

Nesika Elementary School

école Elementaire Nesika



STUDENT HANDBOOK

2014/2015

Principal – Yvonne Davis

Vice Principal – Steve Carpenter



Welcome to école Nesika Elementary School

This handbook provides parents with information regarding the goals, procedures, guidelines, rules, safety and the Code of Conduct, communications, programs and

services found within our Educational walls at Nesika Elementary School. Parents are encouraged to review these pages thoroughly and to discuss the content with their children. I hope that through this handbook and the concepts presented here, we can work together to strengthen our Home/School partnership. If you have any questions please do not hesitate to call the school or come in for clarification. Communication is essential between parents and the school and my door is always open. Nesika also maintains a website, which can be viewed by entering through the School District # 27 site. Throughout the year, all important information is communicated through the school website and newsletters (e.g., calendar updates, school and PAC news, school and PAC event information). To ensure you do not miss any important information, please provide the school office with your current email address.

Nesika Elementary School

Principal: Yvonne Davis

Vice Principal: Steve Carpenter

Office Assistant: Jenny Huston

Contact us

Address: 1080 Moon Ave, Williams Lake, BC V2G

Office Telephone: 250 398-7192

Office Fax: 250 398-8530

Principal's email: Yvonne.davis@sd27.bc.ca

Vice Principal's email: Steve.Carpenter@sd27.bc.ca

School Hours

Entry Bell: 8:40 am

Instruction Begins: 8:45 am

Recess: 10:15 to 10:30 am

Lunch: 12:00 – 12:55 pm

Dismissal: 3:00 pm

We request that students enter and exit the building at the door closest to their classroom as this reduces hallway traffic and mess.

école Nesika Elementary Mission Statement

Together the Nesika School community will work to ensure a safe, respectful environment that promotes the development of individual potential and lifelong learning.

Nesika Elementary School Slogan

“Respectful Learning Community”

Mission, Vision and Values for School District #27

MISSION

Ensuring all students have meaningful learning experiences, empowering them to succeed in an ever changing world.

VISION

We envision an encouraging and understanding learning environment where everyone demonstrates a sense of belonging, mastery, independence and generosity.

VALUES

The Pillars of Support for the School District No. 27 Mission and Vision are characterized by the following four core operating values:

RESPECT - RESPONSIBILITY - KINDNESS AND CARING - ACCEPTANCE

SLOGAN

“Learning, Growing and Belonging Together”

école NESIKA SCHOOL STAFF FOR 2014-2015

Administration

Yvonne Davis	Principal
Steve Carpenter	Vice Principal

Teaching Staff

Leona William	Kindergarten	
Kirsten Hamm	Kindergarten / Grade 1	French Immersion
Jenn Routtu	Kindergarten / Grade 1	French Immersion
Sharon Allan	Kindergarten / Grade 1	
Sonja Kurkiniemi	Grade 1	French Immersion
Lacey Dawn Bruce	Grade 1 / 2	
Leah Moe	Grade 2	
Nicole Ratko	Grade 2 / 3	French Immersion
Shelley Barber	Grade 3	
Karen MacDonald	Grade 3 / 4	
Natalie Jacyna	Grade 3 / 4	French Immersion
Connie Burns	Grade 4 / 5	
Donna Lee Gunderson	Grade 5	
Todd Routtu	Grade 5 / 6	French Immersion
Lacey Nasuszny	Grade 5 / 6	
Allison Bos	Grade 6	
Sylvia Swift	Learning Support	
Kari Johnson	Learning Support FI / Reading Strategies	
Gloria Kaufman	Librarian	
Stephanie Vanderlaan	English Language Learning / Prep relief	
Sandee Davis	Counselor	

Support Staff

Jenny Huston	Office Assistance
Tina Benedet	Teaching Assistant
Lorna Bennett	Custodian
Brenda Bristow	Teaching Assistant
Regan Ernst	Teaching Assistant
Margaret Chaffee	Teaching Assistant
Raylene Hale	Library Aide
Diane Lamothe	Teaching Assistant
Drew Rose	F.N. Class Support Worker
Amanda Skarra	F.N. Youth Liaison/class support worker
Charmaine Tresierra	Teaching Assistant- French Immersion
Natalie Bertrand	Teaching Assistant - French Immersion

Creating a Positive Learning Environment

The staff members of Nesika endeavour to provide a positive and productive learning environment for all students. We support each child's development of the attributes of the Learner Profile through which expectations for learning and playing together are established. Behaviour expectations are reinforced in our school's Code of Conduct. We suggest that parents use the language of the Learner Profile at home to further support the development of attributes, and make reference to the Code of Conduct as it relates to getting along productively, positively and peacefully with others.

