

Nusatsum Elementary School



BOX 18 HAGENSBORG, BC V0T 1H0
TEL. (250) 982-2193

Student / Parent Handbook

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Mission Statement for Nusatsum Elementary School:

To embrace and nurture the youthful curiosity of
students

WELCOME TO NUSATSUM ELEMENTARY SCHOOL

Dear Students and Parents:

We believe that open, and on-going dialogue between students, parents, and staff is key in developing and maintaining an effective and engaging learning environment. The development of this handbook has begun in an effort to provide you with some of the necessary information you may need as you navigate your journey with Nusatsum Elementary. It is by no means an exhaustive reference, and with your input I see this manual, and the school improving over time.

Should any questions arise during your time here please do not hesitate to call or email. We believe that open communication is key to nurturing a healthy, thriving school community. Communication with parents will be through monthly newsletters, notices home, and the NES Facebook page. Please check with your child regularly for these important sources of information.

Sincerely,

Francesca Crowther

School Information

Nustasum Elementary School

Box 18

Hagensborg, BC V0T 1H0

Tel. (250) 982 - 2193 Fax: (250) 982 – 2758

School Staff

Main office

Francesca Crowther	Principal	fcrowther@sd49.ca
Chantale St.Pierre	Administrative Assistant	cstpierre@sd49.ca

Teaching Staff

Meredith McIlwain	Learning Assistance / Resource Teacher	mmcilwain@sd49.ca
Katy Best	Grade 5	kbest@sd49.ca
James Peckett	Grade 6	jpeckett@sd49.ca
Krista Wilson	Grade 7	kwilson@sd49.ca
Loretta Mack	Nuxalk Language and Culture	lmack@sd49.ca
Alex Fawcett-Riis	Band	afawcett@sd49.ca
Erin Chapman	Assessment / Librarian	echapman@sd49.ca

Support Staff

Geneva Walkus	HSC	gwalkus@sd49.ca
Lauren Collier	YCW / Library Assistant	lcollier@sd49.ca
Charmaine Bakhtyari	Education Assistant	cbakhtyari@sd49.ca
Kirsten Schieck	Education Assistant	kschieck@sd49.ca
Jonas Anderson	Education Assistant	janderson@sd49.ca
Spencer Thompson	Education Assistant	sthompson@sd49.ca

Daily Schedule

Morning Bell 8:41 am

Recess10:00 - 10:15 am

Lunch11:45 – 12:45 pm

Dismissal3:00 pm

Office Hours

The school office is located through the front doors of the NES building and is open from 8:00 am to 3:30 pm. The office telephone is to be used by the secretary only. Every effort is made to answer the phone, however, at times the secretary may be out of the office so please try again.

Supervision

Students are given the choice of playing outside, working quietly in the library, or using the gym (if open) when they arrive at school. On mornings with inclement weather, students can drop their supplies by their classroom door. They can then make their way to the gym or the library. Students will always be given the choice to go outside as long as they are properly dressed.

Student supervision begins at 8:10. Parents/guardians are requested to ensure that students arrive on time for classes each day. However, students should not be sent to school before supervision begins.

Lunch

Lunches must be self-contained and easily managed by the individual students. The lunchroom supervisors are not able to leave their supervision duties to boil water, get cutlery, use the microwave, etc. for individual students.

A note on safety...

Physical activity for students is important. They are encouraged to ride bikes, bring rollerblades, and skateboards to school. In the interest of avoiding preventable injuries, students that wish to use rollerblades or skateboards while on school property will be required to wear a helmet. Bicycles may be used as transportation to and from school, but not during school hours unless it is an organized event.

Nustsum Elementary School Code of Conduct

1. Treat all members of the school community with respect.
2. Treat all school property and personal property with respect.
3. Use common sense with regard to your behavior.
4. Complete all schoolwork on time and to the best of your ability.

