

Salmo Elementary School



School District 8
Kootenay Lake

Parent and Student Handbook 2022/23

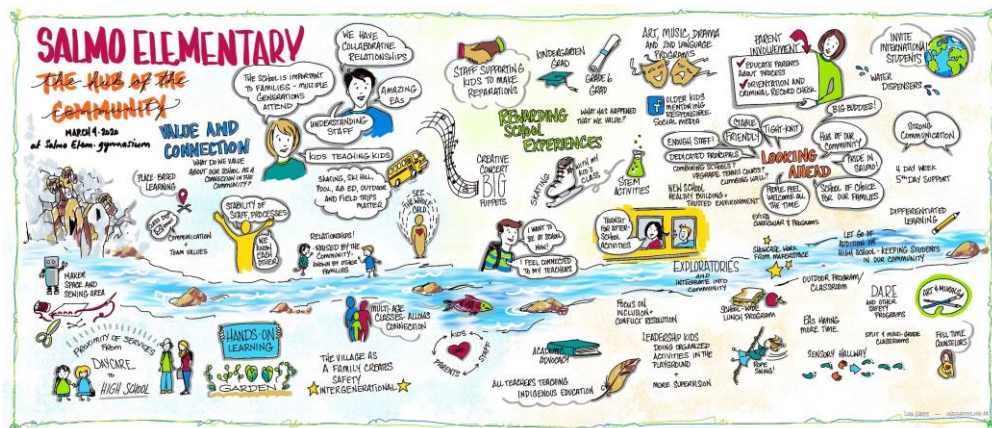


Salmo Elementary Parent/Student Handbook

SCHOOL MISSION

Our Mission: Nurturing lifelong learning through engagement, relationships, and holistic education

Our Vision: Building, connecting, growing



Welcome to Salmo Elementary School! Our school is a vibrant place of learning, nestled in the beautiful Salmo Valley. A key value of ours is community. We are a learning community built on respect, inclusion, diversity, and kindness. We also have a long history in the Salmo community, as many parents and grandparents have grown up in our school. We work to keep these connections strong. Finally, we are supported by the community of Salmo in so many ways, and seek to partner with the local organizations, businesses, families and village as we learn together.

This handbook will give you information about our programs, staff, and general details about the daily activities in our school. Please do not hesitate to reach out with any questions you may have.

We look forward to making new friends and supporting your learning journey!

Sincerely,

Dawn Snell, Principal

How to contact us:

Website: <https://ses.sd8.bc.ca/>

Main office phone: 250-357-2214 (phone)

Clerical email: clerical.ses@sd8.bc.ca

Mrs. Snell: dawn.snell@sd8.bc.ca

School Hours and Bell Schedule

8:25-8:30 - Bus Student Arrival

8:35 - Local Student Arrival

8:45 - Morning Bell

10:25-10:40 Recess Break

12:20-12:50 Lunch Break

2:45 Dismissal Bell

The bell schedule at Salmo Elementary School keeps things moving smoothly throughout the day! Here are some key points and information.

- For students who are walking or being dropped off, please arrive no earlier than 8:35. This will allow bus students to carefully offload.
- Students are asked to go directly to the playground behind the school with their backpacks until the bell goes.
- Parents are welcome on the playground in the morning and for after school pick up. Please be reminded to maintain physical distancing from other students and adults.
- Each class has its own line up outside the building.
- Students eat lunch in their classroom. No shared food please.

Our Teachers

Grade/Role	Teacher	Email
Kindergarten	Mrs. Vanlerberg/ Mrs. Fox	amanda.vanlerberg@sd8.bc.ca linnet.fox@sd8.bc.ca
1	Ms. Berk	casey.berk@sd8.bc.ca
1/2	Mrs. Auger	danielle.auger@sd8.bc.ca
2/3	Mrs. MacInnis	shellene.macinnis@sd8.bc.ca
3/4	Ms. Hatt/ Mrs. BenRabha	karilynn.hatt@sd8.bc.ca nadine.benrabha@sd8.bc.ca
5/6	Mr. Caulford	edward.caulford@sd8.bc.ca
5/6	Mr. Vanlerberg	martin.vanlerberg@sd8.bc.ca
Inclusion Support	Mr. Korbacher	aaron.korbacher@sd8.bc.ca
Counselling	Ms. Bryn-McLeod	helena.bryn-mcleod@sd8.bc.ca
Music	Mrs. Nieva-Carter	melanie.nieva-carter@sd8.bc.ca
Indigenous support teacher	Ms. Hatt	karilynn.hatt@sd8.bc.ca