LEARNER PROFILE

- ◆ Caring
- ◆ Ethical
- ◆ Communicator
- ◆ Open-minded
- ◆ Balanced
- ◆ Inquirer
- ◆ Knowledgeable
- ◆ Reflective
- ◆ Risk-taker
- ◆ Thinker

LEARNER ATTITUDES

- ◆ Appreciation
- ◆ Commitment
- ◆ Confidence
- ◆ Cooperation
- ◆ Creativity
- ◆ Curiosity
- ◆ Empathy
- ◆ Enthusiasm
- ◆ Independence
- ◆ Integrity
- ◆ Respect
- ◆ Tolerance

The Three Rs ...

Respect, Responsibility and Rights

Code of Conduct/ le code de conduite

école Nesika Elementary's Code of Conduct has been established to maintain a safe, caring and healthy learning environment. The purpose of the Code of Conduct is to inform all members of the school community of our shared obligations and responsibilities while in attendance at school, while traveling to and from school, and while attending any school function at any location. The Nesika School Code was established in consultation with staff, parents, and students and will be regularly communicated and reviewed with the school community.

The Code of Conduct will be actively taught in the classroom and will be reviewed for staff and students at the school opening assembly.

People are protected by virtue of their, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, age, sexual orientation, or gender identification and therefore should not be subjected to discriminatory actions, including publication or discrimination of service. This Code of Conduct recognizes that some students may not be able to comply due to a disability of an intellectual, physical, sensory, emotional or behavioural nature and special considerations may need to be made.

Students at Nesika will be given the responsibility of knowing and following the rules and managing their own behavior. Every effort will be made by staff members to emphasize a problem solving approach. I fully acknowledge that there are various perspectives to be considered when problem-solving and we will take the time to gather information from all parties involved before making disciplinary decision. When students fail to adhere to the Code of Conduct, decisions about consequences or restitution for student's actions will be made considering the situation and the age of the child. The goal will be to help students reflect on their actions and behaviours and learn from their mistakes. When breach of the Code of Conduct is serious in nature or other consequences have been inadequate or ineffective, the Principal has the right and responsibility to implement in-school or out of school suspensions. Further, school officials may have the responsibility to advise other parties of serious breaches of the Code of Conduct (parents, school district officials, police, and/or other agencies).

The discipline policy is built upon common sense, courtesy, co-operation, respect and responsibility. The following Code of Conduct provides some guidelines of how students should behave at school. The discipline policy and Code of Conduct are guidelines that generally lead to safe, orderly, productive, learning and social experiences.

Code of Conduct /le code de conduite

Our Code of Conduct is designed to promote a climate of co-operation, academic excellence, trust, respect and safety.

RESPECT YOURSELF

- Dress appropriately for school
- Help others to do their best
 - Come to school to learn
 - Strive to do your best
 - Take care of yourself
 - Be honest

RESPECT OTHERS

- Be quiet and responsible so that others can learn
 - Treat others how you would like to be treated
- Report violations in a timely manner
 - Include, help and be kind to others
 - Demonstrate good sportsmanship
 - Allow others to be different
 - Be prepared and organized
 - Display good manners
 - Be on time for class

RESPECT PROPERTY

- Respect property of others and the school
- Use materials and equipment appropriately
 - Use litter containers- choose to recycle
 - Report any sort of vandalism

The following school-wide-discipline plan will be followed when dealing with most issues that are dealt with in the classroom or are brought to the office.

Level 1 Behaviours

The attending adult in the classroom handles the following behaviors:

- ✓ Disruptions/disobedience
- ✓ Tardiness
- ✓ Truancy
- ✓ Vandalism (minor) / Theft (minor)
- ✓ Lack of effort
- ✓ Lack of Respect
- ✓ Inappropriate language/behavior
- ✓ Homework
- ✓ Assembly / audience behavior

Level 2 Behaviours

The following behaviors are initially dealt with by the attending adult – then reinforced by the office:

- ✓ Lack of Respect (major), Harassment
- ✓ Inappropriate internet sites
- ✓ Disrespecting teachers' personal space & belongings
- ✓ Inappropriate representation of school (field trip/athletics)
- ✓ Cheating or Plagiarism-including copying on tests, copying assignments, copying text from books, internet pasting, using your own work for two different classes.

