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Bella Coola Elementary

**Box 7 Bella Coola, BC V0T 1C0**

**Tel. (250) 799-5556**

Student / Parent Handbook

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**Mission Statement for Bella Coola Elementary School:**

**We are committed to working together in partnership with our students, parents, and community to provide the best program possible for each and every student**

**WELCOME TO BELLA COOLA ELEMENTARY SCHOOL**

Dear Students and Parents:

We believe that respectful 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 is an effort to provide you with some of the necessary information you may need as you navigate your journey with Bella Coola Elementary. It is by no means an exhaustive reference.

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 BCE Facebook page. Please check with your child regularly for these important sources of information.

Sincerely,

Kevin Gianakos

# School Information

Bella Coola Elementary School

808 Mackay St.

Box 7, Hagensborg, BC V0T 1C0

Tel. (250) 799-5556

**School Staff**

*Main Office*

Kevin Gianakos Principal kgianakos@sd49.ca

Skye Newkirk Administrative Assistant snewkirk@sd49.ca

*Teaching Staff*

Lorna Dishkin Learning Assistance / Resource Teacher ldishkin@sd49.ca

Candice Hammer Teacher Librarian / Learning Assistance chammer@sd49.ca

Veronica Carrier Kindergarten vcarrier@sd49.ca

Kaylee Strobel Grade 1 kstrobel@sd49.ca

Ashley Nadeau Grade 2 anadeau@sd49.ca

Susan Seneshen Grade 3 sseneshen@sd49.ca

Jeremy Baillie Grade 4 j.baillie@sd49.ca

Loretta Mack Nuxalk Language and Culture lmack@sd49.ca

*Support Staff*

Theresa Schooner Home School Coordinator tschooner@sd49.ca

Chantal Rurka Youth and Childcare worker crurka@sd49.ca

Kathleen Schooner Education Assistant kschooner@sd49.ca

Denise Hall Education Assistant dhall@sd49.ca

Cole Keighley Education Assistant ckeighley@sd49.ca

James Mack Education Assistant jmack@sd49.ca

Tanya Sirdar Chef tsirdar@sd49.ca

*Bella Coola Early Learning Facility*

Gloria Abergel Early Childhood Educator - Manager gabergel@sd49.ca

Katherine Moody Early Childhood Educator kmoody@sd49.ca

# Daily Schedule

Morning Bell ……………………….… 9:05 am

Recess …………………………………...10:35 - 10:50 am

Lunch …………….………………………12:00 – 12:50 pm

Dismissal ………………………………...3:05 pm

**Office Hours**

The school office is located through the front doors of the BCE 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 or working quietly in the library (if open) when they arrive at school. On mornings with inclement weather, students will be directed where to go.

Student supervision begins at 8:40 and the doors do not unlock until 8:30. Parents 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. 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 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.

# Bella Coola Elementary School Code of Conduct

It is the shared responsibility and an expectation of students, staff, parents/guardians and the broader community (school community), to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community have an obligation to:

• Support learning

• Promote Safety

• Respect property, environment, personal space and privacy

• Model courtesy, compassion and respect through behaviours and communication in-

person, by phone or by means of other digital formats

**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.

# Discipline

The staff at BCE 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. 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.

|  |  |  |
| --- | --- | --- |
|  | Examples | Response/intervention |
| Low level | * Throwing non-   dangerous object   * Leaving class w/o   permission   * Minor interruptions | * Appropriate, timely response determined by classroom teacher |
| All office referrals originating from the classroom are directed by the classroom teacher | | |
| Mid level | * Repeated low level * Long lasting distraction * Refusal to acknowledge   wrongdoing (no  responsibility taken)   * Deliberate rudeness   (talking back)   * Swearing * Property destruction   (minor) | Appropriate, timely response determined by school administrator after consultation with classroom teacher (home will be notified)   * Garbage duty * Work in alternate location for remainder of day * Loss of recess / lunch break privileges * Loss of ASP / intramural privileges |
| High level | * Refusal to participate in   mid level interventions   * Refusal to cease mid   level behaviour   * Immediate safety   concerns (hitting, biting,  throwing dangerous  objects)   * Swearing at staff or   students or using  discriminatory language   * Property destruction | Response will be determined on a case-by-case basis upon collection and evaluation of facts by school administrator   * Sent home “reset” * In-school suspension * Out-school suspension |

\*This chart provides examples and is not meant to be all-inclusive or binding. Teachers and administrators retain the right to adapt as deemed necessary.

