**TSUMA-AS ELEMENTARY SCHOOL**

**Handbook**

**2024-2025**

**Phone # 250-723-8151**

**Arrive Safe Phone # 250-723-6080**

WELCOME

Welcome to the Tsuma-as Elementary School community! We are thrilled to have you back for another exciting school year. We send a special welcome to the new members of our school community (new students, families and staff). We take pride in being an open, welcoming and inclusive school environment. We look forward to reconnecting with you as we work to achieve strong partnerships with students, families and our community.

We hope that you find our school to be a welcoming and supportive place. There are many staff here to support your child in their learning journey. Your child’s teacher will be your main contact here at the school. If you have any questions or concerns regarding school, it is important to contact your child’s teacher first. From there, the classroom teacher can help direct parents/guardians to other support staff if needed (Inclusion Support teachers, Counsellor, Indigenous Support Worker, Secretary, Administration etc.). Together, we aim to work as a team to best support our students.

In this Parent Handbook, you will find important information about our school & district: upcoming dates, general information, procedures and expectations. We ask you to read through it carefully, and if you have any questions please reach out to your child’s teacher.

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| **School District Calendar of Events 2024 – 2025** | |
| **Date** | **Event** |
| September 3rd | School Opens |
| September 23rd | Non-instructional Day – no school for students |
| September 30th | National Day of Truth & Reconciliation |
| October 14th | Thanksgiving Day |
| October 25th | Pro D Day – no school for students |
| November 11th | Remembrance Day |
| November 18th | Pro D Day – no school for students |
| December 23rd – January 3rd | Winter Vacation |
| January 6th, 2025 | School Reopens after Winter Vacation |
| January 20th | Curriculum Implementation Day – no school for students |
| February 14th | Pro D Day – no school for students |
| February 17th | Family Day |
| March 17th – 28th | Spring Vacation |
| March 31st | School Reopens after Spring Break |
| April 18th | Good Friday |
| April 21st | Easter Monday |
| April 28th | Pro D Day – no school for students |
| May 19th | Victoria Day |
| May 26th | Pro D Day – no school for students |
| June 27th | Last Day of School for Students |

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| **Daily Schedule** | |
| 8:35 | Morning Session Starts (Bell) |
| 10:15–10:30 | Recess (10:30 Bell) |
| 12:10–12:45 | Lunch |
| 12:45 | Afternoon Session Begins (Bell) |
| 2:19 | Dismissal |

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| **Tsuma-as Elementary School Staff**  **2024-2025** | |
| **PRINCIPAL** | **Ms. Girard** |
| **VICE-PRINCIPAL** | **Ms. Spring** |
| Kindergarten | Mrs. Parfitt |
| Kindergarten / Grade 1 | Ms. Scott |
| Grade 1 | Mrs. Nguyen |
| Grade 1 | Mrs. Arbanas |
| Grade 2 | Mrs. Martell |
| Grade 2 | Mrs. Coleman |
| Grade 2/3 | Ms. Spring/ Mrs. Wutke |
| Grade 3/4 | Mrs. Ralph |
| Grade 3/4 | Ms. Misfeldt |
| Grade 4 | Mrs. Gaucher |
| Grade 4/5 | Mrs. Kynoch |
| Grade 5/6 | Mrs. Laslo |
| Grade 6 | Mr. Tuck |
| Grade 6/7 | Mr. Brooks |
| Grade 7 | Mrs. Anker |
| Teacher Librarian | Mrs. Wutke |
| Inclusion Support Teacher | Ms. Aspell |
| Student Support Teacher | TBA |
| P.E. Teacher | Mr. Spallone |
| Fine Arts Teacher | Ms. Russell |
| Educational Assistant | Mrs. Roberts |
| Educational Assistant | Mrs. Hall |
| Educational Assistant | Mrs. Paruk |
| Educational Assistant | Mrs. Pinkney |
| Educational Assistant | Mrs. Vanderhoeven |
| Educational Assistant | Mrs. Selva |
| Educational Assistant | Mrs. Gogo |
| Educational Assistant | Mrs. Harknett |
| Educational Assistant | Mrs. Penner |
| Educational Assistant | Mrs. Jaimeson |
| Educational Assistant | Mrs. Havard |
| Indigenous Support Worker | Ms. Thomas |
| Secretary | Mrs. Brooks |
| Strong Start/Just B4 | Mrs. Busby |

# CODE OF CONDUCT

## Tsuma-as Elementary is committed to meeting the unique needs of students in a supportive, caring environment which promotes student learning, a sense of pride, responsibility, and accomplishment. The expectations of our Code of Conduct apply to students while they are at school, at school sponsored activities (e.g. Field Trips, Sports Events, after school hours), and any behaviour beyond these times that affect the safe, caring, and orderly school environment.

