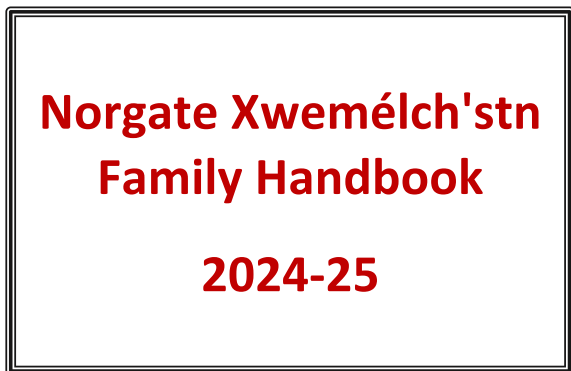
 <p>THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED</p> <p>这是重要通知，请找人翻译。 這是重要通知，請找人翻譯。</p>	<p>Ceci est un avis important. Veuillez vous le faire traduire.</p> <p>Dies ist wichtige Nachricht Bitte lassen Sie sich die folgenden Seiten übersetzen</p> <p>これは重要なお知らせです。 どなたかに翻訳してもらいましょう。</p> <p>중요한 공지사항입니다. 이 내용을 번역해 주십시오.</p>	<p>Este aviso es muy importante. Pida que alguien se lo traduzca.</p> <p>Ito ay mahalagang patalastas. Mangyaring ipasalin ito sa inyong wika.</p> <p>بخواهید این اطلاعیه را برای شما ترجمه کند. این اطلاعیه مهمی است. لطفاً از کسی Đây là thông báo quan trọng. Xin nhờ người phiên dịch.</p>
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**NORGATE XWEMELCH'STN
COMMUNITY ELEMENTARY**
Ph: 604.903.3680
Fax: 604.903.3681

Website: <https://www.sd44.ca/school/norgate/>
Email: norgate@sd44.ca

Vision Statement

The Norgate Xwemélch'stn learning community works together to support students' academic, emotional, physical, social, and spiritual well-being. We strive to develop inquiring, knowledgeable, and caring people who demonstrate intercultural respect and understanding.

This statement aligns with our values as educators and articulates a vision for the skills and dispositions we aim to help your children develop. Through partnership with you, their families, we will support your children's well-being and help them find balance. And, by providing them rich learning experiences at school and in the community, we can share our collective wisdom and expand the children's capacity to think critically and creatively, so that they may choose to act compassionately.

Norgate Xwemélch'stn Community Elementary (NXCE) is an authorized IB World School. IB World Schools share a common philosophy – a commitment to high-quality, challenging, international education – that we believe is important for our students.



For further information about the IB and its programmes visit <http://www.ibo.org/>.

NXCE's school population is wonderfully diverse, inclusive, and dynamic. We encourage all members of our school community to be open-minded, caring, collaborative, and engaged.

NVSD Code of Conduct

North Vancouver School District's Code of Conduct has been established to maintain a safe, caring, accessible, and healthy learning environment.

It is the shared responsibility of students, staff, parents/guardians, and the broader community, to demonstrate positive conduct while attending any school or district related activity, at any location.

All members of the school community are expected to:

- Support learning and attendance.
- Demonstrate safety.
- Respect property, environment, personal space, and privacy.
- Model courtesy, compassion, and respect.
- Value diversity.
- Treat self and all other members of the school and broader community respectfully.

All members of the school community must refrain from engaging in any in-person or digital communication or participating in behaviour that is considered to be:

- Interfering with the learning and working of others.
- Bullying, harassing, intimidating, retaliating, discriminating or violent.
- Unsafe or illegal; including the possession, use, or distribution of illegal or restricted substances or the possession of weapons or replicas.

All members of the school community are expected to:

- Comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct based on Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.
- Wear clothing that does not promote or symbolize illegal substances or activities, hate or discrimination, profanity, pornography; or that incites violence, harassment, or threatens safety.
- Leave personal digital devices at home, in their bag/backpack, and/or in their locker during instructional time. Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.

Every effort will be made to support individuals and to determine the root causes of behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, community service, restorative processes, referral to counselling and/or support services, mediation, and restitution, but may involve loss of privileges, detention, suspension from school, and/or collaboration with community partners. Confidentiality will be maintained; however, school officials may have a responsibility to advise other parties of

serious breaches of the Code of Conduct (e.g. school district officials, law enforcement, and/or other agencies, etc.).

