



École W. L. McLeod Elementary School Skehhodul'eh

Welcome! Bienvenue! Hadí!



This document contains general information, best practices, and the Code of Conduct for W.L. McLeod Elementary.

We want the best for our students and families at W.L. McLeod. We encourage all parents and guardians to participate in the learning and social environments W.L. McLeod by attending Caregiver/Teacher Talk About Learning Time, assemblies, school and classroom events, and PAC meetings..

Office Phone: **250-567-2267**

School Website: **<http://wlm.school.bc.ca/>**

PAC Facebook Page: **www.facebook.com/WLMPAC/**

School District Facebook Page: **www.facebook.com/SD9IBC/**

REVISED JULY 2023

School Values and Culture

**Every day we make a promise that sounds like this
“It’s a new day at McLeod and I’m going to fill it with
learning, kindness, caring, being safe and calm
because we’re all in this together.”**

McLeod is a dual track school with English and French Immersion programs. However, many cultures, backgrounds, identities, and abilities are represented at McLeod and we celebrate them all. McLeod honours and respects the land in which our school is located, within Saik’uz First Nation traditional territory. Indigenous culture and language is a part of every student’s learning at McLeod. As well, French Canadian culture is honoured through events such as Carnaval for all students.



Although our students are learning subject matter in different languages in different classrooms, we provide many opportunities for all students to interact and do activities and learning together. Our intermediate students are given a lot of responsibility to help and mentor our younger students - creating trust and empathy in our school.

Every student at McLeod is respected with a focus on meeting individual and unique needs. Additional effort is given to those students that may need extra help, and students not only have support from teachers and support staff, but also from their peers. There is a lot of student-to-student support happening all day at McLeod.

We hope you find this booklet helpful in learning about our school, from the logistical details, to all the fun ways we work and learn at McLeod.

OUR SCHOOL IS A PLACE WHERE....

- We don't have to all be the same.
- We don't all have to think the same.
- We don't all have to act the same.
- We don't all have to talk the same.
- We don't all have to believe the same things.
- We honour different ways of being, acting and believing – even when we don't agree with them.
- We have the right to be ourselves.
- We like it that people are different.
- We know that our differences make us interesting and unique
- We do our best to solve problems peacefully.
- We speak up if we see others being treated unfairly.
- We treat each other the way we'd like to be treated.
- WE TREAT EACH OTHER WITH RESPECT.

OUR MISSION STATEMENT

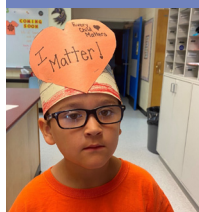
W. L. McLeod Elementary School's mission is to provide a positive, caring learning environment that encourages respect, participation and opportunities to challenge individuals to reach for personal excellence.

OUR GOALS

- Our students will meet grade level expectations in reading and writing.
- Our students will meet grade level expectations in numeracy.
- Our students will meet expectations in Social Responsibility.

CITIZENSHIP

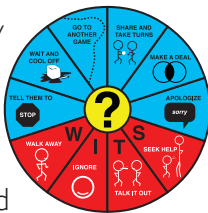
We focus on being a good citizen at McLeod. We use the BC Ministry of Education Social Responsibility and Healthy Relationships Performance Standards for class and school-wide lessons. We continually work at improving our classroom and school climate, being peaceful and inclusive (anti-bullying) and respecting ourselves, others and property.



WITS

WITS is the anti-bullying program used at McLeod. We have signs around the school yard reminding students how to use their WITS!

W - walk away
I - ignore,
T - talk it out
S - seek help



INDIGENOUS EDUCATION

McLeod honours and respects the Saik'uz First Nation traditional territory in which we work and learn. At our school we have two full-time Indigenous advocates to strengthen the links between school and family, and support students of Indigenous ancestry socially, emotionally and academically.

All students at McLeod take a Carrier Language and Culture class at least two times a month led by a Carrier Language and Culture teacher.

