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**2022-2023**

**Blewett Elementary School**

**Handbook**

Blewett Elementary School

2665 Blewett Road,

### Nelson, BC

#### V1L 6V4

Phone 250-352-5314

##### Web site: www.blewett.sd8.bc.ca

A Message from the Principal

This information will be updated soon!

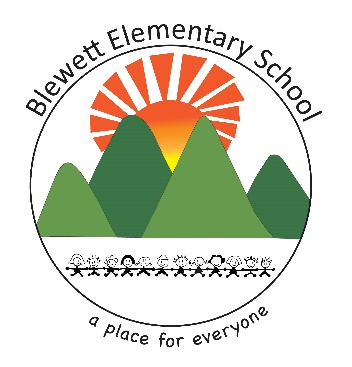


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Mission Statement for British Columbia Schools

*British Columbia School Act, Amended 1993*

The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills, and attributes needed to contribute to a healthy, democratic, and pluralistic society and a prosperous and sustainable economy.

Blewett Elementary School Mission Statement

The mission of Blewett Elementary School is to enable children to grow toward their maximum potential.

At Blewett School we foster a nurturing environment that empowers children to:

1. value and pursue lifelong learning
2. become hopeful, caring, open-minded individuals
3. become healthy and responsible citizens.

## Blewett Elementary School Staff 2022-2023

Nicole Leeming Homeroom 1 (Kindergarten/Grade 1) plus Inclusion Support

Leanne Kalabis Homeroom 1 (Kindergarten/Grade 1)

Lindsay Verigin Homeroom 2 (Grade One/Two)

Amy Walker Homeroom 3 (Grade Two/Three)

James Wheeler Homeroom 4 (Grade Four)

Ryan Hammerich Homeroom 5 (Grade Five/Six)

Sarah Nelson Library and Inclusion Support

Jane Leeming Secretary

Stuart Griffett Educational Assistant

Irina Peters Educational Assistant

Cindy Martin Educational Assistant

Kathy Centrone Educational Assistant

Luke Verishine Custodian

Jordon Konken Principal

Blewett Parent Advisory Council (BPAC)

Chairperson: Sarah MacPherson

Vice Chairperson Candace Pongratz

Secretary: Ginia Jmieff

Treasurer: Linden Terry

Hot Lunches: Leanne Muzzio

District Parent Advisory Council Representative: Ginia Jmieff

The Blewett Parent Advisory council is the officially recognized voice of the parents at the school level. Parents have an opportunity to express their general concerns and to offer their input regarding Blewett Elementary’s school programs, policies, and activities. Meetings are generally held once each month on Tuesdays in the evening at 6:00 p.m. Watch newsletters for dates. Feel free to join in!

The BPAC also works hard to organize a variety of special activities during the school year. BPAC is a successful fundraising organization too. Every year BPAC has successfully raised funds for various projects, such as our new playground, P.E. equipment, library books, Fine Arts programs, field trips, writer workshops, computers, and a variety of audio-visual equipment.

Useful Community Services:

1. Health Unit:

Phone: 250-354-6300 Fax: 354-6304

Blewett Public Health Nurse: Danielle Campbell

2. Ministry of Family and Child Development (MCFD)

Phone: 250-354-6480

3. Nelson Community Services:

Phone: 250-352-3504

4. The Family Place:

Phone: 250-352-6678

* Blewett Bear Cubs Play and Literacy Group (A Strong Start Program)
* Mother Goose / Children Succeeding

5. Childcare Resource and Referral

Phone: 250-352-0407

Organization and Routines:

Office Information

School Secretary: Jane Leeming

Office Hours: 7:30 – 3:00 (closed from 1:00-1:30 pm)

Custodial Information

School Custodian:

Custodial Hours: 10:00 – 6:30 p.m.

###### Our Daily Schedule

Morning Supervision: 7:45-8:15 a.m.

