

2019-2020

**CANALTA
ELEMENTARY
STAFF/VISITOR
HANDBOOK**

**1901 – 110th Avenue
Dawson Creek, B.C. V1G 2W6**

**Phone: (250) 782 – 8403
Fax: (250) 782 – 3202
Email: canalta@sd59.bc.ca**

School District 59 - Peace River South



Welcome to Canalta Elementary School!

All medical, behavioural and other student information for substitutes can be found in the duo tongs provided at the office.

Support staff subs are provided with an indoor key.

Teacher subs are provided with one outside key and one inside key.

Our First Aid Attendants for staff are:

Ms. Middleton

Mrs. Thede

For minor injuries (skinned knees, slivers etc.) teachers can look after these themselves.

For injuries, which may require additional professional attention, contact a first aid attendant and have the Principal or Secretary call the parents to recommend a medical consult.

Canalta is PEANUT, NUT AWARE and SCENT AWARE

******EPI Pens for Anaphylactic students are kept in the staff room above the computer******

Canalta Elementary Staff

Mrs. J. Sutherland	Principal
Mrs. R. Johnsen	Secretary
Mrs. D. McKeen	Reading Recovery
Mrs. McKeen/ Mrs. Mann	Kindergarten
Ms. H. Jensen	Kindergarten / Gr. 1
Mrs. M. Thede	Gr. 1/ Gr. 2
Mrs. D. Chmelyk / Miss Gabriel	Gr. 2 / Gr. 3
Mrs. C. Leroux	Gr. 3/ Gr. 4 and Coach Mentor
Mrs. J. Boisvert	Gr. 3/ Gr. 4 with Leroux
Mrs. J. Hiebert	Gr. 3 / Gr. 4
Mrs. N. Stefanyk	Gr. 4 / Gr. 5
Mrs. K Van Tassel	Gr. 5 / 6
Mr. E. Servais	Gr. 6/7
Mrs. L. Lockhart	Gr. 6/7
Mrs. S. Neumann	Teacher Librarian/Prep
Mrs. C. Cork	Prep teacher/ Gr.1/2 with Thede
Mrs. K. Davies	Learning Assistance

Mrs. M. McLaughlin	EA
Ms. V. Stenvall	EA
Mrs. B. Jobson	EA
Mrs. N. Brown	EA
Mrs. D. Lake	EA
Ms. S. Waggoner	EA
Ms. K. Middleton	EA
Mrs. S. Currie	EA
Ms. T. Renaerts	EA
Mrs. A. Gray	EA
Mrs. Scheck	EA
Mrs. G. Anderson	EA

Bell Schedule

First Bell	8:55
Class Begins	9:00
Recess Begins	10:30
Recess Ends	10:45
Lunch Begins	12:00
Lunch Ends	12:30
Dismissal	2:36

Bicycles, Skateboards and Scooters

Bikes must be walked upon arrival at school and parked in the bike racks, which are located in two locations on the school grounds. Bike locks are recommended at all times. Skateboards and scooters must be carried upon arrival on school grounds. It will be necessary for scooters to be parked and locked on the bike racks with skateboards being stored in the classrooms.

Bus Students

It is the responsibility of the parents/guardians to let the bus garage (250-782-2106) know when a child is not riding the school bus. After making the bus garage aware of the change, parents/guardians then let the school know of the change. Students should be made aware of the changes through parents/guardians, however, if necessary, the office can pass on the message to the child(ren). Bus duty is done by a teacher, along with support from another staff member. The teacher on bus duty will check off students' names, who are present in the bus line, and cross check this information with the bus driver.

While waiting for the busses to arrive at the end of the day, it is the students' responsibility to remain at the front of the school. It is not a time to play on the playground equipment. Student behaviour expectations are the same as at a regular recess and horseplay is not allowed. Students are asked not to play with balls on the front lawn due to the close proximity to the driveway and busy street to the north.

