

Nesika Elementary School

école élémentaire Nesika



Student and Family Handbook

Principal – Ms. Kelly Glen
Secretary: Mrs. Jackie Shaw

école Nesika Elementary Mission Statement

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

Welcome to école Nesika Elementary School

At Nesika, we pride ourselves on providing a safe and inclusive place for students to learn and grow as a community. We strive to further our learning as educators and take pride in the effort put forward to learn from experts in the field whether that be other educators or you the families. Without the commitment of our families, and the willingness of parents and caregivers to join us in the education process, our jobs could not be done.

Parents and Caregivers are encouraged to review these pages thoroughly and to discuss the content with their children. If you have any questions, please do not hesitate to call the school or come in for clarification.

École Nesika also maintains a website, which can be viewed by entering through the [Cariboo Chilcotin School](#) District site or by following this direct [link](#).

Bell Schedule

Instruction Begins	Recess	Lunch	End of Day
9:00	10:25-10:40	12:00-12:51	3:00

Attendance

Right from kindergarten, regular attendance is essential for both the academic and social growth of our students. We have high expectations for our students here at Nesika, and regular attendance is part of that. We want the best for our students and know that being at school every day has a huge impact on future success. Current research shows that students who miss just 10% of the school year (that equates to about 18 days in the school year) are at risk for not only falling behind in the current academic year but also withdrawing from social connections at school. We are working hard at Nesika to support students and families with regular attendance. We also know that getting our kids to school can be difficult some mornings so please let our staff know how we can support you.

Students who arrive late **MUST SIGN IN** at the office before going to their classroom.
Students who need to leave during school hours **MUST SIGN OUT** at the office and sign back in if they return later the same day.

STAFF

English Divisions:

Mrs. Jennifer Routtu
Ms. Amy Kolinsky
Ms. Melissa Therrien
Ms. Ashleigh Lyons
Ms. Lacey Nasuszny
Mrs. Navpreet Kaur

French Immersion Divisions:

Mme Cassie Campbell and Mme Natalie Easthope
Mme Kyla Edwards
Mme Sonja VanderPutten
Mme Helen Jones
M Fedor Svechnikov

Learning Support	Mrs. Kari Johnson
Library:	Ms. Alyson Stevens, Ms. Kyla Mathews
Music	Mrs. Vanessa Neufeld
Counsellor	Mrs. Sandra Scott
YEW	Ms. Megan Peach

Shuswap Language and Culture: Ms. Danikka Murphy

Chilcotin Language and Culture: Ms. Linda Jack

Educational Assistants (EAs):

Ms. Monica Wijma
Ms. Jody Reed
Ms. LeeAnn Oliveira
Ms. Jyothisha Rajesh

Indigenous Classroom Support: Ms. Denise Swampy & Ms. Wendy Guichon

Custodian: Ms. Vicky Hodgkin

SUPERVISION AND SCHOOL SAFETY

Supervision Times:

Supervised areas on school grounds are: the front playground area, the top/back playground area, the immediate surrounding of the building and the Nesika back field. **Students are not permitted to be in the parking lot, the Columneetza Field, or the neighbouring forest before/after school or during recess and lunch.**

An administrator or designate has morning bus supervision beginning with the first busses. Students who arrive on early busses will remain at the bus lane with the supervisor until playground supervision begins at 8:30.

Staff will supervise the field, playgrounds and immediate school grounds during recess each school day. Noon hour supervisors supervise students for the eating period from 12:00-12:15 pm in their classrooms and then in designated play areas during play times.

The principal and teachers will provide after school supervision at the bus lane, at the front pick-up location and in general play areas.

***** There is no supervision in designated play areas before 8:30 a.m. or after 3:30 p.m. *****

Leaving the School Grounds:

Students are not permitted to leave school grounds during the day for any reason—except for teacher-organized field trips—unless the school has received prior written notification or consent from a parent or caregiver. This written notice must include the reason for the student's absence, the specific date(s) and time(s) they will be away, and the name of the adult responsible for picking them up and returning them to school.

Please ensure your child gives this information to their classroom teacher in advance so they can be prepared for pick-up. When arriving to pick up your child during the school day, report to the office. Your child will either be waiting there or the office staff will contact the teacher to have them sent down. These procedures are in place to ensure student safety, maintain school security, and minimize disruptions to classroom learning.

Student Pick Up Procedures:

During the first week of school, forms will be sent out to establish legal guardians for each student at école Nesika Elementary. Only legal guardians will be allowed to pick up students from the school. **No student will be released without 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 and Parent/Caregiver Sign In:

ALL visitors and Parents/Caregivers entering 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 école Nesika Elementary School.

Safe Arrival Program:

École Nesika Elementary has a “**Safe Arrival**” program. We will continue to use the School Messenger safe arrival program/app. It is a downloadable and free app in the Apple or Google Play store. If a child is going to be absent or late, families can also call: 1-833-582-6944 and follow the prompts. We ask that families do not call the school to report an absence.

STUDENT HEALTH AND WELLNESS:

Student Illness or Injury:

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.

If a student has a minor injury (scrape, bump, etc.), a supervising staff member will provide very basic first aid to the injury (band-aide, ice pack, etc.). If an injury appears beyond our ability to treat, the office will contact a parent/caregiver so that he/she can make the decision regarding treatment. In an emergency a student may be transported to the Emergency Room via private vehicle or an ambulance, and parents will be notified to meet their child at the hospital. **Injuries will be reported to families within the same day.**

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. We will give the parent/caregiver a form that needs to be completed by their doctor giving detailed instructions on administration of medicines. Medication cannot be administered without this step. Teachers will be informed of any acute medical conditions (allergies, seizure disorders, asthma, diabetes, etc.) for their students.