We also work hard to imbed Indigenous content throughout our curriculum.

SUPPORT FOR STUDENTS WITH LEARNING DIFFERENCES AND/OR COMPLEX NEEDS

McLeod is committed to meeting the needs of all learners. As a Response to Intervention school, we engage in on-going observation, response to, and reflection on the progress of learners. When unique needs are identified, supports are provided at the classroom level, the small group level and/or at the individual level according to need. Through the co-operation of staff, families, and students, our goal is for students to build skills, independence, and confidence as learners. McLeod is an inclusive education setting that aims for each student to fully participate as an active member of our learning community.

COUNSELLING

Counselors are available for students for individual sessions and class learning. We can also assist with referrals for counseling with outside agencies.

SOGI (SEXUAL ORIENTATION AND GENDER IDENTITIES)

Our McLeod family welcomes all students and families and we are committed to offering a safe, respectful and caring place for students, staff, and caregivers of all sexual orientations and gender identities.

ONE MCLEOD COUNCIL

One McLeod Council is our student council. Students in all grades are welcome to join. One McLeod Council plans activities for the whole school to bring us together and to celebrate our McLeod family.

MCLEOD CARES LEADERS

McLeod Cares Leaders are grade 6 students who buddy with Kindergarten and new students to welcome them and their families to our school.

ASSEMBLIES

Getting together at assemblies is an important part of our school culture. We work on many skills at assemblies including school-wide read to self and audience etiquette.

DAILY PHYSICAL ACTIVITY (DPA)

Our school participates in 15 minutes of Physical Daily Activity (DPA) each morning at McLeod. We welcome parents/caregivers to join us as we walk, skip and run around the school yard immediately after the morning bell. This activity prepares students' minds and bodies for active learning for the morning.

HEART GROUPS

Heart Groups are our multi-grade family groups that focus on social-emotional learning and connections. Students remain in the same Heart Group for their entire time at McLeod. Heart Groups meet once a month to learn about the Social Responsibility Core Competencies through the Seven Grandfather Teachings.



Getting to and Being at School

DAILY SCHEDULE

8:50 a.m.	Invitation bell + DPA
8:55 a.m.	Classes begin
10:40 a.m.	Recess
10:55 a.m.	Recess ends
12:15 p.m.	Lunch
12:30 p.m.	Outside for play
1:03 p.m.	Welcome back
2:56 p.m.	Dismissal

ATTENDANCE

Regular attendance at school and being on time are very important for learning. Students should work to attend every day and to be at school from start to finish. We want everyone here!

We ask that parents/guardians call the school if a student is going to be absent. If the student is absent for illness, please give us a brief description of the symptoms. This will help us collect information for our health nurse.

Parents/guardians of students who are going to be away for an extended time should work with their teacher so they do not fall behind.

SCHOOL BUSES

Parents/guardians must contact the bus garage (250-567-9618) to request any change to regular bussing plans. Please call the school to inform us of any changes to regular bussing plans.

All bus students are expected to follow the school Code of Conduct and follow all bus rules and regulations. Being safe makes sense. Always stay seated when the bus is moving. Always obey the bus driver who is in charge of the bus.

SUPERVISION BEFORE AND AFTER SCHOOL

Supervision before school in the bus area begins at 8:15 a.m. General supervision begins at 8:30. Parents who must drop off children before this time should contact the school office. Supervision after school is only in place until all busses leave (approximately 3:20). After 3:20 students who are still at school will be brought to the school office and we will contact parents.

COMING AND GOING

Students enter the school at designated areas when the bell sounds.

Visitors are always welcome. Please use the main entrance and check in at the office. During school hours, for the safety of our students, all doors are locked except the main entrance.

A child who arrives at school late should report to the office for a late slip.

Students who are leaving the school before the end of the day should be signed out at the office by a parent/guardian.

