



Haahuupayak School

“The Place of Learning”

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Port Alberni, B.C., Canada

V9Y7M2

2019-20

Student/Parent/Guardian Handbook



At haahuupayak : we grow good people

Dear Parents:

This handbook is intended to provide you with a quick reference for general information and procedures at haahuupayak Elementary School.

In addition to this information, your child's teacher will provide specific class and grade level information about expectations and learning outcomes for the year. There will also be monthly school newsletters and teacher notices sent home from time to time. This handbook is also available for viewing on the school web site at <http://haahuupayak.com>.

Thank you in advance for your assistance with explaining, modeling and reinforcing school procedures and expectation with your children.



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School 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

- 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.
- moral and ethical values consistent with the teachings of our Elders.
- 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.
- 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.
- 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.
- to provide every student with knowledge of academic skills to serve as a foundation for future endeavors and life long learning.
- the resources of curriculum, staff, students, community and environment will be utilized to assist each student to attain their potential.

haahuupayak Society Board

John Rampanen – Board Chair

Josh Shaw – Vice Chair

Ian Caplette – Secretary/ Treasure

Mike Watts – Director

Martin Watts – Director

2019-20 Staff at haahuupayak school

Principal	Nancy Logan
Financial Administrator	Brenda Sayers
Office Secretary	Rita Ann Watts
Kindergarten teacher	Florence Joe
Grade One teacher	Leslie Tandrup
Grade Two/Three teacher	Katie Anderson
Grade Two/Three teacher	Carly Evans
Grade Four teacher	Tammi Greenwood
Grade Five teacher	Helen Lucas
Grade Six teacher	Jessica Pipo
Grade Seven teacher	Serena Schwager
Special Education coordinator	Helen Townsend
Nuu chah nuulth Studies teacher	Lena Ross
Nuu chah nuulth Studies assistant	Trevor Little Gayle
Trauma school counselor	Maddocks Sandra
Librarian	Vissia Cherie
Educational Assistance	Thomas Ernie
P.E. teacher/Educational Assistance	Netzer Alisha
Educational Assistance	Rogers Alison
Educational Assistance	Young Joely Selva
Educational Assistance	Chelsea Jarvis
Educational Assistance	Cherie Thomas
Educational Assistance	Mary Barney
Educational Assistance	Tonielle Bradbury
Educational Assistance	Jason Ferguson
Educational Assistance	Stacia Quinn Quinn
Educational Assistance	Turgeon Manesha
Educational Assistance	Bains Stephanie
Educational Assistance	Barclay Shayne
Child and Youth Care worker	Noel
Technical Support	Ray Seitcher
Bus Operator	John Ross
Custodian	

2019-20 haahuupayak School Calendar

School opens for Gr. 1-7 students (8:30-12:35pm)	September 3rd
Kinder A.M. 9-11; P.M. 12:45-2:45	September 4 th & 5 th
Open House 4:30-6:00 pm	September 18 th
Professional Development Day –no school for students	September 23 rd
Terry Fox Run	September 26 th
Picture Day	October 7 th
Thanksgiving Day –no school for students	October 14 th
1 st Informal report -Parent/Teacher conferences	October 23 rd & 24 th
Students dismissed 12:35 Conf. 1:30-5:00pm	
Provincial Pro-D Day –no school for students	October 25 rd
Recognition assembly	October 28 th
Halloween Celebration	October 31st
Swim lessons Gr. 4/5 10:00am; Gr. 2/310:45 am	Nov. 1 st to De. 13 th
Picture Retakes	November 6 th
Remembrance Day Ceremony (10:45-11:15 am)	November 8 th
Remembrance Day –no school for students	November 11 th
Professional Development Day –no school for students	November 18 th
haahuupayak Annual General Meeting 6:00 pm	November 20 th
Christmas Turkey student luncheon	December 11 th
Recognition Assembly	December 16 th
Christmas Concert 6 pm	December 19 th
1 st Formal Report Card	December 20 th
School Closed for Christmas Holidays	December 20 th
School re-opens after Christmas Holidays 8:30 am	January 6 th
2 nd Informal report -Goal setting with parents/teacher/student	January 29 th & 30 th
Students dismissed 12:35 meetings 1:30-5:00pm	
Professional Development Day –no school for students	January 31 st
Professional Development Day –no school for students	February 14 th
BC Family Literacy Day	February 17 th
Recognition Assembly	February 24 th
External Monitoring Review –Independent Schools	March 5 th
Last Day of classes before Spring Break	March 13 th
Spring Break	March 16 th – 27 th
School Re-opens after Spring Break 8:30 am	March 30 th
3 rd Informal Report –Student led conferences	April 22 nd & 23 rd
Students dismissed 12:35 Conferences 1:30-5:00 pm	
Good Friday –School closed	April 10 th
Easter Monday –School closed	April 13 th
Professional Development Day –no school for students	April 24 th
Recognition Assembly	April 27 th
Swim Lessons –Kinder 10 am; Gr. 1 10:45	May 1 st –June 12 th
Professional Development Day –no school for students	May 11 th
Victoria Day –School closed	May 18 th
Recognition Assembly	June 8 th
Sports Day	June 9 th
Grade 7 Graduation Ceremony	June 17 th
Year End Awards Ceremony	June 18 th
2 nd Formal and Final Report cards	June 18 th
Last Day of School for students	June 18 th
Year-end Administrative Day for staff only	