Allergies:

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 are aware and can take any necessary precautions in our classrooms and school. Student medical alerts are posted in the staff room for all staff.

Weather Policy:

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 or designate when it is very cold (we take wind chill into consideration) or is raining very hard. If it is an inside day, it will be posted at the office window. If the school buses aren't running, 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 or conditions are hazardous.

PERSONAL BELONGINGS:

Personal Belongings

We ask that parents and caregivers please help us in keeping student personal belongings at school. Toys, cards, games, and special trinkets should not be coming to school. Our classrooms are busy, and these often distract students from learning, and lead to disagreements amongst students. We are also not responsible for lost, broken, or misplaced items, which is inevitable in a large group setting. Students who bring personal belongings to school will be asked to keep them in their backpacks. If this becomes an issue, the teacher will ask students to leave their items on the teacher's desk to be claimed at the end of the day.

Bikes and Scooters

We encourage students and families to travel to and from school in Earth Friendly ways. Our neighbourhood provides a safe and easy way to walk, scoot and ride around, and we would love to see more students taking advantage of this. We have bike racks available on school grounds for students to lock up bikes and scooters; students are expected to walk their bikes and scooters as soon as they enter onto school grounds. At recess and lunch, we ask students to keep their bikes and scooters locked up.

Personal Digital Devices:

We recognize that limiting personal device use while at school helps promote a focused learning environment and increases online safety. Our general expectation is to **please leave all electronics and valuables at home**. The school will not be responsible for any missing items.

Devices should not be accessed or used during school hours and will remain secured away. Specifically, students are not permitted to leave the classroom with their device during class time or break times and are not permitted to have them in bathrooms. Classroom teachers may set an appropriate range of classroom strategies for restricting use of digital devices. There may be times when devices are used specifically for instructional purposes and digital literacy; allowing for students' ages and developmental stages. Considerations will be made in regards to accessibility and accommodation needs, medical and health needs, and equity to support learning outcomes.

Students who fail to adhere to the school and classroom guidelines for digital devices may:

- Have their device taken away
- Be prohibited from having a device on school property
- Be suspended in accordance with AP 320—Student Suspensions

Lost and Found Items:

Please make sure student belongings (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. 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.

STUDENT LEARNING AND COMMUNICATION

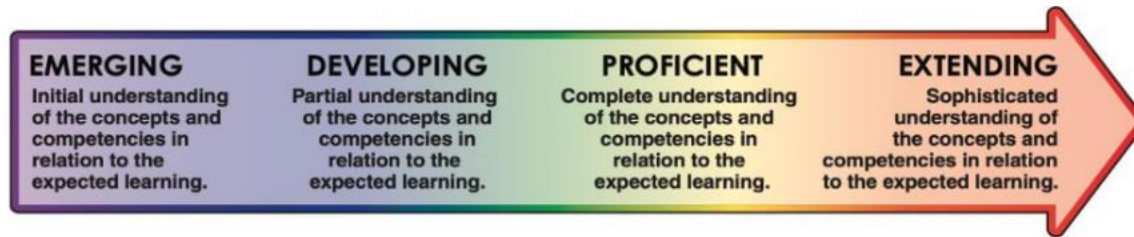
Communication of Student Progress and Events:

Communication between home and school is vital to your child’s/children’s education. Teachers communicate about classroom learning and events through email, portfolio options, letters home, newsletters and in your child’s agenda. Informal conferences to discuss student progress are held twice a year. More information about these conferences will come home at a later date. 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.

Learning Updates:

Learning Updates happen 5 times a year for elementary students: 2 informal reports, which usually occur in the form of learning conferences at the school, and 3 formal written learning updates. Teachers will also be in regular communication with parents and caregivers if there are academic or behaviour concerns. As always, you are always welcome to ask teachers for updates throughout the year as well.

We continue to use the same reporting scale when reporting on student progress:



Steps to Resolve Concerns:

We aim to work with parents and caregivers to provide clear and consistent communication throughout the year. If concerns pop up throughout the year, we ask that parents and caregivers connect directly with those involved first. Please refer to the district [Steps to Resolve Concerns](#) for more information.

Media in the School:

Permission must be granted for students to have their pictures taken. This will be done at the beginning of the school year as a Media Release form.

Care of School Property:

Over the school year, students may work with workbooks, library books, supplies, team shirts, and equipment, which are borrowed and 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, may be required to replace the item or to pay part or all of the replacement cost. All students are urged to treat borrowed items with care and respect.

PARENTS AND CAREGIVERS AS PARTNERS AT ÉCOLE NESIKA

Volunteers in School:

Parents and Caregivers who volunteer regularly to work on a one-to-one basis with children, or volunteer for field trips to be with students outside of the classroom, must have a criminal record check as required by the School Board, and fill in a Volunteer Application form. Teachers, PAC or the Principal will often make specific requests for volunteer help in the regular school newsletters.

Parent Advisory Council – PAC:

école Nesika has an active and committed PAC group. This group is open to any parent/guardian of a student attending the school. Parents and Caregivers are strongly encouraged to become involved in our school through our PAC. The PAC invites involvement by providing many and varied opportunities. Being an interested, participating parent/caregiver will create a positive liaison between you, your child, and the school. Watch for meeting dates or specific needs in the regular school newsletters.

Our PAC supports our school food program throughout the year – watch the newsletter for more information on how you can be involved as helpers this year.

CPF (Canadian Parents for French):

The CPF meets to discuss French language or cultural learning opportunities that can be offered to the students of école Nesika. These opportunities may be specific to the French Immersion students in the school but often include the English-speaking students.