

NICHOLSON ELEMENTARY SCHOOL



A
LeaderinMe™
School

“Learn, Love, Lead!”

**737 Nicholson Frontage Road
Box 331
Golden, BC
VoA 1H0
Phone: 250-344-2370
www.nes.sd6.bc.ca**

Parent Handbook

This informational handbook has been prepared to familiarize parents with the expectations, practices and procedures of Nicholson Elementary School.

The intent of the booklet is to provide basic school and district information and cannot deal with all aspects of school organization.

If any additional information is required, please feel free to phone the school at 250-344-2370 at any time. Mrs. Watson works from 8 am to 12 noon every day and Monday and Wednesday afternoons. If you are having someone else pick up your child, please make sure you call in the morning. Please do NOT leave a message in the afternoon, as we cannot be sure that the message is received.

Nicholson Elementary School

School Moto

Learn, Love, Lead!

School Vision

Nicholson Elementary is a welcoming, happy place to be.

We are a community of life-long learners who connect, synergize, and positively influence each other and the world around us.

We strive for success today and prepare for success tomorrow.

Nicholson Elementary School is located on the unceded lands of the Secwepemc and Ktunaxa People, and the chosen home of the Metis People of B.C.

Personnel Directory

2022-2023

School Staff

Primary Teachers	Mrs. K. Hunt Mrs. T. Lillies Ms. A. McKenzie
Intermediate Teachers	Mrs. R. Bjarnason-Wilson Mrs. A. Barrett Ms. Reinders
Principal	Mrs. T. Lillies
Student Support Services	Ms. F. Smith
Librarian	Mrs. K. Jones
Special Education Assistants	Mrs. S. Harris Mrs. K. Thorne
Indigenous Education Worker	Mrs. N. Watson
Administrative Assistant	Mrs. S. Rousseau
Custodian	Mrs. D. Fehr
Noon Hour Supervisor	

Special Services

Speech Language Pathologist	Ms. L. Masters
Elementary Counselor	TBD
Community Link	Mrs. K. Mar

Golden Board Office (Phone 250-344-5068)

Operations Coordinator	TBD
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Invermere Board Office (Phone 250-342-9243)

Superintendent of Schools	Ms. Karen Shipka
Assistant Superintendent of Schools	Mr. Steve Wyer
Operations Supervisor	Mr. A. Ure

School Times

8:35 am	Doors open
8:40 am	Warning bell
8:45 am	Classes begin
10:30-10:45 am	Recess
12:00-12:25 pm	Lunch period (Eating in classroom)
12:25-12:55 pm	Lunch period (Outside playing)
12:55 pm	Warning bell
1:00 pm	Classes commence
3:15 pm	Final dismissal
3:30 pm	Last bus warning bell

* Students being dropped off or those walking to school should **not** arrive before 8:35 am.

Fridays – students are dismissed at 12:07 noon.

School Programs

Nicholson Elementary School offers a wide variety of programs to enhance the learning situation for your child. The programs offered are:

a) **Student Support Services** – The Student Support Services program at Nicholson Elementary School provides help to students who are experiencing learning difficulties in the regular classroom. Students may receive assistance on a regular basis during class time in the classroom and/or in small group settings.

b) **Speech-Language** – Students requiring this special program receive assistance on a regular basis during class time in the classroom and/or in small group or individual sessions out of the classroom.

d) **Cultural Program** – Cultural activities are presented by performing artists throughout the year. Performance activities and information are made available to the teachers and parents.

e) **Fine Arts Program** – A Fine Arts program (music, dance, and drama) is offered to all students at school.

f) **Counseling** – Counseling is provided to Nicholson students and parents by teacher referral, parent referral and/or student referral. Counseling is either a one-time session or regularly scheduled sessions if needed.

g) **Library** – Time is provided during the school day to sign out books for use at home or during free reading time at school.

h) **Computers** – We have 30 computers available for classroom use. Students work with many different programs to develop skills appropriate to their grade level. Parents must sign a waiver before students can access the Internet.

i) **Buddy Activities** – Intermediate students may be partnered with primary students for Buddy Activities including reading, writing and art projects.

j) **Indigenous Support** – Students of Indigenous Ancestry receive additional support with academic and cultural programs from the Indigenous Education Worker.

