

# South Nelson Elementary School



School District 8  
Kootenay Lake

# Parent and Student Handbook 2024/25

# South Nelson Elementary School Parent/Student Handbook

## SCHOOL MISSION

**Our Mission:** We inspire and support each learner to thrive in a caring learning environment

**Our Vision:** Our learners grow as global citizens in an innovative and inclusive community



Welcome to South Nelson Elementary School! Our school is a vibrant place of learning, nestled centrally in Uphill Nelson.

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: [southnelson.sd8.bc.ca](http://southnelson.sd8.bc.ca)

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

Clerical email: [clerical.ses@sd8.bc.ca](mailto:clerical.ses@sd8.bc.ca)

## School Hours and Bell Schedule

8:25am - Warning Bell

8:28am -10:10am – Classes

**10:10-10:30 – Recess**

10:30-12:10 - Classes

**12:10-12:55 - Lunch**

12:55-2:33 – Class

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

- We provide a warning bell for 8:25. Please ensure your child is here on time as instruction begins at 8:28.
- Parents are welcome on the playground in the morning and for after school pick up.
- Each class has its own line up outside the building.
- Students eat snack and lunch in their classroom after outside playtime

## South Nelson Elementary School Code of Conduct

### Statement of Purpose

The purpose of our code of conduct is to establish and maintain safe, caring, and orderly environments for purposeful learning and student success. Our code is built around the vision of South Nelson Elementary School, which reflect the values of our school community.

The School Code of Conduct applies at school, during all school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including online behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

### Relationship to BC Human Rights Code



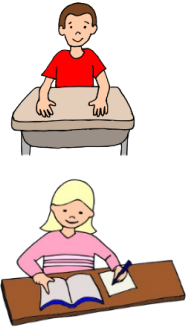



South Nelson Elementary promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law - prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, or gender identity or expression - in respect of discriminatory publication and discrimination in accommodation, service, and facility in the school environment.







Please see the full District and School Code of Conduct posted on the website:  
<https://southnelson.sd8.bc.ca/code-of-conduct/southnelson>



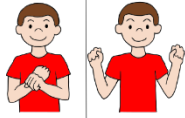
### South Nelson GROWS Great kids!

At South Nelson Elementary School, we expect our students to follow our GROWS Positive Behaviour framework and demonstrate:

- G - Great attitudes
- R - Respect for others
- O - Open minds and hearts
- W - Working together
- S - Safety

<b>G - Great Attitude</b>	<i>We show this by:</i>	<b>R - Respect</b>	<i>We show this by:</i>
	<p><b>*Coming to school on time</b></p>		<p><b>*Listening to the adults</b></p>
	<p><b>*Being prepared and ready</b>  <b>*Doing our best work</b>  <b>*Asking for help</b></p>		<p><b>*Treating others nicely</b>  <b>*Taking care of ourselves</b>  <b>*Taking care of our own, others, and school property</b></p>
	<p><b>*Trying our hardest</b>  <b>*Taking responsibility for our mistakes</b></p>		<p><b>*Being Kind</b></p>

<b>O- Open Mind and Heart</b>	<i>We show this by:</i>	<b>W – Work Together</b>	<i>We show this by:</i>
	*Trying new things		*Working nicely with others *Sharing
	*Demonstrating a growth mindset		*Playing fairly *Taking turns
	*Including others *Making new friends *Valuing differences in others		*Being Kind

<b>S - Safety</b>	<i>We show this by:</i>		
	*Keeping our hands to ourselves		*Following school rules
	*Being safe		

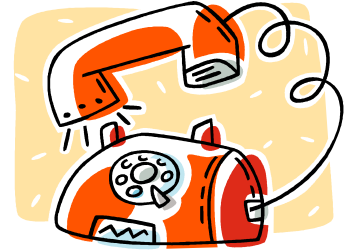


## General Information

**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 Laura at [clerical.sne@sd8.bc.ca](mailto:clerical.sne@sd8.bc.ca)
3. Leave a message on our answering machine

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



**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. Please note these guidelines from Interior Health:

- Fever - You can send a child back to school 24 hrs AFTER the fever has gone away WITHOUT medication
- Vomiting and Diarrhea is 48hrs AFTER the last episode.

See here for more information:

<https://www.interiorhealth.ca/sites/default/files/PDFS/too-sick-for-school.pdf>

### **School Supplies - \$40 fee**

South Nelson provides all required school supplies at the beginning of the school year. Parents are asked to pay the \$40 fee. A notice will be sent home early in the school year about school fees and providing payment options. *Please do not pay online in August.*

### **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 just inside the sunflower doors. The school is not responsible for lost personal property. Items left in the lost and found boxes at the end of each term are collected and sent to charitable organizations.

## Electronics and Cell Phones

The South Nelson School community strives to provide a learning environment free from the use of technology outside of structured classroom learning activities, to foster a school culture rich with social interactions and spontaneous creativity. The presence of electronic devices, such as smartphones, smart watches, bluetooth earphones, etc. detracts from the kind of play, interaction and learning that we promote at school. Therefore:

- Any digital device needed for learning will be provided by the school (eg. I pads, chromebooks)
- Please keep all personal digital devices at home.
- Should parents deem that a student require a digital device (eg. for communication to and from or after school), please discuss with the teacher.
  - The device will be kept powered off in the students' backpack until the final bell
  - If used in the day, the following steps will be taken, with increasing levels of consequence:
    - The student will be asked to return it to the backpack.
    - The teacher will keep the device in their desk until the end of the day
    - The device will be given to the Principal to be kept in the office until the parent can come to the school to retrieve it
    - Parents will be notified of any mis-use of a personal or school device occurs

**Lunch** - Students go outside to play first and then eat their lunch in their classroom. Students are not permitted to leave the school grounds anytime during the school day, unless picked up by a parent.