Cell Phone Use

Cell phones and electronic devices have become an increasing issue over the last few years – both as a distraction to the learning in the classroom and as an issue on the school yard. Technology is a wonderful tool but when misused, it can put your child in danger or cause difficulties for other children (cyberbullying). The laptops and Ipads we use in the school have high-risk sites blocked and we are able to monitor what students have access to.

It is not possible to do that with cell phones and other electronic devices. We have amended our policy to help students learn and to keep them safe. If you feel that you want your student to have access to a cell phone before and after school, cell phones may be brought to school and left either turned off in the student's back pack once they enter school property or with the teacher. If the child needs to call you at a recess or lunch break this can be done from the school phone. Students who need to check their device for a message from home can do so with the principal or their teacher.

Students will receive a warning if they are using their phone. If it happens again, the teacher may keep it until the end of the day. If it continues to be an ongoing issue, parents will be contacted to pick up the student's phone.

Dress Code

Students must recognize that brief and revealing clothing are not appropriate apparel in school.

Sagging Pants:

Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. Undergarments must not be visible.

Hats:

Students may wear a hat or toque during school hours in the building but will not be allowed to wear their hood up on any clothing item.

Clothing with Messages:

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene or libelous, that denigrate others on the basis of race, colour, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

Hot Lunch Orders

The PAC looks after the hot lunches. Orders are placed and paid for on a monthly basis. The order forms are now online <https://munchalunch.com/schools/canalta> . All ordering and payments need to be done by the deadlines or hot lunch orders will be deleted from the system. If you have questions please contact, Amy Broadway at canalta.hotlunch@gmail.com .

There is always a need for volunteers to help with the hot lunches. If you are able to help, you can email, check out the Facebook page, or phone and leave your name with the school at 250-782-8403.

Late Procedure

Students arriving late to the building will be asked to sign in at the office and will then be given a “check –in” pass which will be given to the classroom teacher. Mrs. Johnsen will enter all students who arrive late into MyEd on a daily basis.

Lunch Routine

The lunch break is 30 minutes long and includes an eating period of 15 minutes. All students will eat in their classrooms. We eat first and then go outside to play.

During lunch the school provides paid supervisory care for all students. When the students are eating their lunch in the classroom, we expect them to remain seated, talk quietly, treat each other and their school with respect, and clean up after themselves. Students are expected to keep classrooms, hallways and grounds clean and free of litter.

Scents

Spray deodorant and perfumes are not permitted to be used in school due to potential allergic reaction from students. As a school we are “scent aware” and we will work with students to make sure this is a safe place for all. Due to allergies we ask that students, staff and parents refrain from wearing or using scented products.

Sign in and Sign Out

Any time a student arrives late, they need to sign in and will be given a “check –in” pass. Students are only allowed to leave the school grounds with parent permission and must sign out at the office.

Starting the Day

Students should not arrive earlier than 8:30 a.m. as this is when formal supervision duty begins. Students are expected to be ready for learning in their classrooms at 9:00 a.m.

Supervision

Morning 8:30 – 8:55 a.m.

Lunch 12:00 – 12:30 p.m.

Recess 10:30 – 10:45 a.m.

Bus Duty/ General Outside duty 2:36 – 2:55 p.m.

Telephone

There is a designated telephone in the outer office for student use. The phone is not to be used during class time with very few exceptions. Students may be reached by calling the office during break times.

Visitors

To help maintain the security of the building and safety of the students ***all visitors (including parents) are expected to check in at the school office immediately upon entering the school.*** Parents dropping off lunches or other items are asked to leave them at the office and we will page your child during the break.

CANALTA ELEMENTARY SCHOOL

2018/2019 CODE OF CONDUCT

Statement of Purpose

At Canalta Elementary School we want all students to learn in a safe, caring and orderly environment.

In accordance with the “prohibited grounds of discrimination set out in the *BC Human Rights Code* (RSBC 1996,c. 210),”

Students will not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, *gender identity or expression*, and age, or for any other reason set out in the Human Rights Code of British Columbia.