## H:\Profile\Desktop\neill school logo.pngOur school logo uses the symbol of a wolf to represent our school values.

## We are part of a positive school learning community known as the

## Tsuma-as WOLF PACK. In this WOLF PACK we are:

## **W**elcoming **P**ositive

## **O**rganized **A**lways Respectful

## **L**oyal **C**ooperative

## **F**ocused **K**ind, Caring and Safe

## Each teacher will discuss with students what these characteristics look, and sound like in different school environments.

## **Code of Conduct Guiding Principles:** Our school supports the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law, prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical and mental disability, sex or sexual orientation.

## In the application of our school’s Code of Conduct, special consideration may apply to students with unique needs if students are unable to comply due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

## All reasonable steps will be taken to prevent retaliation against a student who reports any incident that breaches our Code of Conduct.

## School Officials have the responsibility to advise other parties/agencies of serious breaches of our Code of Conduct (i.e. Parents, District Staff, RCMP, Fire Department, Ministry of Children and Families).

## Behaviours that:

## Interfere with the learning of others, including their emotional well-being

## Interfere with the orderly environment

## Create unsafe conditions

## Acts, such as:

## Bullying, harassment, or intimidation

## Physical violence

## Retribution against a person who has reported incidents

## Illegal acts, such as:

## Possession, use or distribution of illegal or restricted substances

## Possession or the use of weapons

## Theft or damage to property

## Going on school roofs

## **Social Media and Electronic Communication**: As the world of social media and various forms of electronic communication evolve there is a need to remind students/parents that it is unacceptable to use such formats to intimidate or expose other students or staff to physical harm, ridicule, hatred, or contempt. This type of behaviour can have a significant negative impact on our school learning environment, even if these incidents occur outside of the school day or building. Cyber-bullying can have not only a profound impact on students’ abilities to learn, but it also compromises the school’s status as a caring, respectful learning and working environment.

## We support the following Core Message from the Safe-Online-Outreach Society: • Everything you post online is permanent

## • Everything you post online is public

## • Protect your personal and private information

## • Use critical thinking skills about information and people online

## • Be responsible for what you post online

## • Take a stand against online harassment

## • Tell someone if you are being victimized

## • Don’t take, or let anyone take, sexual images of you

## • Don’t talk about sex online

Anonymous reporting of things you have seen or heard that concern you, can be done through ERASE (Expect Respect and A Safe Education) – linked on our school and district websites.

## **Potential Consequences** Choosing not to follow the Tsuma-as Elementary Code of Conduct may result in the following consequences and remedial measures:

## Verbal warning

## Conference with teacher

## Parent Contact

## Behaviour support at recess or lunch

## Referral to Administration

* Restorative Actions

## In-school or out-of-school suspension

## Suspension to the School Board of Trustees

## Referral to Police, Fire, or other appropriate authorities

In all situations, communication with the home is the most important step in helping students overcome problems. Students that have not followed our Code of Conduct shall receive firm, fair, age-appropriate and progressive consequences.

**Emergency Procedures**

Procedures for fire drills and earthquake evacuation will be conducted monthly throughout the school year. Teachers will lead their classes out of the school using a pre-determined exit route. Students who are out of the class temporarily (i.e. washroom, errands, etc.) will proceed out through the nearest exit and then join their class. All classes will report to the Principal concerning class attendance. In the event of a disaster, it is important that parents note the following:

1. No pupil will be dismissed from school unless a parent or designate comes for them.
2. Phone calls to the school are discouraged. We need to maintain open phone lines for

emergency use.

1. Do not immediately drive to school. The streets need to be available for emergency

vehicles.

1. Stay tuned to the local radio station to obtain emergency information and directions.
2. Ensure that the school has updated student release information and medical alerts.

Tsunami and earthquake drills may include evacuation drills to The Church of Jesus Christ Latter-Day Saints facility (4816 Compton Road) which is located outside of the tsunami inundation zone.

**Security Threat/Lockdown/Hold and Secure**Tsuma-as Elementary will activate a school wide lockdown or hold and secure protocols in the event of a serious incident near or at the school. Lockdown drills are practiced each year. These safety protocols apply to all students, staff and guests that are in the building at that time.

