

Sinkut View Elementary

Parent Handbook



“Soaring to Success”

Sinkut View Elementary School
3348 Sinkut View Road
Vanderhoof, BC
V0J 3A2
Phone: 250-567-5133

Mission Statement

To provide a relevant and meaningful education through exploration, problem solving and connections.

Learner Code of Conduct

Self-Confidence

- *Know and use your strengths*
- *Make good choices*
- *Have a positive view of yourself*
- *Take and use feedback*

Optimistic

- *Be a great friend*
- *Try with all your effort*
- *Encourage others*
- *Work to solve problems*

Accountable

- *Participate fully in activities*
- *Set realistic goals*
- *Clean up after yourself*
- *Take care of materials*
- *Ask before borrowing*
- *Handle criticism*

Respectful

- *Treat others with Kindness and Caring*
- *Communicate assertively while respecting differences*
- *Report unsafe situations*
- *Listen to others' opinions*
- *Keep our school clean*
- *Be honest and tell the truth*

- Be accountable to the Code of Conduct, technology policy, class, playground, and school rules.
- Use your WITS (**W**alk away, **I**gnore, **T**alk it out, **S**eeK help)
- Treat others with respect, caring, and kindness.
- Own your learning; put effort and focus into everything that you do.
- Stay on school grounds unless signed out at the office.
- Use school appropriate language.
- Do not be a bystander. Bullying, fighting, any verbal or physical abuse will not be tolerated.
- Eat quietly and respectfully at the appropriate times.
- Line up and wait your turn.
- Keep the school and school yard free of garbage.

- Properly put away equipment that you use when you are done.
- Dress appropriately for school and for the weather.
- Report any vandalism or graffiti.
- Keep our school free of illegal substances, including vapes.
- Drop any personal electronic devices off at the office during school hours.

Expectations of Parents and Guardians

- Ensure that their learners have necessary things for daily school activities.
- Notify the school regarding learner absence.
- Speak to the classroom teacher to schedule school visits during school hours.
- Work with teachers and administration to resolve, to the learner's benefit, concerns in problems related to learner achievement, responsibility, and behaviour.
- Sign learners out of the office before taking them before dismissal.
- Stay up to date with current school events via the Newsletter, Sinkut View Elementary website, and/or Facebook groups from the PAC and school.

Expectations of Sinkut View Staff:

- To work within school and district values to accomplish school and district goals.
- To act professionally at all times concerning educational and personal matters relating to learners.
- To work with parents and the principal to resolve, to each learner's benefit, concerns and problems relating to learner achievement or responsibility.
- To maintain proper supervision of learners during school hours.

Bus/Bell Schedule

Sinkut View Elementary
Early Bus arrives 8:20 a.m.
Second Bus arrives at 8:45 a.m.
Morning bell 8:55 a.m.
Recess begins 10:30 a.m.
Recess ends 10:45 a.m.
Lunch Meal bell 12:00 p.m.
Lunch Recess begins 12:15 p.m.
Lunch Ends 12:45 p.m.
Dismissal bell 2:53 p.m.
Bus leaves 3:00 p.m.

Lunch (12:00 to 12:45)

15 minutes is set aside to eat lunch. Please send lunches that are healthy and easy to eat.

25 minutes is set aside as recess. It is expected that learners go outdoors for fresh air and physical activity. Please make sure your child has the necessary clothing. In some cases,

mostly due to cold weather or poor air quality, before school, lunch, and recess may be designated an inside day. In these cases, the gym and library are available for supervised indoor activities.

Recess (10:30 to 10:45)

It is expected that all learners take time at recess to go outside for fresh air and physical activity. Please send a note if you wish your child to stay indoors.

Bussing

Please let the school know of any changes to your learner's regular bus routines.

PLEASE NOTE

If a learner is unsure about his/her after school travel arrangements and we do not have a note or telephone call from a parent indicating a change in routine the learner will follow the regular routine.

The following bus information is taken from the district web page:

We are required to adhere to restrictions governing passenger compartment luggage as laid out in the Motor Vehicle and Commercial Vehicle Acts. As a result, there are certain items which are not allowed on the bus. Some of these are skis, hockey sticks, baseball bats, skateboards, etc. Your driver determines what is safe to be onboard.

In cold winter conditions, every effort will be made to provide transportation to and from school. Buses will endeavor to continue on schedule as long as it is safe to do so, considering the temperature, road conditions, etc. Should any run be canceled or delayed, notification will be given via Facebook, the School District Website, School Messenger messaging service as soon as possible. In cold weather months, please ensure that riders are dressed accordingly.

Courtesy or guest riders are not permitted bus routes. This practice was discontinued in the fall of the 2018 school year.

These rules apply to all students traveling to and from school by school bus:

1. The driver is in charge of ensuring the safety of everyone.
2. Follow directions the first time they are given.
3. Keep hands, feet and other objects to yourself.
4. Talk quietly, using appropriate language.
5. Smoking, drugs, and alcohol are prohibited.
6. Unregistered students are not allowed on buses.

