

# Canalta Elementary School

*Principal - Mrs. Jennifer Sutherland*  
*Vice Principal - Mrs. Catharine Leroux*



School District 59 Peace River South

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1901 – 110<sup>th</sup> Avenue • Dawson Creek, B.C. • V1G 2W6  
• Phone (250) 782-8403 • Fax (250) 782-3204 • Website:  
<https://www.sd59.bc.ca/schools/canalta-elementary>

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## *Parent and Student Handbook*



### *WELCOME*

Welcome to Canalta Elementary School. Parents, guardians and students and community members are encouraged to visit our school. We do our best to keep you informed, answer your questions and accommodate concerns you may have. Note that any visitors to the school including parents/guardians need to sign in and report to the office when you arrive at the school. Have an exciting and successful year!

*Vision:*

Our vision is to foster community and a nurturing environment to achieve lifelong, innovative and holistic learners anchored by a culture of teamwork and successful goal achievement.

*Principal's Message:*

**Welcome to Canalta Elementary!**

The members of the school administration team, Mrs. Leroux and I, would like to welcome you to Canalta Elementary. Along with our school staff, are looking forward to another great year working with you and your children.

Since beginning my role as principal of Canalta four years ago, I have enjoyed getting to know the students and their families. As I learn more and more about this great school, I become even more excited about the year ahead. This school community has outstanding students, a fabulous staff, and supportive and caring parents. Thank you for all you do to support your children and our school.

At Canalta, we email and post a weekly newsletter to keep families updated on upcoming events and activities. Please feel free to contact us at any time if you have a question or if there is some way, we can help make your child's experience at Canalta Elementary School the best it can be.

Mrs. Jennifer Sutherland  
Principal

# 2022 – 2023 Staff List

Administration	
Mrs. J. Sutherland	Principal
Mrs. C. Leroux	Vice-Principal
Office Staff	
Mrs. R. Johnsen	Secretary
Teaching Staff	
Mrs. D. McKeen	Kindergarten / Grade 1
Mrs. H. Jensen	Kindergarten / Grade 1
Mrs. M. Thede and Mrs. C. Cork	Grade 1
Mrs. D. Chmelyk and Mrs. M. Owens	Grade 1 / Grade 2
Miss J. Harman	Grade 2 / Grade 3
Miss E. Courtnage	Grade 2 / Grade 3
Mrs. J. Hiebert	Grade 3 / Grade 4
Ms. D. Robb	Grade 4 / Grade 5
Ms. D. Koomen	Grade 5 / Grade 6
Dr. S. Euverman	Grade 5 / Grade 6
Mr. J. Ford	Grade 6 / Grade 7
Mrs. L. Lockhart	Grade 6 / Grade 7
Mrs. S. Neumann	Teacher Librarian, Literacy Resource
Mrs. C. Cork	Prep Teacher
Mrs. M. Owens	Grade 1/2, Prep Teacher
Mrs. K. Davies	Learning Assistance
Mrs. C. Leroux	Coach/Mentor, District Numeracy

Support Staff	
Mrs. G. Anderson	Indigenous Education Educational Assistant
Mrs. M. McLaughlin	Educational Assistant
Mrs. B. Jobson	Educational Assistant
Mrs. N. Brown.	Educational Assistant
Mrs. D. Lake	Educational Assistant
Ms. K. Middleton	Educational Assistant
Mrs. S. Currie	Educational Assistant
Ms. A. Gray	Educational Assistant
Ms. J. Scheck	Educational Assistant
Ms. A. Huber	Educational Assistant
Ms. S. Waggoner	Educational Assistant
Mr. I. Brunn	Educational Assistant
Mrs. M. Alingod	Educational Assistant
Mrs. K. Querin	Educational Assistant
Mrs. T. Waranke	Educational Assistant
Mr. S. Wangler	Custodian
Mr. A. Sutton	Custodian

## School Information

### *Agendas*

Many teachers provide students with agendas. It is the student's responsibility to make sure it is filled in and their parents' responsibility to check it and sign it daily. If there are notes for the teacher, students need to give them to the teacher in the morning, so they have time to read them and respond if necessary. As there are no extra agendas, it is important that students do not misplace the one they are given.

### *Anaphylaxis in Schools*

#### *Nut and other allergies.*

- 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.
- Public Health Nurse is accessed if training of staff is required to address specific needs.
- Protocol for each child is identified and shared with staff. Epi Pens are either carried with the student or kept in a secure location in the classroom/staffroom.
- Crisis management and emergency response phone numbers, including the school's address, are placed by each phone in the school.
- Parents are asked to ensure all medical information is kept current and medications are not expired.