**Emergency Preparedness**Tsuma-as Elementary School is in the Tsunami Inundation zone. Therefore, our emergency preparedness – evacuation and student release procedures, and supplies are very important. In September each year, you will be asked to provide the school with ***specific emergency student release information*** and to prepare a personalized comfort kit for your child(ren). These kits will be stored for the duration of the school year at our off-site emergency storage location.

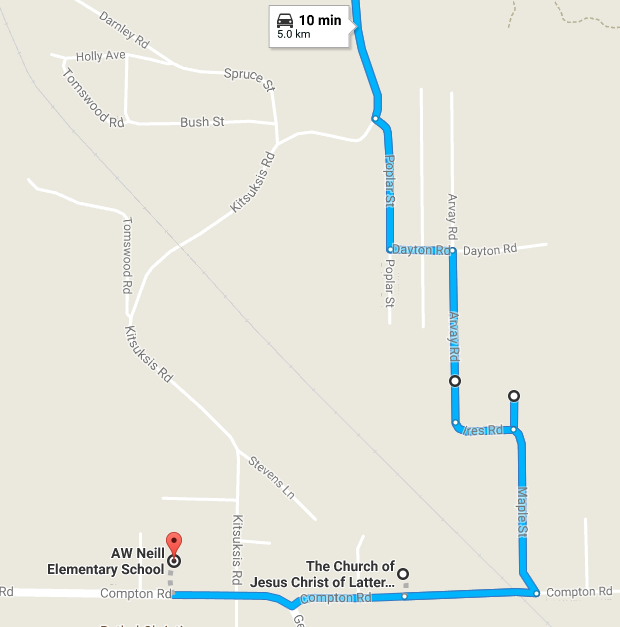
**Student Pickup Procedures – for parents**  
If an emergency situation occurs at or near Tsuma-as Elementary School, and ***that requires us to leave our school site, we ask:***

* Parents/Guardians **do not** call the school for parental reunification information
* Parents/Guardians calmly go to the alternate site (The Church of Jesus Christ Latter-Day Saints – 4816 Compton Road) to pick up your child(ren). If driving, do not park your vehicle in a manner that would block traffic. The

church’s parking lot will be closed to vehicles as this is our marshalling area (see map below)

* Look for signage indicating “Parent check in”. You must check in with school staff prior to picking up your child. Please bring photo ID with you.

**\*\* please note \*\* children will only be released to designated parents/ guardians or alternate emergency contacts (as filled out on the form in September)**

* After checking in with our school staff, please respond to the Reunion Table to pick up your child. A runner will retrieve your child from the student holding area and accompany them to the reunion table.
* This could be a time-consuming process due to crowding, so please be prepared for a possible delay in picking up your child. If you are waiting and have not been notified of a problem by school officials, rest assured that your child is well and awaiting reunification in the student holding area.
* After picking up your child, please leave the alternate site area immediately. You will be advised at a later time when the school will reopen.

Alternate Routes to the Church of Jesus Christ of Latter Day Saints

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| Route 1   * Beaver Creek Rd to Smith Rd * Flows into Debeaux Rd * Right onto Kitsuksis Rd | Route 2   * Cherry Creek Rd to Cowley Rd * Cowley Rd to Best Rd * Left onto Kitsuksis Rd |

* + - Left onto Poplar St
    - Left onto Dayton Rd
    - Right onto Arvay Rd which flows into Ires Rd to Maple St
    - Right onto Compton
    - The church will be on your right at 4816 Compton Road

### **Student & Parent Information**

**Illness & Student Injuries**

If your child is sick or hurt while at school, they should alert the nearest staff member. Students will be taken to the office where basic care and first aid (bandages, ice etc.) will be administered as necessary. Parents/guardians will be contacted as soon as possible if the student is feeling ill or complaining about the injury sustained or there is a need for further medical treatment.

**Administration of Medication**Administration of medication to students by school staff will occur only with written authorization and instruction from the parent and the attending physician. If your child requires medication to be administered at school, please contact the office to access the appropriate forms or to seek further information.

**Drop Off**

## Parents are asked to drop off their children as close to the bell as possible (8:35 am). Students are expected to go directly to their class line up locations. Playgrounds and play spaces will not be open before school.

**Pick Up**

Our school day ends at 2:19 pm. Students are escorted to their class line up or bus locations at the end of the day. Parents can meet their children near these locations.

