

# **Cataline Elementary School**

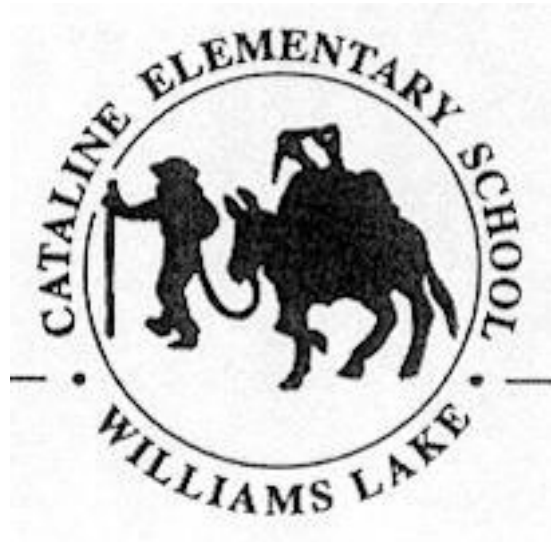
## **Family Handbook**

**2024-2025**

**Principal: Dwayne Benvin**

**Vice Principal: Tess Riley**

We gratefully acknowledge that we live, work, learn and play on the unceded traditional territory of the Secwepemc' People.



## Welcome to Cataline Elementary School

This handbook provides parents with information regarding the goals, procedures, guidelines, rules, safety, communications, programs and services found at Cataline Elementary School.

Parents are encouraged to review these pages thoroughly and to discuss the content with their children. We hope that through this handbook and the concepts presented here, we can work together to strengthen our Home/School partnership. If you have any questions, please do not hesitate to call the school, or come in for clarification. Communication is essential between parents and the school, and the office door is always open. Cataline also maintains a website, which can be viewed by entering through the School District #27 site, and an informational Facebook page [Cataline Elementary](#).

Throughout the year, all important information is communicated through the school website, Facebook page and monthly newsletters (e.g. calendar updates, school and PAC news, school, and PAC event information). To ensure you do not miss any important information, please provide the school office with your current email address.

### **Contact Us!**

**Principal:** Mr. Dwayne Benvin  
**Vice Principal:** Ms. Tess Riley  
**Secretary:** Mrs. Tricia Walsh & Mrs. Kyla Matthews  
**Address:** 1175 Blair St., Williams Lake, BC V2G 1X3  
**Office Telephone:** (250) 392-7154  
**Office Fax:** (250) 392-2989  
**Principal's email:** [dwayne.benvin@sd27.bc.ca](mailto:dwayne.benvin@sd27.bc.ca)  
**Vice Principal's email:** [tess.riley@sd27.bc.ca](mailto:tess.riley@sd27.bc.ca)

### **School Hours**

**Class Begins:** 8:55 a.m.  
**Recess:** 10:25-10:40 a.m.  
**Lunch:** 12:10-12:50 p.m.  
**Dismissal:** 2:55 p.m.

## **Cataline Elementary Staff**

<b>STAFF</b>	<b>ROOM</b>	<b>ASSIGNMENT</b>
Dwayne Benvin	Office	Principal
Tess Riley	Office	Vice Principal
Tricia Walsh	Office	Secretary
Kyla Matthews	Office	Secretary
<b>Teaching Staff</b>		
Rebecca Eilers	Library	Library
Rya Enna	Rm 123	Kindergarten
Nicole Ulrich	Rm 109	Kindergarten/ Gr. 1
Jennifer Hansen	Rm 108	Kindergarten/ Gr. 1
Karyn Sache	Rm 108	Kindergarten/ Gr. 1

Marnie Howell	Rm 125	Grade 1/2
Jordan Bamsey	Rm 141	Grade 1/2
Kirsty Hopkins	Rm 122	Grade 2/3
Lacey Tomlinson	Rm 140	Grade 2/3
Izza Serrano	Rm 128	Grade 3/4
Tamara Smith	Rm 134	Grade 3/4
Robyn Parker	Rm 134	Grade 3/4
Meghan Bonnell	Rm 133	Grade 4/5
Carol Anne Dikur	Rm 132	Grade 4/5
Virginia Estlin	132/ 127	Grade 4/5, Prep
Chris Armstrong	Rm 142	Grade 5/6, Prep
Sharon Allan	Rm 126	Grade 5/6
Mike Wilson	Rm 130	Grade 5/6
Irene Charley	Rm 127	Secwepemctsin Language & Culture Teacher
Sonya Charley	Rm 127	Secwepemctsin Language & Culture Teacher
<b>Support Staff</b>		
Mikaela Gainer		Custodian
Michael Bauerochse		Evening Custodian
Jen French		Education Assistant
Chelsea Hamblin		Education Assistant
Kera-Lee Judd		Education Assistant
Micki Bilkhu		Education Assistant
Alysha Hamblin		Education Assistant
Jamie Kohlen		Education Assistant
Janice Gentles		Education Assistant
Jen Bauerochse		Indigenous Support
		Indigenous Support
Nathalie Bertrand		Youth Engagement
Diane Lamothe		Library Aide
Norma Schindle		Strong Start