### *Attendance:*

If holidays or trips require that students is absent during the school year, we would appreciate prior notification. It will be the student's responsibility to complete assignments given during his/her absence. If your child is going to leave school early, please notify the office and the teacher.

If you know that your child is going to be absent or late, please notify the school. Students must sign in and then check-in with the office upon arrival when they are late.

If your child is going to be away for an extended period of time, please let the office and their teacher know.

### *Bell Schedule*

8:55 Bell to Line Up  
9:00 Instruction Begins  
10:35-10:50 Recess  
12:10-12:40 Lunch  
2:41 Dismissal

### *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 and scooter 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. Student motorized vehicles such as dirt bikes are not permitted on school property.

### ***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. In addition to letting the bus garage know we ask that you also inform us at the school. Students should be made aware of changes through parents/guardians before the school day, however, if necessary, the office can pass on the message to the child(ren). Bus duty is performed by a teacher and another staff member. The teacher on bus duty will check off student's 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 in the bus zone 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.

### ***Class Placement Requests***

Teachers and staff spend a lot of time developing class lists. There are multiple factors that go into the list process and staff considers the needs of the whole child. Due to the complexity of creating lists, placement requests from home are accepted.

### ***Club and Team Activities***

With the privilege of belonging to such school organizations, go certain responsibilities. The organizations and fellow members deserve each person's full support. Students who are to represent Canalta Elementary in any extracurricular activity must be performing satisfactorily in their course work and must display acceptable citizenship in all aspects of their school life. Students who are absent from games/activities are expected to contact their coach. Parents supporting their child and school are also expected to model citizenship & sportsmanship. Students travelling to school sanctioned events must be transported by their own parents and guardians unless volunteer drivers are approved and assigned to transport students.

### ***Code of Conduct***

See website for the Code of Conduct.

### ***Collection of Personal Information Notice***

The school district is subject to the personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from publicly available open-source social media sites. The School District will not collect information as part of threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

### ***Discipline***

See Code of Conduct.

### ***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. Hats will be removed when requested and not worn during assemblies.

#### 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.

### ***Emergency Preparedness Practice***

Fire, Lockdown, Hold and Secure drills occur during the school year to prepare the staff and student body for an emergency. It is essential that when the signal is given everyone knows the procedure to ensure their safety and obeys orders promptly. **Safety of the pupils in this school is to be stressed at all times.** Teachers/Staff will familiarize themselves and students with the regulations and make certain that they understand what they are expected to do.

### ***Field Trips***

The principal must approve all curricular and extracurricular trips for students. All students going on any field trip must submit a parent consent form to the sponsor teacher in charge. Students are responsible for work missed while on field trips. Students are responsible for returning all signed permission forms. Any volunteers accompanying the classes on trips must have a recent criminal record check on file at the school office and be pre-approved on the field trip application form.

### ***Student Drop-off/Pick-up***

#### General

Please use designated parking areas to pick-up and drop-off students. Please do not stop or park in areas marked NO PARKING with signs or painted lines, as this congests the lot, impedes traffic flow creating safety issues for students, busses and staff.

#### Morning Drop Off

The main doors at Canalta will be open but unscheduled visits should be kept to a minimum. Parents and visitors should contact the school office at (250) 782-8403 to make an appointment. The office staff is available as of 8:15am each school day to answer enquiries. Student Entry will occur at 8:50am, students will be guided into the school from their

designated outside entry door.

Supervisors will let students in on outside mornings to sit in the hall outside their classrooms until the day starts.

### ***Inside Days***

Doors will be opened when supervision starts. Students can come in their regular line-up doors and sit outside their classes until instructional time starts.

Please do not drop students off before 8:30am as there will be no supervision. Students who need additional supervision may need alternate arrangements made for before school and after school supervision.

### ***Hot Lunch Orders***

The PAC looks after the hot lunches. Orders are placed and paid for on a monthly basis. The order forms are completed online. The Munch a Lunch link is on the school website. Hot lunch days will be set at the beginning of each year.

There is always a need for volunteers to help with the hot lunches. If you are able to help, you can email [canaltahotlunch@hotmail.com](mailto:canaltahotlunch@hotmail.com), check out the Facebook page, or phone and leave your name with the school at 250-782-8403.