Neither will a student make gestures, publish, or display anything that would indicate an intention to discriminate against an individual or group, or expose them to contempt or ridicule on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, *gender identity or expression*, and age, or for any other reason set out in the Human Rights Code of British Columbia.

Further, one of its goals is to “Promote a climate of understanding and mutual respect where all are equal in dignity and rights.” To that end, the staff at Canalta Elementary School is dedicated to helping students become responsible and respectful citizens who solve conflicts in appropriate ways.

Our goals are:

- ✓ to establish and maintain safe, caring and orderly environments for purposeful learning activity
- ✓ to establish and maintain individual and collective rights, freedoms and responsibilities
- ✓ to clarify and publish expectations for student behaviour while at school, at a school-related activity or in other circumstances
- ✓ to engage in activities that will have a positive impact on the school environment

Rights and Responsibilities

Students of the school have rights and responsibilities.

Student's rights include:

1. To receive a good education
2. To be treated with respect
3. A clean and safe learning environment, free from discrimination
4. Privacy and personal space

Student's responsibilities include:

1. To develop and maintain good study habits
2. To respect the rights of others
3. To maintain a clean and safe environment
4. To treat others with kindness and respect, both physically and emotionally

Acceptable Conduct

What follows are examples of how Canalta students can behave in ways that promote a positive learning environment for themselves and others. These are examples only, and not an all-inclusive list:

- Respect yourself, interact with others in positive, supportive ways
- Help to make the school a safe, caring and orderly place
- Inform an adult in a timely manner (in advance, if possible) of incidents of bullying, harassment, intimidation or other safety concerns
- Engage in learning activities in a purposeful and timely manner, act in a manner that brings credit to yourself and the school.

Students will be reminded prior to any field trip or off-site school event that our regular code of conduct applies, and that positive, caring behaviour is expected.

Unacceptable Conduct

The following is a list of examples of unacceptable behaviours; it is not all-inclusive:

- Behaviours that interfere with the learning of others, interfere with an orderly environment, create unsafe conditions
- Acts of bullying, harassment, intimidation; physical violence; retribution against a person who has intervened to prevent or report an incident or other safety concern
- Illegal acts, such as possession, use or distribution of illegal or restricted substances; possession of weapons; theft or damage to property

Anti-Bullying Policy

Everyone at Canalta Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows:

Bullying is unfair and one-sided. It happens when someone continuously or regularly hurts, fights, threatens, or leaves someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing and so on
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading rumours about someone
- Leaving someone out on purpose or trying to get other kids not to play with someone

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Teach a bullying program to students in all grades every year
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Assign consequences for bullying based on the school discipline procedures
- Provide immediate consequences for retaliation against students who report bullying

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others – be an Upstander
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is bullied
- Try to include everyone in play, especially those who are often left out

Bullying: *Is a pattern of unwelcome or aggressive behaviour that often involves an imbalance of power, and/or the intention to harm or humiliate someone.*

Conflict: *Is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships.*

Changing Expectations

As students mature, expectations for their behaviour will change. There will be:

- Increasing personal responsibility and self-discipline
- Increasing consequences for inappropriate conduct/ unacceptable behaviour

There may be times when special considerations may apply to students with special needs who are unable to comply with expectations due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

Discipline at Canalta Elementary School

Our goal is to provide a safe and purposeful learning environment for all students. It is expected that students consistently display well-defined standards of behaviour with a strong emphasis on respect, honesty, courtesy, self-discipline, integrity, responsibility and citizenship.

Class discussions, whole school assemblies and direct one-to-one conversations will be used to ensure that children and parents clearly understand the expectations.

The following page shows our matrix of expected behaviours, based on our three foundations – Recognizing Citizenship, Taking Responsibility and Showing Respect. This is always a work in progress, and staff and the PAC review it during the year. We welcome your input.