LUNCH HOUR

Students who stay for lunch will be supervised from 12:15 pm to 12:30 pm while they eat their lunch in their classrooms. After eating, students go outside to play until 1:03 pm.

Students who usually eat lunch at home, but have to eat at school for a day, should bring a note from home or have a parent/guardian call the school to let us know. Students who usually eat lunch at school but have to leave for lunch that day need to bring a note or have a parent/guardian call the school.

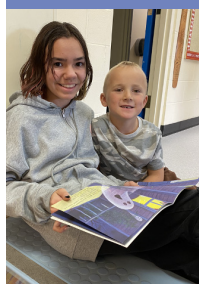
Students are not to leave school property.

Grade 6 students who need to leave the school at lunch must:

- bring a note from a parent/guardian for that specific day (no last minute phone calls or texts).
- go with a buddy who has a note.
- not go anywhere near NVSS
- go for a specific purpose (ie. lunch, errand)
- go and come back right away, no hanging out downtown
- ONLY go once in a while. This should be a special occasion.

HOT LUNCH PROGRAM

McLeod is very proud of our **FARM TO SCHOOL PROGRAM**, which serves lunch five days a week. The menu is sent home weekly and monthly. If your family is interested in our subsidy program please call the school.



BREAKFAST PROGRAM

McLeod is proud of the breakfast program, free to students five days a week. A simple assortment of healthy breakfast foods are served from 8:30-8:50 am.

VALUABLES

School District insurance does not cover loss or damage to personal belongings in the school. Unfortunately, W. L. McLeod cannot be responsible for lost or damaged items. It is important that students be careful of personal belongings and, whenever possible, leave valuable items at home.

TELEPHONES

The school telephones are not available to students except for emergency reasons. Students must plan ahead for visits to a friend's house, team practices, etc.

MESSAGES

Messages can be left at the office for students. Please feel free to give us. Please call before 2:30 pm to ensure end of day messages are delivered before dismissal.

MEDICATION

Medication can be harmful if it gets lost or is taken incorrectly. If a student must take prescription medication during the school day we require that parents come to the office to speak to us and fill out some paperwork. We will ensure the medication is stored and administered safely. Students who require non-prescription medication (Tylenol, Advil, etc.) during the school day need to turn it in to your teacher or to the office with a note of permission.

LOCKS AND LOCKERS

Homeroom teachers will assign lockers to all intermediate students. No changes are permissible without prior authorization. The school locker is the student's responsibility. It must be kept neat and tidy. Students are encouraged to buy school locks for \$5.00. All locks must be a combination type and combinations need to

be registered with the school. DO NOT TELL ANYONE YOUR COMBINATION. Students are responsible for keeping their lockers free of graffiti and inappropriate material. NOTE: lockers are the property of the school and can be inspected by the principal or designate at any time.

INJURY OR ILLNESS

It is crucial that all emergency information at school be kept up to date! Caregivers of children who have a medical condition that is life threatening (e.g. bee sting or food allergies) or may require emergency care must complete a medical alert form at the beginning of the school year and update it on an annual basis.

Children who are sick should stay home until they are feeling well and have no symptoms of illness.

If a child becomes sick at school they will be separated to a supervised area and parents/caregivers will be contacted. Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

In the event of an accident, the school will phone a parent. If the school is unable to contact the parent at home or at work, the secretary or teacher will phone the emergency number given on the registration form. In extreme cases, a student will be taken directly to the Hospital Emergency Room and the parent will be requested to meet their child there.

LOST AND FOUND

There is a blue box in the front entrance of the school for lost and found items. Items not claimed will be periodically donated to charitable organizations.

INDOOR SHOES

Due to safety and dress code reasons, all students are required to wear shoes in class. Students should have an extra pair of footwear at school for indoor use. If it is an issue to provide an extra pair of shoes please contact the school and we will help out.



