

# NICHOLSON ELEMENTARY SCHOOL



**“Learn, Love, Lead!”**

**737 Nicholson Frontage Road  
Box 331  
Golden, BC  
VoA 1H0  
Phone: 250-344-2370  
<https://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. Gelette works from 8 am to 3:30 pm every day Monday thru Thursday, and 8 am to 12:00 pm noon on Fridays. 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  
2023-2024

**School Staff**

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

**Special Services**

Speech Language Pathologist	Ms. L. Masters
Elementary Counselor	Mr. J. Manahan
Community Link	Mrs. K. Mar

**Golden Board Office**

(Phone 250-344-5068)

Operations Coordinator

Mr. Russell Wagner

**Invermere Board Office**

(Phone 250-342-9243)

Superintendent of Schools  
Assistant Superintendent of  
Schools Operations Supervisor

Ms. Karen Shipka  
Mr. Steve Wyer  
Mr. A. Ure

## School Times

8:40 am	Warning bell
8:45 am	Classes begin
10:30-10:45 am	Recess
10:45-12:00	Classes commence
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 8:30 am.

**Fridays – students are dismissed at 12:06 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.

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

d) **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.

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

f) **Technology** – We have a class set of winbooks available for classroom use as well as 10 Ipads for student 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.

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

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

# Code of Conduct

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*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.*

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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

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*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.*

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We support positive behaviour by:

- establishing a common school culture that guides our decision making and behaviours
- teaching and modeling expectations and responsibilities in classrooms and the school
- understanding inappropriate behaviors
- learning self-discipline which is 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. Unacceptable behavior includes, but is not limited to, ongoing classroom disruption, ongoing conflict, swearing, bullying, cyberbullying, harassment, intimidation, threatening or violent behavior, lack of respect towards others and their property, use of illegal drugs, possession and/or use of weapons.

Special considerations may apply to students with special needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical sensory, emotional or behavioural nature.

Consequences for unacceptable behaviour 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

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*STUDENTS ARE EXPECTED TO DRESS APPROPRIATELY, INCLUDING CONSIDERATION AND PREPARATION FOR THE WEATHER.*

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- Students are required to ensure that their dress exhibits appropriate language and logos. Further, students' clothing should appropriately cover their bodies (including the torso) for school setting.
- 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). All clothing and belongings are recommended to be labelled 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.

## 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, music players, tablets and cameras and (unless permitted specifically for health tools), must be turned off and safely stored while on school property. If a student is deemed to be contravening the technology rules, the device will 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](http://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.