### ***Injury to Students***

While student safety receives our greatest consideration before embarking on any activity, accidents do happen. Minor injuries may be treated at the school. If medical treatment is or may be required parents may be contacted.

The ambulance will be summoned only in emergency situations. Parents will be asked to meet their son/daughter at the hospital. Transportation home from the point of treatment is the responsibility of the parents, especially if treatment is extensive. The costs of medical treatment and ambulance service are the responsibility of the parents.

### ***Internet Use***

All students and parents are required to sign a permission form at the beginning of each school year in order for the students to go on the internet.

### ***Library***

Classroom teachers will have a scheduled library exchange time. Please look to classroom communication for when this time/day is. Books that are taken out of the library are due back by the scheduled return date. Every year our librarian presents an exciting reading opportunity where students fill out reading logs to gain fun activities and or prizes. The librarian will send out information regarding this year's contest. Please also see our website/newsletters for updated postings.

### ***Lost and Found***

If your child is missing any items, please have them check the LOST AND FOUND which is located near the main entrance. The lost and found can pile up and so items are displayed near the end of each term for students and parents to search. At the end of this period, items are donated. Please ensure you put your child's name on all personal items to help with identifying items.

### ***Lunch Routine***

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

During lunch the school provide supervisory care for all students. **Students are expected to follow directions of supervisors.** 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.

### ***Medication***

- Medicine, if required, is kept in a safe place in the office and administered as directed by a physician.

\*\*Parents must sign documentation providing consent and instructions for any medication administered during the school day. For safety reasons, please do not leave any medications unattended in backpacks. They can be kept at the office. \*\*

### ***Newsletters***

Newsletters are emailed home and posted on the school website each Friday. A paper copy can be requested from the office to be sent home. If you do not receive an emailed copy, please contact the office.

### ***Nutritional Policy***

Foods offered at Canalta will meet the guidelines outlined in the Ministry of Education and Ministry of Health Guidelines for Food and Beverage Sales in BC Schools. The document provides great information for healthy eating choices and parents/guardians may request a copy of the document at the office and/or it can be found online.

### ***Office Hours***

Mrs. Johnsen, our secretary, will be in the office Monday through Friday from 8:15 a.m. to 3:00 p.m. Please make an appointment if you need access to the school as drop-in meetings cannot always be accommodated. The most convenient time to contact a teacher is after school (2:41pm). The school phone is equipped with an answering machine and messages will be checked throughout the school day. If there is no answer at the school, please leave a message and we will return your call ASAP. You may leave messages to report a student absence.



If Mrs. Johnsen is away, staff do their best to answer phones and return messages. It is important that messages for the end of the school day are received by 2:15 so we have enough time to notify those receiving messages at the end of the day. Please note: no one is in the office from 1:00-1:30 and the front doors may be locked if there is no office coverage. Please knock loudly on the doors and someone will answer them.

### ***Parent Involvement***

Parents of pupils that attend Canalta are encouraged to participate in school activities in a number of capacities. Parents can help the school by assisting with shopping for activities, emergency lunches, sponsor extra-curricular activities, helping in the classrooms (at the school's discretion) and attending the monthly Parent Advisory Committee ("PAC") meetings. Parents can also be of assistance in fundraising, trips, etc., that will occur during the year.

To volunteer your time, contact your child's teacher or the office. Watch for the PAC meetings announced in the regular newsletter.

Volunteers are required to have a Police Information Check (criminal record check) on file at the school and have met with the principal prior to volunteering to go over and have a sign a volunteer agreement. Criminal record checks must be updated every three years. Volunteer drivers must also have a current driver's abstract on file at the school and follow the District guidelines. Driver's abstracts must be updated every 12 months. There is currently no fee for either the criminal record check or the driver's abstract.

Please note-volunteers are unable to take photos, recordings etc. of students and staff during events.

\*\*Forms and information for both driver's abstracts and criminal record checks can be obtained by contacting the school office. (250) 782-8403 or by checking out the school website.

### ***Guidelines for Volunteers***

- You may be privy to information that is confidential in nature. It is important that you maintain this confidentiality.
- The teacher in the class will provide the direction in the classroom.
- The classroom teacher and the volunteer need to be consistent in their expectations of pupils. This requires clear communication between the teacher and the volunteer.
- Teachers are responsible for disciplining pupils. Volunteers should look to the teacher for direction in this area.
- If you cannot keep to the schedule as planned, please contact the teacher.
- Know the fire exits, especially if working away from the classroom.
- Consult with the teacher before giving permission to students to leave the room, etc.
- Adults are expected to behave in a manner that maintains and enhances public trust in the school district and models appropriate behaviours to students.
- When interacting with a student, an adult is advised to consider the appropriateness of her/his conduct in relation to such factors as the student's age, developmental level, cultural and educational background.

