

Gwa'sala-'Nakwaxda'xw School

Strong Together In All We Do



**Parent and Student Handbook
2019 - 2020**

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Principal's Message

Welcome to 2019-2020 school year at the Gwa'sala-'Nakwaxda'xw School. I am so honoured to be your Principal again this year. All the staff are very excited to be working with all our students, parents and community members. Last year was an amazing year for student growth at our school and this year we hope to make it even better!

At the Gwa'sala-'Nakwaxda'xw School, we strive to provide optimum learning in a culturally responsive and rich environment characterized by respect and care. It is our aim to provide child-centered learning that focuses on the cultural experiences of the children and encompasses their emotional, social, academic, and physical needs. This agenda is substantial but we believe together, as partners in our student's education, we can make it happen.

Parents and community members play a vital role in the education of their children. When parents, elders, and other community members are engaged and involved, everyone - students, parents and families, teachers, schools and communities benefit. At the school we believe in co-operative partnerships and strengthening relationships between home and school to ensure success for all students.

We hope you partner with us and enjoy the relationship you have with us at the Gwa'sala-'Nakwaxda'xw School. Please take a few minutes to read through our handbook and familiarize yourself with the important school information. Please use this document as a point of reference throughout the school year. As always, if you have any further questions, feel free to come to the school.

Gilakas'la

Reed Allen



Statement of Philosophy

The philosophy of the Gwa'sala-'Nakwaxda'xw School is to provide optimum learning in a culturally responsive and rich environment characterized by respect and care. Our aim is to provide child-centered learning that focuses on the cultural experiences of the children and encompasses their emotional, social, academic, and physical needs.

Our school is a place where children are accepted and appreciated for who they are, instilling in them a respect for themselves and others. Along with building a sense of safety and a strong cultural identity, we believe this fosters a sense of self-worth, self-confidence and a healthy mental attitude.

Our school is a place that strives to equip students with a wide range of experience, knowledge and skills. We set high standards of achievement for all learners. By utilizing teaching methods and developing programs that focus equally on each individual child's strengths and needs, we aim to develop the whole child and help them see their role in the community.

The school's goals include addressing the desires of the community regarding education, and implementing a feeling of ownership and pride within the community. We want our students to have an education which yields experiences that they can use successfully in this community as well as in the context of the larger world society.

The Gwa'sala-'Nakwaxda'xw School prepares students with an education which will enable them to explore future options.

Meet the Staff

TEACHERS

Reed Allen	Principal	Melissa Marsh	Vice Principal
Dianne Harris	Division 1 - Grades 6 & 7	Jackie Hunt	Literacy Support Teacher
Karen Aoki	Division 2 - Grades 6 & 7	Darren Alfred	Cultural Program
Jen Hunchuk	Division 3 - Grades 4 & 5	Andrea Cranmer	Cultural Program
Allyson Lowery	Division 4 - Grade 4 & 5	Sheri-An Nicholson	Division 8 - Kindergarten
Michelle Hinatsu	Division 5 - Grade 2 & 3	Robin Rosborough	Division 9 - Preschool
Jennifer Hogeweide	Division 6 - Grade 1 & 2	Sara Grover	Division 7 - Grade 1 & 2 and PE Teacher
Erin Davies	Division 7 - Grade 1 & 2 and Special Education	Shannon Passmore	Part-time School Counsellor
Mary Louise Walsh			

EDUCATION ASSISTANTS

Allycia Nicholson	Angela Johnson	Corey Swain	Crystal Walkus
Darryl Coon	Hannah Waumsley	Jane Cook	Maria Patskovski
Melanie Gage	Michael George	Naomi Anderson	Nicole Dondaneau
	Sarah Lancaster	Terrisa King	Tiffany Alfred

SUPPORT STAFF

Vonita Hill	Administrative Assistant	George Hill	Bus Driver
Chris Andrew	Maintenance/Custodian	Dusty Dawson	Custodian
Jon Nicholson	Operating Systems Maintenance	Dodie Rufus	Breakfast Club and Supervision
Davis Henderson	Cultural Engagement Worker	Ravena Coon	Parental Engagement