The school will take all reasonable steps to prevent any form of retaliation against a student or staff member who has brought a complaint forward of a breach of the Code of Conduct.

Factors such as the severity and frequency of the concerning behaviour(s), as well as the age, maturity, and ability of the person(s) involved, will be considered. In most cases, as people mature, there is the expectation of increased responsibility and self-discipline; therefore, progressively increasing consequences for concerning behaviour may apply.

Considerations apply to those who may not be able to adhere to the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

All members of the North Vancouver School District community have the right to be treated fairly and consistently and should know and understand this Code of Conduct.

NXCE Code of Conduct – Earning Our D.R.U.M.

STATEMENT OF PURPOSE:

Our school Code of Conduct serves to support all students' sense of belonging and well-being. We aim to help students develop a strong sense of self and deep appreciation for family, community, and the land. *Earning Our D.R.U.M.* is about being balanced in how we treat ourselves and others, developing caring relationships with each other, and being principled by doing what we know is right and acting in harmony with our environment. By demonstrating the characteristics associated with the D.R.U.M., we can maintain a safe and positive learning community.

“Learning involves recognizing the consequences to one’s actions.”

– First Peoples Principles of Learning (First Nations Education Steering Committee)

Developing understanding of how our actions impact others, events and our surroundings is at the heart of our Code of Conduct. Individual positive actions are helpful, however, it is only through collective positive actions that we can Earn our D.R.U.M.

“Learning is relational...and involves generational roles and responsibilities.”

– First Peoples Principles of Learning (First Nations Education Steering Committee)

By valuing reciprocal relationships, we help our students recognize that when they contribute positively to the community, the community in turn supports them. We gain wisdom from the Coast Salish people to strengthen our understanding of how to honour each other, and we lean on Norgate Xwemélch'stn families when supporting students. Similarly, we seek to create opportunities for students to work and learn in partnership with one another. Older students are viewed as role models for younger students. At Norgate Xwemélch'stn, we aim to treat each other with compassion, to do our best, and to be our best as a learning community.

This Code of Conduct was developed in accordance with the School Act (Sections 6, 10, 85, 91), the School Act Regulations and the School District #44 Policy #302. All students and school community members, regardless of Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age have the right to enjoy a safe, inclusive, and welcoming learning environment as outlined by the BC Human Rights Code. To this end, we promote and teach how to treat one another with kindness, empathy, and compassion. We also have measures in place to prevent and respond to bullying.

Anyone who contravenes our Code of Conduct is subject to consequences as deemed appropriate by the school administration, in accordance with laws, legislation and school district policies.

Below are behaviours we support students to demonstrate. When students demonstrate these appreciated behaviours, they are recognized with a DRUM ticket. DRUM tickets are displayed in the school office, and when as a school community, we earn 100 DRUM tickets, we enjoy a well-deserved extra recess break! Our aim is to support students to choose to act in increasingly compassionate ways, to move learning forward – both their own and others’, and in ways that will make a difference for themselves, others, and the planet. When children start to view themselves as agents of change, we have done our collective job.

D	Devoted & Determined by...	<ul style="list-style-type: none"> ● Focusing on learning by doing my best to achieve my goals, and helping others achieve their goals ● Demonstrating growth mindset – believing that with effort I can succeed ● Persisting when I face a challenging learning task ● Using my skills to help me think through, and figure out action plans related to learning problems/challenges ● Taking risks in learning ● Striving to be a good leader for others
R	Respectful & Responsible by...	<ul style="list-style-type: none"> ● Listening to each other as equals; we are all equally important / Tkwaya7ntway ● Valuing others’ ideas and input of to develop our understandings ● Respecting others’ perspectives, feelings, and cultures – students, staff members, community members, elders ● Using respectful words and actions ● Keeping classroom and shared spaces neat and tidy ● Showing respect for all school property (including playground, plants, trees etc.) ● Meeting deadlines for assignments, and submitting best work ● Helping in our school and community to have a positive impact ● Staying with the group, and if needing a break, letting an adult know where I am going and why ● Deciding which tools, methods, and resources to use to successfully complete learning tasks ● Asking for help when needed ● Being accountable for my actions; recognizing I have an important role in our community