Safety rules to observe when your child boards or gets off the bus:

Always – wait for the driver's signal to proceed before crossing any roadway.

Always – cross in front of the bus, never go behind it.

Always – look both ways before crossing the road.

Always – think about safety.

We would like to ask you, as a parent, to support your child and emphasize the importance of good behavior and safety at all times.

Learner Supervision and Discipline

The supervision of learners before school, during recess, lunches, and after school is the responsibility of all staff members. Supervisors and the Administrator will supervise during lunch hour. Supervision begins at 8:25am and ends at 3:00pm. Please do not leave students outside of these times.

Routine concerns are handled on-the-spot by the staff person. More serious problems such as fighting, swearing, disrespectful language, etc. are referred to the office. All serious incidents dealt with at the office are documented on a Behaviour form and tracked by District software.

Teachers review with the class the expectations for acceptable learner behaviour and school guidelines. In cases where a learner requires further instruction and observation about appropriate and acceptable actions, teachers and staff provide immediate guidance, instruction, and practice where required. The focus is on teaching, instruction, encouraging, not punishment.

The Principal addresses learner actions contrary to the guidelines as follows:

1. Recording problems, interventions, and discussions on the Behavior form.
2. Discuss the situation and issues with the learner or learners involved.
3. Learner reflection on the situation using a Behavior form.
4. Notifying parents by phone or a note in the planner.
5. Placing learner in time-out or close supervision before school, during recess, and/or noon, if necessary.
6. In-school suspension, if necessary.
7. School-based team conference, if necessary.
8. Out of school suspension, if necessary.

Please note that bus concerns are handled in partnership with the bus driver and transportation department. Acceptable bus behaviour and safety are discussed with learners and proper behaviour is expected. The bus driver may issue warning and or suspension notes at his or her discretion. These suspensions are reported to the parent and the school by the bus garage.

Learners are held responsible for the natural consequences of their actions.

Bathroom

It is assumed that all learners are able to use the toilet independently. Occasional accidents do happen. When they do, the home will be contacted in order for parents, or alternate, to pick the child up and/or attend to the child immediately or provide a change of clothes. Please speak to your child's teacher about specific concerns and send a change of clothes if necessary.

Learner Health and Safety

Learner Illness

In the event a learner becomes ill at school, parents or alternate contact will be called to arrange for the child to be picked up immediately. Please, for health reasons, do not send your child to school when they are ill or not fully recovered from a contagious condition. It is very easy for illness to spread to others. Schools report to the Northern Health Unit when 10% or more of the learner population is away due to illness.

Learner accident or injury

In the case of minor cuts, bruises and abrasions that can readily be treated at the school, a call to the parents may not be required. If an Incident Report is required, parents will be contacted.

For more serious injuries, emergency (but temporary) treatment will be implemented by a staff member trained in emergency first aid. Parents will be immediately notified in the case of an emergency.

Learner Medication

The board policy is that no medication is administered to any learner without written and signed permission from the parent. The parent must fill out, sign the district form and return it to the school office. All requests for medication to be administered at school must be made through the office.

Emergency Situations Fire Drills

Classrooms exit through their fire doors and proceed to the front Southwest corner fence line. Once outside, teachers call the roll to check that all children are out of the building.

Home and School Communication

Newsletter

Newsletters are sent home on Wednesdays. The newsletters contain schedule information for each week and month. While learner work is often featured in the newsletter, it also contains community and school district information.

In an effort to reduce paper usage, if you wish to have an e-mail version of the newsletter, please notify the office. The Newsletter is also available on our Sinkut View website at: <https://skv.sd91.bc.ca/>

Learner Planners

All learners are given a learner planner, provided by the PAC. Each classroom uses the planner in a different manner but in all cases it is used to teach personal organizational skills and responsibility. Lost or damaged planners will be replaced at the unit cost per planner. The early grades use a parent pocket as part of the daily home/school communication process. Please look through these daily and initial the box to show you have seen it.

Web Site

Sinkut View has a school website that has a lot of information on it. We post our Newsletters, learning links, staff info, school resources on it.

Facebook Group

If you have a Facebook account, search for and ask to join the Sinkut View Elementary group. We post news, schedules, and share learning events on that private group. We ask that it only be for parents, guardians, and grandparents.

Email

Most of our staff prefer to communicate via email as it is most convenient for both parties. It is often best to use email to organize meetings and phone calls.

Telephone

Learner Phone Use

Learners are welcome to use the telephone to contact their parents about school-related concerns such as illness, homework, supplies and materials and transportation. Learners must speak to their teacher in order to use the phone.

Telephoning your Child's teacher

Please try to call outside of instructional time. (IE, recess, lunch, before or after school). A message may also be left at the office.

Sinkut View Parent Advisory Council (PAC)

The PAC represents parent concerns and ideas and is in regular contact with the principal. All parents are members of the PAC. A PAC is elected each year. Dates of the PAC meetings are determined each fall.

