

*North Shuswap
Elementary School*

Student Handbook 2009-2010



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This agenda belongs to:

Name: _____

Address: _____

City/Town _____ Postal Code _____

Phone _____

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MISSION STATEMENT

North Shuswap Elementary strives to create a safe, caring, environment where parents, students, staff and community work together towards common goals which enable students to achieve success in social, emotional and academic development.

WELCOME TO NORTH SHUSWAP ELEMENTARY SCHOOL

We are the home of the Cougars! We hope that your time with us will be both enjoyable and successful. Our school will provide you with many opportunities to achieve your potential in all areas, however it is up to you to take advantage of these experiences.

Our staff will provide you with the support and assistance necessary for you to develop into happy, confident and productive young community members. We will encourage you to always give your personal best effort in all that you do and to follow our **Cougar Pride** behavior expectations. To assist everyone in learning to live and work together we have a basic guiding rule:

Everybody that works and learns at North Shuswap has the right to be treated with respect and the responsibility to treat all others with respect

Why Have an Agenda Book?

Part of the mandate of School District #83, and the Ministry of Education, is to prepare students for success beyond school. NSH believes that good organization is one of the key contributors to this result. This handbook is a means for improving organizational and planning skills, as well as a handy reference about school programs and expectations. Use this book to keep track of homework, assignment due dates, test dates, appointments, and activities.

Enhance your potential for success; make the use of this agenda a part of your daily routine!

Thank-you to the Parent Advisory Council for providing these student agenda books to all students!

GENERAL INFORMATION

1. SCHOOL BUS INFORMATION

Many students ride the bus to our school. Students are expected to behave appropriately at all times on the way to school and on the way home. The bus driver is the supervisor on the school bus and students are subject to the school Code of Conduct and bus rules while on the bus. Each school year, bus drivers provide students with a "Procedure And Code Of Conduct For Bus Students" form which must be signed and returned to the driver. If you have any questions concerning bus routes or times, please phone the Transportation office at 804-7890. Parents may arrange for their child to take a different bus or get off at a different stop by sending their child to school with a note for teacher or child to give to the bus driver.

2. ASSEMBLIES

A variety of assemblies are held throughout the year. Students at North Shuswap Elementary enjoy a reputation of being well behaved yet active participants in school assemblies. A number of touring professionals have taken time after their performances to congratulate students as being among the best behaved and most knowledgeable audiences they have experienced. Students unable to behave appropriately will lose the privilege of attending assemblies.

3. HOMEWORK

Students who complete their homework regularly are generally successful in school. Students are expected to complete all homework assigned by their teachers and to hand such work in on time when requested to do so. Parents who notice that their child has a lot of homework should check to see if the child is working on incomplete class work. Parents can work with the teacher to encourage students to use their class time wisely.

4. CLASSROOM PERFORMANCE

All students have the right and responsibility to work diligently on their studies. Teachers will provide the most interesting and varied learning activities possible for their students. Students must do their part by going to their classes to focus on the learning situation. Socializing should be left for outside class hours. In class, teachers can and must expect that students are there to learn.

5. LEARNING ASSISTANCE

Students with specific learning difficulties may be tested and receive specific remedial assistance or support for regular academic classes from the Learning Resource Teacher. Students work at their own pace, at their independent level with remedial teaching taking place where necessary. Programs are carefully monitored. Students work on their own part, with help as needed from the Learning Resource Teacher, or Special Education Assistant. Students may receive instruction in word processing programs. Certain students also receive specific instruction for individual programs in the content areas. Entry into this program is limited and all referrals are screened through the School Based Team to ensure appropriate placement.

6. FEES

In order to provide a range of programs, some fees are required. It is important that these fees be paid as soon as possible in September.

7. FOIPOP (Freedom of Information and Protection of Privacy Act)

In order to protect the privacy and safety of students and their families, cameras are discouraged except under supervised use. Pictures should never be published or posted on the internet without parental permission.

8. DRESS

The general rule for the dress code is for students to dress in a manner **appropriate to the workplace**. This means that clothes that may be appropriate for other settings may not be appropriate for school. School administration reserves the right to make the best judgment possible about what is or what is not appropriate clothing. The following are specific guidelines for students to adhere to:

1. Wear footwear at all times
2. Shorts and skirts must be of sufficient length
3. You must have acceptable pictures and words on your shirt. Slogans promoting sexual acts, or including violence or profanity, hatred or discrimination toward any person or group, or promoting illegal drugs or abuse of alcohol are not appropriate.
4. *The THREE B's rule applies to clothing worn by students:*
 - **No butts – top of pants must be above the hips**
 - **No bellies – shirt must be touching the tops of the pants.**
 - **No backs – no spaghetti straps and the majority of the shoulder must be covered.**
5. Hats (including toques) must not be worn in the building.