2019-20 Year Calendar

2019

August - 0 days

Monday, August 26-Friday, August 30 - Staff School-based In-service - No School for Students

September - 18.5 days

Monday, Sept. 2 - Labour Day Holiday

Tuesday, Sept. 3 - School Opens - 8:55-10:30 and

Wednesday, Sept. 4 - 8:55-3:05 for Grades 1-7

Monday, Sept. 9 - School begins

1/2 day for Kindergarten - 8:55-12:00

& 1/4 day for Preschool(Prek) - 8:55-10:30

Thursday, Sept. 12 - Welcome Back Dinner - 5:00

Friday, Sept. 13 - Staff Inservice - No School

Monday, Sept. 16 - School continues

Full day for Kindergarten - 8:55-3:05

& 1/2 day for PreK - 8:55-12:00

Monday, Sept. 23 - School continues

Full day for PreK - 8:55-3:05

October - 20.5 days

Monday, October 14 - Thanksgiving Day Holiday

Monday, Oct. 21 - Wednesday, Oct. 23 - Book Fair

Thursday, Oct. 24 (pm) & Friday, Oct. 25

- Provincial Pro-D - No School for Students

November - 19 days

Friday, November 1 - School Based Pro-D -

No School for Students

Monday, Nov. 11 - Remembrance Day Holiday

Wednesday, Nov. 13 - Fri., Nov. 15 - Soccer Tourney

December - 15 days

Tuesday, Dec. 3 - Winter Yayuma -

T'seka Red Cedar Bark Ceremony

Wed., Dec. 12 - Fri., Dec. 14 - Parent Teacher

Interviews-schedule to be determined

Thursday, Dec. 19 - Christmas Concert

Monday, Dec. 23 to Friday, Jan. 3 - Christmas Break

73 days

Prescribed Minimum Hours of Instruction

In accordance with the School Act, a school under the supervision of the BC Ministry of Education must offer not less than the following hours of instruction in a school year to students enrolled in the school:

853 hours of instruction for students in Kindergarten

878 hours of instruction for students in Grades 1 - 7

"Strong Together in All We Do"

2020

January - 20 days

Monday, January 6 - School Re-opens

February (leap year) - 18 days

Monday, February 17 - Family Day Holiday

Thursday, Feb. 20 - Fun Fair - 5:00 - 8:00

Friday, Feb. 21 - District Pro-D - No School for Students

March - 12 days

Thursday, March 5 - Talent Show

Wednesday, Mar. 11 - Student Led Conferences

Monday, Mar. 16 to Friday, Mar. 27 - Spring Break

Monday, March 30 - School Re-opens

April - 20 days

Friday, April 10 - Good Friday Holiday

Monday, April 13 - Easter Monday Holiday

Thursday, April 30 - Cultural Fair

May - 19 days

Friday, May 8 - Professional Development with District

- No School for Students

Monday, May 18 - Victoria Day Holiday

June - 16 days

Wednesday, June 17 - Graduation Ceremony

Thursday, June 18 - Education Celebration

Friday, June 19 - Last day of School

Sunday, June 21 - National Indigenous Peoples' Day

Monday, June 22 - School-based In-service

Tuesday, June 23 - Community Picnic

Wednesday, June 24 - Friday, June 26 -

Staff In-service

104 days

Summary of 2019-2020 Calendar

Instructional Days 176.5 days

Professional Development/In-Service Days 15.5

Total Days in Session 193 days

Days of instruction are different from "days in session". Days in session are days that school is "open" but the students are not necessarily in attendance. On a "day of instruction," students are in attendance and under supervision for the purposes of receiving instruction in an educational program.

