



365 Powwow Trail

Kamloops, BC

250.828.9777



STUDENT & PARENT HANDBOOK

THE PARENT'S ROLE IN SCHOOL SUCCESS

Six Ways You Can Make a Difference This Year

1. **READ TO YOUR CHILD EVERY DAY** – Long after children learn to read for themselves, they love this special time with family members. Children who are read to are the children who want to read on their own.
2. **JOIN THE PAC (Parent Advisory Council)** – When parents and teachers work together schools improve.
3. **VOLUNTEER** – The more help parents give teachers, the more time teachers can spend with students. There are many ways to contribute within the school no matter what your schedule looks like. Ask your child's teacher what you can do to help.
4. **LET YOUR CHILD KNOW THAT SCHOOL IS IMPORTANT** – Ask about your child's homework. Attend school events like assemblies and family nights. Talk about how you use what you learned in school to do your job. Make sure your child is on time for school every day.
5. **RECOGNIZE YOUR CHILD'S SPECIAL GIFTS** – Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special this boosts confidence and sets the stage for learning.
6. **CONSTANT COMMUNICATION WITH THE TEACHERS** is critical to your child's progress. Teachers will contact parents on a weekly basis to talk about your child's progress.
7. **PROMOTE THE 3RS: RESPECT, RELIABILITY AND RESPONSIBILITY.** Show your child through example

VISION STATEMENT

Our vision for Sk'elep School of Excellence is to be a loving, nurturing house that will promote life long learning for all children; develop a strong sense of self pride, belonging, knowledge and confidence while balancing Secwepemc language, history, culture and academic excellence; in partnership with parents, family and community.

SCHOOL VALUES

Pride: Cultural pride and individual pride.

Community: Our whole community is part of the School and our doors are open and community members are welcome to join us on our education journey.

Respect: Respect for elders, respect for visitors, respect for staff and self-respect.

Hope: Focus on the positive and find the good in people and situations around us.

Health: Recognition of the need for individuals, families, and communities to strive for health; our school is a place where people of all Nations can foster healthy relationships between each other.

Discipline: Recognition that discipline is an important tool in respecting and learning; commitment to self-discipline is essential.

Helping Yourself: Showing initiative, putting your best effort forward, and striving to be the best you can be.

Teamwork: All staff members embrace common goals and work respectfully and cooperatively on them.

Support: Our school will be a nurturing place where caring and concern are shown to everyone.

Integrity (Honesty): Being truthful and fair; learning from our mistakes and maintaining honor.

Growth: Individual and professional growth.

Responsibility (Accountability): Student accountability involves helping students to be accountable for their own learning and their own behaviour; school and staff accountability involves demonstrating high standards of education and achievement, and being able to prove that we are doing what we say we are doing.

Empowerment: Building confidence and internal strength within individuals and within our community so that self-determination can be realized; self-determination provides us with jurisdiction and control over every aspect of our lives.

Holistic: Recognition that balance is an important aspect of individual well being: the Secwepemc Natural Law is instrumental in our understanding of balanced and healthy living.

Equality: We embrace and accept the vast diversity within human nature and within human cultures; we acknowledge different cultures, life choices, family compositions, learning needs, learning styles, and instructional methods.

SCHOOL CODE OF CONDUCT

The entire education community of Sk'elep School shall abide by a code of conduct. The purpose is to promote a safe, secure, and supportive environment in which opportunities to grow, learn and teach are maximized, and where everyone is treated with respect. To achieve this we shall:

- **Show kindness and respect by:**
 - Avoiding name calling and other put downs.

- Respecting personal property, be it ours or others.
- **Do our best to learn as much as we can and help others to learn as much as they can.**
- **Set good examples by:**
 - Obeying school rules and encouraging others to do the same.
 - Showing that we respect ourselves and each other.
 - Showing that we value education.
- **Work together to promote appropriate and helpful behaviour by:**
 - Making decisions we can all support.
 - Encouraging each other to do what is right.
 - Being polite, respectful and courteous.
- **Work together to discourage inappropriate and hurtful behaviour by:**
 - Respecting individual differences.
 - Counteracting hurtful actions with helpful ones.

