



Haahuupayak School

“The Place of Learning”

Phone: (250) 724-5542

Fax: (250) 724-7335

Box#1279

6000 Santu Drive

Port Alberni, B.C., Canada

V9Y7M2

Student/Parent/Guardian Handbook 2025-26



In our haahuupayak community:

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> (currently updating)

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

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 kuu?us and non-kuu?us 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

Martin Watts	-Board Chair
Tamiko Rampanen	-Vice Chair
Marisa Bennett	-Secretary/Treasurer
Mike Watts	-Member
Len Lindstrom Watts	-Member
Dennis Bill	-Tseshaht Council Representative

2025-26 haahuupayak School Staff

Principal	Nancy Logan
Financial Administrator	Brenda Sayers
Office Secretary	Rita Ann Watts
ISC-Inclusion Support Coordinator	Andrew Pitoulis
Kindergarten teacher	Helen Townsend
Grade One teacher	Florence Joe
Grade Two teacher	Jessica Pipo
Grade Three teacher	Carly Evans
Grade Four/Five teacher	Tanisha Dubord
Grade Four/Five teacher	Amanda Bailey
Grade Six teacher	Tammi Greenwood
Grade Seven teacher	Francine Frank
Learning Assistance Teacher	Leslie Tandrup
PE Teacher	Ernie Netzer
Nuu chah nuulth Studies teacher	Lena Ross
Nuu chah nuulth Studies assistant	Trevor Little
Child Youth Care	Stephanie Barkley
Child Youth Care	Rhonda vanAdrichem
Education Assistant	Alisha Rogers
Education Assistant	Brittany Brook
Education Assistant	Chelsea Jarvis
Education Assistant	Cherie Thomas
Education Assistant	Destiny Gnyp
Education Assistant	Evelyn Charleson
Education Assistant	George Sam
Education Assistant	Jen McLean
Education Assistant	Joely Selva
Education Assistant	Kim Portillo
Education Assistant	Mary Felsman
Education Assistant	Mikaela Pettigrew
Education Assistant	Noah Fatur
Education Assistant	Paula Flemming
Education Assistant	Quinn Turgeon
Education Assistant	Tonielle Bradbury
Educational Assistance	Vanessa Gallic
Technical Support	Shane Noel/Travis Howland
Bus Operator	Ray Seitcher
Janitor	Oceanside Cleaning Services
Contractors:	
Occupational Therapist-Aspire	Hilton Centre
Speech & Language Pathologist-Speak Easy	Jennifer Diana

2025-26 haahuupayak School Calendar

School opens for Gr. 1-7 (10am-12pm)	Sept. 2 nd
Regular School Hours- 8:30 am-2:50 pm (Fri. 8:30 am-12:30 pm)	Sept. 3 rd
Open House: Thursday	Sept. 18 th -
Terry Fox Run: Wednesday	Sept. 24 th
Truth & Reconciliation Day- Friday	Sept. 26 th
Pro D day- No school for students -Monday	Sept 29th
Truth & Reconciliation Day: Sept 30 th - School closed -Tuesday	Sept 30 th
Picture Day	(Thursday) Oct. 2 nd
Thanksgiving Day- School Closed	Oct. 13 th
1st Informal Report: Parent/Teacher conferences1:30 – 5:00 pm (12:30 dismissal)	Oct 23th
Provincial Pro Day- No school for students	Oct. 24th
Halloween Celebration	Oct. 31 st
Picture Retakes- (9 am – 11 am)	(Wednesday) Nov 5 th
Remembrance Day Ceremony (10:45-11:15 am)	Nov. 7 th
Professional Day- No School for students	Nov. 10th
Remembrance Day- School Closed	Nov.11 th
Haahuupayak Annual General Meeting @ 6:00 pm	Dec 4 th 6pm
1st Formal Report Card	Dec 12th
Christmas Turkey student luncheon	Dec. 16 th
Christmas Concert	Dec. 18 th
Last Day of School 2023	Dec. 19 th
Christmas Holidays	Dec. 22-Jan. 2
Classes resume @ 8:30 am	Jan. 5 th
Professional Day- No School for students	Jan. 19th
2nd Informal Report: Parent/Teacher conferences1:30 – 5:00 pm (12:30 dismissal)	Jan 29 th
Professional Day- No school for students	Feb. 13th
BC Family Day- School Closed	Feb. 16 th
2nd Formal Report:	March 6th
Last day of school before Spring Break	Mar. 6 th
Spring Break	Mar. 9 th -20 th
Classes resume @ 8:30 am	March 23 rd
Good Friday- Statutory Holiday- School Closed	April 3 rd
Easter Monday- School Closed	April 6 th Class Photos
(Wednesday) April 22 nd	
Professional Day- No school for students	Apr. 24th Victoria Day- School
Closed	May 18 th
Professional Day- No school for students	May -tbd 50 th Anniversary
Celebrations	May 27-29
Celebration of Learning: Student Led Conferences 10:30-12:30am	TBD
Track Meet	June 5 th Sports Day
June 12 th	
Grade 7 Graduation Ceremony	June 17 th
Year End Awards/ Final Report Card /Last Day of School for students	June 18th
Last day for support staff	June 19 th
Teacher Planning days	June 23-24 th