Daily Schedule



8:55 a.m.	First Bell indicating students go to their classrooms
9:00 a.m.	Second Bell: Attendance is taken, all students are to be in class
10:30 a.m.	Recess begins - no bell
10:45 a.m.	Recess ends - bell
12:00 p.m.	Lunch Break begins - no bell - students to eat inside
12:20 p.m.	Students eating at school dismissed from classrooms - Clubs
12:50 p.m.	First Bell indicating students go to their classrooms
12:55 p.m.	Second Bell: Attendance is taken, all students are to be in class
3:05 p.m.	End of the school day - bell - Clubs - Including Sports Club
4:00 p.m.	Afternoon bus run M/T/TH



Bus Schedule

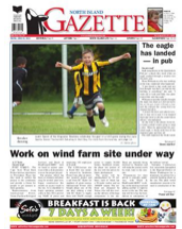
Morning Run		Regular		After Clubs	
		1/2 Day			
8:18	Leaves the school	3:15	12:05	4:10	Leaves Gwa'sala-'Nakwaxda'xw School
8:23	Pick up at Harbourview Apts. on Rupert	3:20	12:10	4:15	Drop off at Rainbow Country Day Care Central
8:25	Pick up at Waddington Gardens	3:22	12:12	4:17	Drop off at Rupert St./ Building Blocks
8:27	Pick up at Thunderbird Way / Pine Dr.	3:28	12:18	4:23	Drop off at Waddington Gardens & Robert Scott
8:30	Pick up at Scott St & Mcdougall	3:30	12:20	4:25	Drop off at Thunderbird Way / Pine Dr.
8:32	Pick up at Woodgrove	3:32	12:22	4:27	Drop off at Scott St/ Mcdougall
8:33	Pick up at High School	3:35	12:25	4:30	Drop off at High School
8:34	Pick up at West Glacier Crecent	3:37	12:27	4:32	Drop off at West Glacier
8:40	Arrives at the School	3:40	12:30	4:35	Arrives Gwa'sala-'Nakwaxda'xw School

Attendance and Safe Arrival Program

It is **our responsibility** as a school staff to educate your children. It is **your responsibility** as parents to ensure that they are at school, on time daily, and prepared to learn (free from stress, well-rested, having had a healthy breakfast).

For any absences to be excused, students are required to have parent / guardian contact the school prior to each absence (medical appointments, funerals, severe illnesses). Administration will determine whether the excused absence is valid or not. The school has a safe arrival program in place which ensures that each child has made it to school safely. It is the parents' responsibility to contact the school of their child's absence. If the school has not been notified that a child will be absent, the school will phone the parents / guardians of that child.

The Safe Arrival Program is conducted both in the morning and after lunch. Any change in phone numbers must be reported to the school immediately in order for this program to be successful.



Release Forms

According to The Freedom of Information and Protection of Privacy Act and The School Act, parents are asked to sign a release form allowing their child's picture to be used for the school and classroom Facebook pages, school media productions, newsletters, and books throughout the school year. This is for educational and community purposes only. Parents are also asked to sign a release form allowing their child to attend **field trips in the district and community**, to allow staff to administer **emergency first aid**, and allow their child to access **prevention and maintenance health programs** offered by Health and Family Services through the school.

Community and Parental Involvement

We look forward to working together as a team with parents and community members and invite your participation in the educational and recreational activities planned throughout the school year. (e.g. Welcome Back Event, Christmas Concert, Open Houses, Soccer Tournament, Sports Days, School Picnic, Yayuma, etc. as well as in class support)

Volunteers

The staff at Gwa'sala-'Nakwaxda'xw School recognizes that a partnership between the school, parents, and community is essential to learning and success. The school appreciates and depends on volunteers for support in classroom activities, field trips, sporting events, cultural activities, fundraising, etc. 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 people who work on an individual basis with children at the 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.

The Ministry of Education requires volunteers for overnight trips with students to have a Criminal Record Check.



FIRST NATIONS



PARENTS CLUB

Parents' Club

Parents' Club invites you to become involved in supporting the children and youth of our community. The Club's focus is to acknowledge and support the key role of parents in ensuring educational success for their children. Please feel free to stop by and talk with us any time. We appreciate your encouragement, want to hear your concerns, and just like to see you too. With this kind of team work, and open and honest discussion, we can create a positive learning environment to allow each child to reach his or her potential.

Student Code of Conduct Policy

At the Gwa'sala-'Nakwaxda'xw School we have high expectations for our students. We strive to provide optimum learning in a culturally responsive and rich environment characterized by respect and care. This code of conduct serves to promote a safe and relationally rich atmosphere and to promote respect and responsibility in order to create a conducive learning environment. All expected behaviours and a disciplinary process are outlined in the Student Code of Conduct.