Students will be asked to cover up or change should these guidelines be violated. Students who **refuse** to comply with these guidelines may be sent home.

9. SCHOOL TELEPHONE

The student phone is provided to students for emergency use. Students must have teacher permission and present a phone pass at the office before using the phone. Students should make arrangements for visiting friends before coming to school. Arranging 'Play Dates' is not an appropriate use of the school phone.

10. MEDICAL ROOM

This room is provided as a last alternative for students who are ill. Students who are ill are to come to the office, where a parent or guardian will be called to allow you to go home or to pick you up. If one can not be contacted, students may be admitted to the medical room by permission of the office.

11. VISITORS

North Shuswap Elementary has a closed campus policy that requires any visitors to report to the office upon entering the school. Signs are posted at the entrances. Parents and volunteers who are working in the building are asked to check in at the office. Students wishing to bring a visitor to school need to gain permission from their teacher and principal beforehand.

12. STUDENT TRAVEL

Teachers at North Shuswap Elementary believe that educational experiences must extend beyond the classroom. Students participate in such activities as band trips, sports competitions, fairs and other student competitions. **For the school to maintain and expand these programs it is important that students always act in the interest of the school.** Students that misbehave in any way reflect poorly on North Shuswap Elementary's reputation. The school Code of Conduct and School District Code of Ethics apply at all times on school sponsored trips.

13. BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

These items may not be used on the school grounds during the school day because of safety concerns.

RECOGNITION PROGRAM

Awards are given to recognize student achievement in four categories:

Principal's List

Students who have received an "A" in all subjects taken in a regular program.

Honour Roll

Students who have received an "A" or "B" in all subjects taken in a regular program.

Effort List

Students who have received all "Supports Learning" in "Work Habits".

The Awards ceremony in June recognizes top achievers in academics, athletics, service, various elective areas, and several other categories.

STUDENT EVALUATION

Intermediate Academic Achievement:

The following reporting symbols are used at North Shuswap Elementary for intermediate students:

- A = 86-100% (Excellent)
- B = 73-85% (Very Good)
- C+ = 67-72% (Good)
- C = 60-66% (Satisfactory)
- C- = 50-59% (Minimally acceptable)
- I = "in progress" or "incomplete". The student is making progress, but it has been determined that additional time is required to meet the expected learning outcomes. Expectations and timelines are attached for each I.
- F = 0-49% (Failed or Failing) The student has not demonstrated or is not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade. F (Failed) may only be assigned if an I (in progress or incomplete) has been assigned previously.

Primary Academic Achievement:

- 4 – Exceeding Expectations
- 3 – Meeting Expectations
- 2 – Approaching Expectations
- 1 – Not Yet Meeting Expectations

Work Habits:

- Supports Learning = Good
- Some Concerns = One or more areas require improvement

If there are any questions concerning progress at any given point in the school year please contact the classroom teacher. If you still have questions contact the administration.

REPORTING

Parents will receive three formal report cards from their child's teacher:

| | | |
|-------------------|--------------------------------|----------------------|
| Term One: | September to Christmas | First Report |
| Term Two: | January to Spring Break | Second Report |
| Term Three | Spring Break to June | Third Report |

In addition, teachers will send out an interim report in the first term and student led conferences will be held in February. Parents are encouraged to contact their child's teacher if they have questions or concerns about their child's progress.

SCHOOL ACTIVITIES

North Shuswap's staff offers a wide range of student extracurricular activities. This offering varies from year to year depending on staffing and student needs. Students are urged to select at least one activity in addition to their academic workload.

TEAMS

- Basketball – Intermediate Boys and Girls
- Volleyball – Intermediate Boys and Girls
- Track and Field
- Cross Country Running
- Wrestling

CLUBS

- Student Leadership
- Chess/Board Games
- Golf

INTRAMURALS

- Basketball
- Indoor Soccer
- Floor Hockey
- Volleyball

HOW TO SURVIVE IN THE CLASSROOM

- Listen
- Ask for help
- Say Thank You - appreciate help given
- Bring materials to class
- Follow instructions
- Set a goal
- Complete assignments
- Contribute to discussions
- Offer to help
- Ask a question
- Ignore distractions
- Make corrections
- Decide on something to do

STUDENT BEHAVIOUR

Cougar Pride = Responsible, Respectful, and Safe

At North Shuswap Elementary, we believe that all behaviour is purposeful. The principles of "RESTITUTION" are useful in determining the needs that individuals are attempting to meet through their behaviour. The five **basic needs** of the Restitution Framework are:

FREEDOM
POWER/ACHIEVEMENT
LOVE AND BELONGING
FUN
SAFETY AND SURVIVAL

Students are taught and encouraged to meet their needs in positive (up and clean) rather than negative (down and dirty) ways. For example, with the power need, "power over" is down and dirty (negative) and "power to" is up and clean (positive). We believe that making mistakes is part of growing and learning. When mistakes or poor choices are made, students are given opportunities to fix their mistakes and/or make things better (Restitution).