Strategies for Fun and Learning at McLeod

CLUBS AND TEAMS

We have many different clubs and teams at McLeod. We have teacher-sponsored clubs such as Spelling Bee, Science Fair, Knitting and Chess, and student led clubs like paper folding, gymnastics, soccer, drama, drawing and many others. Our teams include Cross Country, volleyball, handball, basketball, floor hockey and Track and Field.

STAFF TLT

TLT is our staff Talk about Learning Time. Once every other week our teachers meet in primary or intermediate groups to talk about learning at McLeod. Our Support Staff and French Immersion teams also meet periodically.

OUTDOOR LEARNING

At McLeod we know the value of learning outside. It enhances our sense of community and social responsibility as we learn about nature, science and more.

PLAYGROUND

We have a very big playground. There are many supervisors on our playground and it is important that students listen to all directions of the supervisors.

To keep our playground clean we have an "adopt a playground" program and each class looks after a specific section of the grounds. Students must not litter, always clean up after themselves and be a good citizen by picking up any garbage they see on the ground.

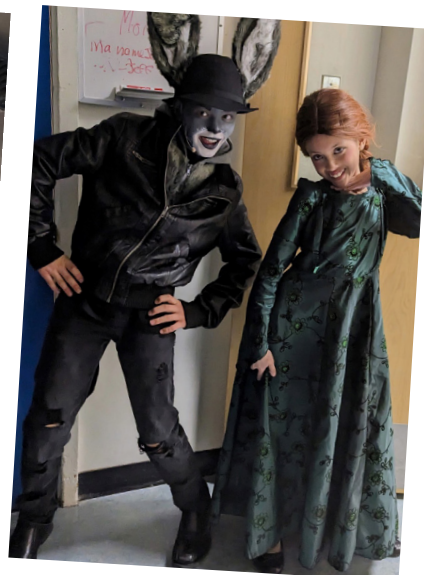
LIBRARY

Our big library is the center of our school - figuratively and literally. Mr. Cayan and Mrs. Harder are always eager to hear from students and parents about ideas to make our library even better.

THE ARTS

The arts are an important part of our McLeod school culture. We love to perform for many events including Christmas Concerts, Pink Shirt Day, and Music Monday. Students learn about the visual arts in their classrooms too.

Each Spring we have presented a full-scale musical involving over 80 students. Our past shows have included Willy Wonka Jr., Alice in Wonderland, The Aristocats, 101 Dalmatians, Dear Edwina, The Wizard of Oz, Seussical, Shrek, My Son Pinocchio, and Annie.



SERVICE

At McLeod we promote service to others as citizenship. Intermediate students can provide service to the school by being McLeod Cares Leaders, office club members, lunchtime monitors, junior supervisors or by participating on One McLeod Council.

HOCKEY ACADEMY

Grade 5 and 6 students will be able to participate in the EBUS Hockey Academy with coach Mr. Marty Floris. The program follows the Hockey Canada Skills Academy guidelines.

BAND

Grade 5 and 6 students are able to participate in the Band program, run out of the high school. Students walk over to the high school during band time. The high school is across the street, so is very easily accessible to our students.

SPIRIT DAYS

Throughout the year we have spirit/dress-up days. We celebrate everything from "crazy hair day" to "what I want to be when I grow up day." We encourage all students to join in the fun.

FARM TO SCHOOL

McLeod has a large greenhouse and outdoor garden space at the Vanderhoof Community Garden for students to participate in the preparation, planting, caring, harvesting and storing of garden vegetables that are used in our Hot Lunch Program. Parent volunteers are an asset to the success of this program. Please contact the school or PAC to find out how you can be part of Farm to School and help.

CARNAVAL

Each winter we celebrate the French tradition of Carnaval. The week-long event includes crêpe and sausage breakfast, wagon rides through town, outside games, BINGO in French and much more.



Communication: Student, Teach, Parent and School

HOMework

It is reasonable to expect some homework during the year. The good news is that the harder you work in class, the less work you will have to do at home! Homework may include:

- finishing up class work
- reviewing things you learned in class
- working on projects and stories
- getting ready for tests
- reading
- memorizing facts.

