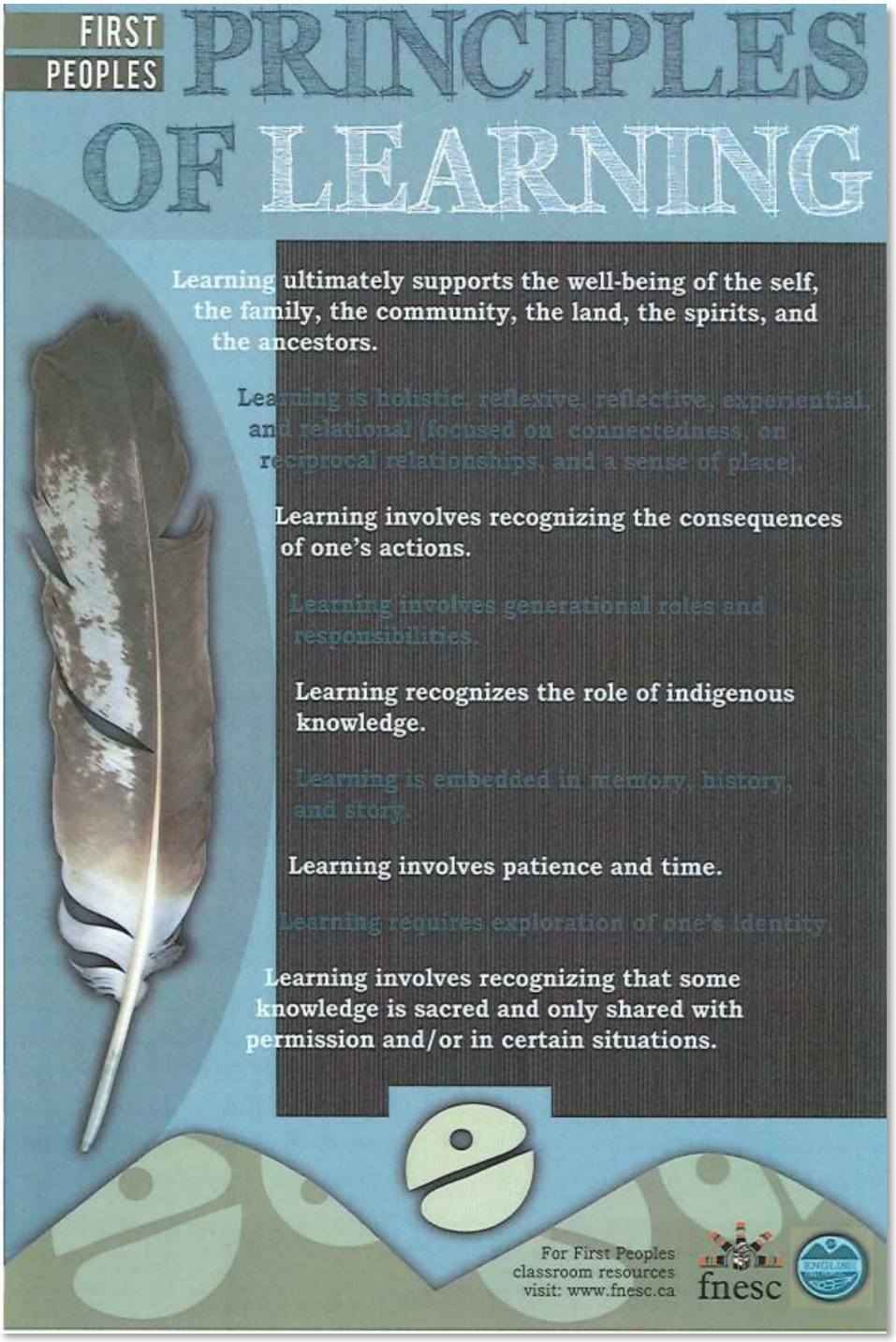
2022-2023
Wickaninnish Community School Handbook
Welcome to Our School!

As part of our communication to parents, Wickaninnish Community School's Handbook is intended to inform all students, parents and staff of the programs, policies, and procedures, which are in effect within our school.