### **School Arrival and Supervision Times:**

An administrator or teacher will supervise bus drop-off and students in designated play areas beginning at 8:25 a.m. Teachers will supervise during recess each school day and four noon hour supervisors will supervise children from 12:10-12:25 pm in their classrooms and in designated play areas during play times. Teachers will supervise after school each day around the school, while more will supervise bus pick-up.

**\*\*\* There is no supervision in designated play areas before 8:25 a.m. or after 3:25 p.m. \*\*\***

### **Leaving the School Grounds:**

We **do not** allow students to leave school grounds during the day for any reason (aside from teacher-arranged field trips) unless we have received prior written notification or written consent from a parent that includes:

- the reason the child is needing to leave school/be away from school
- the date(s) and time(s) the student will be absent
- the name of the adult that is responsible for picking them up and returning them to school.

Please have your child provide this information to the classroom teacher so the teacher can have your child prepared for pick-up. Please report to the office to pick-up your child/children if they are leaving at any time during the school day. Either your child/children will already be waiting for you at the office, or one of the office staff will call the teacher to have the child sent to the office. We request that this practice be adhered to for safety and security reasons and to minimize disruptions to classroom instruction and learning.

### **Student Pick Up Procedures:**

During the first week of school, forms will be sent out to establish legal guardians for each student at Cataline Elementary. *Only legal guardians will be allowed to pick up students from the school.* **No student will be released without consent. Please check in with the office prior to picking up a student during regular school hours.** Either the child/children will already be waiting for you at the office, or one of the office staff will call the teacher to have the child sent to the office. We request that this practice be adhered to for safety and security reasons and to minimize disruptions to classroom instruction and learning.

### **Student Pick-up & Drop-off / Parent Parking**

Parents are required to remain in their vehicle in the pick-up line, as **vehicles should not be parked in the pick-up line unattended.** Pulling ahead reduces congestion on the streets above Cataline. Students will not be released to their parent's vehicle until the vehicle is alongside the barriers. Parking for parents and for student pick up is located in the lower lot adjacent the field.

### **Visitors and Parent/Guardian Sign In:**

**ALL** visitors and Parents/Guardians entering the school **MUST** check in at the office. Please note that we do this to ensure the safety and security of all students, staff, and property of Cataline Elementary School.

### **School Attendance:**

Children need to appreciate that attending school regularly, and on time, is important to their education. In this district and at Cataline Elementary, we believe that regular student attendance is very important. There is a strong correlation between attendance and success in school. Students who miss more than 10% of school days are considered to have chronic absenteeism, which results in approximately 18 days a year, or about two days every month. Students who have the best chance to succeed in school are generally those who attend school on a consistent basis. Regular school attendance is an essential part of the child's growth and learning process.

Should the student be late for, or absent from school, parents are asked to call or log their absence using the **Safe Arrival Program**. Parents need to provide notes to teachers regarding appointments or anything out of the ordinary routine (e.g. going to a friend's house for lunch, going for lunch with grandma). Check with your teacher about the best process for this.

Students who arrive late **MUST SIGN IN** at the office before going to their classroom. Students who need to leave during school hours **MUST SIGN OUT** at the office and sign back in if they return later the same day.

### **Safe Arrival Program:**

Cataline elementary has a "**Safe Arrival**" program. We will continue to use the School Messenger safe arrival program/app. It is a downloadable and free app in the Apple or Google Play store. If a child is going to be absent or late, families can also call: 1-833-582-6944 and follow the prompts. We ask that families do not call the school to report an absence.

## **STUDENT HEALTH AND WELLNESS:**

### **Food and Drinks**

Students are to eat at designated times and places. Teachers will establish classroom rules for food and drink during instructional time. Please send your child to school with a balanced lunch by limiting sugary items and treats. **Students are not permitted to drink pop, energy drinks, slushies, caffeinated beverages, or Prime drinks. These will be confiscated at the school.** The classroom teacher will communicate with parents their eating/snack/lunch protocols and ask that parents go over the rules with their child to help ensure student safety (ie. no sharing of food during snack or lunch time). Students are reminded to clean up after themselves, to recycle items where possible and to use the garbage cans for other disposable items. There are no student microwaves or kettles available for student use. Students should not be chewing gum or sunflower seeds at school.