STUDENT SUPERVISION

Students are welcome to enter the school when they arrive in the morning. At Sk'elep School we strive to maintain a safe and friendly atmosphere. Scheduled supervision allows us to continually develop and monitor this atmosphere. We provide this supervision beginning at 8:00 am, during recess and lunch, and until 2:40 pm or until the buses depart. Students are expected to respect all supervisors and follow their requests and the school rules.

SAFE ARRIVAL PROGRAM

To ensure that your son/daughter has arrived safely at school, we try our best to contact home if we are unsure why a student is absent. If your child is at home with your permission (illness, family matters, etc.) please call the school office at (250) 828-9777 prior to 8:50 am to let us know they will not be attending. We encourage perfect attendance. Remember each day your child is absent they fall further behind.

BELL SCHEDULE

8:10a.m.	Buses Arrive – Students to classroom for breakfast
8:20	Warning Bell
8:30	Morning Classes Begin
10:00	Recess
11:45	Lunch Recess
12:25p.m.	Lunch Time
12:40	Afternoon classes begin
2:30	Dismissal
2:35	Buses depart

BEFORE SCHOOL PROCEDURES

Students are welcome to enter the building after 8:00 am and are provided with breakfast upon their arrival (prior to 8:25 am). All students will have their breakfast in their classroom.

RECESS PROCEDURES

Recess is a 15 minute supervised break in the morning. All students go outside every day, therefore, please ensure your child is dressed appropriately for weather conditions.

LUNCH PROCEDURES

Students who wish to participate in the daily lunch program must be present at the lunch count at 9:00 am. Students are expected to remain in their seats while eating. Students will participate in a reverse lunch hour where they will proceed to the playground where they are supervised by staff and return to the classrooms at 12:25 to eat.

NOON HOUR PROCEDURES

Noon recess is a 40 minute break which includes the BC Ministry mandated *Daily Physical Activity* and the expectations is for all students to go outside every day. Therefore, please ensure your child is dressed appropriately for weather conditions.

AFTERSCHOOL PROCEDURES

Kindegarten and Grade 1 students will be escorted to the front of the school by their teacher in order to catch a bus or be picked up by family members. All other students will make their way to the correct bus on their own from the classroom. It is the responsibility of parents to notify the school office at (250) 828-9777 before 1:30 pm if students will not be riding the bus or have alternate arrangements for transportation. Please also make sure your child is aware which bus they should be on. Refrain from making last minute arrangement except for emergencies that may arise.

EMERGENCY PROCEDURES

It is the policy that students who are involved in an accident at school should receive the care and attention that would be given by a prudent parent or guardian.

The Board has developed this policy to ensure that proper emergency measures are in place for the health and protection of the students and staff of Sk'elep School. In the event of an accident, i.e. any case where a child has suffered an injury which requires treatment or complications are possible, the following procedures will be put into action.

Emergency Procedures for Accidents

1. The School will notify the parent or guardian as quickly as possible.
2. Immediate first aid will be given by a qualified member of the staff, the school nurse, or the TteS Community Health representative (CHR).
3. If required, an ambulance will be used to transport the child to the Emergency Department of the Royal Inland Hospital in Kamloops.
4. Accident reports must be filled out and submitted to the Principal in each case by the staff member(s) who observed or reported the accident.

Parents are asked to provide current contact information for three emergency contacts to the office to ensure we can contact a family member/friend if you are unavailable during an emergency.

SCHOOL DISCIPLINE

The school discipline guidelines are meant to serve as a framework from which to conduct school discipline. These guidelines are not prescriptive. Each child is unique, and each situation will be dealt with in a case by case manner. Each case will be managed and responded to at the discretion of the principal, based on the severity and type of discipline incident and any possible impacts of the incident on the School as a whole. Such discretion may include referral to the Board of Governors and/or referral to community elders for traditional management.