Code of Conduct

NICHOLSON ELEMENTARY SCHOOL'S CODE OF CONDUCT OUTLINES OUR BASIC EXPECTATIONS OF STUDENTS WHILE AT SCHOOL, WHILE GOING TO AND FROM SCHOOL, AND DURING SCHOOL, ORGANIZED OR SPONSORED ACTIVITIES AT ANY LOCATION.

Nicholson Elementary School is a community of learners supporting future leaders. The core of Nicholson Elementary's code of conduct is centered upon our culture based on *The Leader in Me* by Stephen Covey. *The Leader in Me* nurtures personal and public habits of success. There are 7 specific habits expected of all Nicholson students. These include:

1. **Be Proactive** – We take responsibility for our lives and make good choices.
2. **Begin with the End in Mind** – We define our missions and goals in life.
3. **Put First Things First** – We spend our time on things that matter the most.
4. **Think Win/Win** – We seek solutions where everyone can win.
5. **Seek First to Understand, Then to be Understood** – We listen to other people's ideas and feelings.
6. **Synergize** – We work together to achieve more.
7. **Sharpen the Saw** – We regularly renew our minds, hearts, bodies, and spirits.

All Nicholson Elementary School community members are expected to contribute towards building a safe, caring and orderly school environment. We support, promote and celebrate positive student behaviour and positive educational experiences. Students may be subject to discipline under our school and/or our district Code of Conduct disciplinary policies for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or in other circumstances where engaging in the activity will have an impact on the school environment.

Students shall not discriminate against others on the basis of the race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, gender identity or expression or physical or mental disability, or for any other reason as set out in the Human Rights Code of British Columbia.

Students shall not create or display anything that would indicate an intention to discriminate against another, or expose another to contempt or ridicule on the basis of these grounds.

Disciplinary Policy

WE SUPPORT, PROMOTE AND CELEBRATE POSITIVE STUDENT BEHAVIOUR. OUR PHILOSOPHY FOR DEALING WITH BEHAVIOUR THAT NEGATIVELY IMPACTS THE SCHOOL INVOLVES FIXING MISTAKES, “MAKING IT RIGHT”, AND BEING THE KINDS OF PEOPLE WE ENVISION OURSELVES TO BE.

We support positive behaviour by:

- establishing a common school culture through the 7 Habits that guides our decision making and behaviours
- teaching and modeling expectations and responsibilities in classrooms and the school
- understanding inappropriate behaviors (violence, drugs, weapons, harassment, lack of respect toward others and their property)
- learning self-discipline (being accountable for choices made)

If behaviour warrants referral to the office consequences will depend on the severity of the behaviour, the number of incidents, and the age and maturity of the student. Consequences may include any or all of the following:

1. discussion with teacher and/or administration regarding inappropriateness of behaviour, and a restorative action plan is put into place
2. notification of parents by phone or letter
3. involving parents with teacher, student and administrator to create a behaviour plan
4. removal from the classroom and or playground for a period of time

It is our aim to have every child in school and to teach appropriate behaviour. In extreme cases, the following may need to be implemented:

1. in-school or out-of-school suspension for a determined period of time
2. notification of the Superintendent of Schools
3. referral to the RMSD Board of Education's Student Conduct Review Committee

Dress Code

*STUDENTS ARE ENCOURAGED TO DRESS APPROPRIATELY,
INCLUDING CONSIDERATION AND PREPARATION FOR THE WEATHER,
AND BE GROOMED IN A FASHION THAT REFLECTS PRIDE IN
THEMSELVES AND THE SCHOOL.*

- Cleanliness and good taste should be the basis of clothing decisions. Specifically students are required to ensure that their dress exhibits appropriate language and logos. Further, students' clothing should appropriately cover their bodies, and underwear should not be showing.
- Students are welcome to wear hats and hoods before and after school and outside at recess and lunch but not during class time.
- Students arriving with clothes not meeting this guideline, as determined by staff, will be asked to change into appropriate attire, be allowed to call home for a change of clothing, or be provided with alternative clothing.
- Students are required to have two pairs of footwear; one for indoor use and one pair for outdoor use. Students are required to have footwear on their feet at all times.
- Students are required to dress appropriately for the weather (e.g., raingear on rainy days, winter clothing such as hats, mitts, boots and snow pants for cooler weather). We recommend labelling all clothing and belongings with students' names.
- Consequences for inappropriate dress will be consistent with school discipline.