Level 3 Behaviours

Immediate office referrals and intervention:

- ✓ Bullying/Harassment/Intimidation/ Inappropriate sexual behavior (major)(district policy will be followed)
- ✓ Fighting/Assault
- ✓ Direct disobedience
- ✓ Endangering safety
- ✓ Drugs or alcohol infractions (district policy will be followed)
- ✓ Possession/use of a weapon (district policy will be followed)
- ✓ Smoking/Tobacco (district policy will be followed)
- ✓ Theft (major) and Vandalism (major)
- ✓ Retribution to someone who reported a violation

School-Wide Consequences

Level 1 Behaviours

- Step 1: Reminder to student of behavioral expectations.
-Common language around the school will include:
“Are you doing the right thing?”
“Are you treating others how you would like to be treated?”
“What do you need to change to change the situation?”
- Step 2: Restitution by the student.
Documentation by the teacher
- Step 3: Home contact by the teacher
Documentation by the teacher on “Reflection” sheet
- Step 4: Move directly to “Level 2 – Step 2”

Level 2 Behaviours

- Step 1: Restitution by the student
Documentation by the teacher
Home contact by the teacher “Reflection” sheet
- Step 2: Referral to administration
Home contact by the teacher/counselor/administration
Plan for improvement to be completed by student
One to 3 day in-school suspensions
- Step 3: Referral to administration by teacher
Home contact by administration
1 - 5 days in or out of school suspension
Adjustments to the plan for improvement
Parent conference with administration before student returns
Behaviour Contract constructed
- Step 4: Move directly to “Level 3 – Step 2”

Level 3 Behaviours

- Step 1: Referral to administration, many of the level three infractions fall
Under district policy consequences)
Parent conference with administration
1 - 3 day in or out of school suspension
- Step 2: 1 - 5 days out of school suspension
- Step 3: 5 – 10 days out of school suspension
- Step 4: Indefinite Suspension – referral to District Discipline Committee

A FEW RULES FOR CLARIFICATION

1. Main entrance is for adults and visitors. Students are expected to use the doorway that is assigned to their classroom.
2. Play only in designated areas only - no playing in the parking lot or main school entrance.
3. Students may only use the school telephone for emergencies.
4. Please **NO** gum or sunflower seeds or energy drinks or pop at the school.
5. Students may only leave the school grounds with permission from a school staff member - generally a note from home will be required. Always make sure to sign in and out at the office before leaving the school grounds.
6. Bicycles, scooters, and skateboards should be walked from the school yard entrance to the racks or classroom when arriving or departing the grounds.
7. Students should remain outside in the mornings before school. The door will be unlocked at **8:20 am** for any student who needs to use the washroom.
8. Please leave all electronics and valuables at home. The school will not be responsible for any missing items of value.
9. Hats are not to be worn in the school.
11. All outdoor shoes are to be removed at the entrances and placed on the shoe racks.

SCHOOL DISTRICT INTERNET USE POLICY

The teaching staff at Nesika promotes the use of the Internet as a way to support learning and to enhance instruction. The Internet allows students to interact with hundreds of thousands of computers around the world. Since access to the Internet provides connections to other computer systems worldwide, students and parents/guardians of the students should understand that neither the school nor the School District controls the content of the information available on these systems. Information provided over the Internet must be evaluated by the user for accuracy, bias, misinformation, opinion stated as fact, and reliability. Some of the information available may be controversial and/or offensive. While using school computers students will not attempt unauthorized access to on-line information services, devices, or resources. Students are not permitted to give out any personal information about themselves, or any other person, unless they have received specific permission from their teacher.

Computers are to be used in responsible and legal ways. Access to on-line learning resources is a privilege, not a right. Violation of this policy may result in the loss of computer privileges. Students using the school's computer system may be monitored electronically by the school or by District personnel. Users of the school's computer system must agree to the following conditions: They shall not

- use the Internet for any illegal purposes
- use impolite, obscene or abusive language on the computer system or intentionally log on to inappropriate web sites
- violate copyright restrictions by 'uploading' or 'downloading' software or music illegally
- damage computers, alter or modify any systems or networks
- trespass in others' folders, work, or files
- log on or engage in any form of Chat Lines, without consent from a teacher

Users who do not follow the school's policy and guidelines in regard to its computer systems and access to networked information resources, will be subject to any and/or all of the following sanctions:

- loss of access to the system
- disciplinary action, which could include suspension, in line with that stated in the Student Code of Conduct regarding inappropriate language, behavior, destruction of property or illegal activities
- notification of law enforcement agencies when applicable

Consent forms will be sent home to ensure that students have the permission of their parents/guardians to use the electronic equipment.

