
Kinnikinnick

Family Handbook 2010/11



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WELCOME!

We welcome you to Kinnikinnick School and hope that your time with us is fulfilling and enjoyable.

In respect of the amalgamation of Sechelt and Kinnikinnick Elementary Schools and the Davis Bay Grade 6 & 7 students, the school will be working to build a new vision statement that is inclusive of all its participants. Your child's success depends upon team work; the team is your child, you and our school all working together.

Communication is key. We will do our best to keep you informed of your child's progress and other important matters. We encourage you to share your questions, concerns, and/or ideas. Your thoughts are important to us and will be taken seriously.

CONTACT INFORMATION

Address:

6030 Lighthouse Ave
P.O. Box 142
Sechelt, B.C. V0N 3A0

Phone: 604-885-6666

Fax: 604-885-6657

Email: jmeldrum@sd46.bc.ca

askelcher@sd46.bc.ca

After Feb. 1st, 2011

cmccubbin@sd46.bc.ca

SCHOOL HOURS

Morning	
8:40	Instruction begins
10:10 - 10:25	Recess
11:40	Lunch Playtime
Afternoon	
12:00	Lunch (eating time)
12:20	Instruction begins
2:20	Dismissal

CALENDAR OF EVENTS

September

Tues. 7th	School Begins (10:55-12:55)
Wed. 8 th	All day instruction (8:40 - 2:20)
Mon. 13th	First PAC Meeting (6:30 pm MPR)
Mon. 27th	Professional Development Day
Tues. 28th	Photo day

October

Mon. 11th	Thanksgiving Holiday
Fri. 22nd	Professional Development Day

November

Thurs. 11 th	Remembrance Day
Wed. 24th	Early Dismissal (1:05)
Thurs. 25th	Early Dismissal (1:05)
Mon. 29th	Professional Development Day

December-January

Mon. 20 th - Mon. Jan. 3rd	Winter Vacation
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February

Fri. 18th	Professional Development Day
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March

Wed. 16th	Early Dismissal (1:05)
Thurs. 17th	Early Dismissal (1:05)
Mon. 21st-25th	Spring Vacation

April

Mon. 4th	Professional Development Day
Fri. 22-Mon. 25th	Easter Weekend

May

Fri. 6th	Professional Development Day
Mon. 23rd	Victoria Day Holiday

June

Thurs. 30th	Final day of school.
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K.E.S. PEOPLE

Ann Skelcher/Cathy McCubbin	Principal
Terry Daniels	Intermediate Teacher
John Lussier	Intermediate Teacher
Chris Allen	Intermediate Teacher
Gail Rines/Jonathan Bisset	Intermediate Teacher
Corey Campbell	Intermediate Teacher
Helen Blank	Primary Teacher
Bev Wagner	Primary Teacher
Nicki Kravac	Primary Teacher
Gloria Lindsay	Primary Teacher
Christa Rive	Special Education Teacher
Lisa Kennedy	Learning Support
Donna Joe	Shashishalhem Teacher
Leah Julius	Shashishalhem Assistant
Andy Johnson	Shashishalhem Assistant
Janet Meldrum	Administrative Assistant
Trent Dixon	SIB Support Worker
Pauline Feschuk	SIB Support Worker
Cynthia Booton	SETA
Elaine Davies	SETA
Sharon McAulay	SETA
Brenda Olson	SETA
Catherine Cooper	SETA
Sue Cappadocia/Brock Mercer	Custodian

Other events will be announced in our weekly newsletter as scheduled.

SCHOOL FACILITIES AND PROGRAMS

1. Aboriginal Education

Sechelt language, shashishalhem, and cultural studies are offered to students from the Sechelt Nation. The program is developed and taught by Sechelt staff who also offer programs at Chatelech Secondary and the Sechelt Education Office. Students who are not members of the Sechelt Nation may participate if space allows. Primary students receive two 30 minute sessions per week and intermediate students receive two 45 minute sessions.

2. Computer Lab

The Lab has 30 Macintosh computers, two printers as well as a portable lab of 8 lap-top computers. The lab is open to classes throughout the day. It is also open on “inside” days.

3. Library

The library is under the supervision of a part-time teacher-librarian and library clerk. Classes visit the library at least once per week. This is a time when the children can explore all that the library has to offer under the supervision of their teacher or the teacher-librarian. Students may research topics of study, discover new books, learn about research, browse, or read.

4. Physical Education

Like most all students in the province, our students receive daily physical activity (DPA). The gym is open for this use throughout the day. DPA is also offered in classrooms when the gym is unavailable.