Our school offers a breakfast program from 8:35-8:50 to students who may need assistance or a little extra nutrition to start the day in a good way. Students are offered small breakfast items such as toast, cereal, fruit, and oatmeal. When in the breakfast room during this time students are expected to sit and eat their breakfast quietly. Students who are not sitting quietly will be asked to leave. **Students are to enter and exit the breakfast program through the exterior entry door at the back of the building (rm. 127).**

Students who do not have access to a lunch from home will be offered a bagged lunch at school, following food guidelines. Students will be required to sign in while receiving a lunch.

**Student Illness or Injury:**

Our policy is to get sick students home as soon as possible. Our practice is to call the parents and ask that students either be picked up, be given parental permission to go home, or to another location to be cared for.

If a student has a minor injury (scrape, bump, etc.), a supervising grown up will provide very basic first aid to the injury (band-aide, ice pack, etc.). If an injury appears beyond our ability to treat, the office will contact a parent so that he/she can make the decision regarding treatment. In an emergency a student may be transported to the Emergency Room via private vehicle (Principal/Vice Principal), or an ambulance and parents will be notified to meet their child at the hospital. **Injuries will be reported to families within the same day.**

**Medication for students at school:**

If your child is taking medication that needs to be administered during the school day, please contact the school office. We will give the parent a school district approved medical form that needs to be completed by their doctor providing detail and instructions on administration of medicines. This form must be returned to the office. Medication cannot be administered without this step. Teachers will be informed of any acute medical conditions (allergies, seizure disorders, asthma, diabetes, etc.) for their students.

**Allergies:**

At our school, we have students (and some staff and parents) who are allergic to some foods, peanuts, bee stings, and to other things such as cut grass, perfumes, pollen, etc. We request that parents inform us of any serious allergies, possible complications, and treatments, so that we are aware and can take any necessary precautions in our classrooms and school. Student medical alerts are posted in the staff room for all staff.

**Weather Policy:**

Students are expected to dress in appropriate clothing for the weather conditions as staff and students are encouraged to take learning outside. Further, students will be required to play outside during breaks. Students are encouraged to wear layered clothing, coats, and proper footwear so that they can be outside comfortably. Specifically, children should wear warm winter jackets in the winter and water-resistant jackets on rainy days. The school

recognizes that winter clothing items are expensive and will help families to provide proper winter apparel where possible. Students have access to and may borrow various items required for wet or cold weather including boots, jackets, toques, gloves, and socks. Sending a 'spare pair' of clothes to school for your student will also assist on wet days. Students are not allowed in the school during regular break times, before school, recess and during the noon hour (unless they are being directly supervised by a staff member.).

"Inside Days" will be declared by the Principal or designate when it is very cold (we take wind chill into consideration) or is raining very hard. If it is an "Inside Day" it will be posted at the office. If the school buses aren't running, the cancellation will be determined by the transportation supervisor and will be broadcast on the local radio station and on the School District Website. Parents must exercise discretion as to whether or not students should be sent to school when temperatures are low, or conditions are hazardous.

### **Evacuation and Emergency Pickup Process**

The safety and well being of students during the school day is the number one priority of the school. In rare circumstances, events such as weather issues, water outages, etc., may cause the school day to end early and parents/caregivers to be contacted to pick up their child(ren) and/or busses to run early. Emergency situations, including evacuation orders related to forest fires, may also result in the district contacting caregivers for early pickup and/or transporting students to another location to be released.

When a school day unexpectedly ends early, caregivers will be contacted with the request to pick up their child(ren) at the school or another specified location. In these cases, all emergency contacts in MyEd with permission to pick up a student will be able to sign for the release of the student and take them from school property.

Parents can request additional "Other Contacts" to be added to their student file. These additional contacts will not be treated as "emergency contacts" for other purposes but will be recorded in MyEd as approved for student pick up if school is required to end early. We encourage caregivers to add "Other Contacts" for the purpose of pick up only. This information can be provided to the school office staff to record for our records.

### **Bullying or Harassment:**

The schools and the district are working together to eliminate bullying in schools.

In accordance with the school plan and school Code of Conduct, every reported act of bullying will:

- be acknowledged, investigated and dealt with
- result in a progressive plan of remediation

Harassment is an unwelcomed comment or conduct that may lead to adverse or negative consequences for the victim of harassment. In a school setting it can lead to unnecessary

conflicts or students feeling unsafe or unwelcome in their class or hallways. Harassment, or other forms of bullying, is often excused as teasing, but harassment is enjoyed only by the harasser, it is never acceptable. The ONLY judge of whether behaviour is unwelcomed is the person on the receiving end. Under all circumstances, unwelcomed harassing behavior is inappropriate. It may also be illegal.

