

Sinkut View Elementary School Skehholdul'eh

Our school is located on the unceded, ancestral territory of Saik'uz First Nation

Handbook



“Soaring to Success”

2026-27

Sinkut View Elementary School
3348 Sinkut View Road
Vanderhoof, BC
V0J 3A2

Office phone: 250-567-5133

School website: <https://skv.sd91.bc.ca/>

School Facebook page: <https://www.facebook.com/groups/1484320515182950/>

SD91 Facebook page: <https://www.facebook.com/SD91BC/>

This document contains general information, best practices, and the Code of Conduct for Sinkut View Elementary School Skehholdul'eh.

We want the best for our students and families at Sinkut View. We encourage all caregivers to participate in the learning and community by attending Talk About Learning times, assemblies, school and class events, as well as PAC meetings.

School Values and Culture

At Sinkut View Elementary, we seek to provide a meaningful and positive learning environment that encourages curiosity, courage, and building a strong and inclusive learning community.

Our Goals

Our students will meet grade level expectations in literacy

Our students will meet grade level expectations in numeracy

Our students will be able to regulate themselves to participate meaningfully in learning

Citizenship

We always focus on being good citizens at Sinkut View Elementary. We use the BC Ministry of Education Core Competencies as a foundation for all of our learning. We continuously work on improving our classroom and school-wide culture, being regulated, kind, inclusive and respecting self, others and the environment.

WITS, OPEN PARACHUTE & COMPASSIONATE SYSTEMS

At Sinkut View, we are committed to the safety of each learner. We use the anti-bullying program WITS (see visual) as well as the self-regulation program Open Parachute to support students with strategies to deal with disagreements, conflicts, and/or bullying. The principal is leading the school with growing Compassionate Systems Awareness.



Sinkut View is a no-bully zone. Incidences of bullying are to be reported to playground supervisor, teacher or principal and will be addressed immediately and seriously.

Bullying includes verbal abuse, gestural abuse, physical abuse, relational bullying, cyberbullying and sexual harassment.

Indigenous Education

Sinkut View honours and respects the Saik'uz First Nation territory in which we live, learn, work and play. At our school, we have one local Dakelh teacher who works at our school each Monday. We also have a Dakelh Indigenous Education Advocate on Mondays and Wednesdays, who supports students with Indigenous Ancestry socially, emotionally and academically. The Indigenous Advocate also offers lunch time beading for all students during lunch on Wednesdays (sign up required beforehand as there is limited seats available).

All students at Sinkut View take a Dakelh Language and Culture class once a week for 40 minutes.

We also strive towards embedding Indigenous ways of knowing in our every day learning and work all across the curriculum, as guided by the First Peoples Principles of Learning.

Inclusive Education

Sinkut View is committed to meeting the needs of all learners. We engage in ongoing observation, response to and reflection on the progress of learners. When unique needs are identified, support is provided at the classroom level and/or at the individual level according to need.

Through cooperation of staff, families and students, our goal for students is to build skills, independence and confidence as learners.

Sinkut View Elementary is an inclusive education setting that aims for each student to fully participate as an active member of our learning community.

Counselling

A counsellor is available for students for individual sessions and class learning. We can also assist with referrals for counseling with outside agencies.

SOGI (Sexual Orientation and Identity)

Our school welcomes all students and families. We fully recognize that our larger community is made up of diverse human beings with different identities.

We are committed to offering a safe, respectful and caring place for students, staff, and caregivers of all sexual orientations and identities.

Collaboration

Our staff collaboration is once every other week to talk about, and improve, the learning at Sinkut View. During this time, students will engage in collaborative activities that support community building across the grades in our school.

Land-Based Learning

At Sinkut View, we value land-based learning, and we are working on developing this area. Learning on the land enhances our sense of identity, community, well-being and social responsibility.

LEADS

Students in grade 5 and 6 can join LEADS, a Student Leadership group. This group works closely with the Principal to improve school culture by fundraising for the grade 6 year-end trip, as well as organizing and hosting spirit days, dances, bake sales and other events.

Assemblies

Getting together in assemblies is an important part of our school culture. We work on many skills in assemblies and learn about each other.

We encourage caregivers to join us whenever possible!

Special Events

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

Spirit Days

Throughout the year, we have spirit or “dress up” days for students and staff. We celebrate everything from “crazy hair” to “beach”. Usually, these days are planned by LEADS.

