SK'ELEP
SCHOOL OF
EXCELLENCE

365 Powwow Trail

Kamloops, BC

250.828.9777

2026 – 2027

STUDENT & PARENT

HANDBOOK

STAFF

Administration	Merle Hubbard	Principal
	Peach Dabels	Office Administrator
Teachers	Anna Hernandez	K
	Jennifer Crummey	1/2
	Kymberlee Koster	3
	Suzete Pietramala	4
	Karin Solde	5
	Savannah Stewart	6
	Rachel Dixon	7
	Jackson Rosch	PE/Health/Careers
Secwepemctsín Language	Christine Billy	Secwepemctsín Teacher
	Evelyn Camille	Elder in Residence
	J'onn Giese	Elder in Residence
Resource Room	Arlene Dixon	Inclusive Education Teacher
Support Team	Marcy Van Stone	Speech Language/ Educational Assistant
	Eric Friesen	Educational Assistant
	Jenna Pisarczyk	Educational Assistant
	Skye Francois	Educational Assistant
	Alison Coldwell	Educational Assistant
	Farrah Waterfall	Educational Assistant
	Linda Brown	Cook
	Holly Davidson	Bus Driver/EA
	Quanah George	Bus Driver/Maintenance

VISION STATEMENT

Our vision for Sk'elep School of Excellence is to be a loving, nurturing house that:

- promotes lifelong learning for all children,
- develops a strong sense of self pride, belonging, knowledge and confidence,
- and balances Secwepemc language, history, culture, and academic excellence in partnership with parents, family, and community.

SCHOOL VALUES

Pride: Cultural and individual pride.

Community: Our community is part of the school, our doors are open, and community members are welcome to join us on our educational journey.

Respect: Respect for Elders, staff, parents, students, community, visitors, and school.

Hope: Focus on the positive - find the good in people and situations around us.

Health: Recognition of the need for individuals, families, and communities to strive for health. Our school is a place where people of all Nations can foster healthy relationships between each other.

Discipline: Recognition that discipline is an important tool in respecting and learning; commitment to self-discipline is essential.

Helping Yourself: Showing initiative, putting your best effort forward, and striving to be the best you can be.

Teamwork: Working together, embracing common goals and working respectfully and cooperatively on them.

Support: Our school is a nurturing place where caring and concern is shown to everyone.

Integrity (Honesty): Being truthful and fair; learning from our mistakes and maintaining honor.

Growth: Striving for individual, educational and professional growth.

Responsibility (Accountability): Student accountability involves supporting students to be accountable for their own learning and behaviour; school and staff accountability involves demonstrating high standards of education, achievement, and being able to prove that we are doing what we say we are doing.

Empowerment: Building confidence and internal strength within individuals and within our school community so that self-determination can be realized; thus providing us with jurisdiction and control over every aspect of our lives.

Holistic: Recognition that balance is an important aspect of individual well-being: the Secwepemc Natural Law is instrumental in our understanding of balanced and healthy living.

Equality: Embracing and accepting of the vast diversity within human nature and cultures; acknowledging different cultures, life choices, family compositions, learning needs, learning styles, and instructional methods.

PARENT'S ROLE IN SCHOOL SUCCESS

Six Ways You Can Make a Difference This Year

1. READ TO YOUR CHILD EVERY DAY. Daily reading can positively affect children's academic success.
2. VOLUNTEER. There are many ways to contribute within the school. Ask your child's teacher what you can do to help.
3. LET YOUR CHILD KNOW THAT SCHOOL IS IMPORTANT. Ensure that your child(ren) attend school and are on time for school each day. Ask about your child's homework. Attend school events such as assemblies and family nights.
4. RECOGNIZE YOUR CHILD'S SPECIAL GIFTS**.** The most important thing you can do is to help your child see how he or she is special, which boosts confidence and sets the stage for learning.
5. MAINTAIN CONSTANT COMMUNICATION WITH THE TEACHERS, which is critical to your child's progress. Teachers will contact parents on a weekly basis to talk about your child's progress.
6. PROMOTE THE 3Rs of RESPECT, RELIABILITY AND RESPONSIBILITY. Model the 3 R's at all times.