### ***Parent Advisory Council (PAC)***

All parents and guardians of students registered in the school are able to participate and are members of the PAC. Parents are welcome, even if you can't attend all planned meetings. Helping out with events and activities is a wonderful way to help support the school community.

### ***Purposes of a PAC***

The purpose of the Parent Advisory Councils is to provide a regular opportunity for principals and staffs and parents to consult with one another on issues of general interest which affect the education of the children. However, individual students and teachers shall not be discussed, as other policies cover procedures for these topics. The outcome of such meetings shall provide all with a better understanding of the learning plans of the school, the community's needs and how students can be supported effectively by both. See Policy 2300 on the school district website for more information. Please check out the newsletter for PAC updates.

**\*\*PAC meeting times will be advertised in school newsletters and on the website.\*\***

### ***Communication Process for Parents***

Parents are the most important factor in students' success in school. Working together with the classroom teacher, the principal and other school staff, are key to students achieving their best. Good communication between the home and the school is vital to that desired success. When concerns arise, it is important to keep the lines of communication open. When issues occur at school, school staff will contact parents to inform and discuss the issues with them. When a parent has a concern, it is important the matter is discussed so it can be resolved in a timely fashion.

SD59 (Peace River South) has a process for helping parents deal with concerns effectively. Here are the steps to follow:

1. The simplest and most effective way is to contact the teacher or staff member involved and share your concern. In order to problem solve together, it's important that both parties listen to each other to understand the issue from all perspectives. Most of the time, this is the only step needed, and a respectful team approach to solving the problem is successful.
  2. If the issue can't be resolved at this point, the next step is to contact the principal who will facilitate a meeting to resolve the issue.
  3. If the problem cannot be resolved after this meeting, the next step is to contact a District Principal, Director, or Assistant Superintendent who will review the matter, meet with the persons involved and attempt to resolve the concern.
  4. If the issue is still unresolved, the next step is to contact the Superintendent, who will further review the concern and work with the individuals involved toward resolving the issue.
  5. If there is no resolution at this point, the final step is to make an appeal to the Board of Education. This step is covered under Board Bylaw 3-08: Student Appeals, which outlined the rights of students and parents to Appeal to the Board.
- Open communication and maintaining positive relationships between families, schools, and the School District is always our goal and is key to ensuring student success.

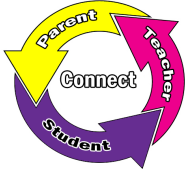
### ***Permission Forms***

Each year a package of permission forms is sent home for parent to complete. It is also important that you notify the office of address changes or phone number changes as they occur.

### ***Pictures At School***

Those wishing to take photos or videos must have permission from the office prior to taking any photos as there are special forms to fill in. This also applies to digital games, activities and field trips. Photos with children other than your own are not for public use on FACEBOOK, Snap Chat, TicToc or any other digital platform. **Please note: Volunteers to the school and attending school activities are not approved to take photos.**

### ***School Based Team (SBT)***



The SBT is a group of people who meet to investigate options for students who are having learning or behavioural difficulties, attendance or non-performance issues. The SBT is a coordinated effort of Canalta Elementary, Parents and outside agencies. The members of the team may include a Counsellor, Learning Assistance Teacher, Administrator, Coach/Mentor, student, teacher and parent. The goal of the SBT is to come up with a collaborative plan with student/parent involvement that will lead to success in school and life

### ***School Goals***

Each year the staff look at school data to determine the school learning goals for the following school year. This information can be located in the school growth plan located on our school website.

### ***School Spirit Days***

There are days throughout the year at Canalta Elementary School when the whole school is involved in Theme Days, or Activities These are special events to enhance the culture of our school. We greatly appreciate and expect student involvement and attendance on activity days. These days are listed in our newsletters.

### ***Shoes***

Please ensure your child has indoor and outdoor shoes. If younger students can't tie their shoes, it is easier for them to have slip-on shoes with velcro.

Students will participate in daily physical education. It is important students have appropriate footwear (non-slip, non-marking runners) for physical education. Students must also be prepared to either stay inside or go outside for physical education.

