

Tl'etinqox School Handbook  
for  
Student and Families



## Message from the Principal

Welcome to TI'etinqox School!

Sechanalyagh to our families and community members for trusting our team with your child's education; we look forward to working alongside of you in supporting your child's hopes, dreams, and academic progress here at TI'etinqox School.

In this handbook, you will find important information to support and guide you throughout the upcoming school year, including, but not limited to:

- School year information
- The daily hours of instruction
- What to do if your child is ill
- School bus information
- Field trip information for students and prospective chaperones
- unscheduled school closures

As we navigate the school year together, we want to acknowledge the critical roll our parents, guardians, and families play in the success of our students. From ensuring attendance remains above 90% of each month, to supporting work at home, extra-curricular activities, PAC events, and fundraising, our families are the backbone of our school and we work to support your vision for not only your children but for TI'etinqox Education as whole.

We promise to guide our decisions and actions with the best interest of your children always at the forefront. We will communicate regularly, receive guidance and direction from both you and TI'etinqox Leadership, and we will ensure our students' voices are not only heard but are loud, proud, and leading the way. With this partnership we know we will all achieve at the highest of levels and our students will be on the road to success with all of TI'etinqox behind them.

Sechanalyagh for your trust, support, and guidance; we look forward to another great year with you and your amazing children.

Clayton Grice, Principal  
TI'etinqox School

## **Tl'etinqox Daily Schedule**

<b>Time</b>	
8:00-8:30	Breakfast and daily walk
8:30	Start of classes
10:15-10:30	Snack and recess break
12:00-12:45	Lunch
2:30	Kindergarten dismissal
3:30	Grades 1-12 dismissal

### **Attendance and Absences:**

Tl'etinqox School will offer at a minimum, the provincially mandated number of instructional hours each year. The school will remain open on all designated instructional days, unless one of the following occurs:

- the physical premises are unsafe for staff and students
- a catastrophic natural event, (weather, earthquake, etc)

If your child is not going to be at school, please call or email the school before 8:00am at 250.394.4293 [info@tletingoxschool.com](mailto:info@tletingoxschool.com) or leave a message on the school edsby system indicating the length of the absence and the reason. Please note that all absences require documentation if they are to be excused and students are still required to complete any work from the days they are away.

### **2021-2022 School Year:**

First Day of School - September 7<sup>th</sup>, 2021

October 11<sup>th</sup> 2021 - Thanksgiving (No School)

October 25<sup>th</sup>, 2021 - Tsatlatzin Day (No School)

October 29<sup>th</sup>, 2021 - Professional Development Day (No School for Students)

November 8<sup>th</sup>-12<sup>th</sup>, 2021- Fall Break (No School)

November 26<sup>th</sup>, 2021 - Professional Development Day (No School for Students)

December 20<sup>th</sup>, 2021 - January 3<sup>rd</sup>, 2022 – Winter Break

January 28<sup>th</sup>, 2022 - Professional Development Day (No School for Students)

February 25<sup>th</sup>, 2022 - Professional Development Day (No School for Students)

March 14<sup>th</sup>-25<sup>th</sup>, 2022 - Spring Break (No School)

April 1<sup>st</sup>, 2022 - Professional Development Day (No School for Students)

April 15<sup>th</sup>, 2022 - Good Friday (No School)

April 18<sup>th</sup>, 2022 - Easter Monday (No School)

May 23<sup>rd</sup>, 2022 - Victoria Day (No School)

May 27<sup>th</sup>, 2022 - Professional Development Day (No School for Students)

June 23<sup>rd</sup>, 2022 – Last Day of School

June 24<sup>th</sup>, 2022 – Administration day for all school staff

**Minimum Hours of Instruction** (as required by the School Act):

Kindergarten	853 hours/year
Grades 1 – 7	878 hours/year
Grades 8 – 12	952 hours/year

**TI'etinqox Hours of Instruction**

Kindergarten	891.5 hours/year (+ 38.5hrs)
Grades 1–7	1032.5 hours/year (+154.5hrs)
Grades 8–12	1032.5 hours/year (+80.5hrs)

**Student Admission**

The primary purpose is to provide a robust and culturally sensitive education to the members of the TI'etinqox First Nation, however, TI'etinqox School maintains an open registration policy. Members of other communities will be admitted if space is available. All applications are subject to review and approval from the TI'etinqox school principal and/or School Board, which reserves the right of refusal.

