

**haahuupayak**

**School**

***STUDENT***

***HANDBOOK***

***2015-2016***

**6000 Santu Drive**

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www.haahuupayak.com

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# MISSION STATEMENT

At haahuupayak, it is our goal to provide an education that meets the needs of today in a manner consistent with nuuchahnulh cultural teachings. haahuupa means continuous teaching with care, and at haahuupayak children are guided to meet their potential, while gaining knowledge and appreciation of their culture.

## **Goals and Objectives**

1. haahuupayak will provide education that focuses on the intellectual, the spiritual, the physical and the emotional needs of student so that they can develop into whole people.
2. moral and ethical values consistent with the teachings of our Elders.
3. haahuupayak school must prepare our students to participate with competence in both the kuus and non-kuus worlds, and to appreciate the merits of both.
4. haahuupayak school will strive to protect the integrity of the individual, foster mutual respect between staff and students, and obtain the input and involvement of the community.
5. prepare students to be responsive to the social, political and economic realities of the community so that they may assume productive and responsible roles in society.
6. to provide every student with knowledge of academic skills to serve as a foundation for future endeavors and life long learning.
7. the resources of curriculum, staff, students, community and environment will be utilized to assist each student to attain their potential.

**nuuchahnulth studies**

nuuchahnulth studies are a key component of haahuupayak school. We are committed to teaching that language and culture so that students will be proud of their heritage. An important part of the program is the teaching of songs and dances and we encourage any parents who wish to participate to come to the school. We are also going to teach some integrated units this year that will be built around concepts from nuuchahnuulth studies so that students are not only taught the vocabulary but are also taught the culture and traditions surrounding the activity. This will help students see a use for the language and will encourage them to use it in daily activities.

