Handbook for Parents & Students
2026-2027

5010 52 Ave
PO Box 7
Pouce Coupe, B.C.
V0C 2C0
250-786-5314
pce@sd59.bc.ca

School Handbook Outline

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PRINCIPAL'S MESSAGE

Dear Families,

Welcome to another exciting school year at Pouce Coupe Elementary! September brings new beginnings, new opportunities, and the chance to continue building a strong and connected school community.

At Pouce Coupe Elementary, we believe students thrive when they feel **safe, connected, supported, and excited about learning**. Our CORE values of **Growth, Connection, Inspire, and Impact** continue to guide us as we create opportunities for students to learn, build relationships, discover their strengths, and make a positive difference.

Families are an important part of our school community, and we value your partnership, communication, and support throughout the year. Together, we can create a school where students feel they belong, are proud of their accomplishments, and look forward to coming each day.

We are excited to welcome back our returning Wildcats and extend a warm welcome to all students, families, and staff joining us this year.

Here's to a wonderful year of learning, growing, and connecting together!

Welcome back, Wildcats!

Kristy Rose
Principal



SCHOOL DAY – (TIMES)

7:50 am	busses arrive – supervision begins (outside time)
8:20 am	warning bell
8:24 am	instructional day begins
9:50 am	recess starts
10:05 am	recess ends
11:35 am	lunch break (eating in class)
11:50 am	lunch (outside time)
12:05pm	lunch ends
2:05 pm	dismissal
2:10 pm	busses leave

POUCE COUPE STAFF

Ms. Kristy Rose	Principal, Coach Mentor
Ms. Perla Mendoza-Davies	Learning Assistance, Teacher Librarian, Prep
Mr. Robert Lam	Grade K/1
Mr. Hecker	Grade 1/2
Mrs. Bonny Schlauwitz	Grade 2/3
Ms. Lexi Schwartz	Grade 3/4, Literacy Resource Techer
Ms. Cindy MacRae	Grade 4/5
Mrs. Krystal Kennelly	Grade 6/7
Ms. Pooja Pawar	Grade 3/4, Prep Teacher
Mrs. Kristina Ruscheinski	Secretary/Bookkeeper
Mrs. Sarah Atkinson	Education Assistant
Mrs. Deb Chmelyk	Education Assistant
Ms. Kassidy Jackson	Education Assistant
Ms. Bethany Querin	Education Assistant
Mrs. Karen Campbell	Education Assistant
Ms. Danielle Reay	Education Assistant
Ms. Ashley Jamison	Education Assistant
TBH	Education Assistant
Mrs. Amanda Molyneaux	Custodian
Ms. Danielle Smith	Crossing Guard

CONTACTING THE SCHOOL

Office hours are 8am to 2:30pm daily. The office is closed for lunch between 11:00-12:30pm each day. When the Secretary is not in, please leave a messages on the machine and we will call you back as soon as we can.

DOORS

During the school day the front doors will remain unlocked for access into the building. ALL OTHER DOORS WILL REMAINED LOCKED DURING THE DAY. If you are dropping your child off late or stopping by for a visit, please use the front door, and not the regular classroom assigned doors. Please make sure to check in at the office.

ATTENDANCE/LATES/CHECK IN FOR SAFETY

Regular and punctual attendance is essential for a child's progress in school. If your child has to be absent please phone the school. ***As a safety check all unconfirmed absenses are checked daily.*** If you know your child will be absent or late please let the teacher know or contact the school at **250-786-5314** or email **pce@sd59.bc.ca**.

BUS Info

If your child is not riding, riding a different bus, or staying after school for a special activity ***you must notify the bus garage and the school office***. If no arrangements are made, the child will be sent home on the bus. If a parent is not here by 2:05 pm to pick up the child, he or she will be sent home on the bus.

To ensure messages are received before the end of the end, please call before 1:50pm for changes to pick up instructions.

Please contact the bus garage at 250-782-2106.

When you want to know if busses are running due to weather concerns, there is an automated bus line at 250-782 -1061, as well as a text alert system you can sign up for and the school district website's main page (www.sd59.bc.ca) will be updated at 6:00 am each morning.