**School Bus**

The school bus is an extension of the school and safety is paramount. The school bus will pick up students at the appointed stops at the times below. (Insert when ready).

The bus driver is responsible for the safe transportation of students. Part of this responsibility is to ensure that student behaviours do not interfere with safety.

The following bus rules apply:

- Parents/guardians will ensure that their children are at the correct pick up point 5 minutes prior to the scheduled arrival of the bus. Parents/guardians will stay with the children until the bus arrives to ensure safety of the children and to support the safe boarding of the bus.
- Students will follow the instructions of the bus driver. The bus driver has immediate authority at all times.
- Students will remain in their seat.
- There is no eating or drinking on the bus.
- At no time will anyone extend their arms or head out of the bus windows.
- Students are not to litter on the bus.
- Student behaviour and contact must not create a distraction for the driver, or cause discomfort to other students.

Failure to adhere to the above rules will have consequences such as:

- A verbal warning to a student or students.
- The bus driver may designate a specific seat for a student to occupy when riding the bus.

- A written warning to the parents/guardians outlining the problems. After 3 written warnings, the bus driver has the authority to suspend the student from riding the bus for a specific period of time, not exceeding one week in length.
- Ongoing or severe issues will be reported to the school principal who will take follow up action.

## **Lunches and Snacks**

Tl'etinqox School will offer a range of health menu items for breakfast, lunches and snacks. This will help support both staff and students in making better meal choices. Students are welcome to bring their own snacks and lunch items; however, junk food such as pop, energy drinks, chips, and candy are not permitted. Anyone bringing these items will be asked to return them to their cubby or backpack until dismissal. Tl'etinqox School will provide special menu items throughout the year as well as treats on special occasions.

## **Clothing and Footwear**

Students are encouraged to dress appropriately for school and weather. When entering the school, students will remove all outdoor clothing, hats, and footwear, before entering the classroom. Students will need a pair of 'indoor' shoes with non-marking soles for school, as well as a pair of gym shoes. These may be the same shoes.

## **First Aid**

Staff members are certified in Level 1 Emergency First Aid and CPR. Students will be treated onsite for minor injuries, such as cuts not requiring stitches and bruises. Parents/caregivers will be contacted for more serious injuries.

## **Illnesses and Communicable Diseases**

Do **not** send your children to school if they are ill. To report an absence, parents/caregivers may do one of the following: call the school, enter it into Edsby, or email the school, ([info@tletinqoxschool.com](mailto:info@tletinqoxschool.com)). All absences require a note from a medical professional in order to be an excused absence. If a child is to be absent for several days, families may request that work be sent home, or online options provided.

- **Allergies:** it is the responsibility of the family to alert the school to any allergies. This information should include:
  - The type of allergy, (what they are allergic to);
  - What kind of reaction will happen;
  - What remedies to undertake;
  - Current emergency contact information;
  - Medical contact information (if necessary);
  - If it is a food allergy, include a list of alternative 'safe' foods
  - A signed permission form allowing school staff to administer the appropriate allergy response medication if required.

It is also helpful if families could provide information that would support Tl'etinqox School in educating the community with regards to specific allergies.

- **Public Health Issues:** Issues such as head lice are common throughout schools in British Columbia. These issues usually appear during the colder months. Below are guidelines from the BCCDC for some of the most common issues in schools:
  - **Impetigo:** see a doctor for antibiotics and stay home from school for 24 hours after treatment has started.
  - **Influenza:** stay home for 1-3 days depending on severity.
  - **Pertussis, (Whooping Cough):** see a doctor, and stay home for 5 days after start of antibiotics.
  - **Pink Eye:** see a doctor and stay home until doctor says it is safe to return to school, (usually 24-72 hours after start of antibiotics).
  - **Strep Throat:** see a doctor and stay home for at least 24 hours after starting antibiotics.
  - **Head Lice:** Tl'etinqox School will conduct regular head lice checks with TGO Nursing staff and students will be sent home with a treatment package if found to have nits or live lice. Students may return to school after treatment has been given. Wash all clothes and linens, (towels, sheets, blankets, etc), in hot water, or dry clean. Re-treat in 4-7 days.
  - **COVID19:** student must stay in isolation for 14 days after symptoms appear, or after a positive test. They may return to school after 14 days, or after health allows them to resume activities, (whichever is longer).
  - **Ringworm:** See a doctor for treatment. Students may not return to school until active infection is no longer visible.