**haahuupayak Society Board**

Martin Watts -Board Chair

Mike Watts -Member

Andrea Pettigrew -Member

Aliza Sam -Member

Nitanis Dejoulais -Member

Dennis Bill –Tseshaht Council Rep

**Staff**

Principal Gio Mussato

Financial Administrator Brenda Sayers

Office Secretary Rita Ann Watts

Kindergarten teacher Carly Denning

Grade One teacher Leslie Tandrup

Grade Two teacher Katie Anderson

Grade Three teacher Helen Lucas

Grade Four/Five teacher Francine Frank/Carolyn Thibodeau

Grade Five/Six teacher Serena Schwager

Grade Seven teacher Nancy Logan

Special Education coordinator Carole Moore

Nuu chah nuulth Studies teacher Lena Ross

Nuu chah nuulth Studies assistant Trevor Little

Librarian Kathleen Bodaly/Sandra Vissia

Home School Coordinator Barb Williams

Educational Assistance Cherie Thomas

Educational Assistance Ernie Netzer

Educational Assistance Alisha Rogers

Educational Assistance Shane Meyers

Educational Assistance Joely Selva

Educational Assistance Mary Barney

Technical Support Shane Noel

Bus Operator Lyle Smith

**2015-16 haahuupayak School Calendar**

Staff only September 8th

School opens for Gr. 1-7 students (8:45-12:45pm) September 9th

Kinder parent/family meetings all week September 8-11th

Kindergarten begins September 14th

Professional Development Day –no school for students September 21st

Terry Fox Run September 30th

Open House 5:00-6:00 pm October 1st

Thanksgiving Day –no school for students October 12th

Picture Day October 13th

Shake Out Earthquake and Fire Drill October 15th

Swim Lessons Begin-Fall Session October 16th

Provincial Pro-D Day –no school for students October 23rd

1st Informal Report Card October 30th

Halloween Celebration October 31st

Remembrance Day Ceremony (10:45-11:15 am) November 10th

Remembrance Day Holiday –no school for students November 11th

haahuupayak Annual General Meeting -6:00 pm November 17th

Professional Development Day –no school for students November 23rd

1st Formal Report Card December 4th

Parent/Teacher conferences –students dismissed at 12:30 pm December 9th

Conference times: 1:15-5:15 pm December 9th

Christmas Concert December 17th

School Closed for Christmas Holidays December 18th

School re-opens after Christmas Holidays January 4th

Winter Games January 28th

Family Literacy Day February 8th

Professional Development Day –no school for students February 19th

Swim Lessons Begin-Spring Session February 26th

2nd Formal Report Card March 14th

Parent/Teacher conferences –students dismissed at 12:30 pm March 17th

Conference times: 1:15-5:15 pm March 17th

Last Day of classes before Spring Break March 18th

School Re-opens after Spring Break April 4th

FNSA/FNESC Conference –no school for students April 15-17

2nd Informal Report Card May 6th

Professional Development Day –no school for students May 13th

Victoria Day May 23rd

Sports Day June 7th

Grade 7 Graduation Ceremony June 17th

Year End Awards Ceremony/Final Report Cards June 23rd

Last Day of School for students June 23rd

Year-end Administrative Day for staff only June 24th

SCHOOL HOURS

Morning Bell 8:45 am

Morning Recess/Nutrition break 10:15 -10:30 am

Lunch 12:00 pm – 12:35 pm

Dismissal Bell -Mon-Thurs. 3:15 pm

 -Friday 12:45 pm

Late Bus Bell Tuesday + Thursday (TBA) 4:10 pm

**EMERGENCY SCHOOL CLOSURES**

If school is to be cancelled due to inclement weather conditions or for any other reason, notice will be broadcast on **93.3 FM The Peak** and you will be contacted by telephone if possible.

##### CODE OF CONDUCT FOR haahuupayak STUDENTS

An earnest and continuing desire to meet the following standards is important to meet with success at haahuupayak School.

**Students Rights and Responsibilities:**

* I have the RIGHT to learn in this school
* It is my RESPONSIBILITY to listen to teachers, work quietly at my desk or in my group, and to raise my hand if I have a question or concern.
* I have a RIGHT to be heard.
* It is my RESPONSIBILITY not to talk, shout or make loud noises when others are speaking.
* I have a RIGHT to be respected in the school.
* It is my RESPONSIBILITY not to tease or disturb other people or to hurt their feelings.
* I have a RIGHT to be safe in this school.
* It is my RESPONSIBILITY not to threaten, kick, punch, or physically harm anyone else.
* I have a RIGHT to privacy and to my own personal space.
* It is my RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.

**BEHAVIOUR EXPECTATIONS**

In an effort to foster responsibility and accountability in students, as well as to encourage self-control and to provide for a safe and healthy learning environment, expectations for student behaviour have been established.

**Expectations**

1. Classroom teachers have the right and responsibility to establish classroom

expectations that are consistent with the overall expectations of the school. Behavioural

expectations should be established at the onset of the school year and should be reviewed

on a regular basis.

2. Regarding students’ daily conduct, students shall:

a) dress appropriately for all school functions – curricular as well as extra-

curricular;

b) use appropriate language for the classroom, and avoid the usage of derogatory

and profane comments

c) demonstrate respect at all times for all other people

d) be cooperative at all times

e) maximize their potential in school

f) encourage cooperative behaviour rather than participating in aggressive or dangerous activities which may result in harm or injury to others

g) follow school rules and encourage others to do the same

h) offer suggestions for the safe and healthy environment of the school

i) follow the good example set by other people and set examples of goodness for others to follow

j) encourage and demonstrate an environmentally sound attitude towards the preservation and respect of the world in which they live

k) respect school and others’ property

3. Regarding a safe and healthy environment, students shall:

a) wear appropriate dress and footwear

b) remain at home when they have a communicable illness

c) abstain from the consumption of alcohol and drugs

4. Regarding school attendance, students shall:

a) attend school on a regular and consistent basis

b) respect, honour and value school time

5. Regarding their fellow students, students shall:

a) respect the rights of their fellow students

b) respect the personal belongings of others

c) respect the feelings of others

d) encourage appropriate language usage towards others

e) avoid “put-downs” and name calling and encourage “warm fuzzies”

