➤ Provide verbal redirection ➤ Document and monitor over time ➤ Communicate with parents once a



		pattern has established
Intermediate	• Leaving the classroom or school without permission • Talking back to an adult or defiance • Swearing • Rude or unkind to others (including intimidating, retaliating or discriminatory language or actions)	Teacher/Supervisor ➤ Document and communicate to parents ➤ Consider three events as cause to connect with Inclusion Support, Behavior Support or Administration. ➤ Office referral to talk with principal or vice principal
High	• Any intentional repeated behavior that can be classified as bullying*, harassing, intimidating, retaliating, discriminating or violent in nature • Physical contact as an act of aggression towards an adult or student • Throwing objects at adults or other students • Verbal threats • Leaving school grounds	Teacher/Supervisor • Speak firmly and clearly to stop and take actions to support safety of other students if required. Administration • Remove student from class/recess or both • Contact parents • Debrief with staff after school and determine restorative actions • Reconnect with parents on next steps



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Dogs on School Property Policy

To ensure safety and cleanliness, animals are not permitted on school grounds during the "bookends" of the school day (including drop-off and pick-up windows). Exceptions are only made for pre-arranged curricular visits or certified service animals. If visiting the property during evenings or weekends, owners are required to clean up after their pets.

Library Learning Commons

Students get weekly access on a regular schedule to withdraw up to 2 books at a time. We ask that student return these as soon as possible and preferably at their next library day. If students are not finished these books, we provide an opportunity for them to renew. Returning these regularly provides a routine throughout the year that supports kids reading while allowing high interest reads to be kept circulating. If resources are not returned in a timely fashion 2 emails will be sent and we ask that you look for these items. Fees may be allocated to families should books not be returned. This also applies to returning books in as close to the original condition as possible to keep our materials current and clean for the next student.



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Get Involved!

Parent Advisory Committee (PAC)

Welcome to the Sooke Elementary community! Every parent or guardian of a student enrolled here is automatically a member of our Parents' Advisory Council. Led by an elected executive team and powered by volunteers, the PAC supports school initiatives, coordinates community events, and enhances the educational experience of our students.

Keep an eye out for updates via our school emails or check the website for monthly meeting minutes. To get involved, please email sookeelementarypac@gmail.com.

Your 2026/2027 PAC Executive Team:

- President: Jess Wageman
- Vice-President & Event Coordinator: Stephanie Pinske
- Treasurer: Julia Hale
- Secretary: Emery Davis
- Vacant Roles: Hot Lunch Coordinator, SPEAC Representative (*Inquire via email if interested!*)

School Staff Directory

Classroom Teachers & Divisions

<u>Division</u>	<u>Teacher</u>	<u>Grade</u>	<u>Room / Location</u>
<u>1</u>	<u>Leanne Gates</u>	<u>5</u>	<u>Portable 3</u>
<u>2</u>	<u>Emma Denhoff</u>	<u>5</u>	<u>Portable 2</u>
<u>3</u>	<u>Jessica Tonkin</u>	<u>4/5</u>	<u>Room 1001</u>
<u>4</u>	<u>Jennifer Hunt</u>	<u>4</u>	<u>Room 1002</u>
<u>5</u>	<u>Marion Mahoney</u>	<u>3/4</u>	<u>Room 1044</u>
<u>6</u>	<u>Jenn Strachota / Emily Harris</u>	<u>3</u>	<u>Room 1026</u>
<u>7</u>	<u>TBD</u>	<u>2/3</u>	<u>Room 1033</u>



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<u>Division</u>	<u>Teacher</u>	<u>Grade</u>	<u>Room / Location</u>
<u>8</u>	<u>Geneya Fredette</u>	<u>2</u>	<u>Room 1029</u>
<u>9</u>	<u>Deb Wiebe</u>	<u>1/2</u>	<u>Room 1042</u>
<u>10</u>	<u>Sarah Woodruff</u>	<u>1</u>	<u>Room 1025</u>
<u>11</u>	<u>Dawn Riddell (AM) / Jessica Blanch (PM)</u>	<u>K/1</u>	<u>Room 1027</u>
<u>12</u>	<u>Lisa Maria Schlosser</u>	<u>K</u>	<u>Room 1028</u>