### ***Student Assessment***

Teachers will inform students of the methods of evaluation used and the respective weightings. If a parent wishes to have this information, they are asked to contact the teacher. If you have any questions, please do not hesitate to contact your child's teacher. Watch the newsletter for parent teacher interview dates (twice a year) and when report cards are sent home (three times a year).

### ***Student Reporting (report cards etc.)***

Formal parent teacher interviews occur twice per year. If you miss a formal meeting time, but have a question or concern, please contact the teacher to arrange a meeting time convenient to the two parties. Report cards are sent home three times a year. Please refer to the school calendar/newsletters for annual dates.

### ***Supplies***

The cost for supplies (paper, pencils, pencil crayons, scissors, glue, ruler and art supplies) will be \$40 a child. Payment can be made at the school office or by e-transfer to [rjohnsen@sd59.bc.ca](mailto:rjohnsen@sd59.bc.ca). Teachers may request additional items such as binders. All students need to have a pair of clean inside shoes to leave at the school.

### ***Telephone Us / Student Cell Phone Use***

Cell phones and electronic devices including Smart Watches 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 backpack 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.

If you need to contact your child, we ask that you contact them through the main office (250) 782-8403. The office will also work with your child to communicate home, should the need arise.

### ***Toys and Money at School***

To avoid unnecessary arguing, losses, and tears, we ask your cooperation in having children keep toys, game cards and money at home unless it is specifically requested by the teacher for a special occasion. Money can be sent in an envelope with the students' name on it.

### ***Student Violence Threat Risk Assessment (VTRA)***

FAIR NOTICE FOR PARENTS/GUARDIAN COMMUNITY

SD59 (Peace River South) is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers and others feel safe. Schools cannot ignore any threat of violence.

What is a threat?

- An expression of intent to do harm or act out violently against someone or something.
- May be verbal, written, drawn. Posted on the internet or made by gesture.

Duty to report

- To keep school communities safe and caring, staff, parents/guardians/caregivers, students and community members must report all threat-related behaviours to the school principal.

What is the purpose of a Student Threat Assessment?

- The purposes of a student threat assessment are:
- Ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others.
- Ensure a full understanding of the context of the threat.
- Understand the factors contributing to the threat maker's behaviour.
- Be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- Promote the emotional and physical safety of all.

What behaviours warrant a Student Violence Threat Risk Assessment to be initiated?

- A student threat assessment will be initiated for behaviours including, but not limited to:
- Serious violence with intent to harm or kill.
- Verbal/written threats to harm/kill others (clear, direct, and plausible).
- Online threats to harm/kill others.
- Possession of weapons (including replicas).
- Bomb threats (making and/or detonating explosive devices).
- Fire Starting.
- Sexual intimidation or assault.
- Gang related intimidation and violence.

What Parents and Students Need to Know

- Any threat must be reported to the school principal
- Investigation may involve the school counselor, the police, or other community agencies.

- Investigation may involve locker or personal property searches.
- Interviews will be held with the threat maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behaviour may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by the threats.
- It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent / guardian, the VTRA process will continue in order to promote a safe and caring learning environment.

***Reunification With Students*** – should there be an emergency where parents need to connect with their child(ren), the following steps listed below are followed. Please ensure you bring picture identification should we need to follow these steps.

A red stamp with the word "EMERGENCY" in white, bold, capital letters, set against a black background with a distressed, ink-like texture.

© Clara Stock Photo - 114916070560

## CANALTA EMERGENCY PREPAREDNESS

1. **STUDENT / PARENT REUNIFICATION** – Steps we take to connect parents with children if there is a school emergency.

Double Gate System:

- Parents/ Guardians report to the **“Adult Report Point”** at the school or identified location.
- Arriving parents/guardians are greeted by 2 or more staff representatives at the south gym doors of Canalta or other identified doors at a secondary location.
- Parents/guardians on the contact list are asked to produce ID and sign the **“Student Release Form”**
- Parents/guardians are asked to step across to the **“Student Release Point”** (second set of gym doors – North)
- A runner delivers the completed form to the **Student Holding Area**. The team at the Holding Area checks off the **“Sent with Runner”** entry in the third section of the **Student Release Form**.
- The runner delivers the student to the **Student Release Point** and the parents/guardians sign for the student.
- **In case of emergency, these steps need to be followed for the reunification of students with parents.**