SUPERVISION AND SCHOOL SAFETY

School Arrival and supervision times

Students should not arrive at school prior to 8:25, unless they have made an arrangement with Mrs. Davis and Mr. Carpenter. Teacher will supervise students in designated play areas from 8:25-8:40 am. Three teachers will supervise during recess each school day and three noon hour supervisors will supervise children from 12:00-12:15 pm in their classrooms and then in designated play areas from 12:15-12:55 pm. Two teachers will supervise after school each day, while a third will supervise bus duty

*** There is no supervision in designated play areas after school. ***

Leaving the school grounds

We **do not** allow students to leave school grounds during the day for any reason (aside from teacher-arranged field trips) unless we have received prior written notification or written consent from a parent that includes:

- the reason the child is needing to leave school/be away from school
- the date(s) and time(s) the student will be absent
- the name of the adult that is responsible for picking them up and returning them to school.

Please have your child provide this information to the classroom teacher so the teacher can have your child prepared for pick-up. Please report to the office to pick-up your child/children if they are leaving at any time during the school day. Either your child/children will already be waiting for you at the office, or one of the office staff will call the teacher to have the child sent to the office. We request that this practice be adhered to for safety and security reasons and to minimize disruptions to classroom instruction and learning.

Student pick up procedures

During the first week of school, forms will be sent out to establish legal guardians for each student at Nesika Elementary. Only legal guardians will be allowed to pick up students from the school. If other arrangements have been made for pick up, a written consent form from the legal guardian must be supplied. **No student will be released without written consent. Please check in with the office prior to picking up a student during regular school hours.** Either the child/children will already be waiting for you at the office, or one of the office staff will call the teacher to have the child sent to the office. We request that this practice be adhered to for safety and security reasons and to minimize disruptions to classroom instruction and learning.

Visitors

All visitors to the school MUST check in at the office. Please note that we do this to ensure the safety and security of all students, staff, and property of Nesika Elementary School.

School Dress Code

Students should come to school dressed in clothing that allows them to get through the day comfortably, while giving consideration to the fact that they are in an environment that must remain favorable to learning for all in attendance. This includes dressing so they will be able to keep themselves warm and dry, wearing foot attire that will allow them to play and move throughout the school day safely, and electing to wear clothing that will not offend or distract others. Hats and hoods are not to be worn while inside the school unless it is for a school event; which will be advertized in advance.

The following are considered “unacceptable” for school attire:

- ◆ visible undergarments
- ◆ bare midriff, low cut clothing, and very short skirts/shorts
- ◆ clothing baring “offensive” language, images or acronyms (i.e., drug, violence, racist or sexist related messages)
- ◆ outside footwear is not worn inside the school.

School staff and administration will make a decision as to whether or not a particular clothing item or outfit is unacceptable. In a case where a student’s attire is not considered acceptable, the student will be provided the opportunity to cover up with another piece of clothing. In some cases a parent may be asked to bring suitable clothing to school for the student to change into before the student is permitted to return to class.

Students **must remove outside** footwear at the entrance way and change into their 'indoor' shoes.

- Footwear must be worn inside the school. In the summer months a good pair of sandals (ie. protects the foot sufficiently) is acceptable.

Health regulations stipulate that bare feet and stocking feet are not permitted.

School Attendance

Please help your child to appreciate that attending school regularly, and on time, is important to his/her education. Punctuality is an important skill and a simple courteous act. Should your child be late for, or absent from school, please call to let us know. Also, send along a note when the child returns, as this communication will ensure that we know you are aware of the absence.

If you know your child will be late or absent, please call the school (250 398-7192).

When you call please state:

- your child's name
- his/her teacher
- brief explanation for their absence

Parents need to provide notes to teachers regarding appointments or anything out of the ordinary routine (eg. going to friends for lunch, going for lunch with grandma)

Students who arrive late **must sign in** at the office before going to their classroom.

Students who need to leave during school hours (between 8:45 and 3:00) **must sign out** at the office and sign back in if they return later the same day.