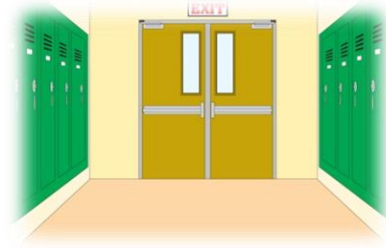
Student Code of Conduct

Rights	Responsibilities
I have the right to learn.	I have the responsibility to allow others to learn.
I have the right to hear and be heard	I have the responsibility to be quiet and listen when others are talking.
I have the right to be respected in the classroom.	I have the responsibility to treat all others with respect.
I have the right to a healthy and safe school environment.	I have the responsibility to respect the dignity and individuality of others.
I have the right to privacy.	I have the responsibility to respect the privacy of others.
I have the right to expect the school and school property to be kept clean and attractive.	I have the responsibility to contribute to a clean, healthy environment.
I have the right to be protected by this code of conduct during school hours, on school busses, on school outings and during any school function.	I have the responsibility to understand and abide by the expectations of the school community and help others to do the same.

**Cameras will be in use on school property, including school buses. It is believed that such monitoring will deter misconduct and help to ensure the safety of the students and staff.

Hallway Behaviour

Students are not to be in the hallways before school, during recess, during lunch, or after school except to access the washrooms, and school programs. Students are to be courteous and keep noise levels to a minimum in the hallways when classes are in session.



Classroom Behaviour

Students are expected to behave in a respectful manner in class and to follow the classroom guidelines set by each teacher. They are to cooperate in following instructions by the teacher and in participating in the lessons presented in a manner that will not disrupt the learning environment.

Lockers

Students will be assigned lockers by their classroom teachers. Teachers may provide students the option of using a lock on their locker. The school will not be providing locks. If a student chooses to use a lock on their locker it is with the understanding that they must provide the classroom teacher with a spare key, or the combination.

Lockers are property of SD 49 and are subject to inspection by school staff.

Discipline

The staff at NES recognizes that it is every student's right to have access to a sound education to prepare them to navigate the dynamic environment that awaits them in the future. We also understand that the middle years are a time of significant change in young people's lives. The purpose of this discipline policy is by no means intended to be punitive in nature. Rather it has been developed by classroom teachers to provide clear, consistent, and immediate responses to student behaviours that may potentially disrupt the learning experiences of other students in the classroom. Every attempt will be made to remedy and reshape disruptive behaviours in the class by the teacher.

NES Discipline Policy

Rationale – To create a safe and secure learning environment for all students.

LEVEL	BEHAVIOUR	RESPONSE
Low level	<p>One time small offences</p> <ul style="list-style-type: none"> • Throwing non-dangerous object • Leaving class w/o permission • Minor interruptions • Refusal to follow directions 	<p>Handled in class by classroom teacher</p> <ul style="list-style-type: none"> • Reminder given • Supports provided (HSC, YCW, EA, physical break, etc) • Short detention • Extra clean up • Personal reflection • Apology (verbal/written) • Potential parent contact made by teacher
Mid level	<ul style="list-style-type: none"> • Repeated low level • Long lasting distraction • Refusal to acknowledge wrongdoing (no responsibility taken) deliberate determination to not correct behaviour • Deliberate rudeness (talking back) • Swearing at other students • Property destruction (minor) 	<ul style="list-style-type: none"> • Student sent to the AO • Student behaviour form filled out by student • Consequence to be issued by AO (recess and/or lunch detention at next available break) • Parent contacted by teacher or AO
High level	<ul style="list-style-type: none"> • Refusal to participate in mid level interventions • Refusal to cease mid level behaviour • Aggressive behaviour/safety concerns (punching walls, throwing dangerous objects) • Swearing at staff • Property destruction • Leaving school property without permission • Verbal threats of violence towards staff or students 	<ul style="list-style-type: none"> • Student sent to the AO • Student behaviour form filled out by student • Consequence to be issued by AO (in school suspension or out of school suspension) • Potential need for a safety plan or safety plan reviewed • Parent contacted by AO
Extreme	<ul style="list-style-type: none"> • Intentional violence towards students or staff (shoving, pushing, hitting, biting, throwing dangerous objects at others, etc) 	<ul style="list-style-type: none"> • Minimum of 3 day (out of school) suspension issued • Safety plan created or reviewed • Re-entry meeting set for date of return • Parent contacted by AO

School Bus Procedures

Boarding and Departing

School District #49 (Central Coast) has adopted the “Conventional” system for the boarding and departing of school buses. This system requires that traffic in both directions obey the flashing stoplights of buses. All traffic must come to a complete stop while lights are flashing and remain stopped until the lights are turned off.