f) encourage fellow students to uphold the rules and regulations

g) discourage fellow students from damaging others’ property

h) attempt to resolve situations between fellow students

i) seek assistance when situations cannot be resolved between students

j) encourage others to value and respect the environment (avoid littering and

remember to recycle)

k) respect the belief systems of others

l) assist fellow students to assume more responsibility towards self, others, school

property, conduct, and rules

m) encourage fellow students to speak highly of the school, their education, the

education of others, and the school staff

6. Regarding the use of the library, students and staff shall:

a) use the library during the times set out by the school staff

b) respect all books, computers, and other school fixtures

c) not bring food or drinks into the library

d) sign out books according to the procedures with the assistance of the teacher

7. Regarding recesses and lunch periods, students shall:

a) go outside for all scheduled breaks unless the student has a note from home stating otherwise

b) remain at their desks while eating unless given permission to do otherwise

c) refrain from touching classroom computers while eating or drinking

d) not leave the school property unless other arrangements have been made

(“other arrangements” being a note or phone call from parent/guardian)

8. Regarding dismissal, students shall:

a) leave the classroom for home, unless other arrangements have been made

(“other arrangements” being a note or phone call from parent/guardian)

9. Regarding bus behaviour, students will:

a) wait for their scheduled bus at the designated spot of pick up

b) sit two per seat

c) avoid loud voices

d) remain seated

e) no food or drink on bus

f) adhere to the expectations and instructions of the bus driver

g) keep hands, arms, and heads on the inside of the bus

h) participate fully in all emergency or other “drill” activities

10. Regarding field trip behaviour, students will:

1. respect all regulations and expectations previously listed as if still in school

**DISCIPLINE POLICY**

 The haahuupayak School Board supports the position that the Principal and staff of the school stand “in loco parentis” when pupils are in their charge. Positive reinforcement of appropriate behaviours is necessary for students to understand what is expected of them. Modeling of appropriate behaviours by staff is essential to students learning what is acceptable.

**Minor Infractions**

Minor infractions are incidents that are dealt with on the spot by the intervening staff member. The staff member explains the inappropriate behaviour and provides the student with the opportunity to demonstrate proper behaviour. A minor infraction becomes a major infraction if the student continues to demonstrate the behaviour despite the intervention by the supervising school member or designate. These minor infractions include the following;

* Eating and disposing of food in the school and on school grounds.
* Littering
* Running, loitering, yelling, rough play, hall wandering, spitting
* Unsafe use of equipment, rough play, poor sportsmanship, riding bikes at breaks, climbing fences, throwing rocks, sticks, etc.
* Library- mishandling of books, disruptive behaviour, food in library
* Gym- improper use of exit, food/drink in gym, entering gym equipment room without permission, improper footwear
* Washrooms- loitering, misuse of supplies, vandalism
* Bus- improper behaviour
* Nuuchahnulth Room- entering room and removing drums or regalia without permission
* Computer lab- entering without adult supervision, inappropriate searches

**Major Infractions**

 These infractions are dealt with in a more formal manner and may likely result in the immediate suspension of the student with the parent/guardian being notified. As well, the proper authority will be contacted and informed of the incident. This includes such offices as the RCMP, Social Services.

Costs to repair vandalized school property will be the joint responsibility of the parent/guardian and the student deemed wilful or careless. Students must meet with the school administration, along with parent/guardian, and apply for re- admittance. It is the decision of the Principal/Board to as to whether to allow a student to return to school.

Students taking part in the school suspension will be responsible for all class work and assignments missed due to the suspension.

**Major infractions include the following:**

* Behaviour with intent to injure (fighting, throwing objects)
* Vandalism, or destruction of school/others’ property
* Overt opposition of authority
* Physical assault of student(s) or staff
* Possession or under the influence of a banned substance
* Absolute refusal to do work
* Leaving school grounds during school without permission
* Profane or abusive language or verbal threats
* Blatant disrespect of staff/students/guests

The student is empowered to:

* describe the behaviour that was unacceptable,
* discuss why the behaviour is unacceptable,
* write a plan which will describe the appropriate behaviour should the student encounter the same or a similar situation in the future.