Safe Arrival Program

école Nesika elementary provides a **Safe Arrival** service for parents, initiated to ensure the safety and protection of your children and our students. The purpose of the program is to find out as soon as possible the whereabouts of each student who does not arrive at school. For this program to operate successfully, parents are requested to let us know if your child will be absent or late by phoning the school in the morning between 8:00 am and 8:45am, or by sending a note with another child in the family. If you would like a phone call and you have signed up for the program: If your child is not in class when attendance is taken and we do not have prior notification of their absence, we will proceed as follows:

1. Check the sign-in list to see if the child arrived late and confirm absence with the teacher
2. Attempt to contact parent through home, cell or business number
3. Call emergency numbers that have been provided
4. Failing to reach these contacts, we will notify the police

Please ensure that you have provided our office staff with up-to-date telephone numbers for your home, cell/work and names and numbers of emergency contacts.

If you would like to be part of this program, please fill in the attached sign-up sheet with current contact information to the office. The registration with the Safe School Arrival must be done each year.

Student Illness or Injury

In fairness to the school community, please do not send your child to school if they are showing signs of illness. The school does not have the facilities or the personnel to care for sick children. Students who become ill during the day are to notify to their teacher, who will then notify the office staff. Our policy is to get sick students home as soon as possible. Our practice is to call the parents and ask that students either be picked up, or be given parental permission to go home or to another location to be cared for. As general indications whether you should, or should not, send your child to school - if they are too ill to go outside for 20 minutes, they should stay home.

If a student is injured a staff person with basic first aid skills will provide very basic first aid to the injury. If an injury appears beyond our ability to treat a staff person will contact you so that you can make the decisions regarding treatment. In an emergency your child may be transported to the Emergency Room via private vehicle or an ambulance - you will be notified to meet your child at the hospital.

Medication for students at School

If your child is taking medication that needs to be administered during the school day, please contact the school office for the form that needs to be completed by your doctor giving detail and instructions on administration of medicines. Return this form to the office with the required medications. Medication cannot be administered without this physician's note. Please ensure all medical information provided to the school is up to date. Inform your child's classroom teacher of any acute medical conditions (allergies, seizure disorders, asthma, diabetes, etc.). Otherwise, the school is forbidden by Board Policy to give any kind of medication to students, including over the counter medications such as Aspirin.

Mrs. Sandy Silkstone is école Nesika Elementary's community health nurse this year. If you would like to discuss any medical concerns regarding your child, please contact Sandy through the office at the school.

Allergies and Allergic reactions

At our school, we have a number of students (and some staff and parents) who are allergic to some foods, peanuts, bee stings, and to other things such as cut grass, perfumes, pollen, etc. We request that parents inform us of any serious allergies, possible complications and treatments, so that we can act quickly and appropriately.

Weather Policies

Students are expected to dress in appropriate clothing for the weather conditions. Specifically, children should wear warm winter jackets in the winter and water resistant jackets on rainy days. Students are not allowed in the school during regular break times, before school, recess and during the noon hour (unless they are being directly supervised by a staff member.) Inside days will be declared by the Principal when it is colder than -12 degrees Celsius or is raining very hard. When the temperature outside reaches -32 degrees Celsius or colder, school buses will not be operating. The cancellation will be determined by the transportation supervisor and will be broadcast on the local radio station and on the School District Website. Parents must exercise discretion as to whether or not students should be sent to school when temperatures are low and conditions are hazardous.

Personal Belongings and Valuables at School

On occasion, students may decide to bring items to school that hold significant value. The school and School District cannot accept any liability for personal belongings and valuables, inclusive of musical instruments, cell phones, iPods and cameras; if these items were to become lost, stolen, or broke. As a result, we discourage students from bringing valuables to school.

Cell Phones and Cameras

Students who bring cell phones to school are able to use them before or after school, preferably outside the building. Students are not allowed to use cell phones anywhere in or on the school grounds between 8:45 am and 3:00 pm. During the school day students are required to keep cell phones in their backpacks with ringers silenced/turned off. The school is not responsible for lost, damaged, or stolen cell phones.

Students who choose to not follow the cell phone rules will have their cell phone taken away for the remainder of the day by the supervising staff member. Repeated non-compliance will result in a phone call to the parents with a request that the cell phone be left at home. For safety reasons and protection of personal privacy, students are not allowed to take pictures of

other students or school staff members with their own cell phone or digital cameras while at school.

Parents are welcome to photograph and videotape school events. However, the potential promotion, exchange or sharing of student images raises privacy issues. A parent wishing to film or photograph students and then post these images to a website need to have signed permission for the students (provided by parents or guardians in case of minors) in the video before posting their photos. To do so without signed permission is a violation of student privacy.