Morning Bell: 8:15

Classes in Session: 8:15 - 10:00

Recess: 10:00-10:20

Classes in Session: 10:20 - 11:35

Lunch Playtime: 11:35 – 12:15

Classes in Session: 12:15 - 2:13 (Students eat lunch 12:15 – 12:35)

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STUDENT USE OF THE TELEPHONE

Students who need to access the telephone should speak with their teacher and use the phone in the classroom.

We ask students to use the phones only if it’s absolutely necessary.

NOTES FROM HOME

The staff would appreciate it if parents can see to it that student arrangements for going anywhere other than their home after school be made the night before school, and that the student bring a note to school the following day. This note informs the school of where your child is going after school, and the note also informs us that you have given written permission for your child to go to a different location after school. A bus note may be obtained from the office if your child is taking a different bus, getting off at a different stop or is a ‘courtesy rider’ and taking the occasional ride.

ABSENTEEISM and OUR SAFE ARRIVAL PROGRAM

If your child is away, it is the parent’s responsibility to call the school or report using the Absence Reporting function on our school website. In the event that you forget, we will be phoning you to ensure that we know the whereabouts of your child and that he/she is safe.

The staff would appreciate it if parents could write a note explaining the reason for their child’s absence. Please refer to the health guidelines sent to parents at the beginning of the school year. They are also currently posted on the SD8 website ([www.sd8.bc.ca](http://www.sd8.bc.ca)).

The following information comes from the Public Health Nurse as a guide for parents (this is pre-COVID information!):

**When is my child too sick to go to school?**

1. **any child too ill to participate in normal activities of the day. This means that if you feel that your child is too ill to go out and play, or to ill to listen and to concentrate on writing and reading work then your child is too ill to be at school**
2. **children with suspected or known measles, mumps, rubella, whooping cough or chicken pox should be excluded until non-infectious**
3. **children with general rash or fever**
4. **children with pink eye, impetigo or ringworm**
5. **children with chronic symptoms such as persistent coughing, headache or fever needing medical evaluation**
6. **children that are vomiting or have diarrhea**
7. **children with head lice or scabies – needs to be dealt with and then checked upon arrival at school**

REGISTRATION OF NEW STUDENTS DURING THE SCHOOL YEAR

The District recommended practice is that we contact a student’s previous school before he/she begins attending the school in which he/she has registered. Upon registration, the school principal will contact the previous school and then contact the parent or guardian to advise the date when the child may attend. Generally, this takes only 24 hours to complete. However, if the new student has special needs further time may be needed to ensure support is in place. This will also allow the classroom teacher to prepare for the arrival of the new student. We believe that this practice will help to ensure that your child has a positive school transition.

UNSCHEDULED HOLIDAYS/ WITHDRAWALS DURING THE YEAR

If your family is planning a holiday while school is in session, we ask that you give the classroom teacher a weeks’ notice. Teachers may provide general outlines of learning during your child’s absence but are not able to recreate the learning environment. It is inevitable that a child will miss some of the learning during their absence. Please contact the Principal for more information.

If you are withdrawing your child from Blewett Elementary, we ask that we receive notice of withdrawal at least a week in advance. With such notice, the teacher can prepare a transfer report, we can say good bye, and the secretary can transfer the necessary information promptly to your child’s next school.

ATTENDING TO ACCIDENTS/ILLNESSES

Every precaution is made to ensure the safety of your child at while he/she is at school, however, occasionally accidents do happen. Most of these accidents are minor, requiring only minimal first-aid treatment (e.g. the application of a cold pack or a band-aid). If an injury requires more than minor first-aid, the school will phone the family of the injured student, and then proceed to transport the child to hospital. In the event of an emergency, an ambulance will be called immediately.



If your child becomes ill at school and needs to go home, your family will be phoned and arrangements will be made to transport your child home. Your child should know his/her emergency contact since a parent or guardian may not be at home when the school phones.

WE ASK THAT ALL BLEWETT ELEMENTARY PARENTS PLEASE BE SURE THEY HAVE PROVIDED OUR OFFICE WITH AN UP-TO-DATE EMERGENCY CONTACT PHONE NUMBER.