Major infractions will likely result in the following: In School Suspension (ISS), to include missing recess and/or Out of School Suspension (OSS) and possible expulsion.

Parents/guardians will be informed of all major infractions by means of a letter from the school outlining the incident and the actions taken to remedy the situation. When there is an out of school suspension parents/guardians will be asked to assist in the follow up of all school work as well as a plan to return to the school program.

**Physical Restraint of Students**

In order to effectively deal with a student who poses a threat to themselves, others, or school property, it may be necessary to restrain the individual physically. The purpose of restraint is to control the movement and behaviour of the individual so as to limit the possible threat of injury to the individual, others, and/or school property. Physical restraint is viewed as a temporary measure when, in the view of the supervising adult, the threat of violence is real and immediate and that other measures of alleviating the threat have been of little or no benefit to an individual who may pose as a threat. It is also recognized that physical restraint may be an appropriate course of action by the supervising adult even though other contrail methods have not yet been utilized. This is most likely to occur when the individual is viewed as a threat to themselves or others.

**PARENTAL RESPONSE TO SUPPORT/INTERVENTIONS**

If parents have questions about a disciplinary action your child has received at school, **please use the following procedure as a guideline:**

1. After hearing the child’s report, contact the staff member involved for his/her account of the incident.
2. Try to resolve the problem at the lowest level of authority**. Do not skip any of these levels:**
	1. Teacher

2) Principal

3) haahuupayak Society Board

**ATTENDANCE**

Students are to attend school on a regular basis. Unless excused, students are expected to attend each day that school is in session. The school provides a calendar outlining our yearly holidays. Parents should be in close contact with teachers to determine what work is required when classes are missed and should discuss with their teacher which assignments need to be completed.

Parents should note that Ministry of Education regulations require that parents submit written notification of all absences or tardiness of their child. Attendance is taken first thing in the morning. All notes for absences and appointments during the day are collected at this time. Non-designated guardians will be required to produce identification before removing a child from haahuupayak School during regular school hours.

Children should be kept home if they are sick and if there is risk of spreading germs

.**ABSENTEES**

We ask that parents advise the school before 9:00 AM should your child (ren) be unable to attend classes for the morning, afternoon, the whole day or if they will be late.

**School Phone # 250 724-5542**

**LATES**

Just as it is important to be at school, it is important to arrive on time. Parents are encouraged to ensure that students being driven to school arrive by 8:40 AM.

**MEDICAL AND DENTAL APPOINTMENTS**

Whenever possible, medical and dental appointments should be made after 3:00 PM on a weekday to avoid conflicts with the school timetable. We ask that you report, in writing, appointments which your child (ren) must keep during school hours.

**STUDENT ARRIVAL AND DISMISSAL**

Please ensure that your child is dressed properly for the weather. Proper coats, gloves, hats and boots should be worn during the winter months.

Supervision before school does not begin until **8:15 AM**. Students are not to arrive before this time without previous arrangements made with the principal.

Students are to depart from the school building immediately upon dismissal and should be off the school grounds by **3:20 PM**. Individuals waiting for rides are to wait in the designated areas. If students do not get picked up as planned, students should report to the office where they will be assisted.

Students who remain after school are to do so only under the direct supervision of an adult, with parental approval for such things as sport activities, music practice, tutorials, detention, etc.

**RECESS**

Students have a 15-minute recess nutrition break in the morning. Recess is held outdoors during favourable weather or indoors during inclement weather. During the recess and lunch breaks, students are not allowed back inside without the permission of the teacher on supervision. Students are not allowed any food outside.

**LUNCH**

Students have 15 minutes to eat lunch and a 20-minute outside break. Children will eat in their classroom area and are required to sit at their desk or an assigned table. Parents are asked to provide a nutritional lunch, and snacks for their child (ren). Pop, potato chips, chewing gum and food requiring a “heat up” are not permitted at school. For the love of our custodian we also as ask that you please refrain from sending sunflower seeds or dry noodles with your child to school. Teachers will try to ensure that the food you provided your child is eaten.