WHAT TO DO IF YOU HAVE CONCERNS ABOUT YOUR CHILD'S EDUCATION

Most concerns are best dealt with at the school level, so it is important to know that there is a process to resolve concerns at Sk'elep. Please follow the steps below to have your concerns addressed at Sk'elep:

STEP ONE: Meet With Your Child's Teacher

1. You can send the teacher your concern in writing, or you can reach out by phone or in-person.
2. If you need to meet, set up a meeting time that is convenient for you both.
3. If it will make you feel more comfortable, bring someone with you as a supporter.

4. When you meet, outline your concerns clearly.
5. Listen carefully to what the teacher says. Take notes and write down your questions and the answers you receive.
6. After the meeting, consider whether you are satisfied. Do you feel you made progress? Is another meeting necessary? Will it help to talk to the same person, or should you talk to someone else?
7. If you do not feel that meeting with the teacher resolved the matter, let the teacher know how you feel. Perhaps suggest that you both meet with the principal to discuss your concerns. Let the teacher know that you appreciate their time, but you feel you need to take the matter to the principal.

STEP TWO: Meet With the School Principal

1. If it will help you feel more comfortable, ask a support person to attend the meeting with you.
2. State your concerns clearly and describe the steps you have already taken.
3. State what you would like to happen next. What do you expect? What would resolve your concern?
4. Listen carefully and take notes.
5. At the end of the meeting, restate what you think will happen next. Make sure you agree about any follow-up to take place.
6. Send a letter or email to confirm what you think is going to be done.
7. If meeting with the teacher and principal does not resolve your concerns, move on to Step Three.

STEP THREE: Go To the School Governing Authority

1. Contact the School Governing Authority's Department of Education, and follow the procedures established by your community to resolve disputes about school matters.

SCHOOL CODE OF CONDUCT

The entire educational community of Sk'elep School shall abide by a code of conduct. The purpose is to promote a safe, secure, and supportive environment in which opportunities to grow, learn and teach are maximized, and where everyone is treated with respect. To achieve this, we shall:

- Show kindness and respect by:

    - Avoiding name calling and other put downs.
    - Respecting personal property, be it ours or others.
- Do our best to learn as much as we can and help others to learn as much as they can.
- Set good examples by:
    - Respecting and following school rules and encouraging others to do the same.
    - Showing that we respect ourselves and each other.
    - Showing that we value education.
- Work together to promote appropriate and helpful behaviour by:
    - Making decisions we can all support.
    - Encouraging each other to do what is right.
    - Being polite, respectful, and courteous.
- Work together to discourage inappropriate and hurtful behaviour by:
    - Respecting individual differences.
    - Counteracting hurtful actions with helpful ones.

CELL PHONE/TECHNOLOGY EXPECTATIONS

Cell phones and electronic devices must be left at home. However, we recognize that students may accidently bring cell phones or other tech devices to school. If this happens, these devices **MUST** stay in their backpacks when on the bus and lockers for the entire school day, including all breaks. If any staff see a student with their phone out during the school day, it will be confiscated and can be collected at the end of the day, either from the teacher, or the office. If it is confiscated a second time, it will be turned into the office and parents will be called and a parent will have to pick it up.

STUDENT SUPERVISION

Students are welcome to enter the playground after 8:00 AM - doors will be open for students to enter the school at 8:10 AM. At Sk'elep School we strive to maintain a safe and friendly atmosphere. Scheduled supervision allows us to continually develop and monitor this atmosphere. We provide this supervision beginning at 8:00 AM, during recess and lunch, and after school until 2:45 PM or until the buses depart. Students are expected to respect all supervisors and follow their requests and the school rules.