The average student from grades 1 to 6 does about 10 to 60 minutes of homework per evening.

Who helps with homework?

STUDENTS show responsibility when they:

- do the class assignments (if you work hard in class, you won't have as much homework).
- use the agenda to record all class work and assignments
- always complete homework
- make sure they have everything before you going home.

PARENTS help students to be responsible when they:

- provide a quiet work area
- have a special time set aside for homework each school day
- have reference and resource materials available (dictionary, paper)
- assist you with assignments, but not do the assignment
- show support and interest
- **the best homework is reading to your child and listening to your child read**

TEACHERS help students to be responsible when they:

- provide clear instructions, expectations and deadlines
- evaluate pupil work and provide extra support as necessary
- ensure that assigned homework is relevant to classroom activities
- prepare students in class before assigning homework to be done at home
- recognize that there will be occasions when there are legitimate reasons for assignments to be incomplete
- follow-up on assigned homework

YOUR AGENDA

In September, all grade 1 to 6 students will be given a school agenda book to help organize their day. These day planners will help each student to plan their time and their learning. They will also help students, parents/guardians and teachers communicate to support learning.

10 Ways to make your agenda EXCELLENT!

1) My assignments are written neatly with lots of detail. I know exactly what I need to do because page numbers, topics, questions, etc. have been included.

2) Really important stuff is highlighted or gets a sticker.

3) Anything that isn't due tomorrow is dated so I don't forget. (Eg.: "Science project on 'Energy' due September 27th")

4) I get my mom or dad to initial my agenda. They are partners in helping me learn! Sometimes they also write a helpful note to my teacher in my agenda.

5) I include some of my personal dates in my agenda. (Eg.: Dad's birthday-finish card)

6) I keep track of my test results.

7) I include the times if I have a meeting, a practice or an event. (Eg.: see my teachers at 8:30 am

- bring notebook)

8) My teacher evaluates my agenda as a level 3 (Fully Meeting Expectations) or better!

9) I have included important items in my agenda that won't actually happen for a few days or weeks to come. (Eg.: Science field trip on '___')

10) I review this checklist once a week to ensure my agenda is EXCELLENT!



WEBSITE

Information about McLeod can be found on our website at <http://wlm.sd91.bc.ca>.

NEWSLETTER

Our newsletters are sent home each Wednesday. Newsletters contain a lot of information and are an important way for the school to communicate with families. Please let the school know if your family would like to receive the newsletter by e-mail. All past and present newsletters can also be found on our website.

FACEBOOK

Our McLeod PAC and Farm to School Program are both on Facebook. Please LIKE these pages to keep up to date with activities at McLeod.

PAC: <https://www.facebook.com/WLMPAC>

F2S: <https://www.facebook.com/WLMcLeodPacFarmToSchoolProgram?ref=hl>

PARENT ADVISORY COMMITTEE

McLeod has an active Parent Advisory Committee (PAC) that meets once a month. Parents brainstorm ideas to help learning at school, as well as fund raise, put on activities and volunteer. The PAC also manages the Farm to School Program. Contact the PAC at wlmcleod.pac@gmail.com. All parents/guardians are invited to attend and participate.

SCHOOL PLAN FOR STRENGTHENING STUDENT LEARNING

Our School Plan reports on the academic and social achievements of our school, as well as lists the strategies we use in our school to help learning. Our current school plan can be found on our website. It is a living document and we always appreciate feedback.



VOLUNTEERS

We welcome and encourage volunteers at McLeod. If you're interested in helping in any classroom please just let us know. We especially love it if you have a special talent you can come in to share with our students.

REPORTING ON LEARNING

The year of learning at McLeod, for reporting purposes, is divided into three terms. Learning Updates will include reports at the end of each term and a Summary of Learning at the end of June. Informal Learning Updates will also be sent home in October and February. Each end of term Learning Update will be accompanied by a Core Competency Goal Setting Self-Assessment. An opportunity for caregivers and teachers to meet to Talk About Learning will also be provided in October and March.