Students are required to wear indoor shoes at all times while in the school. These shoes can serve as gym shoes as well.

**NUTRITION**

Everyone knows the adage that “You are what you eat”. This is especially true for children, as good nutrition is essential for them to grow and learn. Research suggests that adequate hydration is required for optimum brain function. High caffeine/sugar intake (pop, energy drinks) actually dehydrates children. The school recommends that children drink water or sugar-free juice while at school. Personal water bottles are recommended, please label with names.

**LEAVING SCHOOL PROPERTY**

Upon arrival to the school grounds in the morning, students may not leave the school property during the day until they are dismissed or excused by a teacher or administrator. Parents who want to take their child (ren) out of school during the day for lunch or appointments must make their request to the teacher in a written note of permission. Students who leave the school grounds without permission will be reported to the school office and attempts will be made to notify the parents immediately.

**INJURY OR ILLNESS**

In the event of an accident or illness, the school will phone a parent or guardian. If the school is unable to contact the parent at home or at work, the school will phone the emergency number given on the registration form. In extreme cases, a student will be taken directly to the West Coast General Hospital Emergency Room. The parent will be requested to meet their child there, but ordinarily the child will be kept at the school until the parent arrives. Every effort will be made to contact the parent.

All emergency information at the school must be kept up to date. If there are changes during the year, parents are expected to notify the office.

**VISITORS**

Visitors are welcome at haahuupayak School. However, in order to ensure the safety of everyone at haahuupayak, we must be aware of who is in the building at all times.

Parents are always welcome to visit the school. Before visiting the classroom for any reason, parents are requested to inform the office. This will enable the office to be aware of all visitors in the school. The school reserves the right to restrict classroom visits to anyone presenting a liability or safety concern.

**SCHOOL SUPPLIES**

The school supplies basic student supplies for every student attending our school. However, parents will be given a student supplies list at the beginning of the school year to supplement the given supplies. Lists are also available at Zellers, WallMart, and Staples.

**TEXTBOOKS**

Textbooks are supplied for all classes when needed. Teachers will distribute the textbooks and students are responsible for books issued to them. They will be numbered and recorded on the class list. Note: Damaged and lost textbooks must be paid for by the parent/guardian.

**ADDITIONAL EXPENSES**

At various times during the year students may be asked to pay for certain extras. Extra-curricular events sometimes mean costs are passed along to students. If there are any concerns or questions regarding these costs, we encourage parents to discuss the matter with the teacher.

**BICYCLES**

We strongly encourage the use of helmets. Bicycles are to be parked and locked in the stands provided immediately upon arrival at school. They are not to be ridden during the school day. Bicycles are brought to school at the students’ and parents’ own risk; however, the administration will make every effort possible to protect them while on school property.

**COMMUNICATION BETWEEN HOME AND SCHOOL**

A definite key to the success of students, parents and teachers of haahuupayak School is through a meaningful, consistent home-school communication.

A monthly newsletter is sent out to all families, posted on facebook by Rita Ann, our secretary, and sent to families who provide their email address. It contains important announcements and newsworthy events related to our school life. It is also sent out to members of the community who are interested in First Nation Education such as Chief and Council. If you know of anyone whose name should be added to our mailing list, let Rita Ann know.

Various teachers regularly send “homeroom” newsletters home from their classroom. These newsletters serve, as a way for the teachers to inform parents of special events, needs for volunteers or materials, field trips, etc. within individual classrooms. Through newsletters and blogs, various teachers are able to keep parents up to date about what is taught in classes.

In addition to three formal reports and two informal ones, teachers and administrators communicate with parents informally (phone calls, notes, interviews, messages in the planning book, and home visits) regarding student progress and behaviour. Parent/teacher conferences to discuss student progress occur in late October and mid February.

Teachers are concerned for the well being of each and every student. If as a student, you have a concern or problem, you are encouraged to discuss the matter with the teacher involved. If you need additional help, the Principal is there to listen and assist.