Staying Healthy & Strong

At Sinkut View, we strongly discourage sending candy, chocolate and other high sugar products with your child. If access to more wholesome snacks are an issue, please let the principal know. We offer a free light breakfast and snacks at school for all students every day. There is also a hot lunch option for \$5/meal (talk to our front office).

We also encourage physical movement, outdoor time, plenty of sleep at night and screen-free play time. Talk to your classroom teacher or the principal for further ideas or if this is a challenge.

Attendance

Learners gain the most from school when they attend school every day. We want everyone here and a solid routine creates strong habits. Please contact the office if your child(ren) 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.

Caregivers of students who are going away for an extended period of time should let the teacher know ahead of time so that a plan can be developed. We do not want anyone to miss out on important learning.

School Bus

Caregivers must contact the bus garage (250-567-9618) to request any change to regular bussing plans. Please call the school to inform us of any changes to regular bussing plans.

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.***

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

All bus students are expected to follow the school Code of Conduct and follow all the bus rules and regulations. Being safe makes sense. Always stay seated when the bus is moving. Always obey the bus driver who is in charge of the bus.

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.

Supervision

The supervision of students before school, during recess, lunches, and after school is the responsibility of all staff members. The staff has an established schedule which is followed. Supervision begins at 8:15am and ends at 3:00 pm. Please do not leave your child at school outside of these times. If any special arrangement needs to be considered, please contact the school to discuss.

All students are expected to stay within the fenced area behind the school, unless their teacher or Principal takes them on a specific activity.

Coming and Going

Students enter the school at the assigned area when the bell sounds (see bell schedule further down).

Visitors are welcome, but they need to use the main (front) entrance, sign in and check in with the front office before moving through the school. They also need to sign out when they leave the building. During school hours, for the safety of our students, all doors are locked except for the main entrance.

A child who arrives late needs to enter through main entrance and report to the front office for a late slip.

Students who are leaving before the end of the day should be signed out at the office by a caregiver.

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 for families as we will take advantage of bulk buying. To support this, we will be asking families for a \$30 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 grades).

Lunch (12:00 to 12:45 pm)

At Sinkut View, 15 minutes is set aside to eat lunch in classrooms under supervision of an adult or gr 5-6 lunch monitors. Please send lunches that are as wholesome as possible and easy to eat (and also easy to heat up in the microwave if needed).

30 minutes is set aside for our lunch break. It is expected that learners go outdoors for fresh air and physical activity and play. Please make sure your child has the necessary clothing that make outdoor activities enjoyable and safe.

In rare 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.

Please check the weather forecast regularly and plan clothing accordingly.

Hot Lunch

Sinkut View is part of the Feeding Futures program. Lunch is provided for \$5 per meal every day of the week. A menu is sent home each month. 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 called Meals Manage set up to simplify orders and payments. Contact the office for more information.

Breakfast

Sinkut View Elementary is proud of our breakfast program, free to each student five days a week! A simple assortment of healthy breakfast foods are served from 8:30 to 8:50 am.

Valuables

School District insurance does not cover loss or damage to personal belongings in the school. Unfortunately, Sinkut View Elementary cannot be responsible for lost or damaged items. It is important that students are careful of personal belongings and, whenever possible, leave valuable items at home.

Telephones

The school telephones are not available to students except for emergency reasons. Students must pre-plan for visits to a friend's house, team practices, etc.

Messages

Messages can be left at the office for students. Please feel free to give us a call before 2:30 pm to ensure end of day messages are delivered before dismissal.

Medication

Medication can be harmful if it gets lost or is taken incorrectly. If a student must take prescription medication during the school day, we require that caregivers come to the office to speak to us and fill out some paperwork. We will ensure that the medication is stored and administered safely.

Students who require non-prescription medication (Tylenol, Advil, etc) during the school hours need to turn it into the office with a note of permission from the caregiver.

Injury and Illness

It is crucial that all emergency information at school is kept up to date! Caregivers of children who have a medical condition that is life threatening (e.g. bee sting or food allergies) or may require emergency care must

complete a medical alert form at the beginning of the school year and update it on an annual basis.

Children who are sick should stay at home until they are feeling well and have no symptoms of illness.