Our Support Staff

Name	Role
Myka Beerens	Clerical (clerical.ses@sd8.bc.ca)
David Pearce	Custodian
George Halle	Custodian
Alicia Martin	Educational Assistant
Janet Pierce	Educational Assistant
Betty Bengert	Educational Assistant
Naomi Newberry	Educational Assistant
Jen Tracey	Educational Assistant
June Hamley	Educational Assistant

Salmo Elementary School Code of Conduct

Take a **RISK**: “be Responsible, be Inclusive, be Safe, be Kind,”

Statement of Purpose

Salmo Elementary School’s School Code of Conduct is built on the foundation of the *B.C. Human Right’s Code*; it prohibits violation with respect to discriminatory publication and discrimination in accommodation, service, and facility in the school environment. It is the guideline of which all who enter our school must act.

Our focus is to:

- Establish and maintain a safe, caring, and orderly environment for purposeful learning
- Establish and maintain balance among individual and collective rights, freedoms, and responsibilities
- Clarify and publish expectations for student behavior while at school, while going to and from school, and while attending any school function or activity at any location



Foundations and Approach

There are three levels to our code of conduct. The first is the foundational values informing all we do, which includes love, wisdom, honesty, respect, truth, courage and humility.

The second is our expected behaviour. We encourage our students to take a **RISK**: Be Responsible, Be Inclusive, Be Safe and Be Kind.

The third, is how our staff support the development of all students towards expected behaviour. We employ a PBIS (positive behaviour intervention and support) model. PBIS is a school wide system of using proactive strategies to define, teach and support our expected behaviours.

Please see our full [Code of Conduct document on our website](#).

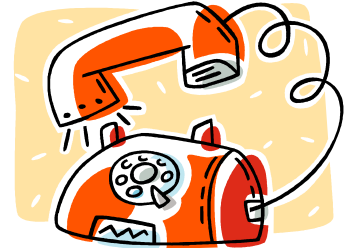


General Information

Absences - Please inform the school if your child is going to be away. There are several ways to do this:

1. Use the [“Report an absence”](#) form on the website
2. Email/message your teacher
3. Leave a message on our answering machine

If your child has an unexcused absence, our office will follow up with an email.



Student Illness or Emergency - Please do not send your child to school if he/she is ill. Whenever a student becomes ill at school, we will phone the parent/guardian to request that someone pick him/her up. It is imperative you ensure your emergency contact phone numbers are up to date if no one is at home.

Student Clothing Expectations

- Dress appropriately for the weather and class activities
- Dress respectfully (wear clothing with appropriate logos and language)
- Students will be asked to remove hats/hoods at assemblies
- Please send indoor shoes which students can put on by themselves
- For younger students, it is advisable to send an extra change of clothes and a spare pair of mittens/gloves



Personal Property - Please clearly mark all of your child(ren)’s personal belongings with their name. If something gets lost, please check the lost and found box. The school is not responsible for lost personal property. Items left in the lost and found boxes at the end of the year are collected and sent to charitable organizations.

Electronics and Cell Phones - Electronic games, toys, and cell phones are **not encouraged** at school. Should your child require the use of a cell phone to be on their person before and after school, please inform your teacher. If a cell phone is used without permission during school hours, it will be stored at the main office and retrieved at the end of the day.

Toys - Toys are also not encouraged at school.

Birthdays - Birthdays are a time to celebrate! Please note, the school will NOT facilitate the distribution of birthday invitations. Be aware and sensitive to who is being invited and invite guests after school hours.