**Day Timers**

Students in grades 1-7 take their day timers home each day and we ask that you check it daily and sign it. Any assigned preparation work, or homework, is recorded in the appropriate space along with any reminders of special events or activities. We view the day timer as an essential communication device in which parents and teacher write as need dictates. Should you wish to forward any information, or message, you could simply record it and remind your child to give it to the teacher.

Home support to develop study skills in the intermediate grades begins at the primary level. Students in grades 1/2/3 are expected to participate in the day timer and a home reading program. Whole school letters, individual class letters, field trip permission slips, and other important communication will be sent home in the day timer. Please check and sign the day timer each day to indicate receipt of the various communications. Home reading and other homework assignments will be combined with the day timer program. This will help students develop responsibility while strengthening communication between home and school.

**DRESS CODE**

Students should be aware of the following guidelines:

1. Minimum standards the school community must insist on are:
	1. Neatness 2. Cleanliness 3.Modesty
2. When a student’s attire does not meet the above standards, the Principal will use discretion and in consultation with the staff, take appropriate action.
3. Students must wear indoor shoes while inside the building. Outdoor shoes will be removed at the front entrance.
4. Caps and outside coats should be hung neatly classroom cubbies assigned each student

**P.E. CLOTHING**

It is suggested that all students in grades 3-7 have the following clothes for physical education classes:

-clean running shoes with non-marking soles

-a suitable T-shirt, a Tshirt, socks and shorts

**Please label all clothing.**

Students in K-2 are required to have non-marking running shoes for participation in gym activities.

**RESPECT FOR PROPERTY**

Students are expected to be accountable and responsible in caring for the school buildings. Writing on or defacing furniture or walls is a serious offence with severe consequences. Students will be required to pay for all wilful damage to school property or equipment.

**FIRE DRILLS**

The following procedures will be followed during a fire drill.

1. When the fire bell sounds, line up, and then WALK calmly and QUIETLY in a single file to the assigned exit.
2. The first student through a hall and exit door will hold the door open until all students have passed through.
3. All students are to assemble outside in the basketball court.
4. All students are to be quiet in order that teacher instructions and roll call may be heard. The Principal will direct staff and students at all times during school evacuations.

**EARTHQUAKE DRILLS**

The student and teachers will implement the following procedures during earthquake drills:

The principal will announce the beginning of the drill.

1. After the principal has initiated the drill, the teacher will issue the “TAKE COVER” command. Everyone should take cover under desks or tables and face away from the windows.
2. Students and teachers should assume the “CRASH POSITION”. To assume the “crash” position, everyone will position themselves on their knees, head down, hands clasped on the back of their neck or have their head covered with a book or jacket.
3. Count aloud to 60 together as a class.

Earthquakes rarely last longer than 60 seconds.

4) After 60 seconds, students and teachers will evacuate the school following the procedure for a fire drill. The same routes will be used. Everyone will wait for the signal to re-enter the building. In the case of a real earthquake, it may not be safe to go back into the school due to structural damage, so please wait for the signal.

Students should evacuate the building in single file when instructed by the teacher. It is important for everyone to remain calm, wear shoes and be quiet as possible so that instructions from the teacher can be heard.

In halls, stairways and other areas (such as the gym) where no cover is available, move to an inside wall, kneel with your back to the wall, place your head close to your knees, clasp your hands behind your neck and cover the side of your head with your arms.

If an earthquake begins, stay inside the school. Exit the building after the shaking has stopped.

If the class is outside, students and teachers should move to an open space away from buildings and overhead power lines. Lie down or crouch because your legs will be unsteady.

Look around to be aware of dangers that may require movement.

**LOST AND FOUND**

Lost articles of clothing are displayed on the table in the foyer. Unclaimed Lost and Found items are removed from the school and donated to local charity after being displayed in the hallway.

It is important to label clearly, with both surname and first name, all of your child’s clothing. Sew-on Cloth tags are the most effective. Hundreds of pieces of clothing are found and remain unclaimed each term.