Pouce Coupe Parents' Advisory Council (PCPAC)

The PCPAC consists of parents whose children attend Pouce Coupe school. The group meets monthly throughout the school year. The purpose of PCPAC is:

- To advise the school principal and staff on parental views about school programs, policies and activities.
- To communicate with other parents and to promote cooperation between the home and school in providing for the education of the children
- To assist parents in accessing the system and to advocate on behalf of the parents and students
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members
- To organize PCPAC activities and events, including the hot lunch program.
- To administer the gaming grant money for school extra-curricular projects

The PCPAC also sponsors a bursary every year at the local high school. Details of the bursary are available from the PCPAC. All parents and guardians are welcome to attend the PCPAC meetings. Look for dates in the school's monthly newsletter.

PARENT VOLUNTEERS

Parents of pupils are encouraged to participate in school activities in a number of capacities. Parents can help the school by assisting with hot lunch programs, volunteering to sponsor extra-curricular activities, volunteering to help in the classrooms. 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 Ms. Rose.

C**riminal Record Check & Volunteer Application** must be on file with the School for any parents and/or guardians who volunteer. Criminal record checks must be updated every three years. Volunteer drivers must also have a current driver's abstract on file at the school. 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.

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 management of their classes. 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.

REPORTING TO PARENTS

Formal written report cards will be sent home three times a year, in December, April and June. In addition to three written report cards, informal reporting will occur at least twice during the school year. Informal reporting may be in the form of parent-teacher interview; student led conferences, meetings, letters, and / or telephone calls. Conferences may be held at any time throughout the year at the request of parents or teachers. There are also scheduled days in November and February for parent-teacher conferences to be held.

PARENT CONCERNS – Steps to Take

From time to time parents may have a concern about what has occurred at school either with the teacher or with some event that occurred with other students. Here are three steps that parents should follow to effectively address any issue.

Step 1 - Phone the teacher and explain your concerns and if needed, arrange a meeting. The purpose of the meeting is to hear all the views and develop a plan to deal with the issue at school and home. Stay in

communication or establish a follow-up meeting to talk with the teacher again, to determine the effectiveness of your plan and make any necessary changes.
Step 2 – If you feel the work with the teacher has not addressed your concern, phone the principal (Ms. Rose). The principal may invite the teacher, learning-assistance teacher, counselors or any other relevant staff to the meeting for their input in addressing the concerns. Again, the goal is to develop a plan, implement it, review the success and adjust as necessary.
Step 3 – If you feel that your work with the principal has not addressed your concerns, you may call the board office and involve district staff. A senior staff person will review what work has been done, and work with the principal, parent and school to address the concerns.

Of particular concern is the growing trend for frustrated individuals to bring concerns to social networking sites such as Facebook, personal blogs or You Tube where opinions are stated as facts. The damage that this can do to a school, student or teacher's reputation when posted on a social networking site is significant and can be very hard to undo.

At Pouce Coupe, we want all our parents to know they are always welcome to contact the school using the steps described above whenever they have a concern. We hope that parents will never feel the need to vent their frustrations on a social media site.

Parent/Student Right to Appeal

In Section II, the school act states:
If a decision of an employee of a board significantly affects the education, health or safety of a student, the parent of the student (or the student) may within a reasonable time from the date that the parent or student was informed of the decision, appeal that decision to the board.
The board has developed a bylaw to provide for appeals under this section. These appeal procedures may be obtained from the School Board Office in Dawson Creek

OUTDOOR SAFETY AND COMFORT

During the entire school year, students go outside during their break times (recess and lunch). Students need to be dressed warmly for winter weather. We ask for your support in making sure your child is properly dressed. Proper headwear, footwear and mitts are important in cold weather. It has been noted that children in the north have a high rate of hearing loss due to inappropriate head wear during cold weather. **Please put the child's name on all clothing!**

NO BUS DAYS

In the event of the busses not running due to weather concerns, the school will be open and staff will be in attendance. Parents that elect to drive their children to the school will be responsible for picking them up again by 2:05 pm.