Sinkut View's PAC also has a Facebook page that they use for communication and sharing information.

Attendance

Learners gain the most from school when they attend all day every day. Please contact the office if your learner will be absent and let us know why. We report to Northern Health when a significant percentage of the student population is absent due to illness.

Learning Updates

As specified by the Ministry of Education and Child Care's Learning Update Order, Boards of Education must provide all students and parents/guardians with at least 5 reports during the school year - 4 Learning Updates (2 Informal Learning Updates and 2 Written Learning

Updates) and 1 Summary of Learning that describe student learning in relation to the Learning Standards of the curriculum.

Learning Update Schedule:

- Early October – Informal Learning Update #1
 - Talk about Learning Time #1
- End of November – Formal Written Learning Update #1
- End of January – Informal Learning Update #2
- Beginning of March – Formal Written Learning Update #2
- Mid-March – Talk about Learning Time #2
- Beginning of May – Informal Learning Update #3 – At Risk students only
- End of June – Summary of Learning

Year Overviews and Term Previews are available through your child's teacher.

Library

Learners have scheduled library times each week. Up to two books may be signed out at a time. Circulation time is usually for a one-week period. All library books are to be returned by the end of the second week in June. Learners are responsible for the replacement cost for lost or damaged books.

Parent use of Library

Parents are welcome to check out books. Please speak to the library assistant to set up an account. Please note all library books signed out must be returned within two weeks so they can go back into regular circulation, unless otherwise arranged. All books must be returned two weeks before the end of the year.

Gym

Each grade has scheduled gym times. The focus for gym time is active participation, movement, safety, cooperation, and enjoyment. Learners need to have appropriate running shoes with non-marking soles; this is for safety as improper footwear is the most common cause of injury in the gym.

Skating is considered part of the physical education program. Skating is scheduled throughout the winter. Parent volunteers are appreciated.

Learners participate in many District Play Days throughout the year. These are considered part of the physical and health education program.

External usage of the gym is possible. If you would like use of the gym for an event, please contact the office. These are approved on a case by case basis.

School Supplies

Sinkut View has moved to a system where we will procure most of the supplies learners will need in the classroom throughout the year. This initiative is to reduce the amount of

unused and wasted supplies that usually get sent home at the end of the year. It will also greatly reduce the costs to families as we will take advantage of bulk buying. To support this, we will be asking families for a \$25 fee per learner. There will be a small list of items that will need to be provided by the family: indoor running shoes, headphones, pencil box, change of clothes (primary).

Parent Volunteers

Volunteer help on field trips is often needed. Parent volunteers may also be used in the classrooms. Please speak to your child's teacher if you are interested in volunteering. All volunteers are required to complete a criminal record check, available at the school office. Parents are encouraged to complete these forms early in the school year, as the criminal record check procedure takes three weeks to process. Criminal Record checks must be renewed every 3 years.

Lost and Found

The Lost and Found box is located just inside the main door. Please check for missing items when you are at the school. Labeling your child's clothes and other items greatly assists in locating lost items and reducing confusion. Unclaimed clothing is donated to Neighbourlink at the end of the school year.

Parking

Parking is not allowed in the bus zone, please park along the fence or on the streets. Please leave a walkway at the gate along the south fence. Do not park between the school and the cardboard bin. Do not pass the bus; wait until it is gone. Please wait for the dismissal bell to take children from the school yard. If you need to leave prior to the bell, sign them out at the office.

Hot Lunches

Sinkut View is part of the Vanderhoof family of schools' Hot Lunch program. Lunches are provided for \$5 per meal every day of the week. The intent of the program is to provide healthy, nutritious food to all learners. The menu is designed to encourage children to try new things and enjoy their favourites. We have an online ordering system set up to simplify orders and payments. Contact the office for more information or for paper copies of the order forms.

Special Events

Special events are planned throughout the school year. Please watch the newsletter, Facebook groups, website, notes from the teacher, or notes in the planners so you can plan to be involved.

Toys/Games/Electronic Equipment/Trading cards

Learners are not encouraged to bring toys, personal items, or personal electronics to school. Incidents of sticky fingers may happen and we would like to reduce the

temptations. Trading cards are of particular concern as often older learners will take advantage of those that do not know the value of the cards they have. Teachers may ask a learner to bring a particular item for a particular purpose and, if this is the case, parents will be informed through the planner or a notice in the newsletter or a note home.

If a student has a phone or some form of entertainment for a long bus ride; we ask that they give it to the office for safe keeping during the day and retrieve it at the end of the day. This will comply with the School District and Ministry policies on cell phones in schools.

Misc. Contact Numbers

- School Board Office 250-567-2284
- Bus Garage 250-567-9618
- Nechako Valley Community Services 250-567-9205
- Ambulance -Emergency only 911
- Fire Department 911, 250-567-2345, 250-567- 4711
- Public Health 250-567-6900
- RCMP 911, 250-567-2222
- St. John Hospital 250-567-2211