The Gwa'sala-'Nakwaxda'xw School's student code of conduct policy is based on the traditional values of Maya'xala (Respect).

1. Maya'xala for Self

- I have a **right** to feel good physically, emotionally and spiritually.
- It is my **responsibility** to take care of my physical, emotional and spiritual needs.

2. Maya'xala for Learning

- I have a **right** to learn in my school.
- It is my **responsibility** to be positive about learning and participate in such a manner where all students in my class can be successful.

3. Maya'xala for Others (Students and Adults)

- I have a **right** to be treated with respect and dignity.
- It is my **responsibility** to treat others with respect and dignity, helping to take care of their physical, emotional and spiritual needs.

4. Maya'xala for the School

- I have a **right** to use student equipment and school property.
- It is my **responsibility** to use the equipment and property to all applicable rules and with care and respect.

5. Maya'xala for Safety

- I have a **right** to be safe at school.
- It is my **responsibility** to behave in a safe manner and to protect the safety of others.

6. Maya'xala for the Environment

- I have a **right** to live, play and learn in a clean environment.
- It is my **responsibility** to keep the environment where I live, play and learn clean.



Conduct Expectations

Behavioural expectations must be consistently taught and actively promoted.

Acceptable Conduct

These expectations are how students conduct themselves at school, going to and from school, and attending any school function or activity regardless of location. This includes the Breakfast Club, Sports Club and the school bus or van.

- *To respect others (other students and school staff)*
- *To try and do their best work*
- *To respect their learning environment and materials (tool, equipment, etc)*
- *To have regular attendance and punctuality*

Unacceptable Conduct

These behaviours are examples only and are not an all-inclusive list.

Behaviours that:

- *interfere with the learning of others*
- *interfere with play environments*
- *create unsafe conditions to learn, work or play in*

Acts of:

- *Bullying (physical, verbal, social & emotional, or cyber)*
- *Misuse of technology (cell phones, iPods, etc)*
- *Behaviour that interferes with the learning of others*
- *Physical and emotional violence (towards others or oneself)*
- *Intimidation*
- *Willful Defiance*
- *Inappropriate language*
- *Theft*
- *Vandalism*
- *Pulling the fire alarm without an emergency*
- *Phoning 911 without an emergency*



Disciplinary Process

Consequences

The severity and frequency of unacceptable conduct as well as the age, maturity and individual needs of students are considered when determining appropriate disciplinary action. The Gwa'sala-'Nakwaxda'xw School sets the following expectations for characteristics of consequences:

- Responses to unacceptable conduct should be pre-planned, consistent, logical and fair
- Disciplinary action should be preventative and restorative

- Serious and/or repeated misconduct may result in suspension from the school
- Whenever possible, students should be encouraged to participate in the development of meaningful consequences for violations of the code of conduct

Notifications

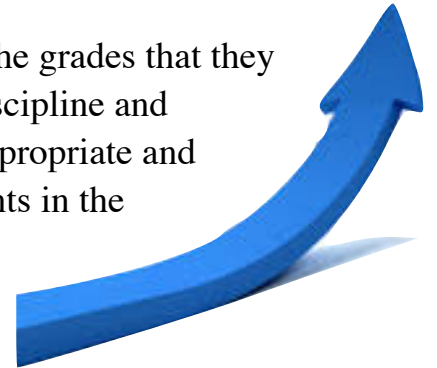
School officials have a responsibility to advise other parties of serious breaches of the code of conduct.

For example:

- Parents of student offender(s) – in every instance
- Parents of student victim(s) – in every instance
- School Officials (Band Manager and Band Council Education Committee) – when suspensions or expulsions happen
- All parents – when deemed to be important to reassure all members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

Rising Expectations

It is our expectation that as students mature and progress through the grades that they will, in most cases, be capable of greater responsibility and self-discipline and therefore it is appropriate to have escalating consequences for inappropriate and repeated unacceptable behaviours. Conduct expectations for students in the primary grades may be very different from what we would expect of a student in Grade 7 at the same time being aware of the developmental age of students.