In the event a student becomes ill at school, parents or alternate contact will be called to arrange for the child *to be picked up immediately or as soon as possible*. The student will be separated to a supervised area until the caregiver picks them up.

In the event of an accident, the school will contact a caregiver. If the school is unable to contact the caregiver, the emergency phone number given on the emergency form.

In extreme cases, we will transport the student to the local ER or call 911 (depending on the severity of the situation) and have the caregivers meet us there.

Lost and Found

The Lost and Found box is located just inside the main door. Please check for missing items whenever 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 each term (November, March and June).

Indoor Shoes

Due to safety and sanitary reasons, all students are required to wear shoes in class. Students should have an extra pair of shoes at school *for indoor use*. If it is an issue to provide an extra pair of shoes, please contact the office.

If your child has shoes with laces, it is expected that they know how to tie them.

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.

Playground

We have a large playground at our school, with various play structures, swings and fields. We ask that our students do the activity the structure is meant for, i.e. swing on the swings, climb on the climbing structures, and slide on the slides.

There are always supervisors present and it is important that students interact with these people as per our Code of Conduct.

There are several garbage cans placed in different spots on the playground, and we ask that you talk to your child(ren) about the importance of throwing garbage in the garbage cans. In classrooms, we continuously talk about being a good citizen which includes not littering as well as being expected to clean up after themselves and pick up garbage on the ground when they see it.

Gym

Each grade has scheduled gym or outdoor times. This is Physical and Health Education. The focus for PHE 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. To volunteer, parents need to complete a Criminal Record Check (get form from office that you bring to the Police Station).

Learners participate in many District Play Days throughout the year. These are considered part of the physical and health education program. We strongly encourage all learners to participate as it is usually an enjoyable and community-based experience!

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 and may involve a fee towards custodial work.

Hockey Academy

Grade 5 and 6 students will be able to participate in the EBUS Hockey Academy. This program follows the Hockey Canada Skills Academy Guidelines.

Band

Grade 5 and 6 students can participate in the Band Program, facilitated out of the High School. Students go by bus to and from NVSS.

Science Fair

Grades 4-6 participate in the Sinkut View Science Fair in February. Each student will complete a Science Fair Project which they will present to fellow schoolmates and judges (community members) in the gym.

The judges will invite a group of students to the District Fair.

It is important that the student works on their science projects in class so that the teacher can support and be part of the learning process. A teacher needs to be present in the learning to assess and provide helpful feedback. Should the student need extra support, parts of the project may be sent home for homework. Overall, a science fair project should be done at school and mainly involve the teacher and the student.

Doing Homework (& Science Fair)

It is reasonable to expect some homework during the year. The good news is that the harder you work in class, the less work you will have to do at home! Homework may include:

- finishing up classwork
- reviewing learning from class
- working on projects and stories
- getting ready for tests and assessments
- reading
- memorizing facts

Who helps with homework?

STUDENTS show responsibility when they

- do the class assignments (if you work hard in class, you won't have as much homework)
- use your agenda to record all classwork and assignments
- always complete the work to their best ability
- make sure they have everything before going home

CAREGIVERS help students to be responsible when they:

- provide a quiet work area
- have a special time set aside for homework each school day

- have reference and resource materials available (paper, pencils, books...)
- assist the student with the assignment, but not do the assignment
- show support and interest

The best homework is reading with your child! Read, read, read 😊

TEACHERS help students be responsible when they:

- provide clear instructions, expectations and deadlines
- evaluate student work and provide extra support if necessary
- ensure the assigned homework is relevant classroom activities
- prepare students in class before assigning homework to be done at home
- recognize that there will be occasions when there are legitimate reasons for assignments to be incomplete
- follow-up on assigned homework

Home and School Communication

Newsletter

Newsletters are sent home on Wednesdays each week (there may be an exception due to illness or other disruption). The newsletters contain important information for each week and month. While student learning is often featured in the newsletter, it also contains community and school district information.

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 highly encouraged to use their calendar. Each classroom uses the calendars in a different manner but in all cases, it is used to teach personal organizational skills and responsibility. The K/1 class uses a parent pocket as part of the daily home/school communication process. Please look through the pockets and/or calendars daily and initial the box to show you have seen it. This communication is really important and contributes to your child having a positive experience at school.