During disciplinary actions and responses, it is important to communicate with parents and guardians regarding the situation. Phone calls to parents or guardians are made for the following purposes:

- To seek a mutual solution to the issue/problem.
- To inform the parents/guardians of their child's behaviour.
- To allow the family to deal with the situation and develop a family solution to the behaviour problem.

School Discipline Guidelines:

1. Damage to School or Others Property

- a. Damaged property will have to be cleaned, repaired or replaced by the student or parents/guardians; any costs for repair, cleaning or replacement will be covered by the student or the parents/guardians.
- b. If there is not compliance with this regulation, alternate arrangements will be determined by the Principal.

2. Swearing

- a. Recurring incidence of swearing will result in a phone call to parents/guardians.
- b. Swearing beyond reasonable limits will result in a suspension from school.
- c. A follow-up and re-direction plan will be implemented.

3. Put Downs/Name Calling/Bullying/Back-Talk

- a. Student will be provided a reminder.
- b. Student will be required to apologize and may be given a time out
- c. Recurring put-downs will result in a phone call to parents/guardians.
- d. Put downs beyond reasonable limits may result in school suspension.
- e. A follow-up and re-direction plan will be implemented.

4. Uncooperative Behaviour

- a. Student will be provided with a reminder.
- b. Student will engage in a problem solving talk with the teacher.
- c. Recurring uncooperative behaviour will result in student engaging in problem solving talk with Principal followed by a phone call to parents/guardians.
- d. Uncooperative behaviour beyond reasonable limits will result in a meeting with parents/guardians.
- e. Continued uncooperative behaviour may result in suspension.
- f. A follow-up and re-direction plan will be implemented.

5. Failure to Complete Homework

- a. Student will be provided with a reminder.
- b. Student will engage in a problem solving talk with the teacher and agree to an improvement plan.
- c. Recurring behaviour will result in a phone call to parents/guardians.
- d. Continued behaviour will result in meeting with parents/guardians.
- e. Ongoing failure to complete homework may result in suspension.
- f. A follow-up and re-direction plan will be implemented.

6. Rough Play

- a. Any student playing rough (that is, in a manner that could harm another student) will be given a reminder.
- b. Continued rough play may result in detention.
- c. Recurring rough play may result in a phone call to parents/guardians.
- d. Rough play beyond reasonable limits may result in a meeting with parents/guardians.
- e. Continued rough play may result in a school suspension.
- f. A follow-up and re-direction plan will be implemented.

7. Rough Play Resulting in Injury

- a. Student will be provided with a reminder.
- b. A phone call to all parents/guardians of children involved.
- c. Repeated rough play resulting in injury may result in a meeting with parents/guardians, student, teacher and principal.

- d. Continued rough play resulting in injury may result in a school suspension or expulsion.
- e. A follow-up and re-direction plan will be implemented.

8. Hitting, Kicking, Spitting, Punching With Intent To Injure

- a. Student will be provided with a reminder.
- b. Student will receive a detention and parents/guardians will be notified.
- c. Recurring behaviour may result in meeting with parents/guardians.
- d. Continued behaviour may result in suspension or expulsion.
- e. A follow-up and re-direction plan will be implemented.

9. Hitting, Kicking, Punching That Results In Injury

- a. Phone calls will be made to parents/guardians of all students involved.
- b. Recurring behaviour may result in parent/guardian meeting.
- c. Continued behaviour may result in suspension or expulsion.
- d. A follow-up and re-direction plan will be implemented.

10. Not following Basic Rules and Behaviour Expectations

- a. Student will be provided with a reminder.
- b. Recurring incidents will result in detention or time out.
- c. Continued unacceptable behaviour will result in a phone call to parents/guardians.
- d. Continued unacceptable behaviour may result in suspension or expulsion.
- e. A follow-up and re-direction plan will be implemented.