Returning to School After Suspension

Suspended students must return to school after the suspension is over. While a program for suspended students must be offered, students do not have to participate in program to return to school.

For students returning from a suspension lasting more than three school days, the principal will hold a re-entry meeting with the teacher, student and, the student's parent(s)/guardian(s), a representative from band council and an elder to:

- Make the student's transition back to school easier
- Identify any extra academic or other supports to promote positive behaviour the student may need when returning to school.

Community agencies that have been working with the student are also encouraged to attend the re-entry meeting.

The Gwa'sala-'Nakwaxda'xw School

Maya'xala for Self

Maya'xala for Learning

Maya'xala for Others

Maya'xala for the School

Maya'xala for Safety

Maya'xala for the Environment



Appeals/Complaints Policy

Within the Gwa'sala-'Nakwaxda'xw School all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

Procedures

1. The issue must be dealt with first by the persons directly involved.
2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.
3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution
4. The Principal having made a judgment to resolve the issue, both parties must be promptly notified of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.
5. If the Principal's resolution is not accepted, the matter may be appealed to the Band Council Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.
6. The Band Council Education Committee has the authority to make a decision regarding the appeal. This committee must always include the Band Manager. The committee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond.
7. After this, the Band Council Education Committee will take the steps necessary to implement the decision.
8. The Band Council Education Committee shall notify the parents and the principal of its decision within seven days of the meeting. The decision shall be communicated in written form.
9. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following.
10. The decision of the Band Council Education Committee shall be final. Refusal of the employee to accept the decision of the Board of Directors may result in removal from office or termination of employment. If parents refuse to accept the decision of the Band Council Education Committee and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school.
11. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

Breakfast Club

The Breakfast Club provides our students with a healthy breakfast every school day between 8:20 - 8:55 am at the Wakas Hall. This program is sponsored by Breakfast Clubs of Canada and the GNN Trust. All students are required to sign in and eat their breakfast at the hall. Students are required to adhere to the **Student Code of Conduct Policy** during Breakfast Club.

Snack Program

The Snack Program provides our students with a healthy snack every school day at recess. This program has been made possible through a partnership with the GNN Band.

Recess and Lunch

Recess and lunch are held outdoors during favourable weather and indoors during extremely inclement weather. Students are required to bring a lunch and eat in their classrooms between 12:00 - 12:20 pm. Only students who live on-reserve may go home for lunch if they have permission. Students are encouraged to be prepared for all types of weather.

Foods requiring to be heated up are not permitted at school.

Homework Club

Homework Club is offered to intermediate students (grades 4 - 7) on Mondays, Tuesdays and Thursdays from 3:10 - 4:00 pm. This is a safe and supportive environment for students to complete school work and assignments.

Students who want to attend the Homework Club need parental permission. Off-reserve students may take the afternoon bus run home.

EDUCATION

BREAKFAST IS BRAIN FOOD

CHILDREN SHOULD
GO TO SCHOOL HUNGRY
FOR KNOWLEDGE, NOT
HUNGRY FOR FOOD.

When you realize that 60% of learning happens before lunch, it becomes clear why breakfast is indeed the most important meal of the day.

When children get a balanced meal in a positive, stimulating environment, there are marked improvements in:

-  Behaviour and concentration
-  Academic performance
-  Social skills, self-confidence and the ability to interact with peers and adults
-  Overall interest in the subjects being taught
-  Incidents of bullying



Sports Club

Sports Club is offered for intermediate students (grades 4 - 7) every morning from 8:30 - 8:55 am and on Monday, Tuesday and Thursday after school from 3:10 - 4:00 pm. Students who want to attend the after school Sports Club need parental permission. Off-reserve students may take the afternoon bus run home.

Every Thursday, Sports Club is at the Port Hardy Pool. For students to attend they must be regularly attending Sports Club, demonstrate excellent school behaviour and be participating in Friday swimming lessons.

Other School Clubs

Throughout the year, staff members, parents, or community members may sponsor several other clubs that run after school. Your child will bring home a permission and information sheet for each of those. These clubs may include, Eco Art Club, Singing Club, Running Club, Garden/Nature Club, and others. There are also clubs that run during lunch, often these will not require permission but an information sheet will be sent home.