Website

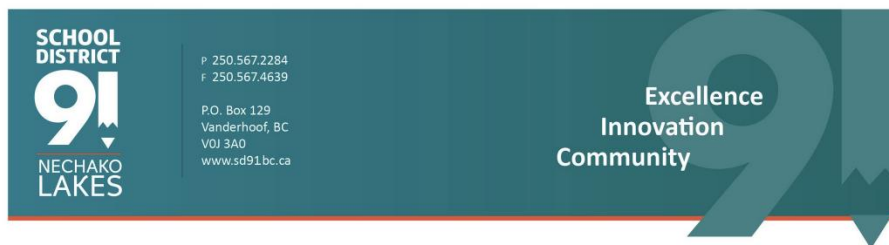
Sinkut View has a school website that has a lot of information on it. We post our newsletters, school plan, photos, learning links, staff info and other relevant resources on it. <https://skv.sd91.bc.ca/>

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 caregivers.

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.



Visitors/Parents/Caregivers Code of Conduct

Working together, we create a safe and supportive learning environment for students and a safe work environment for staff. Parents, caregivers and any other visitors to our schools support a safe environment by communicating and conducting themselves at the school and school activities respectfully.

Communication 	• Use our process for addressing concerns – talk to the teacher first then, if follow up is required, contact school administration. • Use respectful language whether in person, on the telephone, or through email. • Respect staff time by accepting that they will respond to appropriate communication within 2-3 days outside of holidays, evenings and weekends. • Clarify your child's version of events with school staff to fully understand and have perspective. • Seek a peaceful and reasonable solution to all issues. • Social media should not be used to voice complaints against the school, a staff member, parent/caregiver, or student. This is not a productive way to resolve an issue.
Partnership 	• Try to ensure your child attends school and reaches out for support if needed. • Work together with staff to resolve issues or concerns. • Read and discuss the Student Code of Conduct with your child to help them understand and follow it.
Conduct 	• When coming to school please be calm and do not swear, use inappropriate language, be threatening in your behaviour, and/or be verbally abusive.
School Culture 	• Recognize that EVERY student is important to us. • Treat all members of our school community with dignity regardless of "Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age" as protected by the BC Human Rights Code.

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-Mid October - Talk about Learning Time #1
End of November - Formal Written Learning Update #1
Beginning of March - Formal Written Learning Update #2
Mid-March - Talk about Learning Time #2
End of June - Summary of Learning

Year Overviews are available through your child's teacher.

Sinkut View Parent Advisory Council (PAC)

The PAC represents parents of Sinkut View learners. PAC discusses concerns and ideas that are brought forward, and the organization works closely with the principal. All parents are members of the PAC, but the PAC Executive is elected each year. Dates of the PAC meetings are determined each fall and communicated in the newsletter and on the Facebook page.

Our PAC is an active group of parents who not only fundraise, but who also participate in and/or organize various activities at the school.

Bus/Bell Schedule

Sinkut View Elementary
Early Bus arrives 8:15 a.m.
Second Bus arrives 8:45 a.m.
Morning bell 8:53 a.m.
Recess begins 10:30 a.m.
Recess ends 10:45 a.m.
Lunch Meal bell 12:00 p.m.
Students eat lunch in classrooms 12 – 12:15 pm
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.

Parent Volunteers

Volunteer help on field trips is often needed. At times, help in classrooms are also appreciated. Please speak to your child's teacher if you are interested in volunteering. All volunteers are required to complete a criminal record check, the form for Sinkut View is 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**.

Parent volunteers must also complete a volunteer form in the office. It is really important that when you volunteer as a parent, you are helping the teacher with *the class* and not just your own child unless there is a particular circumstance. As a volunteer, you need to commit to the entire time of the field trip and follow instructions from the teacher.

Unfortunately, parents cannot "just show up" for the field trip and join in without being volunteers. The field trip is for the class or school only unless you are a volunteer and have submitted the paperwork or a specific invite has been shared.

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.

Students who are NOT on the bus exit through the gate at the south end *after* the bell has rung.

Sinkut View Elementary School Code of Conduct



Sinkut View Elementary School Code of Conduct

Our SVE Code of Conduct applies to all students, staff, caregivers and guests engaging in any activity that may have an impact on our school culture. Our Code of Conduct follows the Nechako Lakes School District Policy and is in place to ensure that we learn, work and

play in a safe, kind and caring environment. At Sinkut View Elementary School we SOAR. We are a Community of Learners, committed to creating a school that promotes self confidence, optimism, accountability and respect.