Label all Student Belongings/ Lost and Found

Please make sure student belongs (particularly jackets, sweaters or 'hoodies', pencil boxes, binder, etc.) are labeled with the student's name so they can be returned to them if found lying around the school. Items found, if not clearly labeled to allow us to identify the owner, are placed in our "Lost and Found" area, just inside the main entrance. Please check this area regularly for missing belongs. Every 4 weeks or so (you will be notified in a regular school newsletter) the contents are displayed in the main hallway for a few days, so that parents and students can easily spot misplaced items. Items with name tags are returned to individual students prior to being laid out. Left over items are donated to either the Salvation Army or the Big Brother and Big Sister program. Smaller items (watches, rings, etc.) are kept in the secretary's desk until identified by a student. While the school staff will make every effort to help students find lost items the school can be in no way responsible for any losses. It is suggested that students do not bring items that are likely to be attractive to a thief.

Communication

Communication between home and school is vital to your child's/children's education. Teachers communicate about classroom learning and events through letters home, newsletters and in your child's agenda.

Formal conferences to discuss student progress are held between October 20 to 23, 2014. Teachers may invite parents in for a conference at other points during the school year if they have information regarding a child's progress they feel would be best addressed in person.

To make arrangements for a meeting with a teacher, contact the teacher by phoning the school office and leaving a message for the teacher to call you, writing a note to the teacher or requesting a meeting time in person or via email communication. If you have concerns about anything having to do with your child's experiences at school:

first: contact your child's teacher to share information, review the problem and discuss a resolution.

second: if, after meeting with the teacher the problem is unresolved or you are dissatisfied with the resolution, contact the Principal. I will work with you and the teacher to resolve the problem or refer you to someone who can be of greater assistance.

A parent volunteer advocacy service (BCCPAC Advocacy Service) is available to parents who would like advice or assistance with resolving issues between home and school. Call 1-888-351-9834 for more information.

Communication between the home and school is made as comprehensive as possible through both informal and formal contacts. Communication may happen in the following ways:

- regular school newsletters distributed every second week
- special notices distributed as required
- parent/teacher conferences October 20 - 23, 2014
- report cards, provided three times a year
- informal conversations with school staff
- formal meetings with school staff
- notes or phone calls

Please feel free to call the school and make an appointment to address any concerns at all.

Media in the School

Throughout the school year the local newspapers will be encouraged to come in to take pictures. School staff will approve each picture that is published. Parental permission must be granted for students to have their pictures taken. This will be done at the beginning of the school year. However, no students will be interviewed or videotaped without written consent from their parents.

Homework

Homework is the tasks assigned to students to complete outside of regular school hours. On average, students will typically have about 10 minutes of homework per grade per weeknight (ie. Grade 4 = approximately 40 minutes of homework per night, Monday to Friday). If your child is routinely spending an inordinate amount of time on homework each night, please meet with your child's classroom teacher to discuss. It is hoped that the student initiates this 'home study' time and the parent encourages it. When homework is assigned, it is expected that it will be completed, handed in, or marked the following school day (unless it is a longer-term project). Parents can assist the school greatly by checking to see whether homework has been assigned, ensuring that it is completed satisfactorily and on time, and sending a note to the school if there

is a good reason why the student has not completed the homework assignment(s). This study may be in the form of review, extra practice, pleasure reading, informal writing, etc. Homework that is teacher-assigned is intended to provide time for:

- additional practice of basic skills
- working on extended projects and reports
- catching up if a student has been absent
- reviewing material in the preparation for a test
- completing assignments that have not been completed in class time
- to help students develop self-reliance and good study habits

Homework TIPS for parents

- make homework time a daily routine, a consistent, scheduled part of your child's day
- establish a homework location that is used consistently - one that is well-lit and away from distractions such as TV or play areas, with a desk/table, chair and stocked with necessary writing/homework tools (pencils, eraser, ruler, dictionary, calculator)
- be supportive, encouraging, and interested - help to clarify
- encourage inquiry (questioning and helping your children "talk through" their thinking
- encourage your child to seek the teacher's help if "stuck" and if your child has difficulty with homework, please communicate this to your child's teacher.

The support and interest of parents will have a significant influence on students' attitudes towards homework. Homework time can be a positive experience for both you and your child. If you have questions about the assignments your child is bringing home, don't hesitate to talk to his or her teachers.