BUS EXPECTATIONS

The safety of every student who rides the bus is very important to us! Please go over the following bus rules with your child(ren) so that they are aware of the behaviour always expected of them.

1. The bus driver is responsible for driving students to and from school safely – students, parents and guardians are expected to always treat the bus driver with respect.
2. Students/parents/guardians must be on time for the bus – waiting at the bus stop 10 minutes prior to pick up or drop off is advisable.

Students are expected to:

a. Follow the 3 R's of respect, responsibility and reliability at all times and towards everyone on the bus
b. Listen to the bus driver and follow his/her directions
c. Remain in their seats at all times and wait the bus driver to indicate that it is safe to stand and leave the bus safely
d. Walk to, from and on the bus without pushing or shoving
e. Stand safely at the side of the road while waiting for the bus

The following behaviours are not allowed on the bus at any time:

a. Loud talking, shouting, or inappropriate language
b. Loud and inappropriate music
c. Standing and moving around on the bus
d. Throwing of paper, garbage or other items
e. Climbing over or under the seats
f. Throwing or sticking anything out of the windows, especially hands and head
g. Smoking, possession of cigarettes, lighters and/or matches.
h. Bullying
i. Electronic devices, cell phones, air pods, etc. must be left at home. The reason is they are items of distraction and disruption and are a safety concern when the bus is in motion.

Verbal Warning

A verbal warning will be given by the bus driver to remind students of the appropriate bus behaviour and correct any inappropriate behaviour.

Written Warnings ~ Student Bus Behaviour Report

1. Students who choose to ignore the verbal warning and continue with unacceptable behaviour will receive a written warning from the bus driver.

2. A copy of the written warning will be given to the parent/guardian follow up and discussion with the student at home.
3. The signed copy of the written warning must be returned to the bus driver prior to boarding the bus the following day.
4. The principal will meet with the student to review the incident.
5. Copies of all written warning will be kept on file at the office.
6. A maximum of 3 written warnings will be given to students.

Bus Suspensions

1. Students who continue to exhibit inappropriate or unsafe behaviour on the bus despite receiving 3 written warnings will be referred to the school principal.
2. A meeting will be scheduled with the student and parents/guardians to discuss the situation.
3. Depending on the severity of the behavioural infractions, a temporary or indefinite suspension of bus privileges may result.

SAFE ARRIVAL PROGRAM

To ensure that your son/daughter has arrived safely at school, we try our best to contact home if we are unsure why a student is absent. If your child is at home with your permission (illness, family matters, etc.) **please call the school office at (250) 828-9777** prior to 8:50 am to let us know they will not be attending.

BELL SCHEDULE

8:00	Gate Opens
8:10	Buses Arrive – Doors open for students to enter the school
8:10 - 8:30	Breakfast & Clean-Up
8:30 - 10:00	Classes in Session
10:00 - 10:15	Recess
10:15 - 12:00	Classes in Session
12:00 - 12:25	Lunch Recess
12:25 - 12:45	Lunch
12:45 - 2:45	Classes in Session
2:45	Dismissal
2:50	Buses Depart
3:30	School Closed

ATTENDANCE

Regular attendance enhances student learning and contributes substantially to their progress in school. **It is imperative and critical that children attend school regularly and punctually.** Absence from school impedes a student's progress and often interferes with the smooth operation of the school and their class. The goal for **ALL** students is a 90% attendance rate.

Attendance is tracked daily in the morning and afternoon. An excused absence is still an absence, regardless of the reason, and contributes to a students' attendance rate. The school will make every effort to communicate to parents when attendance is becoming a concern. This may be done through letters, phone call, text or email. If a meeting becomes necessary to address concerns, SMART goals may be created to develop strategies to address the absences.