At Sinkut View Elementary, we:

- Respect the rights of others within the school community.
- Work to the best of our abilities with the goal of always improving.
- Follow the directions of school staff.
If you have questions or concerns about a direction given by a staff member, speak to the principal.
- Respect the school building, equipment, and the property, including property of others. Students (or their caregivers) may be held financially responsible for repairs or replacement of property purposely damaged.
- Respect the diversity of our school community and the *BC Human Rights Code* which prevents discrimination based on race, national or ethnic origin, colour, religion, sex, age, mental or physical disability, gender identification/expression, sexual orientation or sexual orientation as perceived by others.
- Always conduct ourselves in a safe and responsible manner.
- Do not threaten, harass, bully, intimidate or assault, in any way, any person within the school community. This includes cyberbullying.
- Are not in possession of any object that is potentially dangerous. This includes any weapons, legal or illegal, including replicas/imitations

Re: Knives in Schools:

SD91 reminds families that knives are strictly prohibited at school and on school buses. We understand that many families in our region spend considerable time outdoors and often use these items. However, knives, including Leatherman tools, are not appropriate in a school setting at any time. We ask that all caregivers and students check backpacks and jacket pockets, especially after camping, fishing, or hunting trips to ensure these items are not brought to school. The District Code of Conduct will be followed for these situations and appropriate consequences applied. If you have any questions, please contact your school or the Safe School Coordinator at the SD 91 Board office.

- Are not in possession, or under the influence, of drugs, alcohol, or other banned items in school buildings, on school trips or on school property.
- Follow specific rules for travelling on school buses.

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.

Students follow SD 91 policy/regulations regarding student transportation on school buses (406.1 /406.1 R).

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/caregiver, to support your child and emphasize the importance of good behavior and safety at all times.

- Follow SD 91 policy/regulations (401.1/401.1R) regarding student use of district technology and restrictions for “Personal Digital Devices”.

While using technology at Sinkut View Elementary, we:

- ✓ ask permission first.
- ✓ only login, look at or delete our own files.
- ✓ use the technology only for the purpose we have been given.
- ✓ only use the communication tools with the permission of a staff member (e-mail, Teams, etc.)
- ✓ do NOT inappropriately communicate with others (cyber-bullying, making threats, etc.).
- ✓ never share personal information or arrange to meet with anyone.

- ✓ demonstrate respect for all Sinkut View Elementary hardware and software.

In alignment with SD 91 Digital Technology, Consent and Privacy Policy and Regulations (401.1/401.1R) and the policy of the Ministry of Education and Childcare requirements for cell phones and personal digital devices for elementary students the following must be adhered to:

- o A student's cell phone or personal digital device must be powered off and safely stored during the entire school day unless for instructional purposes and to promote digital literacy, and only with the permission and direct supervision of a teacher or other staff member. This extends to instructional time, while off school property (e.g. field trip).
- o Taking pictures, videotaping and recording is not allowed.
- o The school takes no responsibility for lost, missing or damaged personal digital devices that students choose to bring to school

Exemptions for Individual Students

Individual students (and their caregivers) at any grade level with documented and verified needs, such as accessibility, medical, health, or learning needs may work with the School Based Team to develop an exemption plan that requires the use of a personal digital device for full inclusion.

Use of a personal digital device during the school day or instructional hours will be considered in matters of equity, such as a lack of internet access at home.

Final approval of any exemption must be given by the Principal, and the approved plan will be shared as necessary and appropriate with staff members.

**Special considerations apply to students who are unable to comply with the School Code of Conduct due to having a disability/condition of an intellectual, physical, medical, sensory, emotional, or behavioural nature.*

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

School Community – Our Sinkut View Family

It is our goal that you feel welcome at Sinkut View. This handbook is meant to support you and your child to have the best and most safe experience during the child's time here.

The support from our learners' families greatly impact the spirit of our school and we are very grateful for your engagement. Have a wonderful school year!

For questions or concerns re: this document or anything else, contact Principal Mia Moutray mmoutray@sd91.bc.ca or our Admin Assistant Stacy Swanson sswanson@sd91.bc.ca