Literacy and Numeracy Skills

Parents can help a great deal in improving their child's reading, writing, listening, speaking, and mathematics skills by setting aside 15 minutes each day to:

- practice spelling of words commonly used at your child's grade level
- use your child's imagination to create paragraphs and short stories
- practice reading "age-appropriate" stories and books -the school or community librarians will be happy to help you to find the right books
- read to your child and have him/her read out loud to you · play spelling and word games (like Scrabble) with your child

- read passages to your child, then ask questions about what was in the story and what it means (comprehension), encourage the child to use correct grammar in everyday speech
- have your child proofread his/her writing efforts
- encourage your child to enter age appropriate writing contests
- practice number facts and rounding off numbers
- do timetable drills (flash card games are good for this)
- work on addition, subtraction, multiplication and division problems
- involve your child in financial discussions
- encourage your child to measure (distance, area, volume)
- find real-life math problems for your child to solve
- play games that involve math skills (e.g., Monopoly)

By taking an interest in your child's literacy and numeracy skills, his/her confidence and skill levels will improve dramatically.

Student Planners

Intermediate students are encouraged to use daily planners to organize their time, to record homework assignments/important notes, and to provide a communication tool between parents and teachers. Planners can be purchased for \$7.00 and fees will be collected at the start of the year.

Care of School Property

Over the school year, students are issued textbooks, workbooks, library books, supplies, team shirts, and equipment, which must be returned in good condition to be used by other students. It is the student's responsibility to take care of any item belonging to the school that is on loan to him/her. A student who carelessly loses, deliberately defaces, or destroys school property, will be required to replace the item or to pay part or all of the replacement cost. All students are urged to treat textbooks and other school books with care and respect, and to have a book bag for carrying them to and from school.

Bullying Policy

The schools and the District are working together to eliminate bullying in schools.

In accordance with the school plan, every reported act of bullying will:

- be acknowledged, investigated and dealt with
- result in a progressive plan of remediation

Harassment

Harassment is an unwelcomed comment or conduct that may lead to adverse or negative consequences for the victim of harassment. In a school setting it can lead to unnecessary conflicts or students feeling unsafe or unwelcome in their class or hallways.

Harassment, or other forms of bullying, is often excused as teasing, but harassment is enjoyed only by the harasser, it is never acceptable. The ONLY judge of whether behaviour is unwelcomed is the person on the receiving end. Under all circumstances, unwelcomed harassing behavior is inappropriate. It may also be illegal.

Student Support Services

School Based Resource Team

The School Based Resource Team's purpose is to support the academic, social, and emotional well being of Nesika students. The team is chaired by the Principal and is comprised of the parent(s), the learning assistance teacher(s), the special education teacher, classroom teachers, teacher assistants, counselor, and various district and community based professionals as required. Specific concerns about the individual student are brought to the team by classroom teachers based on their observations and assessments. Alternatively, parents may request to have their child's learning reviewed by the team. Through the collective expertise of all attending members, the team discusses the issues or concerns, and develops strategies and recommendations for the resolution of a student's difficulties.

Learning Assistance

Our school has a vibrant Learning Assistance and Special Education Program led by Mrs. Johnson and Ms. Swift. Mrs. Johnson and Ms. Swift will work with the School Based Team test and diagnose pupils referred by the classroom teacher, and suggest materials and programs that would be suitable for correcting identified problem areas. Sometimes a 'pull out' program is implemented, where the student comes to the LA room for instruction and assistance in a certain subject on a regular basis, and sometimes the learning assistance is of a short term duration. In many cases, it is not necessary for the child to receive LA help all year. In every case, however, there is frequent communication between parents, the Learning Assistance teacher, and the classroom teacher, so that all are aware of the difficulties the child is having and what is being done to address the difficulties, and the progress being made by the student.

We would like to welcome Ms. Swift to our Learning Assistance team.

Resource/Reading Strategies Teacher

We also have a part time Reading Strategies teacher available a half hour each day for each Grade 1 student who needs extra literacy support. In consultation with parents, students are evaluated and specific goals are established for them to help move them towards grade level reading skills.

English as a Second Language (ESL) and English as a Second Dialect (ESD)

Children attending Nesika whose native or first language is not English are provided with small group instruction in the English language, based on individual needs and level of English proficiency. This support may occur either within the classroom or in a pull out scenario.

Other Services

Our school district provides other services for students, including an elementary counselor, a school psychologist, a speech therapist, and assistance for visually impaired and hearing-impaired students. These support professionals work with small numbers of students in our school. Teachers will make referrals to the Principal upon which parents will be contacted to discuss the issues and to decide if their child requires these services.

Individual Education Plans (IEP's)

Individualized Education Plans are required by the Ministry of Education for every student on a specialized program; meaning a student has had his/her instruction modified. These plans are developed in conjunction with the parent, Principal, classroom teacher, and specialist teacher(s) who will be working with the student.

