

# čəsqənelə Elementary School

24093 – 104<sup>th</sup> Avenue, Maple Ridge, B.C. V2W 1J2 ♦ Ph. (604)-466-6231



## Welcome!

A warm welcome to everyone attending **čəsqənelə Elementary** for **our fourth school year!** We are looking forward to working together with families to create an even better “post pandemic” learning environment for your children. Together we navigated last year’s challenges exceptionally well. This year, we are very excited to bring more positive energy back into our wonderful school!

Our school community is a place where relationships come first and we all collectively value connection before content. We emphasize the importance of care, compassion, leadership, and respect with students. We will be continuing to explicitly teach the students concepts like our school motto: “Walk Together As One, Learn Together As One,” How to be “Difference Makers”, the power of the word “YET” (growth mindset), and social problem solving skills such as “WITS” (Walk Away, Ignore, Talk About It, Seek Help).

Other features that make čəsqənelə unique is our growing performing arts program and our emphasis upon sharing Indigenous ways of knowing & doing. This means we emphasize place-based learning, nature activities, environmental connections, storytelling, celebrating identity and community, and a respect for all.

As the year progresses, please stay in close contact with our staff, visit the school website, and check the Parent Portal for additional information. The Parent Portal is our school’s main method for sharing information and announcements. We also ask that you take a few minutes with your child to review the planner pages that follow to learn more about our school routines, policies, and calendar. We will provide regular updates on the Parent Portal as the year progresses.

Lastly, our school is very fortunate to have a supportive and involved parent community. It’s a pleasure to be at a school with such outstanding support! We truly appreciate this support and assistance to help create great educational opportunities for the kids. Please do not hesitate to contact us with any questions or concerns.

Mr. J. Wheatley  
Principal

## School Hours

Monday – Friday 8:30 – 2:20

8:30	Classes in session
10:05 – 10:20	Primary RECESS
10:20 – 10:35	Intermediate RECESS
10:35 – 11:50	Classes in session
11:50 – 12:30	LUNCH (Primary Eat First/ Intermediate Play First)
12:30 – 2:20	Classes in session
2:20	Dismissal

## School Calendar 2022-2023

School Opens – ( <b>LATE START students attend from 12:30 pm – 2:20 pm</b> )	.....	Tuesday, September 6
National Day for Truth and Reconciliation	.....	Friday, September 30
School Non-Instructional Day	.....	Monday, October 3
Thanksgiving Day	.....	Monday, October 10
District NID (Provincial Day)	.....	Friday, October 21
District NID – no school	.....	Thursday, November 10
Remembrance Day	.....	Friday, November 11
Student Inclusive Conferences – Dismissal 11:30 am	.....	Thursday, December 1
Student Inclusive Conferences all day (no school for students)	.....	Friday, December 2
Last Day Before Winter Vacation	.....	Friday, December 16
Winter Break	.....	Monday, December 19 – Friday, December 30
New Year’s Day Holiday	.....	Monday, January 2
School Reopens	.....	Tuesday, January 3
Non-Instructional Day	.....	Monday, January 23
Family Day	.....	Monday, February 20
Non-Instructional Day	.....	Tuesday, February 21
Student Inclusive Conferences – Dismissal 11:30 am	.....	Thursday, March 2
Student Inclusive Conferences all day (no school for students)	.....	Friday, March 3
Last Day Before Spring Break	.....	Friday, March 10
Spring Break	.....	Monday, March 13 – Friday, March 24
Schools reopen after Spring Break	.....	Monday, March 27
Good Friday	.....	Friday, April 7
Easter Monday	.....	Monday, April 10
Non-Instructional Day	.....	Wednesday, May 10
Victoria Day	.....	Monday, May 22
Last Day for Students -- ( <b>Students dismissed at noon</b> )	.....	Thursday, June 29
Year-end administrative day (no school)	.....	Friday, June 30
Schools close for summer vacation	.....	Friday, June 30

## Walk together as one. Learn together as one.

*(School Motto from Local Elders)*

### Statement of Purpose

At c̓asq̓anel̓ we believe that all students have the right to learn in a safe, caring and respectful environment. We also believe that they need positive relationships to thrive emotionally and learn well. We value connection before content and believe that through positive relationships positive behaviors can be learned. Teaching socially responsible behaviors requires care, modeling, time, consistency, and practice. Home and school share this responsibility together for teaching safety and respect.