Learning Updates are our formal communication with caregivers but regular communication between home and school is vital to student success. Please feel free to contact your child's teacher at any time.

STRONGSTART

Our McLeod StrongStart is an early learning program that provides school-based early learning services for adults and their young children, aged birth to five, at no cost to families. Please contact the school or see McLeod Strong Start Facebook page for schedule information.

JUST B4 PRESCHOOL

In May 2023, McLeod opened a Just B4 Preschool program for 3 and 4 year olds. Please contact the school for more information.



Code of Conduct

Members of the McLeod Family will...

Be Respectful – Be considerate of all people and property.

Try Hard – Arrive on time, have good attendance and practice good work habits.

Show Good Citizenship – Demonstrate Proud to be McLeod citizenship qualities including positive attitude, attention to academics, service to the school, leadership and sportsmanship.

Dress Properly – Wear clothes that are acceptable for school.

Obey the Law – Always say no to drugs and alcohol.

Work & Play Safely – Be mindful of others and avoid dangerous and unsafe situations.

Take Part in School Activities – Be positive, enjoy school, smile, have fun and appreciate the opportunities the school offers.

THREAT POLICY

It is important that all students and staff of School District #91 Nechako Lakes be allowed to work in an environment free from harm. Please be advised that threat behaviour will not be tolerated and that all threats of a serious nature as well as all high risk behaviours will be investigated and addressed accordingly. This may involve other agencies and Ministries including the RCMP. Should this need occur regarding your child, you will be advised. (Code of Conduct Policy 502.1).

For more information about the Student Threat Assessment or to read the full policy document, please contact the school at 250-567-2267 or SD 91 at 250-567-2284.

MCLEOD IS A NO-BULLY ZONE

Incidences of bullying are to be reported and will be addressed by staff immediately and seriously.

Bullying includes verbal abuse, gestural abuse, physical abuse, relational bullying, cyberbullying and sexual harassment.



CODE OF CONDUCT

Our McLeod Code of Conduct applies to all students, staff and parents during regular school hours, during any school sponsored activities and in other circumstances where engaging in the activity will have an impact on the school environment. Our Code of Conduct is in place to ensure that we all work and learn in a safe, caring and orderly environment.

It is expected that students will respect the diversity of our school community and the BC Human Rights Code which prohibits discrimination on the grounds of: Ancestry, colour, family or marital status; physical or mental disability; place of origin, race, religion; sex; sexual orientation; gender identity or expression and age. (SD 91 Policy No. 502).

VIOLATIONS OF THE CODE OF CONDUCT

Behaviours that violate the McLeod Code of Conduct and infringe on the rights of anyone else will be addressed in a firm, fair and judicious manner; taking in to account all factors as stated in the BC Human Rights Code. Due process will be honoured and there will be a focus on consequences that are restorative, rather than punitive, in nature. Special considerations may apply to students with special needs if these students are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotion or behavioural nature.



School Wide Expectations for Behaviour:

- Be accountable to the Code of Conduct, dress code, technology policy and classroom rules.
- When inside the school, walk in the halls (watching out for others) and play quietly during free time.
- Do not leave the school grounds without permission from the principal.
- No swearing, fighting, bullying and any type of physical and verbal abuse.
- Line up orderly for meals and eat lunch quietly in their classrooms.
- Keep the school and rooms clean and free from litter and vandalism.
- Be in the gym only when supervised, stay off the stage and not play around the gym doors.
- Do not chew gum in the school.
- Walk with bikes and skateboards while on school property during school hours.

In winter months:

- Do not throw snowballs nor bring snow into the school.
- Do not play "King of the Hill" nor push people off snow hills.