School Hours – Monday-Thursday-8:30 am – 2:50 pm
Friday-8:30 am – 12:30 pm

SCHOOL HOURS

School front doors open at 8:20am. All students gather in foyer for our morning song and nuu-chah-nulth routines. There is no supervision at the school before 8:20 AM

Morning Bell –school starts with morning song	8:30 am
Morning Recess/Nutrition break	10:00 -10:15am
Lunch	12:00 pm – 12:30 pm
Dismissal Bell: Mon-Thurs.	2:50 pm (12:30 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 on the school Facebook page, and to Radio Station for release as a public service notice.
4. The Principal shall be responsible for this communication.
5. All snow closures will follow the School District closures.
6. Flooding: haahuupayak will abide Tsheshaht notices for closure of the school and will announce any closures on the school Facebook and radio.

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 for all other people, school, property and environment
 - d) be cooperative
 - e) do their best and ask for help when needed
 - f) follow class schedule and routines and remain with designated group during class time
 - g) follow school rules and encourage others to do the same
 - h) support a safe and healthy school environment
 - i) follow the good examples set by other people and set good examples for others

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 address the issues in an appropriate manner. Suspensions may result when students are unsafe 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;

- Not showing respect or unkind words or actions
- 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.
- Not showing respect to school or resources
- Gym- food/drink in gym
- Washrooms- loitering, misuse of supplies
- Bus- unsafe behaviour
- Nuuchahnulth Room- entering room and removing drums or regalia without permission
- Computer use- inappropriate searches, misuse

Major Infractions

These infractions are dealt with in a more formal manner and may result in the immediate suspension of the student with the parent/guardian being notified. As well, the proper authority may 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 phone call or 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/INTERVENTIONS

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

Students that regularly attend school learn more, have greater progress and success in school.

Absences hurt student achievement Research tells us that students with inconsistent 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 haahuupayak school policy requires students to attend 80% of the time. 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. The school is required to report daily attendance, absences and reasons for the absence to the ministry. 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. Guardians will need to inform the school if Non-designated guardians will be 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 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. Late students are required to check in with Rita Ann upon arrival.

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 are looking for parent volunteers for parent club in the school. 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. Please contact the school if you are interested.

HOMEWORK GUIDELINES

Assigned homework focuses on projects, unfinished class work and additional practice in areas of need. 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 to build strong reading skills.

How can parents help?

- establish a consistent “ homework time”
- check the student agenda 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
 - positive support and encouragement
- 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 completed or corrected.

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. Our secretary will call parents/Caregivers of students requested to stay for homework club.

STUDENT ARRIVAL AND DISMISSAL

Supervision before school does not begin until **8:20 AM** with doors opening when the school bus arrives.

Students are to depart from the school building upon dismissal and should be off the school grounds by **3:00 pm**, to ensure students check in with parent’s first afterschool. 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 afterschool clubs.