Boarding Buses	Departing Buses
1. Bus comes to a full stop with lights flashing	1. Bus comes to a full stop with lights flashing.
2. Driver assures that all traffic has stopped.	2. Driver assures that all traffic has come to a stop.
3. Students board	3. Students depart, crossing the road in front of the bus.
4. A brief period to allow seating is given.	4. When students have crossed the road, the bus will proceed with safety lights off.
5. Bus will proceed with safety lights off.	5. Driver will take the first safe opportunity to permit accumulated traffic to pass the bus.
6. Driver will take the first, safe opportunity to allow accumulated traffic	

Bus Behaviour

Students are expected to conduct themselves in a safe and courteous manner while on the bus. They are expected to be seated at all times until the bus comes to a complete stop at their assigned bus stop. They are expected to comply with all directives of the bus driver. Students who abuse their bus riding privileges will be denied these privileges.

The bus driver will give a child who conducts himself in an unsafe or discourteous manner a letter to be signed by their parent. After a second offence, the student will be denied the privilege of riding the bus for two days. Subsequent offences may result in the student being denied this privilege of bus riding for two weeks and if a fourth offence occurs for the rest of the term.

Cameras will be in use on school buses while traveling to and from school and school activities. It is believed that such monitoring will deter misconduct and help to ensure the safety of the students and staff.

Students found to be in violation of the district’s bus conduct rules shall be subject to discipline in accordance with the bus policy.

Poor behavior on the bus puts all students in jeopardy. The safety of all our students is of utmost importance.

Home Stops

Students are expected to ride their assigned bus in the morning and after school. This is in order to ensure that no capacity issues arise on the buses that will lead to safety concerns. Bus drivers will not be permitting students to ride buses they are not assigned to.

Students will be expected to get off the bus at their home stop unless a written note has been sent to the child's teacher requesting an alternate arrangement. Under no circumstances will a child be permitted to give oral instructions of a change. Parents are asked to send a note to school, or to call the school secretary before 2:30 with alternate last-minute instructions.

Student Absence

Absentee Safety Procedures

Nusatsum Elementary has incorporated an absentee safety program to help ensure that your children arrive safely at school. We are concerned that it is possible for a child to leave home and not arrive for school and that neither parents nor school officials would be aware the child is missing until he or she does not arrive home after school hours. Please phone the school if your child will be away.

Our absentee safety procedure is designed to reduce the chances of this type of situation from happening. To ensure such situations do not arise we will do our best to contact all parents whose children are not present in the morning if we are not aware of the reason for the child's absence.

Signing in / Signing out

1. If your child is late for school please ensure they sign in at the office.
2. Students can leave school during the day with parental permission. This is defined as a phone call or note from the parent or guardian to the school. A text message on a student's cell phone granting permission is not sufficient as the school has no proof of who is sending the message.

If your child is leaving school before regular dismissal please ensure that your child is signed out at the office.

Leaving School Grounds

Students are not permitted to leave school grounds during recess or lunch (unless going home for lunch with a parent or guardian).

Students are not to be on the board walk behind the school during school hours unless with a supervisor or teacher.

The walkway leading to the SAMS gym and bandroom is a shared space.

Assessment and Reporting

School Wide Assessment

Throughout the year students will take part in school wide assessments. These assessments consist of useful tools that have been used, discussed, and agreed upon by classroom teachers. The data collected can be used by classroom teachers and school administration to help identify strengths and areas of need in order to more effectively target student supports.