Students will be encouraged to regularly wash their hands with soap and water, especially after recess and lunch breaks. In addition, students in Elementary and Intermediate Grades will be provided with school toothbrushes and opportunities to brush after their meals as part of health and physical education instruction.

### **Tobacco and/or Drug Use**

All of the above are prohibited at all times on school grounds or at school functions, including field trips. Disciplinary action will be taken if a student is found in possession or using any of the above.

### **Discipline Policy**

Tl'etinqox School uses a progressive discipline model that focuses on positive reinforcement, support, and reconciliation. While we pride ourselves in creating a safe and welcoming environment, we also understand that these years are meant for growth, learning, and opportunity, so when faced with disciplinary issues, we use this as a learning opportunity for our students and work with them to respectfully resolve all issues so that there is minimal disruption to everyone's learning and our students remain supported and in class as much as possible. Every

student and team member at Tl'etinqox School has the right to a safe learning space and any actions, physical or otherwise, that threaten the safety of a peer or staff member will be addressed immediately and may result in the removal of the student from the classroom until they can safety can be assured and the reconciliation process can begin.

### **Crisis Intervention**

In the event of a crisis situation involving a student the following protocols will be followed:

**Low Risk:** Student behaviour will be monitored, recording discrepancies and documenting incidences. School principal will be informed.

**Medium Degree of Risk:** All of the above, plus contacting the parent/caregiver. Records will be maintained for possible involvement of external agencies. The school will provide referrals for outside agency support if required to parents/caregivers.

**High Degree of Risk:** the student will at no time be left unattended. All of the above will be enacted, as well as an immediate intervention. The school will immediately contact the necessary outside agencies for consultation and/or assessment. If required, the school will make arrangements for the student to be transported to the nearest facility for immediate care and support.

### **Emergency Care of Students**

Very rarely an event may occur that requires closure of the school, and that prevents parents/caregivers or emergency contacts to pick up their child from school. Examples of this would be a very fast spreading wildfire, or a severe earthquake. In such an emergency, students would remain with their teacher or the school principal until such a time as parents/caregivers are able to return to the community. Students will remain at the school, supervised, while it is safe to do so, or until evening, giving families time to return. After that time the school will post in multiple places, (school website, notice on school door, etc), where students will be in care, (with a staff member), for collection.

### **Required Reporting**

All adults are legally required to report suspected child abuse or neglect to a child welfare worker, (Ministry of Children and Family Development).

<https://www2.gov.bc.ca/gov/content/safety/public-safety/protecting-children/reporting-child-abuse>

Education Assistants will inform the classroom teacher or school principal. The school principal will make the report. Under the law and to protect children, families cannot be informed of the report. Schools legally must allow access by MCFD social workers to children for whom a report has been made, (whether the report was made by the school or by another source). Tl'etinqox School will make all reasonable steps to ensure a Tl'etinqox Government Official is present for

any MCFD contact and in the case they cannot attend, the school principal and vice principal will be present.

### **Animals/Pets at School**

Animals or pets are not permitted in Tl'etinqox School unless the principal has provided written approval. Animals and pets are not permitted on the school grounds. School staff will attempt to identify any animals on the school grounds and contact the owners so they may retrieve them. If an animal becomes a recurring problem and poses a threat to the safety of the students and staff, the school principal will take appropriate actions which may result in reporting to Tl'etinqox Government Officials and the SPCA, or securing the animal outside of the school grounds, with food and water, until the owner can be contacted to retrieve their pet. Any costs associated with this, and incurred by the school, will be forwarded to the owner of the animal.

### **Field Trips**

Field trips away from the school are an integral part of a child's education. Tl'etinqox School strives to provide experiences for children outside of our community. In order for a child to participate in a field trip the following must be in place:

- An expectation of behaviour that is safe and reflects positively on the school and the Tl'etinqox community.
- Signed parent/guardian consent for your child to go on the field trip.