Lunch - Students eat their lunch in their classroom then go outside to play. Students are not permitted to leave the school grounds anytime during the school day.



Food guidelines:

- Please send your child with a self-contained lunch with all required utensils. Ensure your child can open all re-usable containers independently before sending it to school.
- We are a nut sensitive school, so please ask your teacher about any allergies in the classroom.
- If you wish to send warm food for your child, please use a thermos and pre-heat the food. It is not guaranteed we can heat food for students.
- We support and affirm healthy food choices. Students are asked to eat their main course/nutritious item before any sweet treat. Please keep sweet treats to a minimum.
- No food or drinks are allowed on the playground
- All recyclables will be sent home
- For more information on healthy lunches and snacks for your child, please visit: <https://healthyschoolsbc.ca/>

We have a snack and lunch program. All classes receive a snack tray at the beginning of the day and students may take what they need if they need more food throughout the day.

If you require assistance with lunch or snacks, please contact our office. We have a lunch program and are happy to support your family in this way.

Outdoor Learning - Salmo Elementary is situated in a beautiful valley so well suited for outdoor education! We have a forest on our school grounds, an old growth forest and river close by, as well as several parks and trails within walking distance. We are also very close to the skill hill. Our students spend a lot of time outside as part of the curriculum.

Classes engage in outdoor learning that may include:

- Place based learning - Learning about our community, local knowledge, natural and cultural history. Additionally, Indigenous ways of knowing such as stories, plants, and respect for the land.
- Ecology/Biology - Learning about the local plants and animals found in the forests and rivers close by. We have a school garden where students learn to plant, tend, and harvest a variety of plants.

- Environmental Education - Using our local area as a starting point, students may consider larger issues related to environmental stewardship.
- Physical Education - Our students spend a lot of time moving in the outdoors! They are always walking, hiking, snow shoeing, biking, skiing (cross country and downhill), and swimming. PE classes often occur outdoors. This promotes practices in healthy living and positive mental health.
- Survival Skills - At times, students may learn age-appropriate outdoor survival skills
- Learning outside - Finally, a simple way to engage outdoor learning is to take academic work outside. We have an outdoor classroom in our gazebo, as well as various places to learn academic subjects outside.

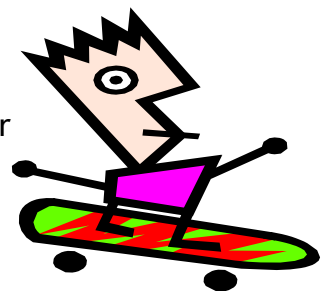
Outdoor Recess Play - At Salmo Elementary, we value outdoor free play. For all breaks, students are required to be outside, regardless of the weather. Please ensure that your child is **always** dressed appropriately for weather conditions. It is advisable to pack additional outdoor wear with your child in case they get wet. In the event of severe weather, students will have their break indoors.

If you need assistance with appropriate outdoor clothing, please contact your teacher. We do have a supply of extra coats/boots, mittens, etc. in case a student is in need.

Extra Curricular Lunch Programs -A variety of activities are available indoors during lunch. Typically, these occur during months of inclement weather. Options for students include sewing club, jewellery club, student council, and sports such as basketball and volleyball. Options may change depending on the interests of students and staff.

Fire Drills - Fire drills are held six times a year. The wearing of indoor shoes is mandatory as fire drills are unannounced and every person must leave the building immediately when the fire alarm sounds.

Bicycles, Skateboards, Scooters and Rollerblades - All students are asked to walk bikes on and off school grounds. Skateboards, scooters, and rollerblades are not permitted to be used on the school grounds. For your child's safety, please ensure they wear a helmet and any necessary safety gear for any of the above.



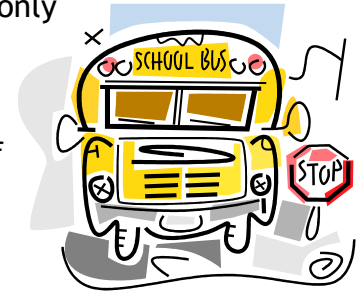
Bussing - If you require your child to ride the bus, please register them [with district bussing](#).