We ask that parents read and discuss this handbook with their children. Please keep it and use it as a resource for information about our school during the school year.

Wickaninnish Community School
431 Gibson Street, Box 220
Tofino, British Columbia, V0R 2Z0
Phone (250)725-3254/Fax (250)725-3264

Wickaninnish School Staff respectfully acknowledge that we live, work & play in the traditional, ancestral & unceded territory of the Tla-o-qui-aht & Nuu-chah-nulth First Nations. We strive for cultural inclusion & reconciliation through our work and are continuously learning to do this better



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Wickaninnish Community School Staff

All school staff can be contacted by calling the school at 1-250-725-3254.
Email is also an efficient way to get ahold of school staff.

Office Staff and Administration

Principal – **Dani Stone**	dstone@sd70.bc.ca
Vice-Principal – **Chris Michaud**	cmichaud@sd70.bc.ca
Administrative Assistant – **Rebecca Tuck**	rtuck@sd70.bc.ca
Nuu Chah Nulth education Worker (NEW) **Darlene Frank**	dfrank@sd70.bc.ca
First Nations Educational Assistant **Grace George**	ggeorge@sd70.bc.ca
Custodian **Em Lefebvre**	elefebvre@sd70.bc.ca
West Coast Community School Coordinator **Caleb Harding**	commschool@sd70.bc.ca
Strong Start Coordinator **Kimi Henderson**	khenderson@sd70.bc.ca

Kindergarten team

Kristin Bruhwiler	Kbruhwiler@sd70.bc.ca
Natalie Holt	nholt@sd70.bc.ca

Primary Team

Tara Baas	tbass@sd70.bc.ca
Garrett Holt	gholt@sd70.bc.ca
Thea Avila	tavila@sd70.bc.ca
Christine Michaud	cmichaud@sd70.bc.ca
Alistair Reynolds	areynolds@sd70.bc.ca
April Thompson	athompson@sd70.bc.ca
Caroline Tucker	ctucker@sd70.bc.ca

Intermediate Team

Emilie Aujla	eaujla@sd70.bc.ca
Suzanne Mikus	smikus@sd70.bc.ca
Aaron Tilston-Redican	atilston-redican@sd70.bc.ca

Fine Arts Team

Chelsey Naka	cnaka@sd70.bc.ca

Student Support Team

Erin Kostashuk	ekostashuk@sd70.bc.ca
Chelsey Naka	cnaka@sd70.bc.ca
Melanie Morris	mmorris@sd70.bc.ca
Bryan Grigg	bgrigg@sd70.bc.ca

Educational Assistants

Katie Burden	kburden@sd70.bc.ca
Freda Hubert	fhubert@sd70.bc.ca
Becca Magnusson	rmagnusson@sd70.bc.ca
Kourtney Yeske	kyeske@sd70.bc.ca

District Contact Information:
Mailing Address: 4690 Roger Street, Port Alberni, BC, V9Y 3Z4
District Office Phone: 250-723-3565
District Office Fax: 250-723-0318

Title	Name	
Superintendent of Schools	Tim Davie	tdavie@sd70.bc.ca
Assistant Superintendent	Peter Klaver	pklaver@sd70.bc.ca
District Principal - Inclusive Education	Michell Bennett	mbennett@sd70.bc.ca
Director of Instruction - Learning Services	James Messenger	jmessenger@sd70.bc.ca
Secretary-Treasurer	Lindsay Cheetham	Lcheetham@sd70.bc.ca
Director of Operations	Greg Roe	groe@sd70.bc.ca
Executive Assistant	TBA	
Human Resources Asst	Trisha Wilson	twilson@sd70.bc.ca

Strongstart Learning Times

Monday:	8:45-11:45
Tuesday:	8:45-11:45
Wednesday:	8:45-11:45
Thursday:	8:45-11:45
Friday:	8:45-11:45