STUDENT CONDUCT

Student conduct at North Shuswap Elementary will operate within the framework of the School District Code of Ethics for students and the BC Human Rights Code. It applies while at school, at school related activities, and in other circumstances where engaging in the activity will have an impact on our school environment.

Shuswap School District #83 STUDENT CODE OF ETHICS

Students are expected to become responsible citizens as they learn the connections between their rights and their responsibilities.

1. Students are to be given the opportunity to learn and teachers are to be given the opportunity to teach without disruption.

Students are expected to attend class on a regular basis and to participate constructively in the learning process and in appropriate decision-making procedures.

2. Students have the right to feel safe and to be treated with respect and courtesy.

Students are expected to treat self, others and property with respect, demonstrating positive standards of attitude and behaviour.

ATTENDANCE POLICY

ABSENCES

Regular attendance is a vital factor in the success of students at school. If your child is going to be absent from school, the parent or guardian should **notify the office by telephone (955-2214) before 8:15 a.m.**

Our Safe Arrival Program will attempt to contact each home where there is an unexplained student absence in the morning

EARLY DEPARTURE

If it is necessary to leave school while classes are in session, please bring a signed note indicating the time you must leave. Show the note to your classroom teacher and then present it to the office. Under no circumstances are you permitted to leave school without being attended by a parent or guardian.

LATE ARRIVAL

If you are late to school it is essential that you sign in at the office before attending class.

FOR STUDENT MISBEHAVIOUR

Disciplinary measures use natural and logical consequences designed to promote responsible social behavior and to recognize the connection between rights and responsibilities.

1. Classroom

Each teacher at North Shuswap Elementary has a code of student conduct consistent with School and District codes. Students are expected to ensure that they understand and follow the classroom expectations of the individual subject teacher. Generally, teachers deal with students on matters, most of which are resolved at the classroom level. If there are any questions, consult first with your classroom teacher. If there are still unanswered questions, the school administration should be contacted.

2. Administration

In serious cases, teachers will refer student conduct matters to the school administration. In addition, the school administration may take disciplinary action based on information received directly in the office.

What happens at the office?

The office response depends on the incident, the student's role in it, and their record of referrals for the current year. Some of these problems or inappropriate behaviours may be dealt with at a more serious level depending on the circumstances or administrative/teacher consultation. Typical consequences are outlined below.

SCHOOL DISTRICT POLICIES

DRUG AND ALCOHOL POLICY

School District #83 considers being under the influence of or in the possession of or use of drugs and alcohol during a school day or a school sanctioned event to be a very serious offence. Consequences include a suspension with a referral to the superintendent's office. This may result in a suspension of up to 15 school days for a first offence and a suspension from any school in this School District for up to one school year for a second offence.

WEAPONS

School District #83 considers the possession or use of weapons on school property to be a very serious offence. The definition of **weapon** under this policy is very broad, and includes any item used in a threatening manner as well as more obvious weapons such as guns and knives. Suspension with referral to the school board is immediate, and a student may be suspended from School District #83 for the rest of the school year (or longer).

HARASSMENT AND BULLYING

North Shuswap Elementary is a school that prides itself on being a place where students may feel secure from violence or from feelings of intimidation from other people around the school environment. Any person who purposefully intimidates, either by physical means or verbal threats, or who violates the personal security and feelings of safety of others around the school will be considered to be involved in harassment or bullying. Any student involved with harassing another student, a teacher, or any other person here, will be dealt with by the administration in a very serious manner. This may involve a serious warning by the administration, and zero tolerance for any further behaviour may be put into effect. If a student is responsible for further harassment or bullying, the student may be suspended and a parent conference required before the student is readmitted to school. If the harassment is considered serious enough on the initial case, immediate suspension may occur. Referral to the School District may occur in any case.

