North Canoe Elementary School

Home of the Wild Wolves

BE MORE AWESOME! LOOK FOR AWESOME!

CONTACT AND HOURS

School District 83 (Kwsaltktnews ne Secwepemculecw)
PO Box 129
220 Shuswap St NE
Salmon Arm BC V1E 4N2
📞 (250) 832-2157

North Canoe Elementary School
PO Box 78
6451 50 St NE
Canoe BC V0E 1K0
📞 (250) 832-4950
Office Hours
Monday–Friday, 8:00 am–2:30 pm

SCHOOL BELL SCHEDULE

- **8:26 am** – Warning Bell
- **8:28 am** – First Bell
- **10:00 am** – Recess
- **11:45 am** – Lunch Recess
- **12:15 pm** – Lunch
- **2:31 pm** – Dismissal

Student Name: _____

Teacher: _____

Student Signature: _____

Guardian/Parent Signature: _____

(Signatures indicate that the Student and Guardian/Parent have read the handbook together.)

School Website: www.nca.sd83.bc.ca

<<<PLEASE DETACH AND RETURN TO SCHOOL>>>

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SCHOOL BELL SCHEDULE

- **8:23 am** – Warning Bell
- **8:28 am** – First Bell
- **10:00 am** – Recess
- **11:45 am** – Lunch Recess
- **12:15 pm** – Lunch Eating
- **2:31 pm** – Dismissal

School Website: www.nca.sd83.bc.ca

STUDENT HANDBOOK 2026-2027

Life-Threatening Allergies

North Canoe Elementary may have students who have a severe life-threatening allergy to peanuts, nuts and nut products. With this in mind, we are an "allergy aware" school, and we strive to provide a safe environment for all of our students, including those with severe allergies. We are also a "nut aware" school and individual classes have safety plans in place for individual students, and all students are expected to be respectful of our allergic students' needs.

Please inform the school immediately if you have a child who is anaphylactic.

There are forms at the office which need to be filled in by your physician so that we can establish an emergency plan for your child.

Medical and Accident

- Essential first aid will be administered by the classroom teacher or supervisory personnel available. In the event of a serious injury, the child will be referred to the staff member with first aid training.
- It is very important that changes in home phone numbers, emergency numbers or family doctor's numbers be reported immediately to the school secretary. If the child requires emergency medical treatment, parents or guardians will be contacted.
- In the event of an illness, the parents or alternates will be contacted.
- Students who need medicine administered at school must have their caregiver complete the necessary documentation at school. *Any administered medicine must be brought to school by the caregiver, not the child.*

Safe Arrival Program

To enhance the safety of your children, the school operates a safe arrival program. If your child is late or absent, please call the school before 8:30 a.m. The answering machine is always on to record your message. Please sign your child into the school if late and sign out if leaving early by speaking with someone in the office. Our school is a "Closed Campus" meaning that students are expected to stay at school for the entire day unless they have been signed out by their caregiver.

Those students who are absent and whose parents have not called in to report their child's absence will be phoned to ensure the child is indeed absent. Please ensure that the school has your work number or an emergency number in case you are unable to be contacted.

Change in Routines

If your child is not following their regular routine after school (i.e. they are going to a birthday party, to a friend's house), please send a note to the classroom teacher so they are aware of this change.

****These arrangements are to be made at home and not at the last minute at school* 😊 *****
****No use of office phone to make after school plans****

Picking Up Students
Please use extreme caution in the parking area. Use the designated crosswalks. Thank you for observing the no parking zones around the school. *The bus lane is reserved for buses before and after school.* Please do not drive in the bus lane at those times. Thank you for being a positive role model and helping to keep all of us safe.

Before/after school
Supervisors will be on-site starting at 8:15am. Students should not arrive prior to 8:15am nor remain at school after school hours unless with a parent. Thank you!

Indoor / Outdoor Policy
When students arrive at school in the morning, they play outside until the bell rings. At recess and lunchtime all students are expected to go outside for some fresh air. If there is lightning or temperatures are colder than approximately -15, students will need to stay inside. Outside time is important and we will do our best to be outside as much as possible during break times. Please ensure that your child(ren) are dressed appropriately for wet or cold weather. If you require assistance securing appropriate outwear for your child, please give us a call at the school and we will do what we can to assist.