NON-INSTRUCTIONAL DAYS 2022/2023

District Wide Dates

School Planning Day - Monday, September 19, 2022
Truth and Reconciliation Day – Friday, September 30th ,2022
Provincial Specialists Professional Development Day - Friday, October 21, 2022
School-based Day - Monday, November 21, 2022
Curriculum Implementation Day - Monday, January 16, 2023
School-based Day - Friday, February 17, 2023
Local Specialists Professional Development Day - Friday, April 21, 2023
School-based Day - Monday, May 15, 2023
Administrative Day - Friday, June 30, 2023

Bell Schedule

8:45	**Entrance Bell/Class begins**	12:30 – 12:55 Outdoor Play
10:25	Recess	12:55 - 1:15 Lunch
10:40	Recess Ends	1:15 - Afternoon Classes Begin
12:30	Lunch Begins	2:50 – **Dismissal**
		Fridays Early Dismissal at 2:05

Students will not be supervised on school grounds before 8:30am and after 2:50pm. If you drop off your child at school in the morning, please drop them off after 8:30am.

If your child(ren) will be absent from school in the morning or afternoon, please let the school office know. The office opens at 8 am, or an email to rtuck@sd70.bc.ca can be sent. We also have voicemail where you can leave a message before 8 am.

Attendance

Regular school attendance is important for:

- Developing good habits that are important at school, further education, and work.
- Meeting friends and developing lasting relationships.
- Having the best possible opportunity to achieve their full potential.
- Lessen anxiety that could arise from being late or missing lessons from the previous day.

Absence and lateness can mean:

- Missing out on coursework and lessons; it can be very hard to catch up.
- Losing touch with friends and staff which can impact social-emotional wellbeing.

General Procedures

Students are to enter the school only after the entrance bell goes at 8:45 a.m. and proceed to their classrooms or designated lining up area. We recognize the importance of ensuring our students have the opportunity to get outside each and every day.

Our school has two outdoor play periods each day rain or shine. **Therefore, students are expected to dress appropriately for the weather i.e., rain gear on rainy days, hats, and sunscreen on sunny days.** ***Students arriving late (after 8:45am) are to report to the office.***

Bus and Boat Students

Parents of bus and boat students who have made other transportation arrangements for their child(ren) at the end of the school day should send a note to school or call the office. The school staff will inform the bus/boat drivers of known changes. School rules apply on the bus and boat.

Our bus and boat driver(s) have full authority to maintain order to ensure safety on the busses and boats. For misconduct on a school bus or boat the driver may suspend a student from the privilege of riding a bus or boat.

Bus and Boat Conduct

Bus and boat riding are a privilege. Students are expected to exhibit the same behavior required in the classroom while on the school bus and boat. These expectations are for the safety of all:

1. Follow Directions of the Bus and Boat Driver.
2. Stay properly seated in your seat.
3. Keep your hands to yourself.
4. Behave as you are expected to in the classroom.
5. No rude/discourteous behavior.

Bus and Boat Schedule

Tofino Bus provides school bus services to and from Wickaninnish Community School. Our daily bus schedule begins on September 7, 2022.

Bus schedule

BUS Tyhistanis/Esowista **8:05 – leaves house #3** **8:16 Leaves Esowista**	**Town Bus** **8:15 – Visitor Centre 8:17 Jensens Bay** **8:19 Lynn Rd Loop begins 8:25 Hellesen** **8:28 Abraham Dr. 8:29 Botanical Gardens** **8:30 Industrial Way** **8:31 Yew Wood/GasnGo 8:34 Crab Dock**	**Opitsaht/Town Bus** ***This bus also transports Opitsaht students to and from the dock.***

Boat schedule

LEAVE OPITSAHT – 8:10-8:30
ARRIVE AT SCHOOL - by bus
LEAVE SCHOOL - 2:50pm *With more students attending from Opitsaht there may be more than one boat. Students ride the boat 12 at a time. Youngest children will be given priority on the first boat.*

Lunch Hour Routine & Lunch Program

Here at WCS our routine is the "backwards lunch routine". We see children benefiting from a more relaxed eating environment where they are not so wiggly, will not be so eager to get out to play, and in turn waste their food. Therefore, outdoor play is from 12:30-12:55pm followed by students eating in their classrooms from 12:55-1:15pm.