Artists in the school

Over the years, our school district has developed an artist in schools program, which schools can 'buy into' to bring professional fine arts performances into the school. It is important for students to receive exposure to the fine arts, so we try to have three or four performance groups visit each year. However, these performances are expensive, so we request that parents assist with-the costs by contributing a \$6 per child 'Artists in Schools' fee. This money helps to pay the artists who come to the school to do the performances.

PARENTS AS PARTNERS AT NESIKA

Parent Volunteers in school

This is the best way to become familiar with what happens in our school. Parents are encouraged to volunteer their time for short or long periods over the school year. There are many things parents can do to assist the school, from being classroom assistants, to listening to students read, to coaching and refereeing, to driving students to and from games, to helping with the lunch program, to being a computer helper, as well as a myriad of other things. Parents who volunteer regularly to work on a one-to-one basis with children, outside of the classroom, must have a criminal record check as required by the School Board. Further, as per policy, volunteers must take a short training session on child abuse and student disclosures. It is also important to remember that as a volunteer worker at the school, you have an obligation to maintain strict confidentiality about students. We are a very small community, and adult gossip can be very damaging to children and their families. Parents who drive other students are required to fill out a Volunteer Driver Form (available at the school office).

Teachers/ the PAC or Principal will often make specific requests for volunteer help in the regular school newsletters.

Parent Advisory Council - PAC

Nesika has an active and committed PAC group. This group is open to any parent of a student attending the school. The purpose of the Council is to advise the Principal and staff on parents' views on any matter relating to the school programs, policies, plans and activities. To communicate with parents and to promote cooperation between the home and school in providing for the education of children. At the meetings, parents discuss school policies, changes in school philosophy and direction, and make suggestions for improvements. Some examples of topics discussed include:

- School Board policies
- Curriculum changes
- School based decision making
- Parent/school communication
- Equipment purchases
- Fund raising
- Computer hardware purchases and networking
- School rules and safety
- Renovations and maintenance to school buildings and grounds
- Special events

Parents are strongly encouraged to become involved in our school through our PAC. We are aware, of course, that parents have different levels of interest and

that some things will appeal to some parents and not to others. Therefore, the PAC invites parent involvement by providing many and varied opportunities. Being an interested, participating parent will create a positive liaison between you, your child, and the school. Watch for meeting dates or specific needs in the regular school newsletters.

School Planning Council

The School Planning Council (SPC) is responsible for the development of an annual school plan focused on improving student achievement. The school plan is also connected to the School District's accountability contract. SPC members consist of three elected representatives of the parent advisory council (PAC), one of whom must be an elected officer of PAC executive, and the principal/vice-principal. Our plan is comprised of three goals:

1. To improve literacy proficiency ...
2. To improve numeracy proficiency ...
3. To improve students' abilities as self-directed learners, through self-reflection.

Parking Lot

Your child's safety is dependent on all Nesika parents and caregivers recognizing that picking up or dropping off children requires following safety regulations. If you are only dropping off/ or picking up your child, please use the loop. Please do not park in loop or hold up traffic by waiting a few minutes for your child, moving your vehicle into the parking lot will allow the traffic to flow through smoothly. If you will be staying for longer, please go to the parking side and park your vehicle in one of the stalls. Please be considerate of others, drive respectfully and continue to watch for students running in front of you.

Complaint Protocol (District Policy)

As many complaints are a result of misunderstanding, the person complained about should be given an opportunity to clear up the problem without the intervention of a third party. Only in unusual circumstances will a third party receive and act on a complaint that has not passed through the people directly concerned. Based on this belief, the School Board has instituted the following policy:

[Policy # 1312](#)

Persons who have complaints against staff or volunteers are required first to discuss the matter with the person directly concerned before raising the complaint to a higher level of authority/responsibility.

A person receiving a complaint must not attempt to obtain a resolution until assurance is provided that the complaint has been referred to the lower level of the referral chain.

The Communicating effectively brochure, which provides the necessary steps to take should you have a complaint, can be picked up at the Nesika office upon request or is available to you online through the School District #27 website; click on Family and then in the side column click on Communication Protocol.

We have a dynamic learning community at école Nesika Elementary, eager to learn and grow together to instill a love of learning for all. We strive to ensure the success of every student in our school, in a safe and caring environment.

If you have any questions or concerns, please know my door is always open.

Yours in education,

*Yvonne Davis
Principal*