MORNING PROCEDURES

The gate to the playground for students to enter upon their arrival opens at 8:00 AM. Please be aware that there is NO supervision prior to the gate opening. Students will be welcomed into the school at 8:10 AM. Breakfast will be provided in their classroom from 8:10 – 8:30 AM. Breakfast will not be available outside of that time.

RECESS PROCEDURES

Morning recess is a 15-minute supervised break. All students are expected to go outside every day, therefore, please ensure your child is dressed appropriately for weather conditions.

LUNCH PROCEDURES

Students who wish to participate in the daily lunch program **must be present at school, or have a parent call in prior to the lunch count at 9:00 am**. Students who arrive late will need to bring a lunch.

NOON HOUR PROCEDURES

Lunch recess is 25 minutes, and the expectation is for all students to go outside every day. Please ensure your child is dressed appropriately for weather conditions.

AFTERSCHOOL PROCEDURES

Students will be escorted to the playground gate by their teachers, where they will be

picked up by parents or walk to the bus along the walkway. It is the responsibility of parents to notify the school office at (250) 828-9777 before **1:30 pm** if students will not be riding the bus or have alternate arrangements for transportation. **We cannot ensure that last minute arrangements for pick up will be met as the office is a busy place at the end of each day.** If a student is not picked up, parents will be called to pick her/him up immediately.

EMERGENCY PROCEDURES

Students involved in an accident at school will receive the care and attention that would normally be given by a prudent parent or guardian. Proper emergency measures are in place for the health and safety of the students and staff of Sk'elep School. In the event of an accident whereby a child has suffered an injury which requires treatment, or complications are possible, the following procedures will be put into action.

Emergency Procedures for Accidents

Immediate first aid will be given by a qualified member of the staff. Parents will be notified as quickly as possible. If parents are not available, the emergency contacts provided by parents will be contacted.

If required, an ambulance will be used to transport the child to the Emergency Department of the Royal Inland Hospital in Kamloops.

Accident reports for each incident must be filled out and submitted to the Office by the staff member(s) who observed or reported the accident.

Parents are asked to provide current contact information for **additional emergency contacts** to the office to ensure we can contact a family member/friend if you are unavailable during an emergency.

REPORTING PERIODS

There are three formal reporting periods, and two Student-Led conferences throughout the year. Written report cards will be sent home in the fall, spring and on the last day of school. Student-Led conferences will happen in the fall and spring. Continual communication by teachers with families during the school year will provide parents with current progress reports. Parents will be notified in advance of these dates and opportunities.

ASSEMBLIES

School assemblies are intended to recognize and celebrate the variety of achievements our students' accomplish throughout the school year. Information will be provided prior to the

assemblies. Parents and families are welcome to join us in celebrating our successes and accomplishments.

SCHOOL PICTURES

Student and class pictures will be available each year. These pictures can be purchased from the sponsoring company through the school. Notices will be sent home with details for ordering and payment.

MONTHLY NEWSLETTER

The school newsletter will be emailed to families each month. School and class news, along with important dates, will be included in the newsletter.

PROGRAMS

Sk'elep School of Excellence teaches to the provincial learning standards of the BC Curriculum in all academic courses from Kindergarten through to Grade 7. For Math, our resource is JUMP Math and for writing, it is Empowering Writers.
Sk'elep School also boasts an outstanding Secwepemc Language and Culture program taught to all students by a qualified language teacher and Elders from the community.

SCHOOL SUPPLIES

Each family is required to provide the essential school supplies within each classroom for their child(ren). All supplies must be brought to school during the first week of school. We do require students to bring a backpack and one pair of non-marking indoor shoes (NO black soles) labeled with their name.

LOST AND FOUND

Many lost items accumulate over just a few weeks of school. These articles are frequently displayed for students and parents to claim. **Please label all your child's belongings to ensure return of lost items.**

HEAD LICE

To maintain a school environment free of head lice we ask that parents check for head lice periodically throughout the school year. Lice are not a health hazard. They are a nuisance and an inconvenience to schools and parents, but they do not carry disease. However, close proximity of students and staff to one another may result in exposure. Accordingly, we are

committed to working with parents and health professionals to reduce the likelihood of head lice, and to deal with treatment in a confidential and effective manner.