DRUGS AND ALCOHOL

Sk'elep School prides itself on being free of drugs and alcohol. The school recognizes the many negative effects of alcohol and illegal drug use. Drug and alcohol use can lead to misuse and addiction. The School will adhere to a strict "zero tolerance" of any alcohol or illegal drug use or possession while at school.

DRESS CODE

At Sk'elep School we are proud of our students' appearance, and the Board of Governors expects all students at Sk'elep School to dress appropriately at all times of the year. The Board believes that the way students dress reflects the pride students have in themselves and in Sk'elep School.

Students must remove all outdoor clothing; hats, ball caps, and footwear before entering the classrooms and put them in their lockers/cubbies.

Shoes must be worn at all times for safety and in case of fire. Each student is to have a second pair of shoes for indoor use only as well as runners for the gym.

All students are expected to dress in clothes that are suitable for school activities and a learning environment. The following types of clothing are not allowed:

- Shirts/tops with midriff showing
- Spaghetti straps
- Halter tops
- Short shorts
- Short skirts
- Muscle shirts

- Low hanging shorts/pants/jeans
- Shirts with inappropriate slogans or messages

BUSSING

All families within the area of pick up have the opportunity to have their children take the Sk'elep school bus to and from school. Students are expected to be at the bus stop 10 minutes prior to the scheduled time. We insist that students remain seated on the bus at all times and that they follow the bus driver's rules. Parents must also be at the bus stop to pick up their child. Students will not be left at the bus stop unattended and will be returned to the school to be picked up by the parent. Students who are not following the bus driver's instructions will be reported to their parents.

The Sk'elep School Bus Policy:

Verbal Warning

Normally a verbal warning will be given by the bus driver to correct student behaviour while aboard the bus.

Written Warning

Should the verbal warning be ignored and student conduct continues to be unacceptable, the driver will issue a written warning to the parent/guardian. Written warning may also be given where misconduct is serious enough to warrant parents/guardians of the student being advised of the student's behaviour. Three written warnings will result in bus riding privileges being taking away for the remainder of the year.

SCHOOL PICTURES

Each school year all students will have an individual, and a class picture taken. These pictures can be purchased from the sponsoring company through the school. Notices will be sent home with details for ordering and payment.

MONTHLY NEWSLETTER

A copy of the “**Coyote Connection**” goes out every month. Our newsletter highlights students’ successes and achievements, and contains general school information including the lunch menus.

ASSEMBLIES

At least once a month the entire school meets to celebrate the variety of achievements our students’ accomplish. Students will be recognized for their contributions to the school as **Responsible, Respectful** and **Reliable** citizens. Assemblies will usually be held the last Thursday of each month. Please refer to the yearly calendar for assembly dates as you are welcome to attend and bring your family and friends.

REPORTING PERIODS

There are three formal reporting periods throughout the year. Three of these reports must be written and are sent home in the fall, the spring and on the last day of school. There will also be Parent Teacher Interviews and continual communication by teachers with families during the school year. Please refer to the yearly calendar for report card dates.

SCHOOL SUPPLIES

Each family is required to provide the essential school supplies within each classroom for their children. We do require students to bring a backpack and one pair of indoor shoes (non marking) labeled with their name.

HEAD LICE

The School Board wants to maintain a school environment free of head lice. However, because of the close proximity of school students and staff to one another, exposure to head lice may occur.

Accordingly, we are committed to working with parents and health

professionals to reduce the likelihood of head lice, and to deal with treatment in an effective manner.

Checks are done every month. School staff will check each student in the school for head lice. If a student is found to have head lice the following procedure will be followed information will be sent home to the family. The school nurse will provide follow up support to all families. Her name is Christine and she can be reached at christine@qwemtsin.org or by phone at 250-314-6732.

If a lice case is very severe a child may be sent home in order to receive a treatment before coming back to the school. This is not done to isolate a child but to ensure that the spreading of lice does not get out of control.