ADMINISTRATION OF MEDICINE

School staff members cannot authorize medical treatment for someone else’s child. Medicine can only be administered to a child at school when a parent or guardian completes an authorization form. These forms are located in the office. Please note the medicine for administration must be supplied by the parent or guardian. Without the form completed, the school will not dispense any medications - not even a common medicine such as Tylenol.

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HOMEWORK

Guidelines to follow for homework assignment in the event of your child’s illness:

1. If your child is absent for only one day, the classroom teacher may organize the make-up work upon your child’s return to school.

2. If your child is absent for two to ten days, homework can be requested by calling the office before 9:00 a.m. This allows the classroom teacher to have the homework available for pick up at the office possibly by the end of the school day.

3. If your child will be absent from school for more than 10 consecutive school days please let us know. Your child’s teacher may have some ideas and activities for them to do.

Students in Grades 4 and 5 can occasionally be expected to complete homework during the school week. Occasionally students in the Primary grades may be expected to work on reinforcing activities at home as well.

As partners in your child’s education, we can work together to ensure that your child’s study habits are taught, encouraged, and monitored.



PAPER RECYCLING/GARBAGE REDUCTION

There are cardboard recycling bins in every classroom. At Blewett Elementary we are trying to minimize our carbon footprint. We are attempting to reduce the amount of waste we produce by reusing and recycling wherever possible. To help us reduce the amount of garbage we produce each day we ask that you provide garbage free/reduced lunches as much as possible to help reduce the amount of waste we produce. We have a “pack it in, pack it out” policy and ask children to take any lunch garbage back home. If you provide your child with a juice box, they will be asked to take the empty back home to help discourage fruit flies.

INSIDE AND OUTSIDE SHOES

All students are expected to take off their outside shoes in the downstairs coat area. Outdoor shoes should be placed underneath the benches. While in the school the students are expected to wear inside shoes. We ask that their inside shoes be suitable for wearing while in the gym (good ankle support and preferably with white, non-marking soles).

LABELLING PERSONAL BELONGINGS

It is very helpful to the school staff if the students have their coats, sweaters, P.E. strip, shoes, and school supplies labelled. It is so much easier to return a misplaced item directly to the child rather than having the child attempt to find it in our Lost and Found bin.

LOST AND FOUND

In our hallway we have a large bin in which all lost and found items are stored. At least once a month we display the Lost and Found items in the hallway for students to claim. The Lost and Found items left behind are donated to a charitable organization at the end of each school year.

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MORNING/LUNCH HOUR /AFTERSCHOOL/SPECIAL EVENT

Morning supervision starts when the bus arrives at the school – approximately 7:45 a.m. We ask you to not drop your child off at school before 7:45 am. If your child arrives before that they should wait by the front door until a supervisor is outside.

Students are supervised during their play time (10-10:20 and 11:35-12:15). Most days are “outside days”. All students are asked to go outside exiting through the basement door next to the coat area. We do this in our learning groups to keep healthy and safe. If it is a VERY rare “inside day”, then students are asked to remain in the classrooms. After play time, students eat their lunches in their classrooms while they are being read to by their teacher.

Students are welcome to play in the tennis court, the forested area, the upper field and the adventure playground. Students are out-of-bounds if they are playing in the parking area or outside the perimeter of the school grounds. If a ball goes across the road, then the student retrieving the ball must contact a supervisor and have them cross the road.

Students are supervised afterschool until the buses leave.

When events are organized outside of school time by the Parent Advisory Council or school staff, students are to follow the School Code of Conduct for behavior. Unless otherwise stated, it is assumed that parents will attend events with their children in order to provide supervision (i.e. Halloween party, choir presentations, winter celebration, barbeque, fundraisers etc.)

EMERGENCY EVACUATION

If a situation were to arise that required the building to be evacuated, students will be guided to the Timberland parking lot where school buses will pick up students and transport them to Rosemont Elementary School. In the event of an emergency that requires students be sent home, parents will be contacted. In the event of an extensive power failure students will be sent home as our heat/toilets will be out of order. In the event that there is an unwanted guest on the playground or the weather becomes severe, the bell will ring three times quickly and the students are to come in any open door of the school closest to their location.