Please note: your child will not be able to ride the bus if they are not registered.

All registered students will receive a bus pass and will need to logon and off when the board the bus.

For all guest riders (ie - a child going home with a friend), or alternate stops (ie - a regular bus rider needs to get off at a different stop), **please send a note or call.** Bus drivers **will not** let your child on without a note, and we will only issue a note if we hear directly from a parent.
Students may not request a bus note themselves.

Please ensure all alternate afternoon plans are arranged ahead of time. It is very challenging to do so at the end of the day when the busses arrive.



Please note bus zones: there is **no parking anytime** from the beginning of the school yard (where the teacher's park) to the power pole in front of the school's front doors. Parking is available past the power pole to the kindergarten sidewalk **except for 2:45-3pm**. Parents can also drop off students at the entrance by the daycare directly to the playground. Thank you for your consideration. Please also remember this is a no idle zone.

After School Care - Please contact the [Salmo Children's Centre](#) for more information regarding after school care @ 250-357-9544.
Please communicate directly with your teacher or our school office if regular plans change for your child's after school plans.

We ask that all play dates be arranged ahead of time and communicated by the parent.

Extracurricular Activities - There are a variety of extracurricular activities available to students throughout the year. Examples are sports activities, library club, student council and reading programs, to name a few. Watch for emails or notes home for information on dates and times for extracurricular activities.

Parent Involvement - Parents are welcome at the school and are encouraged to participate. Please sign in with the school office when attending any activities at the school. Parents can support school programs, special events and activities in their child's classroom. Please make arrangements with your teacher ahead of time. As a parent, you are considered a member of the Parent Advisory Council (PAC) and are welcomed and encouraged to attend meetings.

Parent- Teacher communication - A strong relationship between home and school is a key element to student success. Our teachers regularly communicate with parents. Weekly and regular information is sent out via digital platforms, so please ensure you

login to receive these communications. Additionally, they email and/or phone parents directly regularly throughout the year. Please do not hesitate to regularly reach out to your teacher directly with any questions you may have. They can advise you regarding the best time to connect with them.

Parent/School Communication - Please see district policy on communication should you have a concern: <https://www.sd8.bc.ca/parents-students/communication>

It is important you try to resolve any concern you have with the person directly. We are a respectful workplace and ask that you keep your communication polite and respectful. We do not tolerate any bullying, harassment, intimidation, or inappropriate language. We are a small community and ask that parents respect the privacy of teachers. Please be respectful to our school with any social media posts. All complaints should be brought forward directly to the school.

Should you be concerned about your child's physical, emotional or academic development, please reach out to your teacher.



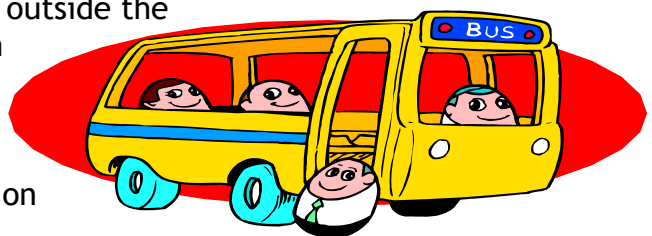
Homework - Parents are encouraged to build a home routine to support the educational growth of students. Home reading programs, spelling/ word work, and incomplete work will be sent home. Please connect with your teacher about supportive home learning activities for your child's class.

Reporting - Two formal report cards are issued each year (January and June). There are three (3) informal reporting times:

- November - a short written report on Numeracy, Literacy and social emotional development is sent home. This is followed by parent teacher interviews.
- March - a short written report on Numeracy, Literacy and social emotional development is sent home.
- April - Parent teacher interviews are conducted to follow up on the written report in March.