If a student is found to have head lice, all families in the class will be informed of the situation. Students may be sent home or asked to stay home until they have been treated. Q'wemstín Health is available to provide follow up support to families upon request @ 250-314-6732.

CLASSROOM RIGHTS AND RESPONSIBILITIES

1. I have a RIGHT to learn in the classroom
   I have a RESPONSIBILITY to listen to instructions, work quietly at my desk and to raise my hand if I have a question, concern or need to leave the room.
2. I have a RIGHT to hear and be heard.
   I have a RESPONSIBILITY not to talk, shout, or make loud noises when others are speaking.
3. I have a RIGHT to be respected in the classroom.
   It is my RESPONSIBILITY not to tease or bug other people or to hurt their feelings.
4. I have a RIGHT to be safe in the classroom.
   I have a RESPONISBILITY not to threaten, kick, hit, or physically harm anyone else.
5. I have a RIGHT to be safe in this classroom.
   It is my RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.

STUDENT DISCIPLINE

The school discipline guidelines are meant to serve as a framework to ensure that the school is a safe, caring, and orderly learning environment for everyone. Every student has the responsibility to comply with the Student Code of Conduct Policy and the 3 R's of Respect, Responsibility and Reliability.

Incidents of behaviour that negatively effect the school environment will be addressed in the manner outlined in the attached 'Behaviour Flowchart'.

ANY QUESTIONS RELATED TO THE MATERIAL CONTAINED WITHIN THIS HANDBOOK SHOULD BE DIRECTED TO THE SCHOOL OFFICE OR THE PRINCIPAL.

SK'ELEP SCHOOL OF EXCELLENCE

Behaviour Flowchart

Observe Problem Behaviour

Is the behaviour *classroom* or *office* managed

Classroom Managed

- Redirect student (verbal warning, not 1 on 1)
- Review expectations (Teaching Matrix)
- Reteach behaviour

- Discuss behaviour expectations and consequences
- Implement an intervention strategy (refer to suggestions below)
- Document interventions

Has the behaviour been corrected?

Yes

- Recognize and reinforce corrected behaviour

No

Re-evaluate behaviour.
Is the behaviour classroom managed or office managed?

Classroom Managed vs. Office Manage

Tardy (1-5)	Tardy (6+)
Truancy (1-5)	Truancy (6+)
Disruptive	Disruptive
Defiance	Defiance
Disrespect	Disrespectful
Inappropriate Language	Inappropriate Language
Academic Dishonesty	Theft
Dress Code Violation	Property Violation
Misuse of Technology	Gang Violation
	Physical/Verbal Assault
	Possession of Contraband
	False Alarm
	Misuse of Technology

*** Please refer to T-Chart of behaviours for more specific definitions**

Suggested Classroom Intervention Strategies

- Student Conference/Warning (1 on 1)
- Phone call home
- Letter Home
- Counselor Referral
- Detention
- Administrator contact – email/note (not a referral)

Office

Ensure Safety

- Teacher completes Office Discipline Referral
  - Please fill out all sections of the referral form.
- Student is sent to Administration Immediately
- Office Discipline Referral is sent to Administration as soon as possible – preferably within the class hour

- Administrator determines appropriate action and follows through on consequence
- Documents action taken on the Office Referral form which is sent to teacher, guidance and parent/guardian
- Referral information is documented within two days for accurate data tracking

Tips on Behaviour Documentation:
- Document behaviour when student has not responded to a verbal warning.
- Take concrete action to correct (and re-teach) behaviour.
- Parent contact is warranted with continued classroom-managed behaviour before an office referral is warranted.
- Be consistent and patient…behaviour change takes time!