Blewett Elementary School Curriculum

All teachers at Blewett Elementary develop learning experiences for their students utilizing the consistent framework outlined in the Ministry of Education’s new curriculum outline. Please visit this website to find out more https://curriculum.gov.bc.ca/ The educational programs at Blewett Elementary are founded on the following principles:

1. All students can learn.

2. A learner-focus is emphasized, supported by the belief that students learn in a variety of ways and at

different rates.

3. Content is determined on the basis of learning outcomes that attend to all aspects of human development:

intellectual, artistic and aesthetic, human and social, physical, career.

4. Learning is enhanced by the active participation of the student and occurs both as an individual and a group

process.

5. Students are assessed using current theory and effective practices (Assessment For and As Learning

practices are predominant).

6. Possibilities for curricular integration are promoted.

7. Students are given increasing responsibility for setting high and demanding, but appropriate goals for

themselves.

8. Teachers are recognized for their educational professionalism and their autonomy in designing learning

opportunities.

9. The community context of schooling is emphasized. The expanding roles for parents are recognized.

Learning Support

Our learning support teachers (LST) this year are Nikki Leeming and Sarah Nelson. They are responsible for co-developing and implementing educational programming for students who exhibit specific learning needs. They collaborate with the classroom teacher in providing the educational support for any student who has been quietly identified by the classroom teacher. They support students mostly in the classroom setting.

Aboriginal Education Program

Blewett School is pleased to have Liv Hilde in the role of Aboriginal Academic Success Teacher – Nelson Family of Schools. The goals of this position are to provide academic and/or cultural support to students of Aboriginal ancestry through learning assistance, classroom support and events/activities to promote cultural awareness. If your child has Aboriginal ancestry, please let us know.

Library

Students have the opportunity to use the library during regular classroom hours with support from their classroom teacher. Older students may sign out two books at a time – younger students one book- and keep them for a period of one week. Books may be exchanged during the weekly library book exchange that occurs in their class.

# School Supplies

## GRADES K - 6

Blewett School supplies all paper, pencils, glue, tape, pencil crayons, paint, rulers, erasers, etc. for each child. We have found that it is easier to supply students with their needed supplies than have students with incomplete supplies or run out of supplies during the year. This practice is consistent with SD8 procedures in other schools.

To accommodate this system we charge a fee of $45.00 per student, to be paid in September. If you have several children at Blewett School, we would also consider a twice-a-year payment.

It is important to have all students participate in events, and have the school supplies necessary to be successful in the classroom. If a family is financially unable to afford fees, please let us know. We will arrange to spread payments over time or cover the costs from the school supplies budget. Please contact Mr. Konken or Jane Leeming if this is your situation – all calls will be kept strictly confidential.

***Our Kindergarten and Grade One teachers have asked that your child come with shoes that have Velcro fasteners if he/she is unable to tie them independently.***

Communication

Open Door Policy

Parent input is welcomed at Blewett Elementary School even though we currently can’t welcome them in the building without an appointment with the Principal. In collaboration with your child’s classroom teacher, you will discover there are a variety of ways in which you can participate in your child’s learning at Blewett Elementary, even if off-site!

Protocol

If you have a concern regarding your child’s schooling at Blewett, we ask that you follow a protocol, or order of communication, when attempting to address your concerns. This protocol is:

1. Talk with your child’s classroom teacher. Attempt to find a solution directly with the classroom teacher.
2. If a solution has not been obtained, then speak with the Principal. If necessary the Principal will setup a meeting with you and with the classroom teacher in order to arrive at a solution or address your concern.
3. If you need to proceed further, the Principal will advise you as to the appropriate District Staff you could contact such as
   1. Superintendent of Schools. Let the Superintendent know what steps you have taken to-date.
   2. Board of Trustees. Present your case, in writing, indicating steps you have taken to resolve the problem.

At Blewett Elementary we work hard to keep the channels of communication open, so any concerns that you have can be dealt with at the school level. We know that in working together we can find viable solutions to problems that may arise during the school year.