SCHOOL HOURS

School front doors open at 8:00am. The gym will be open from 8:00-8:25am. All students who arrive before school starting time must report to the gym or Nuu studies classroom. There is no supervision at the school before 8:00 AM

Morning Bell –school starts with day for song	8:30 am
Morning Recess/Nutrition break	10:15 -10:30 am
Lunch	12:00 pm – 12:35 pm
Dismissal Bell -Mon-Thurs.	2:50 pm (12:35 ON Friday)

CLOSURE OF SCHOOL DURING INCLEMENT WEATHER (Policy 2017)

1. If there is a serious deterioration in weather conditions while school is in session the Principal may dismiss school early.
2. If the weather conditions so warrant it on any morning on which school is prescribed to open the Principal may cancel school.
3. All such actions shall be immediately communicated to Radio Station for release as a public service notice.
4. The Principal shall be responsible for this communication.
The Board Chairperson is to be advised

VISITORS AND PARENTS Check in

We have an open door policy and welcome parents/guardians into our school. For the safety of all our children and for legal obligation we ask everyone visiting the school, to observe the check in sign posted on the front entrance door and check in the office upon arrival. No one is permitted to walk through the school without prior checking in with the office.



CODE OF CONDUCT for haahuupayak

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. Classrooms: teachers have the right and responsibility to establish classroom expectations that are consistent with the overall expectations of the school. Behavioural expectations are established at the onset of the school year and reviewed on a regular basis.

2. Daily conduct: students will be reminded to:

- 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 swear words
- c) demonstrate respect at all times for all other people
- d) be cooperative
- e) do their best and ask for help when needed
- f) encourage cooperative behaviour
- 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 examples set by other people and set good examples for others
- j) encourage and demonstrate a good environmentally sound attitude towards the world and respect for all its creatures

3. School Bus

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.

Students have the responsibility to:

- a) Listen to instructions from the driver
 - b) Remain seated facing the front of the vehicle while the bus is in motion.
 - c) Keep hands, arms and heads on inside of the bus
 - d) Not litter the bus in any way, chew gum, or eat food on the bus.
 - e) Line up and wait for instructions to board the bus.
 - f) Allow younger students to get on the bus first.
 - g) Fill seats from the back to the front or get in their assigned seats.
- The bus has surveillance cameras on board. Any students involved in acts of vandalism may result in suspension of bus privileges and parents billed for costs for repairs.

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, poor sportsmanship, riding bikes at breaks, climbing fences, throwing rocks, sticks, etc.
- Library- mishandling of books,
- Gym- food/drink in gym, improper footwear
- Washrooms- loitering, misuse of supplies, vandalism
- Bus- improper behaviour
- Nuuchahnulth Room- entering room and removing drums or regalia without permission
- Computer lab- 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 may include such offices as the RCMP, Social Services.

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

The student is empowered to:

- Use the incident report form to describe the behaviour
- discuss why the behaviour is unacceptable,
- write a plan to deal in a more positive way for future such behaviours

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. Minimal physical restraint is viewed as a last resort and a temporary measure when, in the view of the supervising adult, the threat of violence is real and immediate and other measures of alleviating the threat have not worked. Staff will adhere to Board policy (2017) on student restraint.