Ministry of Education Assessment

In addition to school wide assessments, students in grades 4 and 7 are required by the Ministry of Education to take part in the Foundation Skills Assessment (FSA). This assessment typically occurs in the fall.

In accordance with ministry guidelines **all students in attendance on the day(s) of administration will be required to take part**. Teachers will not be making alternate plans for students whose parents opt out.

Dates for the FSA will be established in consultation with the classroom teacher and communicated to parents in mid to late September.

Reporting

Student progress will be reported through a variety of means throughout the year. This includes formal report cards, parent conferences, and through online portfolios.

Healthy Choices

Healthy Eating

NES has implemented a healthy snacks policy in an effort to promote healthy choices and to address behavioural issues and 'crashes' associated with high sugar foods. Studies have shown that diet quality has an impact on student behaviors such as attendance, concentration, disruptive classroom behavior, and graduation rates.

We ask that parents / guardians not send pop (including iced tea and lemonade), chocolate bars, and candy for lunches and snacks. Students that do bring the above mentioned items to school will be asked to drop them off at the office where they will be able to collect them after school.

In addition, Nusatsum Elementary offers a breakfast and lunch program for any student that feels they need it. This involves having healthy choices such as oatmeal, toast, fruit and cereal available everyday before school starts.

Students that forget their lunch can also request a sandwich for lunch. Fruit is also available at lunch.

Gym Strip

NES encourages the use of gym strip for students. All students have access to the changerooms before and after Physical and Health Education classes (PHE) should they decide they would like to change into clothing more suitable for physical activity.

Alcohol and Drug Policy

Nusatsum Elementary School recognizes challenges created by drugs and alcohol. In so doing we strive to provide a drug and alcohol free environment, safe for student learning and growth.

We maintain a no tolerance policy regarding drug and alcohol use and possession at school. Any student in possession of, or under the influence of, drugs or alcohol while on school premises, including buses, before, during, or after school, including school-sponsored functions, will be subject to a 5 day suspension from school. A parent or guardian will be contacted accordingly.

Dress Code

While we recognize the rights of parents and children to express themselves through their clothing or hair styles, we must reserve the right to have the final say regarding the appropriateness of any clothing worn to school. While at school students are asked to dress in a manner that reflects school as a place of learning.

-All clothing and accessories must be free from anything that promotes: violence/gangs, profanity, drugs, alcohol, and sex. (No inappropriate graphics or language is permitted.)

Cell Phones

The staff at Nusatsum Elementary believe in the value of instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviours students will need as responsible citizens in the global community. Through the responsible use of technology students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. As such, NES and SD 49 have made a commitment to ensuring that all students in the school have access to educational technology during school hours. The result being that the need for students to use their own personal devices during school hours has been eliminated.

Students are not permitted to use cell phones during school hours (8:00 – 3:30). Cell phones / devices will be expected to remain at home or not used while at school. If cell phones are seen by school workers, they are to be turned in daily to the classroom teacher and stored in a teacher controlled locker.

There will also be no charging of cell phones/devices during the course of the school day.

Parents wishing to send a phone to school may continue to do so with the understanding that phone / device use is restricted during school hours.

Nusatsum Elementary School is NOT responsible for lost, stolen, or broken phones / devices. We will not investigate the theft of these items for students who violate this policy.

Nusatsum Elementary staff will confiscate any cell phone when there is a violation of these expectations.

1st offense

Phone will be held until the end of the day by classroom teacher.

2nd offense

Phone will be held in office, to be picked up by parent or guardian during office hours.

3rd offense

Phone must be left at home or turned into the office upon arrival at school and picked up at end of day.

4th offense

Logical consequence to be determined during conference with student, parent/guardian, and school principal.

Students who repeatedly violate the electronic device policy will be subject to further disciplinary action. Steps in this process may be skipped.

Student Supports

The school understands that circumstances will arise when a student may need a moment, may need to take a walk to calm tense emotions, or may need to talk to someone about a personal issue.