Newsletter

A newsletter is emailed home in the first week of each month. A monthly calendar will be included highlighting upcoming events. Any submissions for the newsletter need to be in at the office for the Principal’s approval by Monday morning before the newsletter comes out. Our newsletter is used to keep parents informed of school events. We also have included non-profit community events for your information. Please check your monthly calendar for newsletter dates.

#### Web site

Information about the school and access to the District web site are all at your fingertips. Please visit our school website at <https://blewett.sd8.bc.ca/>

#### Reporting

We experienced a shift in reporting student progress to parents in the last school. Schools participated in a pilot project where teachers communicated three points of progress throughout the school year and one summary of progress at the end of the school year. With support from the school district, we expect that we will refine this new practice during the current school year. Parents can expect a point of progress this fall, one early in the new year and one in the spring. The summary of progress will come at the end of June. Mr. Mushumanski will be communicating in late October with the PAC and with all parents with more details on what to expect.

Teachers and parents are also encouraged to meet more often, at the request of either the parent or the teacher.

Volunteers

Expectations of volunteers within the schools:

We welcome parents as volunteers in our school. Your talents and attention enrich the lives of our children. Thanks for caring. Because the school is a public institution, there are certain expectations we hold of our volunteers.

It is the responsibility of each volunteer to . . .

1. submit a criminal records check
2. attend a Volunteer Orientation session – usually with the principal
3. consult with your child’s teacher to set up times to come in
4. sign in at the office when you come in to the school – see Jane
5. support the work of the teacher in the classroom
6. if you see a behavior which concerns you, please let the teacher know
7. avoid touching children
8. respect the confidential nature of the school setting – please discuss a child’s behavior only with the child’s teacher or with the principal, not with others outside the school setting
9. recognize the gifts of all children

Visitor Sign In

We ask that all volunteers and visitors staying for a while at school sign in and the office. This is for safety reasons – e.g. if we have a fire drill we know who is in the building and can account for them.

###### Parking

We remind parents that our playground is a busy place, and to be very aware of children when driving into the schoolyard. We request that parents who drop off or pick up their children do so by parking away from the bus lane both at the beginning of the day and at the end of the day. We do not want children running between the school buses to meet parents.

Cameras

We have had cameras installed at Blewett School. In the past few years we had some incidents of vandalism outside and being in a rural setting it is difficult to determine who or what may have done it. We have also installed them in our basement area as we do our best to lock that door during the daytime but not always does it get done. This way we can monitor this area for the safety of all of us.

**Blewett Elementary School Code of Conduct**

**Purpose:**

The purpose of this code of conduct is to ensure that all students of Blewett Elementary School learn and grow in a positive, safe, caring and orderly school environment.

**Values and Beliefs**

Blewett Elementary School promotes cultural diversity and the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law, and prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental abilities, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

**Acceptable & Unacceptable Behaviour:**

The following expectations apply to behavior at school, on the school bus, during school-organized or sponsored activities, and other behavior that impacts the positive, safe, caring and orderly environment of the school, and/or student learning, including online activities.

**Acceptable Behaviour**

As a school community we celebrate “A Place for Everyone”. We have created a slogan for students, staff and parents to help us remember what is appropriate behavior.

Blewett **RULES**:

**R**espect and Responsibility

* Treat others the way we want to be treated
* Caring about your learning and yourself

**U**nderstanding

* Compassion and caring for others
* Being able to look at different perspectives

**L**earning

* Encouraging others and helping others
* Taking responsibility for learning

**E**nvironment

* Treat property with care
* Deep respect for the Earth

**S**afety

* Making decisions that will keep me and others safe

**The behaviors cited above are examples given by staff and students and is not an all inclusive list.**

**Unacceptable Behaviour - Examples are italicized – not an all inclusive list.**

**Minor Problems**

* Discussion with an adult to review appropriate behavior if necessary. The adult will work with students to try to resolve the situation, helping the student(s) take responsibility for his/her/their role in the conflict, eventually coming to a restorative based solution.
* Time out for reflection if necessary