Attendance

Research has shown that attendance is an important determining factor of success in school.

- Parents can help by making school a top priority. By building the habit of daily attendance, children will see that school is important.
- It is appreciated when medical, dental, and other appointments are scheduled outside of school time. If students are ill or planning to be absent from school, please call the school at 344-2370 and leave a message with the school secretary. For your convenience, voice mail is on during the evening and early morning. If we do not hear from you, we will attempt to contact you to make sure your child is safe.
- Children who arrive late must report to the office so that the secretary can record them as present. Repeated tardiness and unexplained or consistent absences will be referred to the principal to be discussed with the School Based Team and the parents.

Medical Conditions

Please notify the school if your child has any health conditions, which could require emergency treatment or which could affect activities in the school. These “Medical Alert” conditions are documented in student files and an individual plan is put into place for dealing with the specific situations.

Please do not send your child to school if they are sick. Germs are easily spread when children are in close contact with others who are sick.

Looking after Personal Property

The staff makes every effort to teach children respect for the property of others. You and your child can help safeguard personal belongings in the following ways:

1. **All items should be clearly marked with your child's name.**
2. Emphasize with your child the importance of looking after their own belongings.
3. If your child has lost an item, she/he should immediately look in the classroom.
4. Bikes should be locked while on school property. Students who ride bikes to school must wear a safety helmet.
5. Expensive toys, electronic gadgets, skateboards, jewelry, etc. should be left at home. **These items are not needed at school.**
6. Money should only be brought to school when needed for a specific purpose. Money should never be left in a backpack or desk.
7. Cell phones, iPods and iPads (unless permitted specifically for health tools), must turn turned off and safety stored during school hours (8:45 to 3:15 inclusively). If a student is deemed to be contravening the technology rules, the device with remain with the teacher or the administrator until a parent or guardian can come and pick it up.

Schools will also NOT be responsible for any misplaced, lost, stolen or broken items brought to school by students.

Student Use of Telephone

Our office phone is very busy and students will not have general access to it unless there is an urgent need. Students will require approval from their teacher prior to using the telephone. Approval will **not** be given to call home to arrange visits with their friends after school.

Student Use of Busing

Busing is provided to bring children to school and to take them home after school. Ask the Administrative Assistant for a bus registration form or go to the District website at www.sd6.bc.ca. Information about bus routes can also be found there.

Nicholson Parent Advisory

The Nicholson Parent Advisory Council is an association of parents of Nicholson Elementary School children. Its objectives are:

- To advise and assist the staff to provide quality education for Nicholson Elementary School students
- To serve as a sponsoring body for school activities, events or projects
- To financially assist school activities
- To provide leadership in stimulating and organizing educational activities and information nights for the parents of Nicholson students
- To develop and sustain a feeling of school and community spirit

The Parent Advisory Council meets once per month unless additional meetings are required.

School Volunteers

When a volunteer enters the school, everyone benefits. A school volunteer is an adult who is willing to give time and talent to help the staff better serve the needs of children. With careful planning, a lasting partnership can develop between the volunteer and the school.

Volunteers can:

- Improve instruction – by permitting more individual help for students, with direction from the teacher.
- Enrich curriculum – by adding their experiences, special interests, hobbies, and knowledge, where appropriate.
- Close the “generation gap” – by providing more opportunities for children and adults to exchange ideas.
- Improve school-community relations – by bringing more adults into the schools to see today’s schools first hand.

Please note all volunteers working in the school are required to have a Criminal Record Check completed and have the SD6 Child Abuse Protocol Report Training before working in the school or accompanying children on Field Trips.

Contact the Administrative Assistant if you need a Criminal Record form or you can go to the local RCMP detachment to complete a Criminal Record Check. The Child Abuse Protocol Report Training Course is required to be completed each year. There will be a course available in September and may be others available during the year if there is enough interest.