**Hot Lunch** - We have an extensive hot lunch program run by our PAC. Watch for information to be released each term and sign up through the online platform, Munch-a-lunch.

## **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
- For more information on healthy lunches and snacks for your child, please visit: <https://healthyschoolsbc.ca/>

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

**Extra Curricular Lunch Programs** -A variety of activities are available indoors during lunch. Typically, these occur during months of inclement weather. Options may change depending on the interests of students and staff.

**Outdoor Learning** -Our students spend a lot of time outside as part of the curriculum.

Classes engage in outdoor learning that may include:

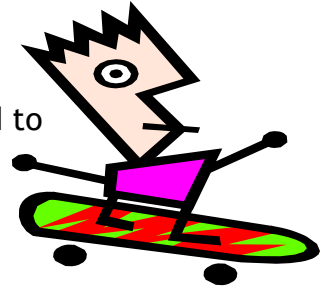
- **Place based learning** - Learning about our community, local knowledge, natural and cultural history. Additionally, Indigenous ways of knowing such as stories, plants, and respect for the land.
- **Ecology/Biology** - Learning about the local plants and animals found in the forests, trails and rivers close by.
- **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 pavilion, as well as various places to learn academic subjects outside.

**Outdoor Recess Play** - At South Nelson 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.*

**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 wheels on and off school grounds. Bicycles, skateboards, scooters, rollerblades and any other device on wheels 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.*

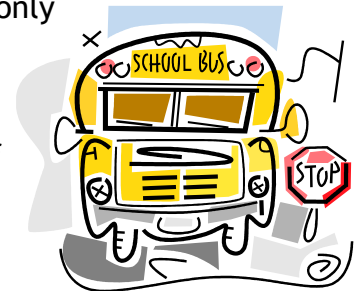
All registered students will receive a bus pass and will need to logon and off when the board the bus.

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** on Hendryx Street between the yellow cones under the no parking signs. This is where our busses stop. Please keep this area free and park in front of the yellow cones or in a different location. Thank you for your consideration. Please also remember this is a no idle zone.

**After School Care** - Please contact South Nelson Kidz Klub for more information regarding after school care (southnelsonkidzklub@gmail.com) 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, craft club, games club, and student council 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. All parent volunteers are required to complete a school volunteer application package and have an up to date criminal record check.

**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.

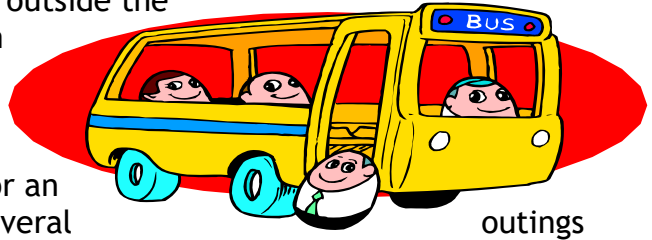
**Student Learning Updates** - Formal written learning updates are prepared three times a year. These are released digitally in the MyEd Parent Portal. You can find information on accessing these reports here:

<https://southnelson.sd8.bc.ca/node/50015>

In addition to these formal updates, there are many other informal ways teachers communicate learning progress to parents. These can include digital portfolios, open

houses, parent-teacher interviews, emails and phone calls. There are two sets of early dismissal days (in the fall and spring) which are also an opportunity to discuss your child's progress.

**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. This may include taking a school bus or paying a fee for an event. Throughout the year, there may be several outings in the community in which student will walk, which do not require separate permission forms, only one yearly neighbourhood permission form. Teachers will inform you of these outings, date, time, and destination.



**School Assemblies** - Assemblies occur frequently throughout the year. Parents/guardians are always welcome to attend! 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 Latimer St. front door and please check in at the office. Use the doorbell if it is locked and someone will come to assist you.



## 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 diverse learning needs 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.

Please contact your teacher or the school if you believe your child needs services.

**Counselling services** - We have a school counsellor available 3 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 and relaxation 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 (PAC)

Welcome to a new school year at South Nelson 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 - Cindy Pfitzenmaier/Tyler Coen  
Secretary - Carly Schneider  
Treasurer - Tyler Coen  
DPAC Rep - Lisa O'Connor

Monthly PAC meetings are planned for the third Tuesday of each Month and will be posted on the school's calendar.

Agenda items can be submitted throughout the month to the PAC email address or directly to PAC Chairs. 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 South Nelson 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:

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

**Playground enhancement:** Working to improve the playground and yard

**Fundraising:** Various opportunities throughout the year

**Family Fun Night:** Plan and organize the year end Family Fun Night

**Movie Nights:** Plan and organized family several movie nights throughout the year

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>

Visit our South Nelson PAC website for more information:

<https://southnelson.sd8.bc.ca/pac/southnelson>