## **PERSONAL BELONGINGS:**

### **Personal Belongings and Valuables at School:**

On occasion, students may decide to bring items to school that hold significant value. The school and School District cannot accept any liability for personal belongings and valuables, inclusive of musical instruments, cell phones, technology, trading cards, or jewelry; if these items were to become lost, stolen, or broke. As a result, we discourage students from bringing valuables to school.

### **Digital Devices:**

Students who bring digital devices to school can use them before or after school, preferably outside the building. Students are not permitted to use digital devices during school supervision and instructional hours (8:25am – 3:15am). During the school day students are required to keep devices in their backpacks with ringers silenced/turned off. The school is not responsible for lost, damaged, or stolen cell phones.

Students who choose to not follow the digital devices rules will be provided a reminder to put the device away. If the student does not comply with the request, they will have to turn over their device to an administrator. After an initial warning, a second infraction will lead to the device being turned into the office for the remainder of the day, and continual non-compliance will result in the device being picked up by a parent or caregiver with a request that the digital device be left at home.

For safety reasons and protection of personal privacy, students are not allowed to take pictures of other students or school staff members with their own cell phone or digital cameras while at school.

### **Lost and Found Items:**

Please make sure student belongings (particularly clothing, shoes, water bottles, etc.) are labeled with the student's name so they can be returned to them if found lying around the school. Items found, if not clearly labeled to allow us to identify the owner, are placed in our "Lost and Found" area. Please check the Lost and Found regularly for missing belongs. Smaller items (watches, rings, reading glasses, etc.) are kept in the office until identified by a student. While the school staff will make every effort to help students find lost items the school can be in no way responsible for any losses.

It is suggested that students do not bring items that are likely to be attractive to a thief.



## **STUDENT LEARNING AND COMMUNICATION**

### **Communication of Student Progress and Events:**

Communication between home and school is vital to your child's/children's education. Teachers communicate about classroom learning and events through email, portfolio options, letters home, newsletters and in your child's agenda.

Informal conferences to discuss student progress are held twice a year. More information about these conferences will come home at a later date. Teachers may invite parents in for a conference at other points during the school year if they have information regarding a child's progress they feel would be best addressed in person.

To make arrangements for a meeting with a teacher, contact the teacher by phoning the school office and leaving a message for the teacher to call you, writing a note to the teacher or requesting a meeting time in person or via email communication.

### **Learning Updates:**

Learning Updates are sent out at the end of each term (before winter break, before spring break, and at the end of the school year). A hard copy of your child's Learning Update will be sent home with the child, as well released on the MyEd parent portal.

### **Communication Protocol:**

If you have concerns about anything having to do with your child's experiences at school:

- first: contact your child's teacher to share information, review the problem and discuss a resolution.
- second: if, after meeting with the teacher the problem is unresolved or you are dissatisfied with the resolution, contact the Principal or Vice-Principal.

Please feel free to call the school and make an appointment to address any concerns.

### **Media in the School:**

Parental permission must be granted for students to have their pictures taken. This will be done at the beginning of the school year as a Media Release form.

### **Care of School Property:**

Over the school year, students may work with textbooks, workbooks, library books, supplies, team jerseys, and equipment, which are borrowed and returned in good condition to be used by other students. It is the student's responsibility to take care of any item belonging to the school that is on loan to him/her. A student who carelessly loses, deliberately defaces, or destroys school property, may be required to replace the item or to pay part or all of the replacement cost. All students are urged to treat borrowed items with care and respect.

## **PARENTS AS PARTNERS AT CATALINE**

### **Parent Volunteers in School:**

Parents who volunteer regularly to work on a one-to-one basis with children, or volunteer for field trips to be with students outside of the classroom, must have a criminal record check as required by the School Board, and fill in a Volunteer Application form. Teachers, PAC, or the Principal will often make specific requests for volunteer help in the regular school newsletters.

### **Parent Advisory Council – PAC:**

Cataline Elementary has an active and committed PAC group. This group is open to any parent/guardian of a student attending the school. Parents are strongly encouraged to become involved in our school through our PAC. We are aware, of course, that parents have different levels of interest and that some things will appeal to some parents and not to others. Therefore, the PAC invites parent involvement by providing many and varied opportunities. Being an interested, participating parent will create a positive liaison between you, your child, and the school. Watch for meeting dates or specific needs in the regular school newsletters.

Our PAC arranges a Hot Lunch program throughout the year – watch the newsletter for more information on how to access this affordable meal program.

If you have any questions/concerns, please know our doors are always open.

Thank-you,  
Mr. Dwayne Benvin & Ms. Tess Riley  
Principal & Vice-principal  
Cataline Elementary School