U	Understanding & Uplifting by...	<ul style="list-style-type: none"> • Having an open heart and open mind • Listening to shared stories • Understanding that all families are different • Celebrating differences and being inclusive • Supporting each other in our community to feel good about who we are • Being optimistic and seeking to enjoy learning on my own and with others
M	Mindful & Moral by...	<ul style="list-style-type: none"> • Being mindful of how my behaviour impacts others in our school community • Keeping myself and others emotionally and physically safe by: <ul style="list-style-type: none"> <u>Emotionally:</u> <ul style="list-style-type: none"> - Using kind and caring words - Focusing on strengths - Treating others with dignity and respect - Being mindful for each other's feelings <u>Physically:</u> <ul style="list-style-type: none"> - Respecting others' personal space - Caring for others if they're hurt - Moving safely in indoor and outdoor spaces • Solving problems with an understanding of what is right • Being true to who I am and who I want to be • Reflecting on my learning, and thinking about ways to share and expand my knowledge and skills

2023-24 School Plan

Annually, with our School Planning Council we review our progress related to our school plan goals and determine any changes to our goals/objectives. The SPC is comprised of staff members, volunteer parents/guardians, and student leaders. Parents/guardians who are interested in being part of the SPC for the 2024-25 school year, please provide an expression of interest by way of email to groberson@sd44.ca.

<p>Goal 1: To enhance assessment practices to strive for equitable outcomes for all students.</p>	<p>1.a. To engage in school-wide assessment processes to inform intervention model (assessment for learning).</p> <p>1.b. To involve students in the process of self-reflection/self-assessment on a regular basis (assessment as learning).</p> <p>1.c. To include families through ongoing communication related to student learning (assessment for and as learning).</p> <p>1.d. To Design assessment tasks and provide ongoing formative feedback to allow students to transfer their learning in new contexts (assessment for and of learning).</p>
<p>Goal 2: To advance instructional planning and practice to help students develop and apply skills for learning to deepen their conceptual, interpersonal and intercultural understandings.</p>	<p>2.a. To embed Indigenous Worldviews, and ways of knowing, doing and being into units of inquiry and daily instruction/learning.</p> <p>2.b. To incorporate learning objectives (skills and content knowledge) from multiple subject areas in units of instruction.</p> <p>2.c. To support students' social and emotional well-being and development through instruction and wrap-around supports.</p>

<p>Goal 3: To cultivate a collaborative, engaging, and aware learning community for students, families, and staff members.</p>	<p>3.a. To seek stakeholders' perspectives and ideas through opportunities to collaborate. (e.g., School planning sessions, SFT conferences, IB Q&A dialogues, etc.)</p> <p>3.b. To engage our school community by welcoming parent/guardian volunteers and hosting events to bring the school community together.</p> <p>3.c. To raise awareness about, and to celebrate, the diversity within our school community.</p>
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Transportation To/From School

As often as possible, we encourage walking or wheeling (cycle, scooter, skateboard, or rollerblade) to/from school. Please ensure your child wears a helmet and is easily visible for drivers with reflectors, lights, and/or bright clothing. Pedestrians should use sidewalks wherever possible; otherwise stay to the side of the road, ideally facing traffic. We ask that students who walk or wheel to/from school do not go through the staff parking lots to ensure your own and our staff members' safety.

If you live too far away to walk or wheel and must drive your child to/from school, please abide by posted speed limits and by-law signage. For all drop-offs/pick-ups, please do not use the staff parking lots on Sowden Street and note that because **it is a no-stop, idle-free zone, there is NO PARKING ON SOWDEN STREET. Use Redwood Street instead of Sowden Street.** Parking is limited along Redwood, so please consider parking on adjoining streets and walking to the school. We also request that you do not use the marked handicap parking spaces, unless you have a person in your vehicle who has mobility needs and you have displayed in your vehicle the required parking permit.