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 permitted back inside without the permission of the staff on supervision. Students are not permitted any food outside.

LUNCH

Students have 10-15 minutes to eat lunch and a 20-minute outside break. Children eat in their classroom area and are required to sit at their desk or an assigned table. Parents are asked to provide a healthy lunch, and snacks for their child (ren). Pop, potato chips, chewing gum and food requiring a “heat up” are not permitted at school. Teachers/staff will try to ensure that the food you provided your child is eaten.

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 pop, sports drinks, energy drinks or high sugar 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 or for appointments can make their request to the teacher in a written note of permission or FB message Rita Ann. Students who leave the school grounds without permission will be reported to the school office and parents will be notified 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/guardian 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 contacted 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. It is imperative that all emergency information at the school be kept up to date. Please 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.

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.

BICYCLES

Students are required to wear helmets on school property. 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 keep them secure 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.

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 reports**, 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 are great opportunities to discuss student progress that occur in October and May.

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.

Student Agendas

Students take their agendas home each day and we ask that you check it daily. Any assigned preparation work, or homework is recorded in the appropriate space along with any reminders of special events or activities. We view the agenda 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 primary grades are expected to participate in the agenda use and a home reading program. Whole school newsletters, individual class newsletters, field trip permission slips, and other important communication will be sent home in the agenda. Please check and sign the agenda each day to indicate receipt of the various communications. Home reading and other homework assignments will be combined with the agenda program. This will help students develop responsibility while strengthening communication between home and school.

DRESS CODE

Students are encouraged to abide by the following guidelines:

1. Appropriate 2. Cleanliness 3. Modesty (No profanity or inappropriate images)
- b) When a student's attire does not meet the above standards, the Principal will use discretion and in consultation with the staff, and take appropriate action.
- c) Students are encouraged to wear indoor shoes while inside the building

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, shorts and socks

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 by the basketball court.
- 4) All students remain 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 -2 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 intruder entering the school or outside the school. Procedures have been reviewed by all staff based on Board policy

LOST AND FOUND

Lost articles of clothing are displayed on the rack in the foyer. Unclaimed Lost and Found items are removed from the school and donated to local charity after 1 month being displayed.

It is important to label clearly, with both surname and first name, all of your child's clothing.

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 building partnerships between the school and home is so beneficial to children, parents and teachers. We welcome those who wish to volunteer. All volunteers are required to 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 are required to have a criminal record check completed)

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

- a) Volunteers are required to observe all school policies and regulations
- b) Volunteers will hold all matters connected with the school in confidence.
- c) Volunteers will respect the professional role and judgement of teachers and administrators and will comply with their lead at all times.
- d) Volunteers will try to meet their commitment to the school, especially if a teacher is depending on the support 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.

ELECTRONICS –cell phones, game, etc.

Personal cell phones, videogames and all other personal electronic devices will not be permitted 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.

PERSONAL ITEMS: Stuffedies, toys, cards etc.

Please support your children to keep all personal items such as toys, stuffedies and pokemon cards etc. at home, to prevent the loss of, broken or missing items at school.

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 an active lifestyle.

COMPUTER USAGE

Each classroom has computers to be used as a learning tool available to each student on a regular basis for research and word processing. Students have access to the Internet on a supervised basis for school related projects. School computer contracts for safe and respectful use of computers will be sent home for review and signing.

LIBRARY

Students have regular access to the haahuupayak School library to check out books once a week.

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. 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 staff 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 at all times at school is very important.

ASSESSMENTS

Students in Grade 4 and 7 will write the Foundation Skills Assessment tests (FSA) in November 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 Kindergarten Screening Assessments to determine possible developmental differences and needs. (hearing, sight etc)

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, ʔiisaak and ʔaahuupču. Students who are recognized in this manner receive keeper plaques or certificates that are presented at the assembly.

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. Parents will be advised of an outbreak and to check and/or treat head lice. Information will be dispersed to families during the year.

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 and soccer. Our school takes part in organized team sports with all district and other local independent schools.

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 to complete school work/assignments at homework club. Parents will be notified in these cases.