Parents will be asked to indicate their lunch routine for their children for this year. If you wish to change your routine at any time, please let us know. The options are as follows:

1. My child will come home for lunch each day.
2. My child will bring their lunch each day.
3. My child will be participating in the lunch program each day.

Please note there will be no supervision of the outdoor areas from 12:55 to 1:15 pm each day as children will be inside eating lunch.

Noon Hour Procedures

Students will play outdoors and are always to remain on the school grounds. After lunch recess they will be eating their lunches in their classrooms. **Regular lunch students who plan to leave school grounds must be picked up by a parent or guardian**. Students will not be permitted to leave unattended unless permission has been passed along to the school through a parental note and/or phone call in the morning.

Life Threatening Allergy

We have students and staff in our school that have a life-threatening allergy to **peanut butter and any nut product (anaphylaxis).** To protect these individuals, we are seeking your cooperation to keep the school free of peanut butter and nut products. Please do not send peanuts or any other nut products for snacks or lunch.

If your child(ren) eats peanut butter or nuts at home before coming to school, please ensure that they wash their hands well as toys, books, **and objects throughout the school that are touched can cause the individuals with the allergies to react.**

We also encourage students to keep sweet unhealthy snacks and juices at home. Classroom teachers may have juice/snacks/pop for a very occasional treat but we do not encourage sweet, unhealthy snacks or juice/pop in our school. Water bottles are handed out each morning, or students are encouraged to bring their own. Please refrain from sending unhealthy snacks/drinks into our learning environment.

Student Services

Elementary Counselors

At Wickaninnish Community School counseling services are available to students through our school counselor, local Community Outreach counselors, and Nuu Chah Nulth Tribal Council counselors. Students may be referred to counseling services by the classroom teacher, other school staff, or parents and guardians.

Speech Language Pathologist

A speech language pathologist provides diagnostic services and speech and language therapy. A student may be referred to the speech language pathologist by their classroom teacher, learning

assistance teacher, parent(s)/guardian(s), or community agencies. All Kindergarten students receive a Speech and Language screening.

Class Assignments

Much thought goes into creating classrooms at our school. Staff carefully considers the following criteria when placing students: class dynamics, specific grouping for academic or social needs, balance for gender, ethnicity, abilities and student needs. Our goal is to create learning communities in each classroom that are diverse and will help students grow in their learning.

If you have any educational concerns that you feel should be taken into consideration when we make placement decisions for your child, please discuss these with your child's teacher or the principal by April 30th.

Lost and Found

Students are responsible for the care and safety of all personal belongings. A lost and found WHITE box is in the hall across from our main office for students to look for misplaced items. Found items should be turned into the office immediately.

Please label your child's items with their name for easy identification.

Bicycles/Skateboards/Scooters

Bicycles, skateboards, and scooters are the student's responsibility and should be locked and/or stored for security. The school is not responsible for any stolen bicycles, skateboards, or scooters. The use of a helmet is mandatory when on school property.

Visitors

All visitors are required to report to the office to receive authorization for their presence on school grounds and to sign in. This safety measure ensures that students are safe from intruders.

Volunteers

The school would like to thank all our volunteers who have dedicated time to enrich our students' education and lives. We truly believe that having volunteers within our classrooms enhances what we work towards as teachers, fostering a stronger community both within the school and outside our walls. With this in mind, we also need to make sure that we are following School District 70 and Ministry of Education guidelines around safe schools.

Once teachers have established who are going to be the volunteers in their classrooms on a regular basis, what the expectations are during their time, general procedural items (e.g., fire drills, signing in

and out, and so forth), and scheduling, volunteers will need to have a criminal record check completed by the RCMP which will be put on file in the office prior to beginning their volunteer work within the school.

If you have any questions regarding volunteering or volunteers within our school, please contact the office.

Emergency Disaster Procedures

Students practice the following during our earthquake drills:

MOVE AWAY from windows, shelves and other hazards.
TAKE COVER under a table, desk or counter.
TAKE CRASH POSITION to protect your head.
COUNT TO 60 and wait for your teacher's instructions.