Specialist Teachers & Support Staff

<u>Role</u>	<u>Staff Member(s)</u>	<u>Location</u>
<u>Music Instruction</u>	<u>Rhys Pugh</u>	<u>Portable 2</u>
<u>Physical Education</u>	<u>Emily Harris</u>	<u>Gymnasium</u>
<u>Office Administrator</u>	<u>Noelle Wass</u>	<u>Office</u>
<u>Library Commons</u>	<u>Liz Stannard</u>	<u>Room 1031</u>
<u>Inclusive Education (IS)</u>	<u>Lisa Stuart</u>	<u>Room 1032</u>
<u>Inclusive Education</u>	<u>Laura Richman</u>	<u>Room 1032</u>
<u>Learning Assistance / Literacy</u>	<u>Jenn Strachota / Liz Stannard</u>	<u>Room 1032</u>
<u>School Counsellor</u>	<u>Breeanna McDonald</u>	<u>Room 1038</u>
<u>Speech-Language Pathologist</u>	<u>Larissa Schrader</u>	<u>Room 1011</u>



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<u>Role</u>	<u>Staff Member(s)</u>	<u>Location</u>
<u>English Language Learning (ELL)</u>	<u>Dan Quint</u>	<u>Room 1011</u>
<u>English as a Second Dialect (ESD)</u>	<u>Jacqui Ouldali</u>	<u>Library</u>
<u>School Element Facilitator (SEF)</u>	<u>Michelle Wass</u>	<u>Everywhere!</u>
<u>NCPA</u>	<u>Michelle Nahanee</u>	<u>Library</u>

Educational Assistants (EA) & School Support Teams

Educational Assistants: Care Mamone, Chantelle Siri, Jane Darling, Jenny Leddy, Karin Mckenzie, Karina Singer, Madeleine Fisher, Ryanne Emerson, Sarah Randall, Shayne Nilsson, Stacey Bartel, Tara Seguin, Tessa Stitt, Cheryl Ring

School Assistants (SA): PJ Tallyn, Anna Kenklies, Chloe Beach, Cheryl Ring

Meal Program Coordinator: Anna Kenklies

Facilities & Custodial Team: Kathy Read, Bo Anderson

Crossing Guards: S. Nilsson, R. Emerson, S. Randall, S. Bartel



Online and Paperwork Details

Information, Records & Online Consents

1. Demographic & Emergency Contact Verification

Accurate information is vital for student safety, emergency response, and day-to-day communication.

- Returning Families: Please log into the [MyEd BC Parent Portal](#) to verify and update addresses, phone numbers, emergency contacts, and student medical alerts.
- New Families: You will receive a separate instructional email detailing how to set up your portal account.
- Legal Documentation: If there are changes to legal custody, guardianship, or active Court Orders, please provide physical copies of the legal paperwork directly to the office. The school cannot legally enforce or act upon restrictions without official documentation on file.

Action: Please email any corrections or updates to sooke@sd62.bc.ca by September 25, 2026, and notify us immediately of any changes throughout the school year.

2. Online Consent Forms

Please visit the [SD62 Online Consent Portal](#) by September 25, 2026 to review and submit permissions for:

- General School Field Trips & Activities
- Google Apps for Education (GAFE) Consent
- Internet Access & Media Release Consents
- Na'tsa'maht Indigenous Education – Aboriginal Ancestry
- Web-Based Applications, Spaces EDU, and School Cash Online

3. Emergency Student Release Form (Paper Copy)

A paper *Student Release Form* was sent home today with your child. In the event of a significant emergency or disaster (e.g., an earthquake), the school will implement formal Emergency Reunification protocols. We will only release your child to individuals explicitly authorized on this physical form.



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- Action: Complete one form per family listing all siblings, out-of-province contacts, and local authorized guardians. Return it to your eldest child's classroom teacher by September 25, 2026.