Other features that make c̓asq̓anel̓ unique is our school's thriving performing arts program and our emphasis of common elements of Indigenous ways of knowing & doing. At c̓asq̓anel̓ we collectively focus upon place-based learning, nature, environmental connections, storytelling, celebrating identity and community, and a respect for all.

### Code of Conduct

Our Code of Conduct is focused on **respect, responsibility, and safety**. Staff teach a range of strategies to help students understand what respectful behaviour looks, sounds, and feels like on a daily basis. Our school beliefs (i.e. Walk Together As One, Learn Together As One) and other effective approaches such as "WITS" (Walk away, Ignore, Talk about it, Seek help) are taught frequently.

Purpose of the Code of Conduct:

1. To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
2. To encourage the development of responsible behaviour resulting in a positive reputation for students and the school community.
3. To clearly communicate behavioural expectations to the school community.

The Code of Conduct applies to all members of the school community at school, traveling to and from the school, at any school-related activity at any location, and in any circumstance/activity that will have an impact on the school environment. In fostering a community of respect, inclusion, fairness and equity, we expect persons to not discriminate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. **The Human Rights Codes [RSBC 1996, c210]** will be respected:

#### **Excerpt from Section 7 Discriminatory publication**

- 7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem, or other representation that
- (a) indicates discrimination or an intention to discriminate against a person, a group, or class of persons, or
  - (b) is likely to expose a person or a group or class of persons to hatred or contempt

#### **Excerpt from Section 8 Discrimination in accommodation, service, and facility**

- 8 (1) A person must not, without a bona fide and reasonable justification,
- (a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or
  - (b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public.

As members of the school community, we believe in:

- A school wide "hands off" policy where everyone can work and play safely
- Speaking and acting towards others in a respectful and non-threatening way
- Completing work to the best of our ability
- Avoiding disturbing others during class time
- Using common areas within the school respectfully

- Following School District #42 policy regarding weapons, replica weapons, matches, lighters, laser pointers, cigarettes, violence, alcohol, and drugs
- Playing without fighting
- Staying on the playground unless going home for lunch or picked up by a care giver
- Refraining from throwing objects that could cause injury or damage to property (rocks, sticks, snowballs)
- Walking bicycles, skateboards, scooters, and roller blades while on the school grounds
- Leaving expensive and valuable items at home

Certain behaviours will be considered unacceptable, including but not limited to:

- Threatening behavior towards others (i.e. swearing, hurtful remarks, gossiping, inappropriate gestures)
- Physical altercations of any kind
- Continuous repetitive disruptive behavior
- Defiance towards staff
- Theft, vandalism, or mistreatment of school or others personal property
- Dressing in clothing which is inappropriate for an elementary school and learning (ie no clothing referencing drugs, alcohol, sex or foul language)
- Teasing and/or bullying, on or off school grounds, including telephone, computer and online messages or posts

During non-instructional times students are expected to:

- Enter and exit the school by assigned doors and refrain from loitering in hallways or washrooms
- Follow recess and lunch hour school rules and listen to supervisors

Expectations for student conduct for younger students differ from those for older students as they do for students with special needs who are unable to meet expectations due to a disability. It is expected that as students move through successive grades, become older and more mature that they will be more socially responsible.

## **Responses to Conduct Issues**

Responses to unacceptable conduct will be thoughtful, consistent and fair. The focus of any intervention will be preventative and restorative in nature, rather than merely punitive.

Wherever possible, students will be encouraged to participate in the development of meaningful interventions through discussion and mediation. Decisions will be made with respect to the individual. Responses to conduct issues will take into consideration the student's age, maturity and past conduct. Interventions will not discriminate against a student who cannot meet an expectation because of a disability.

When responding to breaches in the Code of Conduct, school officials may inform a student's parent(s), the parents of other students who were involved, school district officials, the police or other agencies or the parents of all students when the whole school community needs to be reassured that a serious situation is being addressed.

### **Dress Code:**

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal. Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activity;
- Do not represent or promote weapons, gang culture, alcohol or drugs;
- Use respectful language;
- Do not depict or promote violence, racism, sexism or discrimination; and
- Are not intimidating to others.