In the event of an earthquake or tsunami the following procedures will take place:

1) Students and staff from Wickaninnish Community School will be evacuated.
2) Phone calls to the school are discouraged to maintain open lines for emergency use.
3) No pupil will be dismissed from the school unless a parent or designate comes for them. Do not immediately drive to the school so that streets may be available for emergency vehicles.
4) We recommend that families develop "in home" emergency procedures.

School Closures Due to Power Outages

BEFORE SCHOOL STARTS

Power is off before 7:45 a.m.
Unless BC Hydro indicates to the school that power can be restored before 7:45 a.m., morning classes are cancelled, and buses/boats will not run. Power must be on by 12:00 p.m. for afternoon classes to occur.

IN-SCHOOL POWER OUTAGE
Power goes off while students are in class

Students stay in their class and wait for an announcement. If power cannot be restored within one hour, students are dismissed according to School District policy. No elementary student will be sent home without contacting a student's family. Students must wait in their classes until a parent or guardian arrives to pick them up. Buses will run to return bus students whose parents or alternate have been contacted.

If Power goes off while students are at recess or lunch

Students return to their regular classroom and follow the procedure for in-class power outages.

WHAT IF POWER COMES BACK ON AFTER STUDENTS ARE SENT HOME

Power returns before 12:00 p.m.

If the students have already been sent home, there will be no afternoon class for the students. However, if the students have not yet been returned home, afternoon classes will be available, buses will run if drivers are available.

Power returns after 12:00 p.m.

There will be no afternoon classes.

Emergency Contact Arrangements

In the event of a power outage or prolonged evacuation while school is in session, our goal is to contact each student's household and confirm that someone is there before we send your child home. We have discovered that in a few cases, no one is at home or at the designated "emergency" contact; therefore, **please be sure that your information is up to date through completing the verification information form that will be sent home in September. These forms can be returned to your child's classroom teacher or dropped off at the office.**

In the event that the morning session is cancelled we will send a whole school email out to families, post on our PAC Facebook page, and try to get this message out through our local radio station as well.

Gradual Release Procedure:

In the event of an emergency occurring at the school (fire, earthquake, etc.) students and staff will follow our safety evacuation plan to ensure the building is exited in a timely and safe manner. Upon exiting the building, we marshal on our field, take attendance, and await further updates either from administration or emergency responder personnel. If the event is such that we can no longer use our building due to unsafe conditions, we would access our sea can storage container with emergency supplies to ensure students and staff are as comfortable as possible.

We recognize that in an extreme event many families will come to the school to pick up their child/ren. While we want families reunited with their child/ren as soon as possible we also need to ensure that students leave our care in an orderly and thorough manner hence utilizing **gradual release procedures**.

In a **gradual release** family or designate will come to pick-up their child/ren from the court area. Staff will be set-up at the entrances of the court with our gradual release binders containing each child's contact form. Once we have verified release information your child/ren will be released into your custody. If you have not filled out a gradual release form for your child/ren please do so as soon as possible.

Wildlife

Report all wildlife sightings near the school by calling the school.
(250)725-3254. Please also report sightings to the Conservation Office (250)724-9290.

Wickaninnish Code of Conduct

We believe that the school environment should be a happy, safe environment that respects the rights and needs of all students, staff, and families. We seek to create a positive atmosphere through the creation of a preventative code of conduct.

PHILSOPHY--We believe that:

1. Everyone is responsible for their own behavior.
2. It is a responsibility of the school community (staff, families, and community members) to teach, model and reinforce appropriate behavior.
3. All behavior has consequences.

GOALS--We will strive to:

1. Create a happy and safe inclusive environment for all.
2. Teach children to make positive choices in order to become healthy contributing citizens.
3. Foster the growth of responsibility and respect for all people, property, and our environment.

Our School's Social Skills Program
***Includes a focus on treating each other with iisaak (respect).**

Acceptable Conduct and Focus of Instruction:
Our instruction focuses on:

Be Polite
Use good manners, make others feel welcome and respected; avoid interfering with the learning of others.