Other sports activities throughout the year will require students to attend practices and games or meets away from the school and will require parent permission for participation. Students are encouraged to participate in extracurricular activities at lunch time and/or after school.

Head Hygiene Program

The Head Hygiene Program is a coordinated program between GN Health Services and the school. 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 shame about. All students will

be taught head checking procedures during the school year. These checks will occur on a weekly basis.

The program consists of the following:

1. Students are taught to comb through and check their own head for signs of head lice
2. Students who have signs of head lice are identified through this process
3. If head lice are detected, a note will be sent home letting parents know, and offering ways of support including combs and conditioner
4. Parents/Guardians are responsible for continuing cleaning their child's hair

Special Education Policy

We believe all children have a right to obtain an education in the setting most appropriate for his/her needs in which the children can benefit. All children have the right to access a culturally responsive education that encompasses their spiritual, physical, social, emotional, and cognitive development to prepare them adequately for their future options. Parents are encouraged to approach their child's teacher, the special education teachers, principal or counsellor if they would like to discuss their child's education, especially pertaining to Individual Education Plans and assessments. The school and the parents are involved in the entire process of planning for the success of each child's education.



Counselling Services

Our school has a counselling program where all children have the opportunity to enhance the skills necessary to help them become successful learners. Our counselling program includes individual and group sessions as well as classroom lessons to provide both a prevention and intervention service. The program is designed to help students acquire knowledge and skills such as: self confidence development, responsible behaviours, anger management, bullying prevention, safety, communication and social skills, interpersonal effectiveness, decision-making, goal setting, planning and problem-solving, empathy building, and stress reduction.

Field Trip Policy

Informed Consent

Permission slips will be issued at the beginning of the school, which will cover all field trips within school hours on the North Island. Any field trips beyond the North Island, or outside of

school house will require an additional signed written consent form.

A Pre-Trip parent/student scheduled information meeting is mandatory for all high-risk day activities, multiple day, and/or out-of-province field trips. An administrator must be present at the meeting to discuss expected behaviour.

Supervision

Conscientious supervision of students is mandatory during all school field trips.

Volunteer supervisors must be screened by the principal or designate for suitability, be advised of the expectations of their role and may be required to complete a criminal record check. Volunteers must be competent to deal with emergencies that might arise.

All overnight co-educational excursions require the supervision of both male and female adult supervisors.



Medication Policy

All medication should be given, whenever possible, by the parent at home. If medication must be given at school, the parent must provide **written consent**, which includes the following:



- 1.type of medication
- 2.reason medication is to be given
- 3.when medication is to be given (time)
- 4.length of time (e.g. one week, one month, etc)

Students may not administer medication to themselves.

School Closures Policy

Planned school closures (e.g. holidays, professional development days, etc) are on the yearly and monthly calendar included in the newsletter. A notice will also be sent home with students the day before.

Unexpected school closures:

- a) Death/Funerals: the school will follow the direction of band council for deaths within the community and will stay open for funerals.
- b) Other (e.g. snow days, power outage days): the school will phone families to inform them that the school is closed and post on our school Facebook page.

Emergency school closures: : If an emergency closure is necessary, the school will do it's best to keep parents informed, through community emergency procedures and media.

Digital Device Policy

(Cellphones, iPods, Games)

Any students coming to school with electronic devices must give them to their teacher for safe keeping during the school day. Students will not be given access to devices at recess or lunch.

The first time a student brings items to school which are not permitted, or uses items which are not permitted on the school grounds, the items **will be kept by the teacher** and given back to the student at the end of the day.

The next time a student brings items to school which are not permitted, or uses items which are not permitted on the school grounds, the items **will be kept by the Principal**, and released only to the parent.



Social Media Policy

We realize that part of 21st century learning is adapting to changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning.

In recognition of this the Gwa'sala-'Nakwaxda'xw School does permit the use of social media in learning (Facebook, Instagram, Twitter, etc.) only when specifically authorized by the teacher.



Bicycles, Skateboard, Rollerblades, Scooters Policy

Bicycles, skateboards, rollerblades and scooters are allowed to and from school if parents allow it. Students are **NOT** permitted to use this equipment on school grounds during the school day or during school activities.