All bus students will follow the above rules plus:

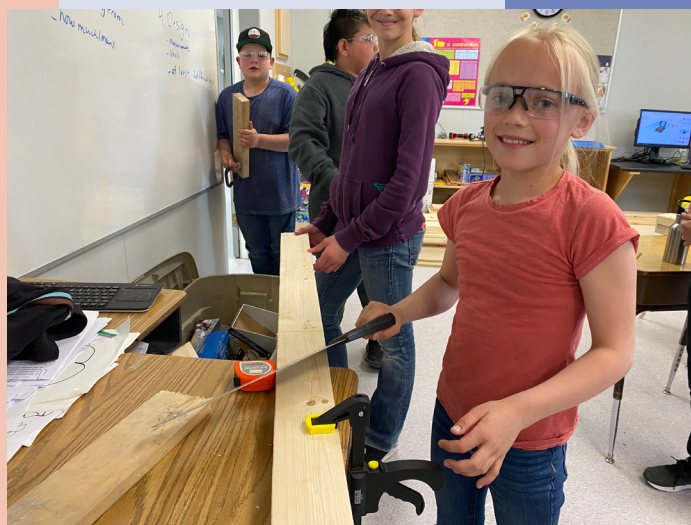
- Line-up orderly for the bus with no "jumping line" or reserving a spot.
- Enter and exit the bus in single file without horseplay.

Unacceptable Student Behaviours:

- Failure to comply with posted classroom rules
- Failure to comply with School's Code of Conduct and Rules
- Running and boisterous behaviour
- Disobedience
- Littering
- Cheating/lying
- Teasing
- Continued lack of effort in class or towards studies
- Behaviour that disrupts the orderly process of learning
- Unexcused absences/skipping
- Late to school/classes
- Aggressive, threatening behaviour
- Rude / disrespectful behaviour and language / swearing
- Theft
- Vandalism / graffiti
- Extortion
- Fighting or violent behaviour
- Possession, sale and use of illegal substances including alcohol
- Offensive language / gestures and aggressive behaviour directed at adults
- Pulling fire alarm without justification
- Harassment
- Intimidation
- Any kind of bullying

Unacceptable student behaviours may result in:

- Verbal reprimand
- Written reprimand
- Detentions
- Parent meetings
- Compensation/restitution
- Conflict resolution intervention
- School Based Team intervention
- Behavioural contract
- Counselling
- Inter-Ministry involvement
- Police involvement
- Time Out
- In-School Suspension
- Out of School suspension (1-5 days)
- Home schooling
- Suspension to the District Committee
- Expulsion to the Board of Education



Policies

TECHNOLOGY POLICY

Technology refers to cell phones, video games, cameras and music players.

- Students in grades K to 3 are not allowed to bring technology to school.
- For students in grades 4 to 6, if the item is not a distraction to learning and does not cause any issues with kindness and caring at school, we are happy to have these devices at school.

Grade 4 to 6 students may bring technology to school but:

1. The school takes no responsibility for the technology.
2. The technology must be left in the student's locker during class time unless otherwise requested by the teacher.
3. Taking pictures, videotaping and recording is not allowed (including by cell phone).
4. Technology is not to be used during a lockdown.
5. Students must follow the W.L. McLeod Responsible Internet Use Policy.

If a student does not follow the above policy:

1. The technology will be confiscated and given to the principal,
2. The parent/guardian will be asked to come to the school to claim the technology, and
3. The student will not be permitted to bring any technology to school for the remainder of the school year.

DRESS CODE POLICY

At McLeod, emphasis is placed on a **respectful learning environment** for all. We ask that staff and students dress in a manner that reflects pride and personal judgment, a positive attitude towards school and respect for all others. Please contact the school if you have any questions about dress for school.



Please contact us with your questions. We look forward to having you as part of the **Proud to Be McLeod** family!

École W. L. McLeod Elementary School Skehkhodul'eh

Office Phone: 250-567-2267

<http://wlm.sd91.bc.ca/>