North Shuswap Elementary School promotes the values expressed in the BC Human Rights Code respecting the rights of individuals in accordance with the law – prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. The school will treat seriously behaviour or communication that discriminates based on race, color, ancestry, place of origin, religion, marital status, family status, physical status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code)

PARENT INVOLVEMENT AND RIGHT OF APPEAL

Parents and students have the right to approach the school administration regarding any concern. Students and their parents have the right to appeal school based student conduct decisions preferably in the following sequence: 1. to the teacher; 2. to the school principal; 3. to the superintendent or designate; 4. to the school board.

| |
|---|
| Special consideration may apply to students with special needs, if they are unable to comply with this Code of Conduct due to having a disability of intellectual, physical, sensory, emotional, or behavioural nature. |
|---|

Use of the Internet and Computers at North Shuswap

Guidelines for Acceptable Use of SD83

Successful operation of the network requires that account holders regard SD83 as a shared resource. It is important that members conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Following is a list of guidelines as well as a list of specific behaviors that may lead to suspension or termination of privileges.

1. SD83 is intended for educational and/or research purposes. Local businesses sell Internet access if you wish to use telecommunications for personal or business purposes.
2. When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your school/employer.
3. Using SD83 for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited.
4. SD83 accounts shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account.
5. SD83 is a shared resource, and must be used in moderation. Please be aware that there are other users in your district who will want to access the network. You are expected to follow the district time use guidelines.
6. Disk storage space on SD83 is limited, and consequently account holders should store information on SD83 in moderation.

Inappropriate Use of North Shuswap Computers

Inappropriate use of computers includes, but is not limited to, the following:

1. You may not use SD83 computing or networking equipment to:
 - transmit any materials in violation of Canadian laws;
 - duplicate, store, or transmit pornographic materials;
 - transmit or post threatening, abusive, or obscene material;
 - duplicate, store, or transmit copyrighted material that violates copyright law;
2. You may not violate, or attempt to violate, the security of the SD83 computers, data, or network.
 - Any attempts to access unauthorized data on SD83 will result in termination of the account.
 - Any attempts to vandalize SD83 accounts or systems will result in termination of the account. Vandalism is defined as any malicious attempt to harm or destroy data of another member, SD83, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SD83.
3. When interacting on the Internet, DO NOT:
 - use abusive, vulgar, profane, obscene or other inappropriate language;
 - criticize the spelling, writing, or keyboarding of others;
4. As a SD83 account holder DO NOT:
 - share your SD83 password with others. Remember, SD83 accounts are to be used only by the owner of the account. Account holders are responsible for all activity within their account.
 - distribute or use anyone else's SD83 id and password;
 - reveal anyone else's personal address or phone number.
5. SD83 is a shared resource and you should use it in such a way that it doesn't disrupt the services to others.

Parent signature: _____

Indicates you have read and discussed all of the policies outlined within this student agenda with your son or daughter.

**FREEDOM OF INFORMATION AND PRIVACY ACT
CONSENT FORM**

As a condition of the Freedom of Information and Protection of Privacy Act, I hereby provide consent for North Shuswap Elementary School to gather and release information typified by the following circumstances:

1. Class photos
2. Year book photos
3. Grad photos
4. Athletic/Team/Club photos
5. School curricular/activities/displays or photos
6. Videos of school activities (fun days, grad activities, athletics, & club activities)
7. Address and phone number to school authorized photography companies
8. Pertinent information necessary for work experience employers
9. Photographs and/or name to be published or identified in media coverage for coverage of any of the above
10. Include names published as part of lists for Honour Roll, Merit List, Principal’s List, ministry documents or awards.
11. Phone lists for Parent Advisory Councils, teams, or bands.

Student Name (Please Print): _____

Student Signature: _____

Parent Signature: _____

“The information on the previous form is collected under the authority of the School Act, sections 13 and 79. The information will be used for educational program purposes and when required may be provided to health services, social services or other support services as outlined in section 79 (2) of the School Act. The information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the principal of the school or the Freedom of Information Officer, School District #83, 220 Shuswap St. N.E., Salmon Arm, B.C. V1E 4N2 (250) 832-2157

WALKING FIELD TRIPS

The following form is intended as a ‘blanket’ permission slip for curriculum, or sport related activities within a single day. Some examples of how this may be implemented are: a science or music trip to the beach/wharf/lake area, a math trip to the stores, a French cultural tour, a socials mapping assignment, a cultural visit to a local facility, cross country running on local trails, or a P.E. run around the block, etc.