Doors
All doors are locked throughout the day at North Canoe Elementary. Students are invited in by their teachers to start the day and after recess times. Students who arrive late and require access will need to ring the doorbell at the front doors and will be let in by staff.

Breakfast Program/Snacks
We believe in the importance of healthy eating. Nutritious breakfast Items are available for any student in the morning (available outside at the back of the school by the door to the playground area) or throughout the day. No student will go hungry at North Canoe Elementary!

School Dress Code
Dress at North Canoe Elementary and at school functions is expected to meet generally accepted standards of suitability for the occasion. We encourage students to wear clothes suitable for a place of business. Clothing advocating drug or alcohol use, displaying weapons or inappropriate language, or promoting hate toward any person/group may not be worn. Caregivers will be phoned to bring alternative clothing.

Indoor Footwear
To keep our school clean and reduce the damage to flooring, students are asked to have a pair of indoor shoes available to wear inside the building. Running shoes for P.E. are suitable for this use. Crocs and slides are fine for light classroom activities, but *running shoes must be used during gym.*

Cell Phones
As per provincial policy, cell phones are not permitted in elementary schools. If cell phones are out at school, they will be given to the principal for the day. If a second incident occurs, a parent will need to pick up the cell phone from the office. The school will not be responsible for lost or stolen electronic devices. Smart watches are also not permitted as they are a distraction from student learning.

Valuables/Toys
Please leave toys and items of value at home. Our school has a wide range of engaging items already at school which students will have access to at appropriate times. Thank you for your support with this.

Bicycles "Walk your wheels"
Students who bring bicycles and scooters to school must place them in the bike stands at the far end of the parking lot immediately upon entering the school grounds. Bicycles and scooters should be locked for safe keeping and should not be ridden on the school grounds. ALL students must wear a helmet. All items with wheels need to be walked on school property.

Change in Student Information
Parents, please advise the school office of any changes to student's home address, telephone number or other basic student information. It is important that the school be able to contact students' homes in case of illness or other situations which may arise.

Phoning Home
There is a telephone in the office for limited use by our students. Students are to get permission from their teacher and office personnel before using the phone. ****The phone is not for arranging last minute after school play dates*.**

Newsletters
Newsletters, which provide important information including upcoming events and students' achievements, come out at the beginning of each week throughout the year. Newsletters are sent electronically via email and the newsletters will be posted online on the school website. If you require a paper copy, please contact the office.

Fieldtrips
School fee payment is applied before field trip money will be collected for a trip. If a family needs assistance with fees or field trip costs, please contact the school principal.

Fees
At North Canoe Elementary School, fees are charged for agendas and Performing Arts presentations (2-3 per year, arranged through the District). Activities above and beyond those provided by the standard B.C. curriculum (field trips, guest speakers to classrooms) will be charged, by event, as the activities occur throughout the year. School fees are appreciated before November 15. No student will be denied access to a school sponsored program/activity for financial reasons. If circumstances do not permit payment at this point or as the year progresses, please contact Mr. Petch, Principal, to discuss payment options.

Type of fee	Amount	Details
School Purchases; Student supplies	$35.00	For all students
Agenda books/Take Home Folders	$10.00	For DIV2 and DIV3

Take Home Folders	$10.00	For DIV1 and DIV4
Cultural Performances	$10.00	Covers 3 performances per year.
Activity Fee	$10.00	For school wide activities throughout the year
TOTAL	$65.00	

Leadership Club (Grades 5 and 6)
North Canoe is looking to develop student leaders. The main purpose of the club is to give the student body an opportunity to plan and organize activities and to support their younger peers. Through their participation, it is hoped students will develop a greater sense of ownership in their school. Students in Grades 5 and 6 are encouraged to participate.

Parent Volunteers
We welcome school volunteers, however any volunteer (coaches, drivers, etc.) is required to have a criminal records check and driver forms completed with the School District before they are allowed to volunteer. Staff appreciate parent help and participation in classrooms, school programs/services and on our Parent Advisory Committee. Please check with your child's teacher about volunteer opportunities in your child's class.