INSIDE DAYS

When the temperature dips below -20 or when there is heavy rain or smoke, students will get the opportunity to experience an inside day. In the mornings, students will come inside, hang their gear in class and head to the gym to walk and talk with friends until the bell rings. At recess and lunch they will remain in their classrooms with activities. ***When an inside day is called signs will be posted on all the entrance doors to notify students and guardians.***

FIELD TRIPS

It is the student and parents responsibility to ensure all permission forms for field trips are signed and returned the day before departing on a field trip. Students who demonstrate behaviour that may endanger the safety of others will not be able to participate in activities such as field trips. If the school cannot be assured of the safety of others, that student or students will be required to remain at school where appropriate learning materials will be provided by the teacher. The teacher will discuss any child in this situation individually with the principal to determine the nature of the concern and teachers will contact parents to make alternate arrangements.

TELEPHONE USE

The school telephone is not to be used by students, except in the case of emergencies or important purposes authorized by a staff member. We encourage parents to communicate their daily plans with the students and to write a note in an agenda for the student should they need to communicate changes to the teacher. We recognize that at times, parents need to get a message to their children due to unforeseen circumstances. However, we ask that parents keep messages to a minimum, as often due to the busy day, we cannot always guarantee that the message will reach the child. Please refer to the secretary hours (on page 4) for the best times to call.

STUDENT DRESS CODE

Students are expected to dress in a way that supports a safe, respectful, and positive learning environment**. Clothing that may be appropriate in other settings may not always be appropriate for school activities.**

Footwear

- Students must have a pair of **indoor shoes** that are used only inside the school.
- Outdoor footwear must be removed at the door.
- Footwear must be worn at all times while inside the school for safety reasons.
- Shoes worn in the gym must be **non-marking and appropriate for physical activity**. Flip-flops, high heels, and other unsafe footwear are not appropriate for gym activities.

Clothing

Students should:

- Come to school with appropriate indoor and outdoor clothing for the weather and planned school activities.
- Wear clothing that provides appropriate coverage for a school setting. Undergarments should not be visible.
- Wear tops that cover the majority of the upper body.
- Wear shorts, pants, and skirts that provide appropriate coverage for regular school activities.
- Avoid beachwear or sleepwear unless it is part of a designated school or spirit day.
- Not wear clothing or accessories that display or promote violence, profanity, hatred, discrimination, negative stereotypes, illegal drug use, or alcohol abuse.

Whenever possible, clothing and personal belongings should be **labelled with the student's name**. Unclaimed Lost & Found items will be donated at the end of each term.

Helmets

- Students are required to wear helmets when using the skating rink and sledding during school hours.
- Students who ride bicycles to school are expected to wear a helmet.

Hats and Hoods

Hats may be worn inside the school. Students may be asked to remove their hats at appropriate times, such as during assemblies, ceremonies, special presentations, or other activities where requested by staff.

For safety, visibility, and communication, **hoods are not to be worn up while inside the school**.

Students are expected to respectfully follow staff direction regarding hats and hoods.

If Clothing Is Not Appropriate for School

If a student's clothing does not meet these expectations, staff will address the situation **privately, respectfully, and equitably**. Depending on the circumstances, the student may be asked to:

- make a reasonable adjustment to the clothing;
- turn a shirt inside out;
- change into other available clothing; or
- wear a school-provided T-shirt for the day.

School administration reserves the responsibility to determine whether clothing or footwear meets school expectations, with consideration given to **student safety, dignity, equity, and the learning environment**.

ELECTRONICS & TOYS

Electronics and toys should not come to school. The school cannot be responsible for lost/stolen/damaged devices or toys. If electronics and toys are brought to school they must remain in the students backpack, **this includes cell phones**.

Cellphones and other personal devices are not to be used at school, this includes the playground. If students are caught with these items on school grounds they will be placed in the office until the end of the day. Students are responsible for picking items up at the end of the day. If the problem persists parents will be contacted, and an adult will be required to pick up the personal device.

CLOTHING & PERSONAL PROPERTY

Certain items (particularly boots, mitts, coats and lunch-kits) are lost each year and never recovered or returned. To address this problem, we strongly recommend that any items of clothing or property which are likely to be left anywhere in the school be ***clearly labeled with the student's first and last name.*** We also encourage parents to look in the "lost and found" box as this is where we collect all the found items, located by the West Entrance doors. Items in the lost and found are donated to charity at the end of each term.

Pouce Coupe Elementary Safety Procedures for Students with Anaphylactic Needs

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.

• 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 main office and administered, as directed by physician, by the first aid attendant.

• Crisis management and emergency response phone numbers, including 911 address of school, are placed by each phone in the school.

• The school endeavors to make the school environment safe for children with specific needs.