## **Parking Lot Safety**

In order to ensure that our students are as safe as possible, we ask that parents respect all signage. **The bus loop at the front of the school is for SD 70** **busses only**. There **should not be ANY** private vehicles parked, even temporarily, in the bus loop.

As Compton Road is a very busy street where parking is challenging, parents who are dropping off or picking up their children are asked to use the drop off area behind the school. This drop off area is a much safer option. It can be accessed from Short Street off of Kitsuksis. Please refrain from parking near the entrance of the parking lot as this impedes access. Please escort children to and from parked cars as there is a considerable amount of traffic during peak times. During the school day, there is limited parking at the front of the school for drop off and pick up.

**Pets**

We ask that pets do not enter school grounds. Not all students, families and staff feel safe around an animal even when on a leash. Pets are also a distraction for many students and can cause disruption or safety concerns. All pets should remain in their owner’s vehicle or outside of school boundary areas.

**Recess and Lunch**

Students at Tsuma-as Elementary School stay outdoors before school, at recess and at lunch hour unless the weather is extremely poor. We appreciate your assistance in seeing that students come to school with warm, waterproof and weather appropriate clothing and footwear.

## **Visitors to the School**

All visitors must access the school through the *FRONT DOORS ONLY* and check in at the office. This includes parents/guardians who may be dropping an item off for their child, such as clothing, backpacks or lunches, or picking their child up for an appointment. Visitors or guests who remain in the building will be issued a visitors pass.

## **Newsletters** Newsletters and district notifications etc. will be sent home regularly via email. These will also be posted on our school website.

**Student Lockers**Grade 7 students may be assigned a school locker. Locks are provided by the school. Non-school issued locks will be cut off.

Students who choose to use a school locker, agree to the following terms and conditions:

1. Locker combinations will be provided to the school office and will be stored in a secure area.
2. Students are responsible for the use and cleanliness of their assigned locker. Lockers are to be used for storing supplies needed for use at school and not for holding inappropriate items (i.e. Illegal items–drugs, alcohol, cigarettes, weapons etc.)
3. Even though students put locks on school lockers, students do not have the expectation of privacy for their lockers. Lockers are the property of the school. School administration or designate, have the right to open, search and inspect school lockers without notice if there are reasonable grounds to believe that a locker contains any inappropriate items.

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## **Student Clothing**

The appearance of any student is primarily the responsibility of that individual and their parents. We ask that clothing is age appropriate, and makeup is discouraged.

* Students are not to wear attire advertising drugs, tobacco, alcohol, violence.
* Students are not to wear any clothing that could be considered inappropriate or offensive.
* For safety reasons, shoes/sandals are always to be worn at all times.
* Students should wear clothing that provides adequate coverage of their body.
* Students are asked to not wear costume pieces at school (including masks, tails, capes, gloves etc.)

We appreciate the cooperation we receive from students and parents.

**Homework and Student Planners**

Most students will be receiving some homework throughout the school year. There is very little, if any, in the early primary grades but children are encouraged to read, write and practice math skills on a regular basis at home. 20 minutes of literacy and numeracy practice a night would make a world of difference to the success of your child.

By grade four there will likely be more homework. It is important for students to record this homework in their student planner. Parents/Guardians are asked to check the planner **on a regular basis** and ensure that the planner is returned to school the next day.

# Lost and Found

Lost and Found items are placed in the foyer of the school. We encourage parents to label all outerwear clothing. All items not claimed at the end of a school term are donated to a charitable organization.

**Personal Items**

Students can bring personal items to school, but only items that are necessary, such as backpacks, food, clothing, school supplies and water bottles. Students should not bring items such as toys, trading cards or stuffed animals or share their personal items with other students.

**Cellphones & Personal Devices**

Many students have cellphones or personal electronic devices. ***These should not be sent to school.*** If cell phones are brought to school, they are for emergency purposes only.  At Tsuma-as Elementary, students must adhere to the following rules regarding cell phone use:

* Cellphones must remain in backpacks or lockers.
* Cell phones must be turned off and cannot be visible during the school day.
* The school day includes but is not limited to, before school, class time, recess and lunch periods, after school while inside the school, emergency drills, practices and games for extracurricular events and field trips.
* Using a cell phone to take pictures or record is prohibited.

Students will be expected to turn in their cellphones to an administrator if the student is in violation of these school rules. Parents will be contacted.

#### **School Grounds**

Tsuma-as Elementary is a closed campus. That means that all students must stay on school grounds during the school day. The front of the school is out of bounds during recess and lunch.