# 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 may be denied these privileges.

The bus driver will complete and forward to the school principal a bus slip for any child who conducts themself in an unsafe or discourteous manner to be signed by their parent. After a second offence, the student may 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.

It is asked that a parent or guardian be present at pick-up and drop-off at the bus. Please call the office to make arrangements if you would like your child walk home from the bus or school.

# Student Absence

**Absentee Safety Procedures**

Bella Coola 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).

# 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. If your child is eligible to opt out, the school will contact you.

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

**Reporting**

Written student reports will be provided three times per year. There will also be two parent teacher nights scheduled during the year. Parents are encouraged to reach out to their child’s classroom teacher at any time should they wish to discuss any compliments or concerns.

# Healthy Choices

## Healthy Eating

BCE 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, Bella Coola 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, yogurt and granola, pancakes / french toast and eggs available regularly before school starts.

Students that forget their lunch can also request a peanut butter, peanut butter and jam, ham and cheese, or tuna sandwich for lunch. Fruit is also available at lunch.

# 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 Bella Coola 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, BCE 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 in student bags during the day.

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.

Bella Coola 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.

Bella Coola 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.

# 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 (Youth Care 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 counselor is available two mornings per week and referrals are made through Lorna Dishkin.

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

The school staff will make every effort to support students and transition them back into classrooms. However, if it is apparent that the student is unable or unwilling to return to class within a reasonable timeframe, the school will call parents and ask them to make arrangements to pick their child up.

# 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.

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 secretary. Volunteers are reminded to check-in with the school secretary.

**Visitors**

Bella Coola Elementary School welcomes visitors. Anyone visiting BCE must check in at the main office upon arrival at the school. Class visits must be scheduled with the classroom teacher.

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

BCE 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.

**After School Program**

BCE offers a variety of opportunities for students during it’s after school program. This program runs up to 4 days a week (depending on demand) and is supervised by school support staff. Students that sign up for the after school program are expected to remain at school to participate unless we have a note from home indicating otherwise. This is to ensure that parents are aware of where their child will be and that students are not going home when parents are not there. As mentioned previously, it would be appreciated if the school were notified before 2:30 of any changes. Students will not be able to make phone calls to change plans at 3:00.

# Health and Safety

## Extreme Weather

Inclement weather conditions such as freezing rain, significant snowfall or high wind can occur during the fall and winter months. In such conditions, decisions on the opening or closure of school district facilities are made by the Superintendent of Schools in consultation with management and supervisory staff who have checked first-hand on the driving conditions, walking conditions, and general condition of buildings and accessibility to sites.

While service to students and parents is a priority and schools will be kept open as much as is reasonably possible, student and staff safety is the primary consideration.

In the event of extreme weather conditions, parents will be notified by the district’s automatic call out system and are urged to check the school’s Facebook page.

When there is extreme weather and schools remain open, student attendance is the parent/guardians’ decision.

In the event the outside temperatures drop below -20 with windchill, outside play areas will be closed and alternate indoor activities will be organized. Down to -20, students that are wearing adequate cold weather gear will be allowed to play outside.

## 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-aware Environment

Health concerns may arise from exposure to scented products. Employees and students at BCE have the right to work in a safe and healthy environment. In accordance with district administrative procedure S-4 (use of scented products) BCE is a scent-aware environment. The school is asking your cooperation in moving towards a scent-reduced environment.

### Smudging

Smudging will occur from time to time at BCE and will be done so in accordance with SD 49 policy. Parents will be given 24-hours notice before a smudge occurs. Smudging will take place in the cedar structure located on the BCE field. Alternate arrangements will be made for children who are unable to participate.

**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 (Elizabeth Lodge)** | (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 |