**TELEPHONE**

Students on an emergency basis may use the office telephone only.

All students must have permission from their teacher before proceeding to use the office phone.

Parents who would like to contact a teacher or student during school hours are asked to leave a message with the secretary or on the answering machine. The school staff will in turn transfer the message to the student, and if necessary the teacher will return the phone call. Students and teachers are normally not available during school hours to receive phone calls.

**VOLUNTEERS**

The Teaching staff at haahuupayak School recognizes that a partnership between the school and home can benefit children, parents and teachers. We welcome those who wish to volunteer. All volunteers must be registered with the school and are subject to a criminal records check. (All teachers and individuals who work on an individual basis with children at haahuupayak School must have a criminal record check completed)

The following obligations are required from all volunteers assisting in the school:

1. Volunteers must observe all school policies and regulations
2. Volunteers must hold all matters connected with the school in confidence.
3. Volunteers should respect the professional role and judgement of teachers and administrators and remember that they are in charge at all times.
4. Volunteers should try to meet their commitment to the school, especially if a teacher is depending on help with planned activities.

**SCHOOL PICTURES**

School pictures will be taken early in the school year and all students and parents will be given the opportunity to purchase these pictures. A professional photographer takes individual and class pictures. Parents are required to pay a $10.00 deposit before getting student proof sheets. This is deducted from any subsequent costs.

**WALKMANS/i pods/electronic materials/VIDEO GAMES**

Walkmans, personal videogames and electronic materials must not be used in school, school functions, or taken on school trips unless prior teacher permission has been granted. If brought to school, these electronics must be stored out of sight for the duration of the school day or be confiscated by the administration for the day. Repeat offenders will be disciplined.

**QUALITY PHYSICAL EDUCATION**

Along with educating the academic and social needs of the child, haahuupayak is also endeavouring to promote the physical needs of the student. Through a physical education program, we hope to establish positive, life-long attitudes towards maintaining a healthy fit body.

**SCHOOL NURSE**

The Public Health Nurse and the Community Services nurse, visit the school on a regular basis. Students or parents may contact the nurse by leaving a message in her mailbox at the school.

##### ASSEMBLIES

We will have a “RecognitionAssemb;ly” in the afternoon on the first Wednesday of each month celebrating student accomplishments. Parents, family members, and guardians are encouraged to join us.

**COMPUTER USAGE**

Each classroom has computers to be used as a learning tool available to each student on a regular basis as well as IPads for research and word processing.

Students have access to the Internet on a supervised basis for school related projects.

Computers in classrooms are available to all students to participate in the Mathletics and other purchased educational programs.

**LIBRARY**

Students have regular access to the haahuupayak School library. As well as checking out books, the library has a bank of computers available to support online research. A librarian-teacher is available in the library Tuesday-Wednesday and Thursday. Classes may use the library on a booking basis as often as needed.

**FIELD TRIPS**

Experience based learning is encouraged at haahuupayak. Throughout the year students will have their learning enriched by visiting the local community for day trips. It sometimes happens that the Teaching Staff will organize overnight trips to other communities for cultural sharing and athletic events. Parents will be encouraged to participate in supervision and fund raising if necessary. Parents will be asked to cover some of the costs of out of town excursions.

Students are given the opportunity to participate in a variety of field trips as part of the student’s learning experience. All students are expected to take part. Parents may, or may not, choose to allow their child/ren to attend field trips. Please ensure prompt return of permission slips.

**PLAYGROUND EQUIPMENT AND PLAYING FIELDS**

All ball games and games like tag are to be played on the fields, away from the school, and playground equipment, with teacher supervision. The parking lot is out of bounds for playing as this is an unsafe, unsupervised area. The road into the school and areas beyond the perimeter fencing is off limits to students at all times. Being safe is very important while using the new playground equipment.

**BUS RULES**

Parents and students must remember that it is a privilege, not a right, to ride on the bus. Discipline problems will be reported to the school administration that will deal with the issues in an appropriate manner. Suspensions may result when students misbehave while being transported on the bus or while waiting to board the bus.