**Bicycles, Skateboards and Scooters**

These items are permitted at school but should be locked up and not be ridden on the school grounds. The bike racks are located at the rear of the school in the courtyard area. Scooters and skateboards can be stored in student lockers.

**Reporting Student Absences**

If your child is going to be away from school, please report their absence through our Arrive Safe phone line @ 250-723-6080. In the phone message, please state: the date, child’s name, and teacher’s name. Please speak clearly. If your child is going to be away for multiple dates, please indicate that when you call.

**Student Absences/Vacations**

Each year we are approached by parents who wish to take their child out of school for extended periods of time. Usually this is for reasons associated with family plans or vacations. Difficulties arise, however, when parents wish to have some sort of reassurance that their child will not be “behind” in classroom work. Students may well have other cultural and travel experiences that contribute to their overall development, but the many varied daily classroom activities they will miss cannot be duplicated through worksheets or workbooks.

We are not in the position to provide assignments for children who have extended absences due to family plans. Rather, we are providing a list of suggested activities that are designed to assist parents with planning for their child’s educational needs while away from school.

* Set aside time each day for reading books. You may wish to acquire several paperback novels, audio books or children’s magazines suitable for your child’s age and reading ability.
* Have your child keep a journal to document their trip or daily activities.
* Keep a scrapbook of special places or events. This can include postcards, pamphlets, drawings, etc. with some student writing or labelling.
* Have your child keep a “math journal.” Use this to track time changes, different currencies, distances travelled, and costs of fuel and meals. You may wish to purchase a math workbook that will help your child keep in daily practice with basic math skills. Walmart or Dollar stores may have these basic skill books in stock.

We will be happy to see what your child has accomplished upon their return. However, teachers will not be evaluating or marking these activities. It is your right to take your child out of the school due to family circumstances, but once you have exercised that privilege, you must also accept the responsibility of your child’s education during that absence.

Tsuma-as Elementary School’s Parent Advisory Council

Tsuma-as Elementary School has an active PAC that offers many opportunities for your children. You are encouraged to join this enthusiastic group. This group gives assistance, advice, recommendations, and support to the school with respect to learning experiences, programs, facilities, school policies, safety, and procedures. The PAC also organizes and provides funds for a variety of special projects at the school. PAC meets monthly at the school. We appreciate their support. Please read our regular newsletters to watch for upcoming PAC meetings and events.

**School District Regulations & Policy**

Please ensure that your children are aware of the following regulations as presented in School Board Policy.

**Bus Students**

Pupils riding on school buses are expected to behave in a respectful and responsible manner. Specific rules and guidelines will be sent home with all bus students during the first few weeks of school. Misbehaviour will result in a warning and a phone call to parents. A repeat offence will result in removal of riding privileges for a period of time. In very serious cases children will lose riding privileges. The school administration will work closely with the district bus garage staff to ensure safety for all students.

### **Weapons at School**

A weapon is defined as any instrument designed to inflict injury or intimidate another person. Replicas of weapons, including toy weapons, are by their very nature intimidating and will be treated as weapons for the purpose of this policy.

Where a school administrator reasonably believes that a person on or near school premises or at a school event is in possession of or has used a weapon the administrator shall:

1. immediately notify the RCMP and the superintendent or designate
2. make reasonable attempts to minimize risk or injury to any person
3. ensure that the weapon is confiscated and removed from school premises
4. file an Incident Report with the School Board

The severity of the offence will determine the appropriate consequence.

Consequences may include:

* suspension
* expulsion
* transfer to another school
* requirement for appropriate rehabilitation/ recourse (e.g. counseling)
* laying of criminal charges

**In Summary: STUDENTS SHOULD NOT BRING ANY WEAPONS** (Real or toy) to school without the express permission of a teacher and such toy weapons should be kept in safekeeping by the teacher.

## **Children on Roofs**

Any child found on a school roof without the express permission of school officials may be suspended for up to three days. The Board hopes that the above action will assist in resolving this potentially dangerous practice.

**Drugs and Alcohol**

In accordance with School District Policy – AP5013, students are prohibited from using or being under the influence of drugs, and/or alcohol in all schools, school functions and school-related activities. The severity of the suspension is described in the School District Policy. Further details of this policy are available under Board Policy and Procedures at [www.sd70.bc.ca](http://www.sd70.bc.ca).

**Cannabis/Cigarettes/Vaping**

It is prohibited to consume, smoke, vape cannabis on school property or within a prescribed distance of the school at any time. This applies to everyone. Smoking cigarettes or vaping is also prohibited on school property.