5. Health Services

Several staff members, including the principal, a teacher and all our playground supervisors have first aid training and address minor health problems and accidents. Health services are also provided by Public Health including prevention and follow-up of contagious diseases, immunization, etc. Head Lice checks are mandated by the Board of Education and will be conducted by parent volunteers in the days immediately following holidays.

6. Learning Support

We provide additional instructional support to those students who require short and long term assistance. We follow Ministry of Education Guidelines in the assessment, program planning and evaluation who qualify to receive special education assistance. District staff trained in areas like hearing, speech, physical therapy, etc. also assist in developing appropriate programs for our students. Most often assistance is provided by Special Education Teaching Assistants (SETAs) in the regular classroom. Additionally, there is some small group assistance provided to students with common needs (e.g. fine motor, speech, etc.)

7. Guidance Counselling

Counselling services are provided by our District Counsellor. This service is aimed at brief counselling and encourage parents to seek outside services when needed on a long term basis.

WORKING TOGETHER

Team work will ensure your child's success at school. We want our students to love school and learning. We want them to develop dreams and goals and to reach long and hard to achieve them. When we work together as partners, we help to ensure that those dreams come true.

1. Communication

Your questions, concerns, thoughts and ideas are very important to us. Please see your child's classroom teacher regarding their learning, programs, etc. Communication of a more general nature may come straight to the office. If you change your contact information during the school year, please let us know for emergency purposes. Please send a note or call the school.

2. Newsletters

Most every Tuesday a newsletter is sent home with the youngest child in your family or is sent to you via email at your request. It contains information about special events and submitted articles written by students, staff and sometimes parents. If you have items for the newsletter, please send them to Janet by dismissal time on Monday. We try to publish every Tuesday.

3. Report Cards and Conferences

Report Cards are sent home every November, March and June. The Ministry of Education provides teachers with 2 hours each of the November and March sessions in which to conference with parents and students. **Your participation in the conferences is essential to your child's learning.** If you require additional time to meet with the teacher, please arrange a meeting through the office or directly with the teacher.

4. Attendance

Regular attendance ensures that your child receives full benefit of their school experience. Please call the office to report your child's absence. For your convenience, the answering machine allows you to leave a message. If your child has more than 5 days absent in a month, we will send a letter reminding about the importance of regular attendance. If regular attendance continues to be a problem, we will request a meeting with you in order to help your child catch up on missed work and to ensure that any concerns are addressed.

5. Arriving Late

If a student arrives after 8:40, we ask that they check in at the office before going to class. Arriving on time and beginning the day with all the class will ensure that your child feels a part of the classroom and connected to the day's activities.

6. Leaving Early

Every effort should be made for students to stay until dismissal at 2:20 p.m. If you need to check your child out early, please come to the office and sign them out.

7. Family Vacation

While we recognize that families sometimes choose to take vacations while school is in session, parents should be aware that teachers are not always able to provide instructional materials and homework for those occasions. Children will lose vital instruction when away from the classroom. Students may attempt to makeup the assignments when they return.

8. Getting Messages to Students

We ask that parents make every effort to make after-school arrangements before the school day begins. Except in an emergency, messages will be delivered to students at break times and just before dismissal. Please do not leave urgent messages on the answering machine late in the day; it is a very busy time and we can not guarantee we will get them before students are dismissed. If messages are sent after 2:00 p.m., we are unable to guarantee they will be delivered on time.

CODE OF CONDUCT: It's About Safety and Learning

We ask that you familiarize yourself with our Code of Conduct and review it with your child at the beginning of each school year and as necessary during the year. The Code of Conduct will be reviewed with P.A.C. and with classes at the beginning of each school year. Revisions will be made as needed. Please call the school if you wish to have the complete reference to the Human Rights Code.

1. Introduction:

Our Key Words will be re-established as we progress through this school year. In our school, we seek to

- a. promote a climate of understanding and mutual respect free from discrimination in which all participants feel safe and experience a sense of belonging.
- b. ensure that expectations are consistently taught to and actively promoted with all students.
- c. encourage students to understand that we all make mistakes and that mistakes can be fixed through restitution and restorative practices.
- d. establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities.

2. Statement of purpose:

The Code of Conduct is designed to ensure a safe, caring, and orderly environment for learning and working. It applies to all students and their behaviour on and off school premises and during all school sponsored activities. It also applies beyond these times when the behaviour affects the safe, caring or orderly environment of the school. This includes website postings, blogs, text messages by or about students or staff using electronic devices, and other means that negatively affect other members of the school community and student learning. The Code of Conduct recognizes the BC Human Rights Code with particular attention to Sections 7 and 8 (See Appendix).

