

***TSUMA-AS ELEMENTARY
SCHOOL
Handbook***



2025-2026

**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. 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 and look forward to connecting with you as we work to achieve strong partnerships with students, families and our community.

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.

School District Calendar of Events 2025 – 2026	
Date	Event
September 2 nd , 2025	School Opens
September 29 th	Non-instructional Day – no school for students
September 30 th	National Day of Truth & Reconciliation
October 13 th	Thanksgiving Day
October 24 th	Pro D Day – no school for students
November 10 th	Pro D Day – no school for students
November 11 th	Remembrance Day
Dec. 22 nd – January 2 nd	Winter Vacation
January 5 th , 2026	School Reopens after Winter Vacation
January 19 th	Non-instructional Day – no school for students
February 13 th	Pro D Day – no school for students
February 16 th	Family Day
March 9 th – 20 th	Spring Vacation
March 23 rd	School Reopens after Spring Vacation
April 3 rd	Good Friday
April 6 th	Easter Monday
April 24 th	Pro D Day – no school for students
May 11 th	Pro D Day – no school for students
May 18 th	Victoria Day
June 25 th	Last Day of School for Students

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

Tsuma-as Elementary School Staff 2025-2026	
PRINCIPAL	Ms. Girard
VICE-PRINCIPAL	Mrs. Kynoch
Kindergarten	Mrs. Shannon
Kindergarten / Grade 1	Mrs. Gaucher
Grade 1	Mrs. Nguyen
Grade 1/2	Mrs. Arbanas
Grade 2	Mrs. Martell
Grade 2/3	Mrs. Coleman
Grade 3	Mrs. Parfitt
Grade 3/4	Mrs. Ralph
Grade 4	Ms. Misfeldt
Grade 4/5	Mrs. Gallagher
Grade 5	Mrs. Laslo
Grade 5/6	Mrs. Kynoch & Ms. Redman
Grade 6	Mrs. Battand & Mrs. Wutke
Grade 6/7	Mr. Brooks
Grade 7	Mrs. Anker
Teacher Librarian	Mrs. Wutke
Inclusion Support Teachers	Ms. Aspell & Mrs. Bradley
Indigenous Support Teacher	Mrs. Battand
P.E. Teacher	Mrs. Bradley
Fine Arts, Applied Skills & P.E. Teacher	Mr. Sim
Educational Assistant	Mrs. Roberts
Educational Assistant	Mrs. Paruk
Educational Assistant	Mrs. Pinkney
Educational Assistant	Mrs. Selva
Educational Assistant	Mrs. Gogo
Educational Assistant	Mrs. Harknett
Educational Assistant	Mrs. Penner
Educational Assistant	Mrs. Havard
Educational Assistant	Mrs. Leblanc
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.



Our 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:

Welcoming
Organized
Loyal
Focused

Positive
Always Respectful
Cooperative
Kind, 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).

This applies to:

Behaviors 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

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, adult coaching and teaching
- Conference with teacher and/or staff
- 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. Unacceptable behaviour shall be seen as an opportunity to teach and coach students how to positively interact with others and their environment. Restorative Justice practices will be explored at every opportunity and student suspensions will be used as a last resort.

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:

- a) No pupil will be dismissed from school unless a parent or designate comes for them.
- b) Phone calls to the school are discouraged. We need to maintain open phone lines for emergency use.
- c) Do not immediately drive to school. The streets need to be available for emergency vehicles.
- d) Stay tuned to the local radio station to obtain emergency information and directions.
- e) 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 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 you drive, 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