Behavioural violations while on the field trip may result on a child being sent home early. If this happens a school employee will accompany the child home.

If students are late in returning from a field trip, every effort will be made to contact the family/guardian.

### **Chaperones**

Tl'etinqox School may ask for chaperones for some field trips. Adult family members are encouraged to chaperone. All chaperones must provide a current Criminal Record check, (no less than 90 days old). Bring your receipt to Tl'etinqox School and the school will reimburse the cost of the CRC.

#### **Chaperone Duties:**

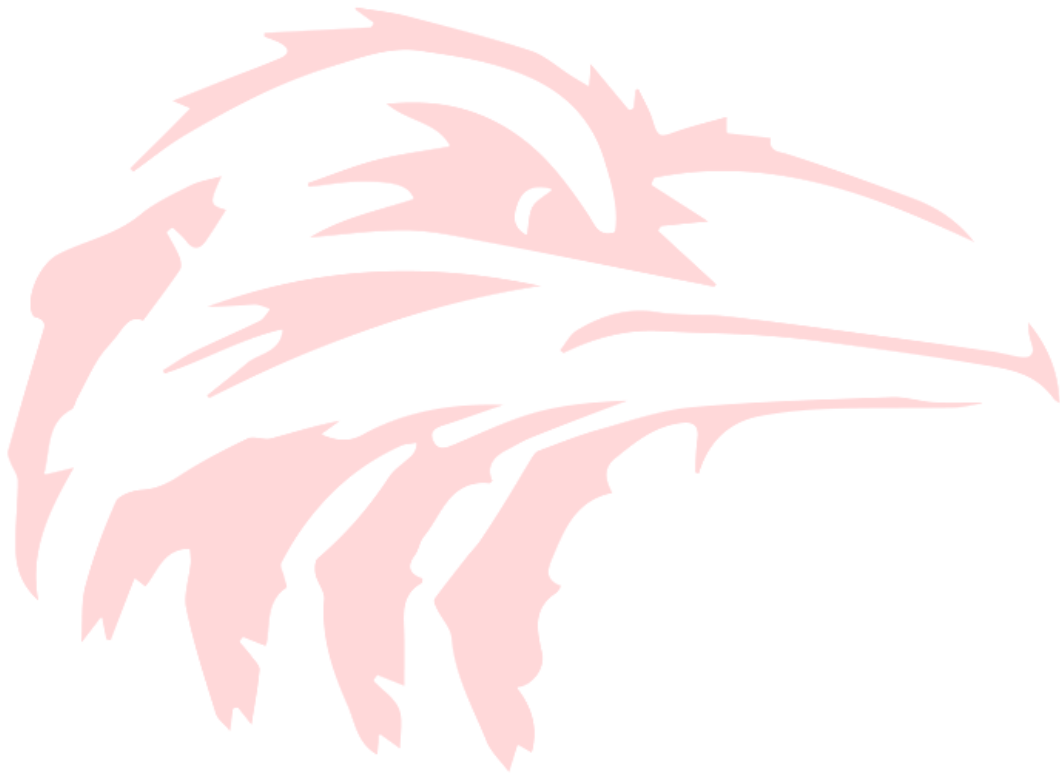
1. Chaperones are required to stay with their assigned group of students at all times. They may not transfer this responsibility to any other chaperone or adult without the permission of the head school staff member on the trip.
2. Students need to feel safe with their chaperone, so chaperones may need to be 'on duty' for 24 hours a day. Chaperones may not bring extra people, (including children), on the trip.
3. Chaperones must agree not to post any photos of children, (apart from their own children), on any public or social media sites.



4. All chaperones must be drug and alcohol free for a 24 hour period prior to the commencement of the field trip, and for the duration of the field trip.
5. In addition to student safety, chaperones will also assist in ensuring students' luggage and personal belongings are accounted for.

Failure to adhere to the above will result in a chaperone being ineligible to chaperone another field trip for up to one calendar year.

**\*Please sign and return to the school the final pages in this handbook\***



## Acknowledgement of Receipt

I, \_\_\_\_\_, parent/caregiver, acknowledge the receipt of the Tl'etinqox School Student and Family Handbook. We are aware of the policies contained within this handbook and how they will be applied to the effective and safe running of the school.

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Signature

Date

*\*Please return this signed final page to the school\**