Canalta Elementary Procedures for Students with Anaphylaxis Concerns

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Process and monitoring

- At the beginning of each new year and when a new student registers, the pictures of the children with anaphylactic needs are viewed by the staff and individual needs and protocols are discussed.
- Parents are to provide the school with updated protocol signed by the family physician.
- Students identified to staff.
- Post updated photos of students with Peanut/Nut allergies in staffroom.
- When booking subs, inform them that Canalta is a peanut/nut aware school.
- Visual prompt to check snacks and lunches in classroom.
- Replacement nut-free snacks and lunches kept in staffroom.
- On-going reminders in newsletters, announcements and assemblies.
- All medications MUST accompany the student on field trips, carried by a support staff worker or teacher
- A plan for anaphylaxis emergencies must be prepared before field trip approval will be granted.
- Medication plans are student specific.
- Public Health Nurse is accessed if training of staff is needed to address specific needs.
- First Aid attendant at school is on call.
- Protocol for each child is identified and shared with Staff.
- Medicine if required, is kept in a safe place in the main office (third drawer in the front counter) and administered as directed by physician by the first aid attendant or designate.
- Crisis management and emergency response phone numbers, including address of school are placed by each phone in the school.

Emergency Response

- Send another person to the office to get the student's medical bag and ask that person to report back with the package or if outside, use the walkie-talkie to request the medical package be delivered to the location of the anaphylaxis crisis.
- Phone 9-1-1 or direct another person to phone. Address – 1901-110 Ave, Dawson Creek. Have office contact parents.
- Attend to and wait with student until the ambulance arrives.

****EPI Pens for Anaphylactic students are kept in the staff room above the computer****

Fire Drill/Evacuation Procedures

Class Exit and Staging Areas

Mrs. Van Tassel	Basketball court doors – stage past playground area
Mrs. Lockhart	Basketball court doors – stage past playground area
Mr. Servais	Main doors – stage on upper parking lot by the skating rink
Mrs. Hiebert	Main doors – stage at upper parking lot by skating rink
Mrs. McKeen	Northwest exit doors by preschool – stage on playground past playground equipment area
Mrs. Jensen	Northwest exit doors by preschool – stage on playground past playground equipment area
Mrs. Leroux	West exit doors – stage on playground past playground equipment area
Mrs. Chmelyk	West exit doors – stage on playground past playground equipment area
Mrs. Thede	West exit doors – stage on playground past playground equipment area
Ms. Stefanyk	East exit doors – stage on upper parking lot by the skating rink
Library	Basketball court doors – stage on playground past playground equipment area
Music Room	Northwest gym exit door – stage on playground past playground equipment area
Gym	Exit through emergency doors in the gym and stage on playground past the playground equipment

Procedures:

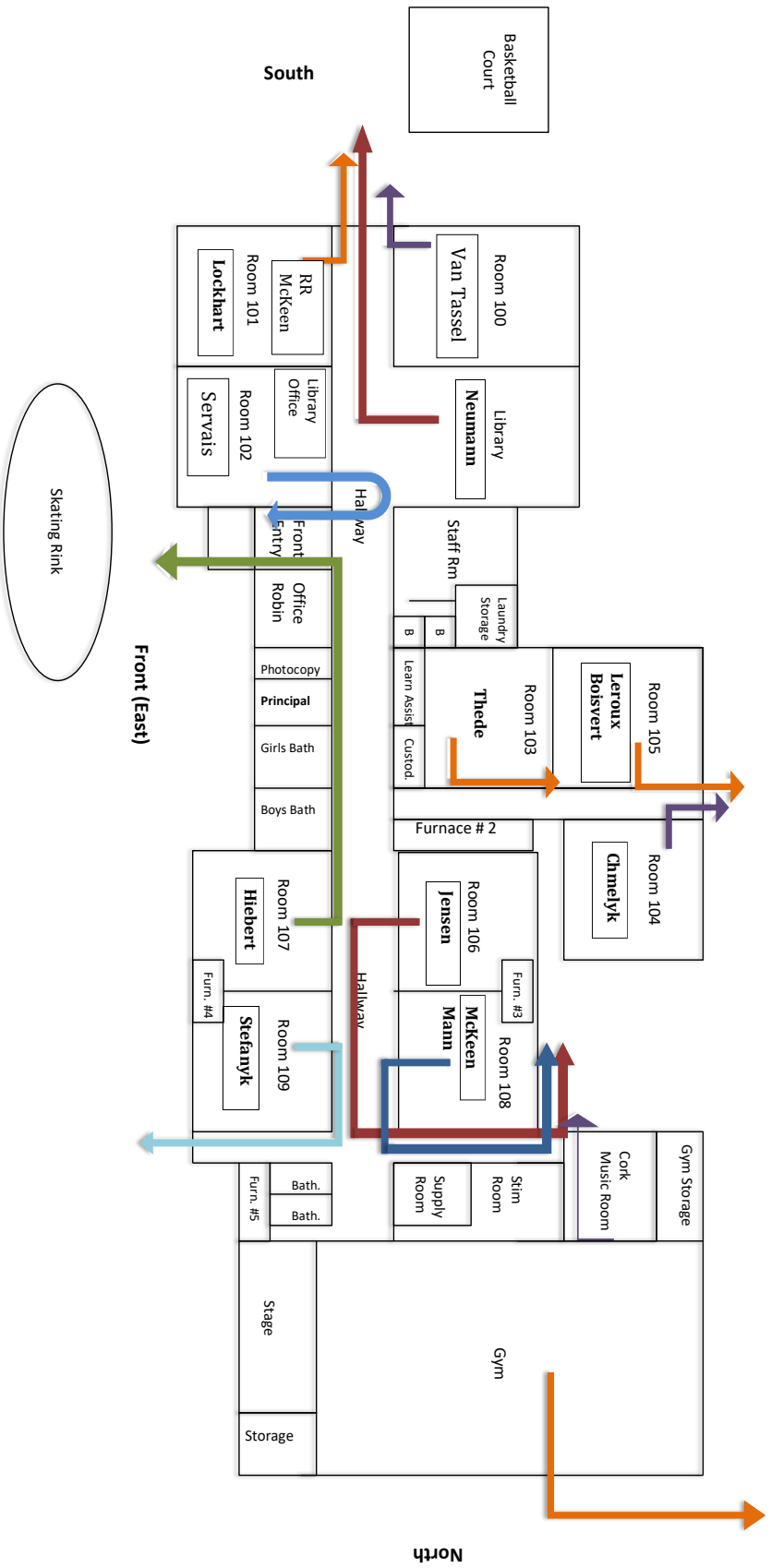
- line students up
- teacher takes Firedrill duotang (orange) outside and marks attendance on enclosed attendance sheets. Teacher/Runner hands the whole duotang to Mrs. Sutherland or Mrs. Johnsen
- lead students out assigned exit to designated staging area
- if support staff are working with students, they are to take them to where their class is staged
- take roll call
- fill out attendance sheet inside the orange Firedrill duotang
- assign a student to run it to a coordinator – one will be at the flag pole on the east side
- wait for the “all clear” before returning to classrooms
- in the event of a real incident during cold weather, students are to be walked over to Grace Lutheran Church 11101-17th St. (Primary Site)
- South Peace Secondary School (Secondary Site)
- Reunification with parents will occur following the set process.