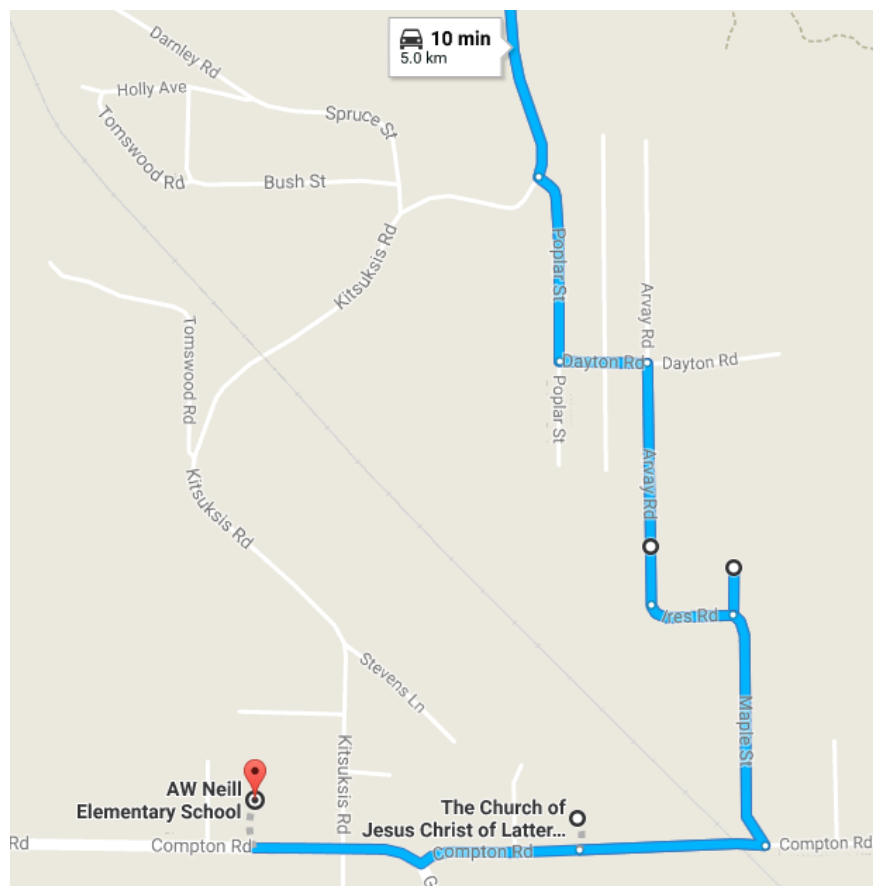
Route 1

- 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 Arway 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). Playgrounds and play spaces will open with supervision at 8:25 am. All forest areas will be closed 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

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 buses 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 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. Please ensure your email address is up to date.

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.

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 to be worn at all times.
- Students should wear clothing that provides adequate coverage of their body.
- Students are asked not to 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. Personal bags, purses etc. will be kept inside the school building, this includes recess and lunch.

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 always 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 not be ridden on the school grounds. Bikes and e-scooters should be locked up safely on the bike racks located at the rear of the school in the courtyard area. Scooters and skateboards can be stored in student lockers or classrooms, but locations and safety should be discussed with teachers.

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 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. The 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 you and 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. Misbehavior 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.

Safe, Caring and Orderly Schools (Policy 510)

Our School District has policies and procedures to ensure our schools are safe for all. Our school code of conduct is based on these policies and procedures.

According to District Policy 510:

Schools that are safe, caring and orderly provide the necessary climate for student achievement. The Board of Education believes that such schools are fostered when students, parents and staff work collaboratively to develop ever-improving policies, procedures and practices for creating and maintaining safe, caring and orderly school environments.

These policies and procedures include specific details regarding bullying, weapons, drugs and alcohol, and cannabis, cigarettes, vaping.

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:

- a) immediately notify the RCMP and the superintendent or designate
- b) make reasonable attempts to minimize risk or injury to any person
- c) ensure that the weapon is confiscated and removed from school premises
- d) file an Incident Report with the School Board

The severity of the offence will determine the appropriate consequence.

In Summary: STUDENTS SHOULD NOT BRING ANY WEAPONS (real or toy) to school.

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.

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.