3. Conduct expectations:

- a. The school's behavioural expectations are described in the school matrix that presents acceptable behaviours in all and specified school settings.
- b. Additionally,
 - ✓ Cell phones and cameras must be left in the office and otherwise are not permitted on school premises.
 - ✓ Students are encouraged to inform a "tellable" adult in a timely manner or in advance of incidents of bullying, harassment or intimidation or other incidents that impact student safety
 - ✓ Students are encouraged to act in a manner that brings credit to the school, their families and to themselves.

4. Unacceptable conduct

The following list provides examples of unacceptable conduct and is not intended to be a complete list:

- ✓ Bullying, harassment, intimidation, and discrimination (as set out in the B.C. Human Rights Code),
- ✓ behaviour that can be described as dangerous to self or others including possession, use, or distribution of illegal or restricted substances and possession or use of weapons.
- ✓ swearing or other inappropriate language,
- ✓ defiance and disrespect
- ✓ retribution against a person who has reported incidents,
- ✓ behaviour that results in damage to or loss of property (e.g. vandalism, theft, etc.)

5. Response to conduct

- a. As students meet behavioural expectations, encouraging feedback is given.
- b. “Gotchas” are given to students observed to be behaving in ways consistent with the Key Words.
- c. Restitution practice also encourages teachers to focus on what students learn from their misbehaviour by asking questions like the following:
 - ✓ Is what you are doing getting you what you want?
 - ✓ Are you being the person you want to be?
 - ✓ What is your job now? Can you do it?
 - ✓ If you fix it, what does it say about you?
 - ✓ Keep that behaviour. Add to it another that doesn’t hurt you or anyone else.
 - ✓ Are you being a good friend to yourself? To others?
 - ✓ If you keep doing what you’re doing, you’ll keep getting what you’ve got.

d. Response to Unacceptable Behaviour:

The application of consequences is dependent on the context (e.g. age and development of the student, as well as on the severity and frequency of the behaviour). They are determined by the principal and/or the teacher as well as other staff involved in the incident and may involve input from the student and parent.

- ✓ Problem solving (with peer mediator or staff)
- ✓ Review of behaviour matrix
- ✓ Recess/lunch restriction
- ✓ Parent contact
- ✓ Time-out
- ✓ In-school suspension
- ✓ Out-of-school suspension

- e. The school will advise families of serious breaches of the code of conduct. In addition, the principal may have a responsibility to advise school district officials, RCMP and/or other agencies. Parents will be notified of any in-school or out-of-school suspensions. Other agencies will be notified as necessary (i.e. conduct that places the student and/or others at serious risk).

2010-2011 SCHOOL GOALS

For a more detailed description of our school goals, please see your School Growth Plan.

Our major goal for the year is to build the new school community by addressing the relationships, culture, vision, and mission of the school in a number of “Coming Together” activities. This goal involves students, staff, parents, community-at-large, P.A.C., and S.P.C. in the ‘new’ school.

The objectives of this goal are to redefine the reorganized (amalgamated and annexed) schools in four critical areas:

1. Policies and procedures that help to define roles and responsibilities.
2. Relationships - development of trusting and respectful relationships between all school community members and bodies.
3. Arenas for resolving issues and addressing concerns.
4. School culture – development of new symbols, celebrations, traditions, etc.

STUDENT WELLNESS

1. Sleep, Nutrition and Exercise

Learning occurs best when learners are well-rested, well-nourished and fit. Please ensure that your child comes to school ready to learn each and every day. While staff are not able to monitor the lunches and snacks of students, we do our best to advise students to leave treats to the end of their break after the nutritious, “growing” food is eaten.

2. Illness at School

When students become ill at school, the office will notify you and arrange with you for your child to go home. In case no one is home during the day, an emergency phone number should be listed for us to call. Children should not be sent to school with any contagious illness.

Information for parents on the H1N1 virus please go to www.gov.bc.ca/h1n1

3. Medication at School.

If your child needs to take medication at school, an adult must deliver it to the office in the original container with the student’s name on it. A special form must be completed and signed by your doctor if prescription medication is required. For safety reasons, students may not

have any medication in their possession except by special and prior arrangement.