I grant my child permission to participate in supervised walking field trips within a radius of approx. 5 km. of North Shuswap Elementary throughout the school year.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

The Board of Education of School District No. 83 (North Okanagan-Shuswap)
SCHOOL CALENDAR 2009-2010

FINAL
With 5-day school closure

| Month | Days in Session | Days of Instruction | Date | VARIATION NOTES Description |
|-------------------|-----------------|---------------------|--|--|
| September | 17 | 16 | Tues. 01 Mon. 07 Tues. 08 Fri. 18 | New Student Registration Labour Day Schools Open School-organized-Non-Instructional Day (.5 school improvement plans & .5 Pro-D) |
| October | 21 | 20 | Mon. 12 Fri. 23 | Thanksgiving Provincial-District organized Non-Instructional Day (PSA) |
| November | 20 | 19 | Wed. 11 Fri. 27 | Remembrance Day School Organized – Non-Instructional Day |
| December | 14 | 14 | Fri. 18 Dec.21 -Jan.01 | Last day before Winter Vacation Winter Vacation Period |
| January | 20 | 20 | Mon. 04 Mon. 25 | Schools Re-open Provincial Exams begin (Jan. 25 –29) |
| Semester 1 | | 89 days | | |
| February | 20 | 19 | Fri. 12-28 Fri. 19 | 2010 Olympic Games (Vancouver) School District-Regional Non-Instructional Day |
| March | 13 | 13 | Fri. 05 Mon-Fri 08-12 Mon-Fri 15-19 Mon. 22 Fri. 12-21 | Last day before Spring Vacation Spring Vacation Period Schools Closed (SD83) Schools Re-open 2010 Paralympic Games (Vancouver) |
| April | 20 | 19 | Fri. 02 Mon. 05 Wed. 07 Fri. 23 | Good Friday Easter Monday Kindergarten Registration School Organized – Non-Instructional Day |
| May | 19 | 18 | Fri. 21 Mon. 24 | School-organized – Non-Instructional Day (.5 school improvement plans & .5 Pro-D) Victoria Day |
| June | 22 | 21 | Mon. 21-29 Mon. 28 Tues. 29 Wed. 30 | Provincial and Scholarship Examinations Last day for Kindergarten students Last day for all students (Gr. 1-12) Administrative Day – Last day of school |
| Semester 2 | | 90 days | | |
| Total | Max. 191 | Min. 184 | | |

2009-05-11 6 Non-Instructional Days 1 Administrative Day 5-Day School Closure
 District Calendar approved at the Public Board Meeting May 13, 2008
 District Calendar approved as amended at the Public Board Meeting May 12, 2009

| North Shuswap Elementary | | BELL SCHEDULE | | | | 2009 - 2010 | |
|--------------------------|-------------|---------------|-------------|-------------|-------------|-------------|-------------|
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | | |
| 8:00 - 8:50 (50 min) | | | | | | | |
| 8:50 - 9:35 (45 min) | | | | | | | |
| 9:35 - 9:50 (15 min) | Recess | Recess | Recess | Recess | Recess | | Recess |
| 9:50 - 10:35 (45 min) | | | | | | | |
| 10:35 - 11:20 (45 min) | | | | | | | |
| 11:20 - 11:45 (25 min) | Lunch - Out | Lunch - Out | Lunch - Out | Lunch - Out | Lunch - Out | Lunch - Out | Lunch - Out |
| 11:45 - 12:05 (20 min) | Lunch - In | Lunch - In | Lunch - In | Lunch - In | Lunch - In | Lunch - In | Lunch - In |
| 12:05 - 12:23 (18 min) | | | | | | | |
| 12:23 - 1:08 (45 min) | | | | | | | |
| 1:08 - 1:53 (45 min) | | | | | | | |

| North Shuswap Elementary | | BELL SCHEDULE | | | 2009 - 2010 | |
|--------------------------|-------------|---------------|-------------|-------------|-------------|--|
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | |
| 8:00 - 8:50 (50 min) | | | | | | |
| 8:50 - 9:35 (45 min) | | | | | | |
| 9:35 - 9:50 (15 min) | Recess | Recess | Recess | Recess | Recess | |
| 9:50 - 10:35 (45 min) | | | | | | |
| 10:35 - 11:20 (45 min) | | | | | | |
| 11:20 - 11:45 (25 min) | Lunch - Out | Lunch - Out | Lunch - Out | Lunch - Out | Lunch - Out | |
| 11:45 - 12:05 (20 min) | Lunch - In | Lunch - In | Lunch - In | Lunch - In | Lunch - In | |
| 12:05 - 12:23 (18 min) | | | | | | |
| 12:23 - 1:08 (45 min) | | | | | | |
| 1:08 - 1:53 (45 min) | | | | | | |