Nesika Elementary School
École élémentaire Nesika



Student and Family Handbook

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

Bell Schedule

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

Attendance

Regular attendance is essential for student learning, well-being, and success. Students who miss 10% of the school year (approximately 18 days) are at greater risk of falling behind academically and becoming disconnected from their school community.

At École Nesika, we are committed to supporting regular attendance and understand that getting to school can sometimes be challenging. Please reach out if there is any way we can support your family.

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.

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 bus. 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. Supervision is not provided for the Columneetza basketball courts before and after school.

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

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. We ask that parents keep students home who are sick. If your child is too ill to participate fully in the school day, including outdoor recess and lunch breaks, they should remain at home.

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

Medication for students at school:

If your child has a medical alert and requires medication to be administered at school, please see the office. The office will provide the required medical forms for completion by your family physician or healthcare provider. Medication cannot be administered without this step. For more information on medical alerts and medication at school please see the district policy here: Medical Alert. Over the counter medications will not be stored at the school or administered by school staff. Teachers will be informed of any acute medical conditions (allergies, seizure disorders, asthma, diabetes, etc.) for their students.

Allergies:

Please inform the school of any serious allergies, potential complications, and required treatments so we can take appropriate precautions.

Weather Policy:

Students should come to school dressed appropriately for the weather, including warm outerwear in winter and rain gear on wet days. Students are expected to be outdoors before school, at recess, and during lunch unless supervised by a staff member.

The principal or designate may declare an inside day when temperatures, wind chill, or other weather conditions make outdoor activities unsafe. Inside days will be posted at the office. Bus cancellations will be announced by the Transportation Department on local radio stations and the School District website

PERSONAL BELONGINGS:

Personal Belongings

We ask parents and caregivers please help us limit the number of 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 school grounds. Bikes and scooters will not be stored inside the school. Bikes and scooters must remain secured in the bike racks during the school day.

Lost and Found Items:

Please make sure student belongings (particularly jackets, sweaters or 'hoodies', backpacks) 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 belongings. 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. Unclaimed items will be donated.

STUDENT LEARNING AND COMMUNICATION

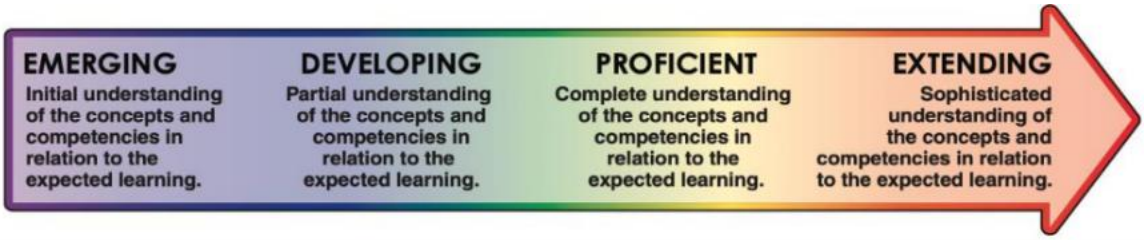
Communication of Student Progress and Events:

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. Teachers can be contacted directly through email or notes in the planner to arrange meetings.

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 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. Students are responsible for taking care of any school property that has been loaned to them. 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.

Parent Advisory Council – PAC:

École Nesika Elementary 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 varied opportunities.

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 Elementary. These opportunities may be specific to the French Immersion students in the school but often include the English-speaking students.