4. Headlice

Head lice are a nuisance that require time consuming care of the infected child. Please check your child’s hair once per week for the presence of lice or nits (eggs) that are attached to the hair shaft. Head-to-head contact and use of shared items (e.g. hats, earphones, brushes, etc.) are likely causes of the spread. We will inform you if your child or someone in their class has head lice. Parents and guardians must determine the appropriate treatment for their family. We will track students with chronic infestations.



EXTENDED EXPERIENCES

Once called ‘field trips’”, extended experiences are determined by the teacher based on the needs and abilities of the students in the class. They are an extension of classroom learning and often make learning more relevant and enjoyable for students.

The School District has strict regulations regarding parent permission forms and the supervision of students. Students may not go on extended experiences without signed permission forms from their parents. Alternate placement and assignments will be given for the time the class is away. Students are required to complete all assigned work.

TRANSPORTATION

Our guidelines for student behaviour on the bus are designed to make the ride safe and enjoyable for all. We will review bus guidelines with all classes at the beginning of the school and ask that parents and guardians do the same.

Bus Guidelines:

Students must

- remain seated at all times
- use quiet voices only
- remember that the Key Words and Code of Conduct apply on the bus as they do at school

If there is a behaviour problem on the bus, the driver will generally give the child a verbal warning. If the problem continues, the driver will notify the school and parents in writing. If not resolved the student may lose the privilege of riding the bus.

A complete list of rules is found on the Sechelt School Bus website.

Bus Operation in Severe Weather:

Students and parents should listen to radio station **CKFM 91.7** on snowy days to hear if the buses will run on a regular or delayed schedule. The school district will inform the station by 6:30 a.m. of any delay or cancellations. Additionally, the Emergency Telephone Tree will be activated and families will receive a call from their class representative.



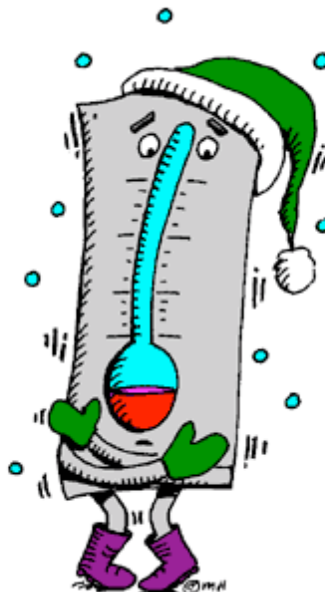
Contact information for the Sechelt School Bus:

Phone number: 604-885-2513;

email is seheltschoolbus@telus.net

Web page <http://seheltschoolbus.ca>

Please note: On the first day of school only, buses will run 2 ¼ hours later than usual.



MISCELLANEOUS



LOST AND FOUND

Found items are stored inside the main entrance of the school. All items left in the Lost & Found are donated to charity twice a year. It helps if you put your child's name on coats and lunch bags.

PLAYGROUND SUPERVISION

Trained adults are on duty every morning beginning at 8:00 a.m. Students should arrive at school after this time. Supervisors are also on duty at recess and throughout the lunch break.

SCHOOL SUPPLIES

In order to keep cost down and that students have the similar items, supplies are purchased in bulk and are distributed to students as needed. Parents are asked to pay for supplies in the first week of school.

ELECTONICS & TOYS FROM HOME

Students are not to bring cell phones, ipods, computers, electronic games or other expensive items to school. We are not able to be responsible for lost or stolen items. If these items do arrive at school they must be kept in the office for the day. Due to student privacy issues, pictures of students may not be taken without permission.

DRESSING FOR SCHOOL

Students are encouraged to dress for the weather and to be prepared for emergencies (e.g. school bus break downs, fire alarms, earth quakes, etc.). This means that coats, hats, gloves and boots are needed for the winter months.

Clothing worn at school must be appropriate for the school setting. As such it should

- be neat and clean
- allow students' to move comfortably and safely in all activities, cover bellies, butts, chests, shoulders and backs
- make no reference to sex, drugs, alcohol, tobacco products, gang activity, violent acts, profanity, etc.

Hats and sunglasses are to be worn outside only. For reasons of safety and hygiene, shoes are to be worn at all times.

If a student wears an unacceptable item to school, we will seek the simplest most reasonable solution (e.g. have student invert a t-shirt). If there isn't a simple solution, parents will be contacted to bring a replacement item to school.

Some closing thoughts...

There is no problem we can't solve and no challenge we can't meet together.

Kinnikinnick has a dedicated staff that cares about children. We are here to help your child develop mentally, emotionally, physically and socially. When you send us your most precious "possession" - your child- we take our role very seriously.



By working together, we can be assured that your child will have a successful school year.