For more information, please see the [SD8 Communicating Student Learning Brochure](#)

Field Trips - Field trips taken by the student outside the community, require a signed permission form by the parent/guardian. Permission slips are sent home by the child's teacher before the scheduled field trip. If we need to take a bus, there may be a fee depending on



the event. Throughout the year, there may be several outings in the community in which student will walk, which do not require separate permission forms. Teachers will inform you of these outings, date, time, and destination.

School Assemblies - Assemblies will occur once a month. Parents/guardians are welcome to attend, bring your tea or coffee. Additional school assemblies may occur throughout the school year. These will be published ahead of time on the school calendar and reminders will be emailed home.

Notes Home - Occasionally special notices are sent home. We send most notes home via email. If you wish to receive emails and haven't been, give us a call, or if you don't have access to email, let us know that too.

Access to the school - We invite parents to visit the school! All visitors are asked to come to the front door and please check in at the office.



Our Programs and Services

We offer several school programs and services to meet the needs of all students.

Inclusion support services - Our inclusion support program provides support to students with exceptionalities so they can be successful within the context of a regular classroom. Through the leadership of our Inclusion Support Teacher, students are provided with an IEP (Individualized Education Plan) and work towards their personal goals. Please see the [District Inclusive Education website](#) for more information.

Counselling services - We have a school counsellor available 2 days per week. The counsellor works throughout the school to bring understanding in the following areas:

- Self-regulation strategies
- Emotional support/understanding feelings
- Conflict resolution strategies/relaxation and chill out tools
- Building healthy relationships with self and others
- Understanding the relationship between thoughts and feelings - helpful and unhelpful thinking
- Anxiety awareness and strategies for coping in an optimal manner

If your child is struggling in ways beyond the scope of what we can offer as a school, our school-based counsellor is a wonderful resource to help connect you with community services.

Indigenous Education - We have an Indigenous Support Teacher who works directly with our self-identified indigenous students to assist them achieve success. In addition, we have strong indigenous programming, and all teachers are supported to indigenize their delivery of the curriculum.

If your child has First Nations, Inuit or Metis ancestry, you can be a part of this program! It only requires self-identification (no documentation required). Please reach out if you would like your child to participate.

School Based-Team - Our school-based team consists of the Principal, Inclusion Support Teacher, Indigenous Education teacher and Counsellor. This team engages in collaborative problem solving with teachers, parents, and educational assistants. The team considers the academic, social emotional and relational needs of all students in the school.

Our Parent Advisory Committee

Welcome to a new school year at Salmo Elementary School

We would like to share some important info with you all regarding our school's Parent Advisory Council (PAC)

This year's PAC executive includes:

President/Chair - Melody Spencer
Vice - Christina Meyer
Secretary - Dawn Workman
Treasurer - Sheri Powers
Past President - Danielle McLean
DPAC Rep - Unfilled

Contact info includes:

PAC email: salmoelementarypac@gmail.com

PAC Facebook

<https://www.facebook.com/groups/162402114554618/?ref=share>

Monthly PAC meetings are planned for the 3rd Wednesday of each Month.

We will continue with a hybrid format, offering both in-person and online options for participation.

Agenda items can be submitted throughout the month to the PAC email address or by commenting on FB reminder posts. We will do our best to get the agenda out approximately a week in advance of the meeting.

Additionally, we will also aim to have the minutes shared within a week of each meeting.

Within the Salmo Elementary PAC there are subcommittees that work on various projects and special interests. Subcommittees are designed to give parents an opportunity to participate in meaningful ways. Subcommittee meetings happen outside of regular PAC meetings and all members are welcome.

Current subcommittees include:

Garden club: run outdoor groups and activities, help maintain learning gardens

Parent education: plan and organize educational and support workshops for parents

Lunch program: prepares and serves the school community hot lunch once a week and prepares freezer meals for emergency lunches

CommUNITY Cupboard: provides everyday essentials to the student body

Playground enhancement: working to improve the playground and yard

Fundraising: open to ideas

Family events: plan and organize monthly family activities hosted at the school

To learn more about what a PAC is and does please check out the BCCPAC website

<https://www.bccpac.bc.ca/index.php/members/pac-dpac/what-is-a-pac>