Be Positive
Solve problems in a constructive way. Follow instructions and rules.
Encourage and help others, foster an "I can do" attitude.

Be Prepared
Take responsibility for being on time and having supplies ready.
Practice new skills and study.

Be Productive
School is a place to learn, use the time to work hard and do well.

Celebration and Reinforcement

Early in the year we review and teach our code of conduct in all classes. Classes will also spend the first few months creating, discussing, and reviewing their own classroom expectations.

These lessons are reviewed informally throughout the year.

Preventive Measures

Students are taught to report unsafe, teasing, or bullying type behaviors. When a staff member receives a report or notices a problem, they respond on the spot by speaking to the child. The staff will:

1. Describe what is happening – *I heard you _____ that is not kind.*
2. Point out the impact on others – *When you say that it makes others feel unhappy.*
3. Remind the student of behavior expectations – *We are polite to others.*

If the behavior is serious or repeated, a formal report is made to the office. Parents are contacted and a behavior support plan may be put in place for the child.

Intervention

A strategic plan for teaching and supporting pro-social behaviors may be put in place for a child. It may consist of individual or small group instruction in social skills, perhaps with the school counselor.

There may be restrictions placed on movement during free time to allow for increased supervision until difficulties are resolved. A goal-oriented monitoring plan and a coordinated home/school plan may be implemented. At times we may also refer to outside agencies for student and family support.

Minor and Major Offences

Minor Offences

Staff members will deal with minor offences on the spot. A behavior concern slip (pink slip) will be filled out by the staff member and given to the teacher for further follow-up. The entire staff works on encouraging and teaching the four P's: Be Prepared, Be Polite, Be Positive and Be Productive.

Major Offences

Major offences are those rare behaviors that threaten the orderly function of the school, these behaviors are threatening to the well-being of others. Major offences will be handled by a formal referral to the office for behavior support. The teacher along with school administration, the

parents/guardians and the student will maintain open communication. A plan of action will be decided upon, discussed by all parties concerned and acted upon. The consequences for major offences may include: time out from class, assigned duties, apology, and/or suspension from school.

Steps to Resolving Issues in Schools: A Checklist for Parents

1. Act as soon as possible; do not let the problem get out of hand or remain unresolved.

2. Listen carefully to what your child is saying. Try to understand all viewpoints of the issue. Do your best to look at the issue logically, leaving your emotions out of the picture for the time being.

3. Determine clearly in your mind what the issue is. Establish what the facts are and what information may be missing. Begin to form questions.

4. Decide if your child needs your support or if they can resolve the issue by themselves.

5. If you act on your child's behalf, bring your concern(s) to the person directly involved (unless inappropriate). Request a meeting at a mutually convenient time.

6. Clearly identify the purpose of your contact, including your understanding of the issue. Listen carefully to what the other person has to say. Try to see the issue from their perspective. Ask questions to clarify the issue and/or response.

7. If your concerns are not addressed in the initial meeting, or any subsequent meeting, contact that individual's immediate supervisor (principal, school district staff, superintendent) and request their involvement (follow the guidelines in #6).

8. If, after meeting with the supervisor, your concerns are still not addressed, the supervisor can describe the next steps you may wish to take. At times this may entail appealing a school employee's decision. Our school district has a policy regarding the steps to take in this process. Ask for a copy of the policy and review it before proceeding.

DRUGS/ALCOHOL (this is inclusive of the new Federal Cannabis Legislation)

If a student becomes involved with drugs or alcohol during school hours or at a school function that student will be suspended from school pursuant to the School Board Policy outlined below:

"The Board of School Trustees will not condone any involvement with illegal drugs, or the illegal use of drugs or alcohol by pupils during school hours or at any school functions that take place inside or outside of the district's geographical boundaries."

It is the policy of the Board of School Trustees that if the Board is satisfied that a pupil was willfully involved with illegal drugs or alcohol, that pupil may be suspended for five school days. Subsequent involvement by that pupil in the use of drugs or alcohol at school, or at a school function shall result in a suspension of greater than five days.

Wickaninnish Community School Parent Advisory Council (PAC)

All parents and guardians of students at the school are members of the Wickaninnish PAC!