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school district guidelines.

### **Technology Policy:**

As a school we believe technology is an important tool for enhancing learning and we expect students to use it in a responsible manner. After careful consideration of how these technologies impact upon students' levels of physical activity, interactive play, and social interactions we have established the following policy for personal technological devices.

- a. For safety reasons, cell phones and other electronic devices are permitted at school, but they must be switched off and packed away during the school day. *Students **may only** use cell phones and other electronic devices (including ear buds), for educational purposes and with teacher permission.*
- b. At no time can students video, photograph, post, publish, or text any information about other students or staff without their consent.
- c. Students are permitted to responsibly use electronic devices at recess or lunch **only** on days when inclement weather prevents them from going outside to play.
- d. Students who choose to bring cell phones and other personal devices to school do so at their own risk. The school cannot guarantee the safety for these student devices.

Please review any portions of this policy that may apply to your child(ren).

## **GENERAL INFORMATION**

### **Attendance and Punctuality**

Regular school attendance is a major factor contributing to student success in school. We expect students will attend school regularly unless ill and will be punctual every day.

If your child will be absent, advise us via the student absence link on our school website or call the school office prior to 8:30 am. Advise your child's teacher **and the office** ahead of time if your child will be absent for an extended period of time.

**Students who are late need to report to the office upon arrival. Students leaving the school early must be signed out at the office by parents or approved family contacts.** Students must never leave the school grounds without first notifying their teacher **and** the school office.

For safety reasons, our office staff will call families for any child who is absent when we have not received a phone call or email confirming that the child is safe. Permission from a parent or guardian is required for students to leave school early.

### **Bicycles, Skateboards & Scooters**

For safety reasons, students are required to walk these items on school property when other people are nearby. Bicycles must be walked and locked in the designated area. Safety rules must be followed at all times. Students riding bikes must wear a safety helmet.

**NOTE:** The school cannot assume responsibility for personal property brought to school.

### **Emergency Closing of Schools**

For purposes of announcing emergency closures prior to opening of schools please check the SD42 website ([www.sd42.ca](http://www.sd42.ca)) and listen for updates on the following radio stations: CKNW (980 AM), CBC (690 AM), CFMI (101.1 FM)

### **Emergency Drills**

All classes practice both fire and earthquake drills. As per District and Fire Regulations, school FIRE DRILLS are held at least three times each semester. The goal is to exit the building quickly and in an orderly manner. Students are expected to vacate the building immediately, regardless of their footwear

## Emergency Contact Information

During the course of a school day it is sometimes necessary to contact parents. We may need to do this if a student is ill or injured.

Please ensure that the school always has current phone numbers and email addresses where parents can be contacted during the day is crucial. If a home phone number is not possible, please arrange a system whereby you can be contacted in case of emergency. We also ask that parents to provide us with the name and phone number of an **EMERGENCY CONTACT** person in the event that parents cannot be contacted.

For safety reasons, our school has a policy that no primary student will be allowed to leave the school unsupervised during the course of the day. If it is necessary for the student to go home, he/she will be retained at the school until a parent or designate can come and pick them up. Intermediate students can be sent home only after we are given direct instruction to do so by a parent or legal guardian.

## Field Trips

Field Trips are an important part of a students' educational experience. These practical firsthand experiences within the community are meant to provide a connection to the learning in the classroom.

Parents must give permission before we allow the child to participate. Driver authorization and abstract forms are required for all drivers transporting children other than their own. Forms are available from the office. These procedures are set up to ensure student safety.

Field trips are a part of the curriculum and all students are expected to participate. No student will be denied the right to participate in a field trip due to financial constraints. In such cases, parents are encouraged to speak to the Teacher or Principal (such information is kept in confidence).

## Entrance & Exit Procedures

To maintain a safe and settled school tone **we ask that students use their classroom's designated outside exit doors when entering and exiting the building.** Please use these designated outside exit doors as waiting and meeting points whenever possible.

## The Hive / Library

The library hours vary each year depending on the number of parent volunteers and school staffing. Students are given a library number that remains the same until they leave the school. The loan period for books is **two weeks**. If students have overdue books, they will be limited to the number of new books they may check out. Students are encouraged to bring back overdue books as soon as possible. At the end of the year, books that have not been returned must be paid for. Parent volunteers are greatly appreciated!