1. Students must obey the driver cheerfully and promptly.
2. Students must be quietly seated, facing the front of the vehicle, while the bus is in motion.
3. Students must not extend arms or heads out of the window.
4. Students must not litter the bus in any way, chew gum, or eat food on the bus.
5. When loading, line up and wait for instructions to board the bus.
6. When loading the bus after school, younger students will get on the bus first.
7. Students will board as quickly as possible, filling seats from the back to the front or get in their assigned seats.

**ASSESSMENTS**

Students in Grade 4 and 7 will write the Foundation Skills Assessment tests (FSA) in February of each year.

Students in grades K-7 will write the Canadian Achievement Test (CAT 4) in May each year.

Students entering Kindergarten will have a Kindergarten Screen Assessment done in October to determine possible developmental disabilities.

**HOMEWORK GUIDELINES**

Assigned homework focuses on projects, unfinished class work and additional practice in weak areas. As part of their responsibility as a student, pupils in the intermediate grades should spend some time each night doing homework. Setting aside a regular reading time is highly recommended build good reading skills.

How can parents help?

* establish a consistent “ homework time”
* check the planning book for any homework or communication to the parent
* provide a quiet, regular space to work
* provide the necessary materials (Dictionary, pencils, light, etc.)
* participate in:
	+ practicing math drills
	+ listening to reading
	+ reviewing questions
	+ checking for understanding of material in preparation for upcoming tests
	+ helping with spelling
* encourage completion of tasks and praise your children for their efforts

Teachers regularly check student assignments and, where necessary, will expect incomplete or carelessly done assignments to be redone.

**HOMEWORK CLUB**

Tuesday and Thursday, there is homework club to assist students to get caught up in school work missed or for students who have not used class time well. Parents of students requested t ostay behind will be called by our secretary.

**STUDY SKILLS FOR INTERMEDIATE STUDENTS**

Homework is an expectation in all British Columbia schools for students in the intermediate elementary grades. Students in grades 4-7 are considered independent learners. Teachers at haahuupayak will assign age/grade appropriate assignments for home review and study as necessary.

**YEAR END AWARDS CEREMONY**

During the final week of school, A year end assembly is held to honour the achievements of all students and all achievements. All students from grades K-7 will be recognized for excellence and achievement in Academics, Athletics, Improvement, Fine Arts, Attendance, %iisaak and h=aah=uupc^uu. Students who are recognized in this manner receive keeper plaques or certificates that are presented at the assembly.

**SWIMMING LESSONS**

All our K-gr. 6 students will be enrolled in swimming lessons during the school year. The lessons are free for all students.

**POP CORN DAY**

Friday is pop corn day. We need parent volunteers to be available for about 2 hours to help!

**EXTRA-CURRICULAR ACTIVITIES**

Throughout the year a variety of sports and other activities, crafts, drama, song & dance and homework support are available to students at haahuupayak School. Teachers will organize intramural teams to participate in Cross Country running, Basketball, Track and Field, and Floor Hockey. This may include inviting other Band and Independent Schools as well as the local School District elementary schools to participate with haahuupayak students.

**HEAD LICE**

Head Lice is a persistent challenge for all schools. Having head lice does not indicate neglect, unclean homes, or unclean children. It is nothing to feel ashamed of. Outbreaks of head lice are particularly evident after student breaks from school. All students at haahuupayak will be subject to head lice checks during the school year. These checks will occur on a monthly basis. Parents will be advised to treat head lice by the school or community nurse if a student has nits. Information will be dispersed to families during the year.

### TUESDAY and THURSDAY LATE BUS

Bus service will be offered to students wishing to participate in extracurricular activities offered on Tuesday and Thursdays from 3:15-4:10 pm. Students may be required to remain at school from 3:15-4:10 pm as a disciplinary measure or to complete assignments. Parents will be notified in these cases. Parents must sign a consent form allowing the child permission to utilize the late bus.