Parental Response to Support/Intentions

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

- a) After hearing the child's report, contact the staff member involved for his/her account of the incident.
- b) 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

Absences hurt student achievement Research tells us that students with poor attendance are more likely to do poorly in school, fail grades and eventually drop out of school altogether. Attendance below 80% has shown to have a very negative impact on the student's ability to do well in school. 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. We ask that parents advise the school before 8:30 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**. The school will phone home by 10:00am if a child is not at school and we have had no contact from the home. Parents have the primary responsibility for the regular attendance of their children. In cases where there are unavoidable absences, parents have an obligation to notify the school of the reason for the absence. Excused absences are generally those that cannot be avoided due to sickness or other emergency type situations. Non-designated guardians will be required to produce identification before removing a child from haahuupayak School during regular school hours.

Family holidays will be marked as unexcused absences but please call ahead so that the school can plan accordingly.

Early dismissals to parents requires prior notification by the parent/guardian

Lates: Being on time and ready for school is another important component that helps students do well in school. It is also a valuable habit to have in life. Being late is disruptive to the other students and teacher alike. Late students miss out on initial directions and lesson explanations that typically are given at the start of the lesson.

OPEN HOUSE

Open House is held shortly after the school year starts in the evening. This is an informal gathering designed to have parents come to the school to meet their child's teacher and the staff in general. It is a good opportunity to check out coming events, school events and learn about volunteer opportunities.

PARENT CLUB

We have a fledging parent club in the school and more parental involvement is welcome! Volunteers are needed for a variety of activities organized by the Parent Club. All volunteers will need to have a criminal record check to be able to work in the school. More information is available from Alison Young and Robyn Samuel.

HOMWORK 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.

HOMWORK 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 to stay behind will be called by our secretary.

STUDENT ARRIVAL AND DISMISSAL

Supervision before school does not begin until **8:00 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 **3:00 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 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. No carbonated drinks please! 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.

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 WITH PARENTS/GUARDIANS

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:

- a) Minimum standards the school community must insist on are:
 1. Neatness
 2. Cleanliness
 3. Modesty
- b) 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.
- c) Students must wear indoor shoes while inside the building. Outdoor shoes will be removed at the front entrance.
- d) Caps and outside coats should be hung neatly classroom cubbies assigned each student

P.E. CLOTHING -Please label all 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

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 -6 drills in the year

The following procedures will be followed during a fire drill. Procedures are posted in every classroom :

- 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 -3 drills in the year

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.

Lockdown Drills -2 drills in the year (Crisis/Emergency Response Policy p.18-20, 2017)

Lockdown drills are mandated by the government in order to prepare in the event of an aggressive intruder entering the school or outside intending to do harm to students and staff. Procedures have been reviewed by all staff based on Board policy

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.

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:

- a) Volunteers must observe all school policies and regulations
- b) Volunteers must hold all matters connected with the school in confidence.

- c) Volunteers should respect the professional role and judgement of teachers and administrators and remember that they are in charge at all times.
- d) 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.

ELECTRONICS –cell phones, game, etc.

Personal cell phones, videogames and all other electronic items 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 or longer for repeated infractions.

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 daily varied 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 have a “Recognition Assemblies ” scheduled five times in the year to celebrate student accomplishments. Parents, family members, and guardians are encouraged to join us. Notices will go home prior to the assembly dates. All students in every K-3 class take part in “demonstrating” an aspect of their learning. Their assembly is usually from 2-2:20pm. Grades4-7 have their assembly from 2:30-2:50pm. We also recognize student achievement and give out our iisaak awards at these assemblies.

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.

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 if necessary. Parents may 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 children 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.

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.

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. 5 students will be enrolled in swimming lessons during the school year. The lessons are free for all students. Notices will be sent home by teachers in advance of swim dates

EXTRA-CURRICULAR ACTIVITIES

Throughout the year a variety of sports and other activities, crafts, song & dance and homework support are available to students at haahuupayak School. Students have the opportunity to participate in Cross Country running, Rugby, Wrestling, Basketball, Volleyball, Track and Field, and Floor Hockey. Our school takes part in organized team sports with all district and other local independent schools.

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 2:50-4:00 pm. Students may be required to remain at school from 2:50-4:00 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.