Instructional Schedule

Entrance bell	8:45
First instructional period	8:47-10:20
Recess break	10:20-10:40
Second instructional period	10:40-12:10
Lunch break (eat lunch 12:10-12:30; play 12:30-12:55)	12:10-12:55
Third instructional period	12:58-3:00
<i>Every Wednesday, we dismiss at 2:15!</i>	

School Calendar

Key dates such as professional development days and statutory holidays as well as school events are posted to the school website calendar. We will add events to this calendar during the school year, so recommend that you subscribe to it for easy access. To subscribe, go to the school's website, scroll down on the Homepage to below the School Calendar, click View Calendar then click Subscribe. Class-specific events may not be listed on the school calendar, so please contact your child's classroom teacher(s) if you have questions pertaining to class events.

Supervision

Staff members do not provide supervision outside on the playground before or after school, unless they are providing extra-curricular lessons/practices. Therefore, if arriving earlier than 8:40, or staying after school, please ensure your children are supervised for their safety. During recess and lunch breaks, students will be supervised by Education Assistants, our Supervision Aide, and Administrators. If they are hurt or need help to resolve a conflict/problem, students should immediately seek assistance from the nearest adult.

Reporting Student Absences

In order to provide safety for the students, we ask that parents/guardians log absences using the [SafeArrival system](#). If a child does not arrive at school for the morning or afternoon and we do not have prior notification of their absence:

1. You will receive an automated phone call letting you know that your child is absent.
2. If you do not pick the call up, the system will automatically try again.

Please assist us with accounting for our students' safety by:

- Using SafeArrival
- If you do not have a cell phone or other means to log an absence on SafeArrival, please call the school (604-903-3680 - 24 hours) to notify us of your child's absence.
 - State your child's name, their teacher's name or division, and a brief explanation for his/her absence when you call.
- Let us know if your personal or emergency contact phone numbers change

Students who arrive late must sign-in at the office. Please come in the main entry doors off of Sowden Street when arriving late. If leaving early, a parent/guardian/approved contact must sign students out at the office.

Students Leaving the School During the Day

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

1. The reason the child will be leaving the school
2. The date(s) and time(s) the student will be out of the school during the day
3. The name of the adult who is responsible for the child's supervision, or who is picking him/her up and returning him/her to school (if returning the same day)

Please have your child provide the above information to the office and notify the classroom teacher that the child will be leaving the school. **We ask that the adult who is responsible for pick-up and supervision of the child reports to the office to sign the child out before leaving the school.**

Food Access Program & Lunch

This year, the funding allocated for food programs is intended to provide **food access**. This means the food provided at school is intended to supplement the food families provide from home. We will unfortunately not be able to provide Breakfast Club as per last year, however, to supplement snacks that students bring from home, the school will provide some healthy snacks that will be available in classrooms. If you do not wish to have your child partake in snacks provided by the school, please ensure your child is aware of this. The snacks are self-selected, therefore, we cannot guarantee your

child won't take snacks. If students are still hungry, we are able to provide them a sandwich. Because the intention is to provide healthy food access, choices will be limited to what we have prepared.

Lunch

We encourage and support healthy eating at school. Therefore, we appreciate your support with sending a healthy balanced lunch to school with your child. Students need to use basic table manners, stay seated while eating, clean up after themselves, and move safely in the classroom and through the halls when going outside after eating their lunch.

Litter/Waste

We are aiming to reduce the amount of litter on our grounds as well as minimize waste. As much as possible we encourage the use of re-usable and/or compostable containers and minimal packaging.

Technology

Students always have the opportunity to call family using the office phone. **In alignment with the NVSD's Code of Conduct, and in an effort to help students avoid distraction during the school day, all personal digital devices must be left at home, or in students' backpacks/bags on silent mode during instructional time and during recess and lunch breaks.** Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.

We respectfully request that parents/guardians do not contact students on their personal devices during the school day. You may leave them a message, however, please know they are not permitted to check/reply to messages until the end of the school day.

Before using technology at school, students must have on file an "Acceptable Use of Technology Agreement" which parents/guardians complete as one of the online forms.

Valuables

Students who choose to bring to school valuables (cellphones, tablets, laptops, Pokemon cards, Bakugon, sports equipment, etc.) run the risk of these items getting damaged or going missing. The School District cannot accept any responsibility or liability for damaged, lost, or stolen items brought to school by students. We encourage students to keep at home personal items that are precious to them that are not necessary for their learning.