CODE OF CONDUCT

2026/27

Purpose

This Code of Conduct promotes a safe, caring and orderly learning environment for all students. We respect and value all people and voices, and we provide engaging learning opportunities for the students in our school. Students are expected to be cooperative, courteous and respectful.
It provides guidelines for appropriate behaviour for all members of the school community, including students, parents and staff.

Where the Code Applies

These expectations apply to:

- Behaviour at school and during school-organized or school-sponsored activities.
- Behaviour beyond these times—including online behaviour—that negatively affects the school's safe, caring or orderly environment and/or student learning.

Reporting Serious Breaches

If a serious breach occurs, school officials may be responsible for advising other parties, including parents, school district officials, police, the Ministry of Children and Family Development and/or other agencies.
Students need to feel comfortable reporting any breach to a trusted adult in a timely manner. Retribution against anyone who reports an incident is unacceptable and will be treated seriously.
Prohibited Grounds of Discrimination
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 because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or for any other reason set out in the Human Rights Code of British Columbia.
Students will also not make gestures, publish or display anything that indicates an intention to discriminate against an individual or group—or expose them to contempt or ridicule—on any of these grounds.

Examples of Acceptable Behaviour

Setting	What this looks like
In the classroom	○ Be kind. ○ Use an inside voice. ○ Keep hands to ourselves. ○ Try our best. ○ Take care of our things. ○ Listen to others.
In the hallways	○ Be quiet. ○ Walk in line. ○ Keep our hands to ourselves. ○ Do not play.

Setting	What this looks like
On the playground	○ Take turns and include others. ○ Leave rocks, sticks and snow on the ground. ○ Keep the ground free of litter. ○ Keep hands to ourselves. ○ Use kind language.
In the washrooms	○ Clean up our messes. ○ Respect others' privacy. ○ Be kind to others. ○ Keep our hands to ourselves. ○ Do not play.

BE SAFE and BE RESPECTFUL—to YOURSELF, to OTHERS and to PROPERTY.

Examples of Unacceptable Behaviour

- Verbal or physical aggression.
- Rudeness or swearing.
- Physically dangerous behaviour toward self or others, including throwing objects such as sticks, rocks or snowballs.
- Defiant behaviour, insolence, lack of respect or teasing.
- Misusing or damaging property or equipment.

Safe and Caring School Environments

Safe and caring school environments are free from acts of:

- Bullying, cyber-bullying, harassment and marginalization.
- Threat and intimidation.
- Violence in any form.
- Abuse in any form.
- Discrimination in any form.
- Retribution against anyone who reported an incident.

Misuse of Technology

The misuse of cyberspace, cell phones, electronic devices and computers will not be tolerated. Students are not permitted to use personal cell phones or electronic devices from the time they arrive on school grounds until the time they leave. Students who bring devices to school will be asked to place them in the office and retrieve them at the end of the day. If problems continue, a parent or guardian will be required to pick up the device from the office.

Items and People Not Permitted

The following will not be tolerated:

- Theft or vandalism.
- Intoxicating or banned substances.
- Weapons, replica (toy) weapons and explosives.
- Intruders or trespassers.

Consequences for Inappropriate Behaviour

Inappropriate behaviour typically has the following consequences, not necessarily in the order listed:

- Review of expectations and a timeout.
- Review of expectations, a written assignment and/or loss of privileges.
- Parents are informed.
- A meeting with parents.
- Restorative practices, including a restorative conversation, circle and/or conference.
- Working with staff and family to develop a plan that addresses the behaviour.
- Possible short-term suspension—in school or at home—for up to five days.
- Possible change in schedule or program.
- Consultation with police and/or the fire department.
- Expulsion.

Rising Expectations

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

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

Fair, consistent and restorative responses. Consequences will be applied fairly and consistently, with respect for individual rights, responsibilities, age and maturity. They will be restorative rather than punitive in nature.

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

Parents, please review this document and discuss it with your child(ren).

When you have done so, sign and detach this page. **Return this page only** to the school.

I, _____ (print your name), the legal parent/guardian

of,

_____ (print student name) *if you have more than one child attending here, use the other lines*

_____(print student name)

_____(print student name)

I have read this code of conduct and have discussed the contents with the above named student(s).

_____ _____

Signature ***Date***