***Examples -*** *Habitual interference with teaching or learning*

*Unsafe play or behavior*

**Repeated Problems**

 Infraction recorded by Principal

* Staff and Parents informed
* Have student(s) make restoration for their behavior – consequence/solutions
* Loss of privileges (eg. Time spent off of  playground/in school suspension)

***Examples –*** *Defiance of authority of school staff and volunteers*

**Serious Problems**

 Incident is investigated by the Principal and notes are kept

* Parents are informed and included in the planning process (meeting)
* Depending on the history of behavior, responses to the behavior may be developed with the student(s).
* Student may be removed from the class/playground until the teacher/principal see that the student is able and willing to make a change in the behavior
* Students may be placed on an in or out of school suspension.

***Examples –*** *Vandalism or theft*

*Bullying, harassment or intimidation including: threats, verbal abuse , name*

*calling, acts of revenge and physical violence*

**Severe Problems**

The final step in dealing with severe behavior – is that the student will be suspended until the School Board has a chance to meet and make a decision about the student’s future. Parents would be contacted and part of the process.

***Examples –*** *possession of drugs, alcohol, tobacco, matches or lighters, weapons or any other articles with potential to cause harm. Severity of consequences will depend upon intention or threat to cause harm.*

**The focus is on restoration, or repairing the wrongs done, rather than punitive measures.**

**Consequences are progressive; they become more serious with increasingly severe behavior and/or increasing frequency**

**Note:** **special considerations may apply to students with special needs**, if they are unable to comply with the Code of Conduct due to having limited abilities of an intellectual, physical, sensory, emotional or behavioural nature. Teachers, caregivers, support workers and parents or guardians will be encouraged to teach appropriate behaviour, consequences and/or restoration to these students.

**For further information on school district policy regarding student conduct please use the following links to the school district website:**

<http://www.sd8.bc.ca/policy/pol300.htm> STUDENT CONDUCT AND DISCILPLINE

<http://www.sd8.bc.ca/policy/bylaw1.htm> STUDENT / PARENT APPEALS

Bus Schedule for Blewett Elementary School

**Morning**

Route 21 (Bear) – Beasley/Bonnington/Blewett to Nelson

Route 22 (Giraffe) – Carlson Road/49 Creek to Blewett

Route 23 (Horse) – Nelson – Beasley – Viewridge – Blewett

Route 24 (Penguin) – Nelson to Blewett

**Afternoon**

Route 21 (Giraffe) – Blewett Elementary/Blewett Road then to Nelson

Route 22 (Horse) – Blewett – Sproule Creek – Beasley – Bonnington - Nelson

SCHOOL BUS RULES AND REGULATIONS

1. Students must line up and enter the bus in an orderly manner.

2. Students must sit in the seats assigned to them, and when necessary, must sit three to a seat. If the seat is not full, they must move over and allow another student to sit down without being asked to do so.

3. Students must remain seated and facing forward at all times while the bus is in motion and must speak in quiet voices to ensure that the bus driver is not distracted while driving.

4. Students must not participate in horseplay of any kind while on, entering, or leaving the bus. Students must treat the driver, and other students, with respect at all times.

5. Students must not chew gum; eat sunflower seeds, or peanuts while riding the bus. Eating of lunches will be allowed at the discretion of the driver, but this must be considered a privilege which, if abused, will be suspended.

6. Upon leaving the bus, students must get their books as quickly as possible, and leave the bus in an orderly manner.

7. Upon leaving the bus, students must, if they are to cross to the other side of the road, walk in front of the bus, while the bus is stationary.

CONSEQUENCES FOR MISBEHAVIOUR on the bus:

When a student misbehaves on a school bus, the bus driver will report the student to the Principal for disciplinary action. On any subsequent offences, the student’s bus privileges can be suspended. Any student misbehaviour on the bus that is communicated to the Principal is immediately communicated to the students’ parents. Bus privileges will be reinstated when assurance of the student's co-operation and good conduct are obtained from the parent and the student.

If you are aware of any bus-related problem, please do not hesitate to contact the school principal or Lisa Phillips, Head of Transportation (354-4871).