## Guests and Visitors

For student safety we require all guests, visitors and parent volunteers report to the office to sign in and receive a VISITOR identification pass as needed.

## Reporting to Parents

There are five reporting periods in each school year. The Ministry of Education regulates three formal reports and two informal reports to parents (i.e. telephone calls, class newsletters, student self-evaluations). The formal reports are usually in December, March and June.

These conferences and reports include a description of each child's progress in relation to the curriculum in intellectual, social, human and career development. These reports contain information about:

- What your child is able to do
- Areas requiring further attention
- Ways of supporting your child's learning

Parents have a critical role to play in the education system. By regularly attending conferences and meetings, you can help give your child the best educational opportunities possible. Please attend all parent teacher conferences and call the school if you have any questions or concerns.

## Purpose of Homework

- Promote self-reliance and responsibility.
- Time to do research.
- Review notes.
- Develop research and study techniques
- Show parents the progress the student is making.
- Promote communication between school and home.

## How Can Parents Help?

- Establish a consistent “homework time”
- Provide a quiet, regular space to work
- Provide the necessary materials
- Help them with their organization
- Participate in:
  - Practicing math drills
  - Listening to reading
  - Reviewing questions
  - Checking understanding for tests
  - Helping with spelling
- Praise your children for their efforts

## How Much Homework?

Most educational research recommends the following average homework time:

Grades 2 & 3	15 min/day
Grades 4 & 5	30 to 60 min/day
Grades 6 & 7	45 to 60 min/day

Please help your child remain organized by reviewing assigned work within their planner. Planners should come to school each day.

## Holiday Homework Guidelines

Over the course of each school year a number of families go on holidays when school is in session. For some of these holiday trips, families request additional new homework to be provided. It is very difficult for students to complete **new assignments** and projects while away on holidays. Students often need to be present for classroom instruction to properly understand and complete this work successfully. With this reality in mind, if your family is going on a holiday, our staff will be happy to assist with some suggestions regarding assignment completion and helpful reading, writing, and numeracy practice. In most situations we will not provide **additional new assignments**.

## Litter-less Lunches

To help teach the students how to better take care of the environment *ċasqanel* has a litter-less lunch policy. As part of this process students are asked to pack out whatever they don't eat within their lunch each day.

## Lunch Time

Students who enjoy the privilege of staying for lunch, must follow some simple guidelines. When students are eating their lunch in the classroom, we expect them to:

- Remain in their own classrooms

- Talk quietly
- Remain seated while eating
- Treat each other and the school with respect
- Clean up after themselves
- Exit respectfully via the designated doors

On ‘inside days’, students are expected to remain in their classrooms calmly engaged in quiet activities. On many rainy days students will still have the option to go outside if they enjoy the exercise so please always send outside clothing appropriate for the weather conditions.

## Parent Appeal Procedure

If a parent is concerned about a decision made by a teacher, the parent first has an obligation to raise the concern with the teacher directly. If the concern is not resolved, the parent may request a meeting with the teacher and the principal to discuss the issue. If, after this meeting, the parent is still dissatisfied with the decision made or action taken, a meeting with the principal and the assistant superintendent may be requested to resolve the matter.

## Parents Advisory Committee

The Parent Advisory Committee (PAC) is a group of dedicated parent volunteers who help to create a wonderful learning environment for students. Their extra efforts help ensure *ċasqanel* is a welcoming and caring place for children to learn.

Initiatives include helping to build school spirit through various community events and assisting with the many extras that the students need such as field trips. Please join us at our monthly PAC meetings to share your talents and help make *ċasqanel* a great place for kids. ALL parents are welcome!

## Students & Traffic Safety

If you use the school parking lot, please remember to drive as far into the parking lot as possible and pull over to the side before unloading. Vehicles should not be left parked or unattended unless in a designated parking stall. **Please drive slowly and carefully in and around the school to help to keep kids safe.**

## Supervision

Supervision is provided at *ċasqanel* between 8:25 am and 2:25 pm. Several staff members are also always on duty during recess and lunch.

**There is no supervision of students before or after school. The school is not responsible for children arriving early or staying late unless the teacher has requested it.**