Parent Advisory Council
The North Canoe Elementary Parent Advisory is composed of parents of the students at our school. The input of all parents is welcomed at P.A.C. meetings. The parent group meets monthly with the School Principal and interested teachers. Some of the aims of the P. A.C. are to:

- provide a forum for raising questions and concerns
- fundraise to complement and enhance the funds provided by the Ministry of Education to enrich their children's learning environment as well as supplement playground enhancement, field trip costs, classroom equipment and more.
- the P.A.C. may also send a representative to monthly District P.A.C. meetings and District Advocacy meetings
- present speakers in various areas of interest to parents to familiarize them with their children's programs

District Student Code of Ethics
Students are expected to be responsible citizens as they learn the connection 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 arrive on time, 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. All members of the North Canoe community are expected to treat self, others and property with respect, demonstrating positive standards of attitude and behaviour.

North Canoe Elementary School Code of Conduct
This code of conduct defines behaviour expectations and consequences for conduct that happen at school and apply to conduct during school organized or sponsored activities whether they take place on or off school grounds.

We believe in…

RESPECT of self, others, property, and learning
OWNING IT: taking responsibility for our actions
SAFETY

Student Discipline
Our discipline process recognizes that students can and do make choices. Our students are expected to accept responsibility for their behavior, comply with the consequences of their behavior, and make a commitment to improve their behavior. We recognize each child's home contributes to the teaching of appropriate behavior and look forward to working with you as partners in your child's education.

In Reference to the BC Human Rights Code
North Canoe Elementary School staff will treat any behaviour or communication seriously, that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the B.C. Human Rights Code). The school will not tolerate behaviour or communication that degrades, denigrates, incites hatred, prejudice or discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical status, physical or mental disability, sex or sexual orientation and gender identity or expression (prohibited grounds set out in the BC Human Rights Code).

CONSEQUENCES FOR UNACCEPTABLE CONDUCT as cited from SD 83 Policy 310
Where appropriate, consequences for unacceptable conduct should be preventative and restorative in nature and should provide students with opportunities for growth and reflection. Restorative and other measures, including student suspension and exclusion from school may be necessary for those occasions when efforts fail to result in a student complying with expected conduct standards. In such instances, disciplinary actions must recognize and adhere to certain principles.

3.1. Each instance of student misconduct must be dealt with on an individual basis, taking into consideration the individual circumstances of the student.

3.2. Each case of student misconduct shall be dealt with as expeditiously as possible.

3.3. Students who contravene the District or School Code of Conduct will be subject to discipline reflective of the age, maturity, and developmental level of the student and the severity and frequency of the unacceptable conduct:

a) Disciplinary consequences should be progressive in nature;

b) As students become older, behaviour expectations change and consequences of unacceptable behaviour should reflect this;

c) Severe, pervasive or retaliatory behaviour will warrant stronger consequences and may lead to a Violence Threat Risk Assessment (VTRA) and referral to the Superintendent of Schools; and,

d) Discipline will be fair, consistent and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline.

3.4. Special considerations may apply to students with special needs if these students are unable or do not comply with a code of conduct due to a disability of an intellectual, physical, sensory, emotional or behavioural nature. When students with identified special needs require intervention regarding their conduct, the school administrator will ensure that:

a) Such students have been adequately assessed;

b) Appropriate interventions are applied before discipline is considered;

c) The grounds for suspension are clear and appropriate;

Consequences for inappropriate conduct may include the following, depending on circumstance:

- Restitution
- Natural and logical consequences to ensure a Safe, Caring and Orderly School
- Parent/Guardian/Teacher/Principal/Student Conference
- Loss of privilege: Time out of Class/Playground Restrictions/Time off the Playground
- Referral to school counsellor
- Mandatory lessons to address lagging skills
- In-school suspension/Out of school suspension
- School Based Team Meeting
- District Hearing

Major offenses include the following: (Reference SD 83 policy 310 section 2.2)

➢ Bullying (including cyberbullying); intentional intimidation resulting in emotional and/or physical harm.

➢ Verbal or physical harassment, disrespect, intimidation, or threats;

➢ Physical or emotional violence; (physical abuse, fighting/disrespectful abusive language

➢ Discrimination contrary to the BC Human Rights Code;

➢ The possession, use and/or trafficking of illegal or restricted drugs, alcohol, or other harmful substances;

➢ The possession and/or use of weapons;

➢ The possession and/or use of fireworks or incendiary devices;

➢ The possession and/or use of noxious or toxic substances;

➢ Engaging in conduct contrary to the District or School Code of Conduct and/or any school rule or Board policy; and,

➢ Retaliating against a person who has reported incidents of unacceptable behaviour described above.

School District 83 Policy 310 *Student Suspensions* will be followed, often resulting in removal from the group.