STUDENT/PARENTAL REUNIFICATION QUICK REFERENCE CHECKLIST

The reunification procedure is activated when an emergency incident necessitates an unexpected school closure. This process differs from a planned early release and the following procedure should be utilized:

- ☐ The principal or designee will act as the Incident Commander and activate the appropriate ICS positions.
- ☐ The principal may appoint an Operations Section Chief to oversee the tactical operations of the reunification.
- ☐ Unified Command will be set up with emergency services if they are on scene. The school Incident Commander will remain in charge of the reunification process. The school liaison officer will represent the school in the emergency services Incident Command Post.
- ☐ Area Command will be set up with the District Emergency Operations Centre to allow communication between the school site and the Office of the Superintendent.
- ☐ Set up the student staging area, the parental check in point, and the student release point. Appoint a staff member to head the team at each of these locations.
- ☐ If an off-site reunification is required, the Logistics Chief will be responsible for arranging transportation of students and staff to that site.
- ☐ The school Public Information Officer will be responsible for method(s) of notifying parents the location of the reunification site.
- ☐ The principal or designee will respond to the parental check in point to remain available to greet parents and address any problems with the reunification.
- ☐ Office staff will bring all student release records and forms to the parental check in point.
- ☐ Once all students are accounted for, institute the "buddy classroom system" in the staging area to make more staff members available to assist with the reunification process.
- ☐ The staging area team will be responsible for all operations in the staging area. This includes overall safety and needs of students in the staging area.
- ☐ The Notification Room, if needed, will be set up and staffed by school counselors. If all students are safely accounted for the Notification Room is not needed.
- ☐ Any students not able to be picked up by a parent or guardian within a reasonable amount of time will be moved to a centralized area to await pick up. This move will be coordinated through the District Emergency Operations Centre.

Playground (West)



Lockdown Procedures for Canalta Elementary School

School doors, except for the front entrance doors, are to be kept locked at all times. Doors to the playground will be unlocked at recess and lunch by the recess and lunch supervisors. The doors will then be relocked by the supervisors as they re-enter the school.

Teachers are to carry keys at all times.

Should a dangerous intruder be identified in the building you will hear the following announcement: **“Lockdown, lock down, lock down! All people report to the nearest secure room.”**

Expectation:

1. Teachers close and lock the doors and tell the students to go to designated safe area of the classroom. Turn off classroom lights and hide so you are not in the line of sight from the windows or doorways. The hallway wall would be a good choice as they are brick. Do not use cell phones and stay quiet until you hear the “All Clear” announcement. Instruct any student or staff in your vicinity to hide and be silent.
2. Anyone in the hall is to go to the nearest available safe place as quickly as possible. (ie: classroom, washroom, or hide silently!)
3. Anyone in the washroom is to stay in the washroom and remain silent!
4. Classes in the gym: Teachers ensure that the gym doors are locked then proceed into the equipment room.
5. Classes in the library are to join Mrs. Lockhart’s classroom, unless they are Mr. Servai’s or Mrs. VanTassel’s classes.
6. Anyone in the Stim room should go into the area by the calm down room and lock both the paper room door and the Stim room door.
7. Anyone in the afterschool care room should ensure door is locked and stay over by the kitchen area.
8. Anyone in the staffroom is to close the blinds, lock the door, and go into the storage room.
9. Anyone in the outer office is to go into the photocopier room, close the blinds and

lock the doors.

10. **Confirm** - If students are on the playground, the teachers/supervisors will gather all the students at the staging area by the wooden wall and then walk the students to the Grace Lutheran Church if there is an intruder already in the school. If it is not safe to proceed to Grace Lutheran Church move to another safe site (I.E. Newby Park). If possible, phone Canalta School (250) 782-8403 to let us know you are safe.
11. Remain silent and out of sight.
12. Classroom teachers are to do a roll call or number count
13. Wait. DO NOT leave your room or safe place until you are advised by a school administrator that the environment is safe. Once the area is secured by the RCMP an administrator will identify themselves, and will make an "All Clear" announcement. **Only the principal will make the "ALL CLEAR" announcement.**
14. The Administrator who can make the "ALL CLEAR" announcement at Canalta is:
Mrs. Sutherland

*Note: The RCMP will respond to a dangerous intruder in the school with a highly focused plan to protect staff and students. It is essential to provide unequivocal cooperation to an officer should you encounter one as they are removing the intruder from the building.

*Note should we need to evacuate – Route 44 bus needs to be called for students in wheelchairs.