Daily Outdoor Play

Even when the weather is inclement, we will aim to have students go outside for outdoor play. We encourage students to dress appropriately for the weather – having rain gear and a warm jacket as well as a hat would be ideal. Having a spare set of clothes at school is also recommended, in case clothes get wet or dirty. Being able to change will help students have a comfortable rest of their day!

Health Awareness

Prior to coming to school, and daily moving forward, we respectfully request that everyone practice health awareness and observe the following personal practices:

- check for symptoms of illness and stay home if sick – this is particularly important in an elementary setting given children’s tendency to need reminders to practice other health awareness measures
- wearing a mask or face covering is a personal choice
- wash hands often throughout the day and before/after eating as well as after using restrooms
- practice respiratory etiquette by coughing/sneezing into your sleeve
- respect personal space
- do not share items that come into contact with the mouth (e.g., food, drinks, utensils, etc.)

School Forms

You should already have received an email from the school district regarding school forms. If you did not receive this email, please check your junk folder as the email contains links/access information unique to your child. If you did not receive/cannot find the email, please contact the school office so that we can provide you the information you need to access the forms. There are three forms that need to be completed online: Impromptu Walking Field Trip Informed Consent, Personal Information Consent, and Student Acceptable Use of Technology Agreement. We are really hopeful that all families will complete these forms as soon as possible. The Walking Field Trip consent form allows teachers to take classes offsite to engage in experiential learning – whether along McKay Creek, or to the waterfront, to local parks, and so forth. The Personal Information Consent makes it possible for us to take photos/videos of your child to share with you – whether through teacher communications or in our newsletters. The Student Use of Technology Agreement must be completed before your child can use any computers/devices at school (even their own).

We will also send home some additional hard copy forms that need to be completed:

- Student Information Verification form
- Emergency Contact Information and Emergency Release forms
- Squamish Language Permission (Indigenous students only)
- Medical Alert / Medication Information form ** Please ensure you alert us as to any/all medical concerns/conditions for your child via this important form.**

Thank you in advance for making time to complete these forms as many of them are safety related!

Emergency Procedures

NXCE has a number of procedures in place to handle minor to major emergency situations. These procedures are annually updated and protocols have been developed for critical incident interventions. All staff members are conversant with these protocols. In the event of a major emergency the school is prepared to care for your child if you are unable to reach the school. If there ever is a major emergency, we ask for your help in the following ways:

- Please do not telephone the school-phone lines must be available for emergency calls.
- Please walk to school and do not drive. The school access routes and entrances must be clear for emergency vehicles.
- A student will ONLY be dismissed to the parent/guardian or designated emergency contact as indicated on school emergency contact forms. The parent or designated guardian must report to the office or Command Centre to sign out the child.
- Turn on your radio for instructions and news reports.

- Prepare at home. Make your children aware of safety issues and what to do in the event of an emergency. Have emergency kits in your home and vehicle.

Please refer to the information on emergency preparedness from [North Shore Emergency Management](#).

Opportunities to Volunteer

Parent Advisory Council

By virtue of being a parent/guardian at our school, you are a member of our Parent Advisory Council (PAC). The PAC is always keen to have more parents/guardians become involved, so please consider taking on a role with their Executive. If you are interested in learning more about the PAC, and how you can become more involved in the life of our school, please contact chairnorgatepac@gmail.com.

School Planning Council

As indicated above, we very much welcome parent/guardian input as part of our School Planning Council. If you are interested in providing your perspective to this important team, please contact groberson@sd44.ca.

Library

Ms. Te Stroete, our wonderful Teacher-Librarian and IB Coordinator welcomes volunteers in the school library, as well as for supporting learning related to Units of Inquiry. If you would like to help out in the library and/or have expertise/knowledge/skills you can share related to any of the grades' Units of Inquiry, please email atestroete@sd44.ca.

Classrooms

If you would like to help out in your child's classroom and/or on a class field trip, please be in touch with your child's classroom teacher(s).

Learning Updates (Report Cards)

First and second term learning updates, as well as the third term summary of learning are accessed online through the MyEducation Portal. To access your Portal account, please use the following resources:

[How to Use the Parent Portal](#)

[How to Change your Password](#)

[Tips and Troubleshooting](#)

If you have any questions or need assistance, please contact the school office.

We're excited for the 2024-25 school year!