The school employs several individuals (Youthcare Worker, First Nations Home-School Coordinator, and a counselor) whose job it is to listen in situations such as these who are available to provide assistance to students who request help in solving personal problems.

Counselling services for students (and their families) include:

- Assistance with solving personal, social and school life problems;
- Help toward the development of study habits necessary for successful learning.
- Direction in the exploration of students' vocational interests, aptitudes, and abilities for the purpose of selecting appropriate programs.
- Linking families to community support services.

The First Nations Home-School Coordinator / Childcare Worker is present daily and is always ready to listen and will keep your conversation confidential.

The counselor is available up to four days a week. Please contact the school for exact days and times.

Parent Involvement

Parents are an integral part of the school community. Clear, open, and respectful communication between parents, students, and the school is vital and your involvement as part of the school community is welcomed and encouraged.

Student progress is reported to students and parents at various times during the school year. On two of these occasions, we host parent/student/teacher conferences.

Parents are encouraged to be in regular contact with their children's teacher and the school should they have any concerns, or even just to check-in.

Parent Volunteers

If you wish to volunteer in your child's classroom, the first step is to contact the classroom teacher to arrange a suitable schedule. All parent volunteers will require a Criminal Record check before being permitted to volunteer in classrooms. This can be obtained from the school board office. Volunteers must check-in with the school secretary.

Visitors

In order to ensure the safety of all students and staff at Nusatsum Elementary School, all visitors must check in at the office upon entering the school. Please do not go down the school hallways.

Lunches may be dropped off in the office and we will make sure that your children receive them. This is to avoid interruptions to classes.

This is an important policy for many reasons:

1. For your safety, it is important that you let the school secretary know that you are in the building in case there is an emergency, such as a fire.
2. For the safety of your children, it is important that we know who is in the school and why.
3. Class disruption must be kept to a minimum.
4. Teachers are not expected to take class time to discuss individual matters with a visitor.

Students visiting from other schools / on different breaks will not be permitted to visit the school. Phone calls or messages will be given to students during break time unless the situation is considered urgent in nature.

Student Involvement

NES sponsors a variety of social activities for students during the school year. We believe that these activities are important for the development of the whole child and the school community. Please do not excuse your child from these activities.

Lice Management

The key responsibility for the control of head lice rests with the parent/guardian. The school has a role to play in educating staff, students and parents about the early detection, treatment and prevention of head lice infestations.

The dignity of the student and family shall be respected in the implementation of this administrative procedure.

Students with head lice will not be sent home until the end of the school day. A parent or guardian of the student who has been identified as having head lice will be notified, preferably verbally, but also by note if necessary.

When cases of head lice are confirmed, parents shall be asked to do the following:

- Contact the school, if discovered out of school time.
- Treat the child at home.
- Remove all nits.
- Freeze, dry clean, or high-heat launder clothing, bedding, and personal articles.
- Check other family members and treat if head lice are found.
- Refer to Public Health information regarding timelines for follow-up treatment and other preventative methods.

Notice will be sent home to parents indicating there is an active head lice problem in the school

Because of the social mores and prevalent attitudes towards the presence of lice in children, staff are expected to exercise tact and discretion in dealing with students who are identified as being affected.

Scent free Environment

Health concerns may arise from exposure to scented products. Employees and students at NES have the right to work in a safe and healthy environment. In accordance with district administrative procedure S-4 (use of scented products) NES is a scent-free environment. We ask that employees and students refrain from using scented products.

Important Phone Numbers

Police	(250) 799-5363
Ambulance	1-800-461-9911
Fire	(250) 799-5321 or (250) 982-2366
Suicide and Crisis Prevention	(250) 398-8224 (call collect)
Public Health Nurse	(250) 799-5722
Aids & STD Information	1-800-661-1441
Alcohol & Substance Abuse	(250) 799-5523
Counseling (Carol Clark)	(250) 799-5305
Sexual Abuse and Women's Counseling	(250) 799-5916
Children's Help Line	Zenith 1234
Nuxalk Health & Wellness	(250) 799-5809