Every parent and guardian are invited to attend any number of meetings throughout the school year, which are held approximately once every 6 weeks, usually at 6pm in one of the school classrooms or on Zoom. The meetings are both informal and informative, and it is a great opportunity to sit down with other parents and members of the school administration to get the inside scoop on everything you need to know!

The purpose of the PAC is:

1. To host regular meetings to facilitate communication between parents, caregivers, administrators, and teachers/school staff.

2. To enhance our children's education by supporting school activities; to sponsor social and community events for the benefit of our students; and to create opportunities to communicate around issues related to our children's education, development, and physical/emotional health.

3. To raise funds necessary to support programs, events and purchases that contribute to the enhancement of our children's school experience.

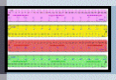
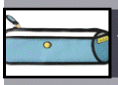
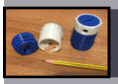
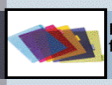
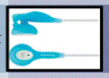
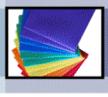
For more information search **Wickaninnish PAC** on Facebook for weekly updates.

School Supply List - *Please note that the following supply lists are a general guide, and each classroom teacher may tailor supplies requested. It is recommended that families wait to purchase supplies after confirming resources needed with their child's classroom teacher.

- All supplies and clothing should be clearly marked with student's name.
- A pair of clean running shoes is required for gym use. The running shoes need not be new but must be reserved for indoor use.
- Individual teachers may store belongings for students and distribute, as necessary.
- Throughout the year, children may be asked to have additional pencils, crayons, books, etc., as original supplies become depleted. Individual teachers may request supplies for specific activities and/or projects during the year.

Thank you for taking the time to go through our school handbook. We look forward to the exciting year to come!

Wickaninnish Community School, Intermediate School Supplies 2022-2023

2 Bright coloured pens for correcting	3 Large Elmer's Glue Sticks	1 Dictionary/ Thesaurus (optional)
2 Black Sharpie Markers	 1 Metric Ruler	1 Agenda (optional)
1 of Crayola Pencil Crayons	1 scientific calculator	1 Pair of Gym Runners
1 Pk of Crayola Thin Markers	4 Packs of loose leaf paper	Rain jacket , pants & boots
 1 Pencil Case	4 Keytab Lined notebooks	1 labelled water bottle
 1 Pencil Sharpener	1 ring binders (can be zipped up)	1 Set of Spare Clothes for rain days
4 Pk of good HB pencils	1 Pack of binder dividers	1 Umbrella (optional)
4 Highlighters Different Colours	 Four Duotang folders	1 box of Kleenex
1 Pk of individual whiteboard markers	1 geometry set	 1 set of headphones or Ear buds
4 White Erasers	1 Pair regular scissors	 1 plastic pocket folder for homework

Wickaninnish Community School Primary School Supplies 2022-2023

2 of Crayola 24 pk crayons	2 blue Hilroy No lines	1 Pair of Gym Runners (no laces for K)
2 of Crayola thick markers 10 Pack	2 Hilroy Full line Booklet	1 pair of labelled rain boots
1 of Crayola Pencil Crayons	2 Green Hilroy 1/2 blank 1/2 lined	1 labelled Rain Jacket
1 Pk of Crayola Thin Markers	1 Hilroy Coil Scrapbook	1 pair of labelled Rain Pants
3 Large Elmers Glue Sticks	5 duotangs Different Colours Pref.	1 labelled water bottle
1 Pack of Tri-conderoga Pencils Black	4 Plastic bifold folders (with pockets)	1 Set of Spare Clothes for rain days
1 Pk of good HB pencils	1 Box of Kleenex	1 Umbrella (optional)
2 Highlighters Different Colours	5 Large Zip Lock Freezer Bags	
1 Pk of individual whiteboard markers	1 Pair Child Scissors	
2 White Erasers	1 Pair regular scissors— optional by age	

Please remember we share supplies in **Kindergarten**—no labels on school supplies please

Also, we have outdoor recess twice a day. Raingear and dry clothes are important for all students K-7.