Students **ARE** encouraged to use proper safety gear when using any of this equipment.



Student Makeup and Clothing Policy

Students wearing excessive amounts of make-up will be asked to remove it. Students are **NOT** permitted to bring any make-up (lipstick, eye shadow, perfume, hair spray, cologne, etc.) to school, or wear excessive amounts of perfume or cologne. Students are not permitted to wear clothing that is distracting to others. Clothing which has inappropriate 'graphics' and / or 'wording' is not allowed. Parents will be informed of the situation and the student shall be sent home and must change into 'acceptable' clothing before returning to school.

Food and Beverage Policy

We are developing many policies at the school, including one to provide guidelines on foods and beverages sold at school events. We hope to encourage health eating habits through the offerings at concessions and other school sponsored events.

We have a few suggestions for parents when it comes to foods they provide for their children at school. At lunch, we unfortunately do not have the ability to heat food (i.e. noodles or canned soup) for students at school. Please have your child bring a lunch that does not require a microwave or a stove. Students are encouraged to bring only water to school. Sugary drinks (pop, gatorade, ice tea, etc.) hinder learning and should not be at school.

The principles of healthy eating are outlined in Canada's Food Guide, and are intended to ensure that the food and beverages in schools contribute to students' healthy growth and development.

Cigarette, Alcohol, & Drug Policy

If a student is involved with alcohol, drugs, or cigarettes, including e-cigarettes and vaporizers during any school activity, he or she will be referred to school administration, parents will be contacted immediately. An interview the student in conjunction with the evidence, will determine a course of action ranging from referral to the school counsellor, suspension, or contacting the police authorities.

Dogs at School Policy

When there are large number of dogs or threatening dogs at school it jeopardizes the safety of the students, the school must act. Our policy is:

- 1) Get the dog off of the school grounds.
- 2) Phone the owner to come get the dog, if the dog has a collar. Sometimes the dogs belong to students, who are asked to take the dogs home.
- 3) If we do not know the owner of the dog, and the safety of the children is at risk, then animal control will be contacted.



Student Registration Procedure

All parents must register new students at the office and the following documents are required for all students attending our school:

- 1.) Birth certificate
- 2.) Status card
- 3.) Medical card



Student Transfer Policy

As of September 30, students who are attending other elementary schools may not be able to transfer back to the Gwa'sala-'Nakwaxda'xw School. Each student wanting to return will be reviewed by the School and Band Council on an individualized basis. Decisions will be based on the following factors:

- 1.) Class sizes and availability
- 2.) Services available to support the student
- 3.) Gwa'sala-'Nakwaxda'xw band membership

September 30 is a key date for attaining funding for each student. If a child registers after September 30 the school receives no funding for that student.

Visitors

Visitors are welcome at Gwa'sala-'Nakwaxda'xw School. However, in order to ensure the safety of everyone, we ask all visitors to check in at the office when arriving.

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 in case of an emergency.



Supervision Schedule

The school is responsible for the supervision of the students within its care.

Before Class (8:30 - 8:55 am)

One staff member is on duty outside.

Class Time

The students are supervised by their teachers and support staff.

Recess (10:30 - 10:45 am)

Two staff are assigned to the primary side of the school and two staff to the intermediate side.

Lunch (12:00 - 12:20 pm)

Students are expected to eat their lunch in the classroom or walk home for lunch. Only students who live on-reserve are allowed to walk home for lunch.

Two staff members are assigned to walk between the classrooms and supervise while children are eating.

Lunch (12:20 - 12:50 pm)

Two staff are assigned to the primary side of the school and two staff to the intermediate side.

Bus Duty - A staff member will be on duty for students boarding the bus at the end of each day. There will also be one staff member who rides the bus after school.



Playground Rules

Out of Bounds Areas

- Outside any fenced area of playing field except closest to school
- Fences
- Roof tops of all buildings
- Any area not designated school grounds
(ie. Wakas Hall, Health & Family Services, wooded areas, the roadway & staff parking lot)
- The area by front entrance of the school, by the big rock and totem poles
- The top of monkey bars or top of the “fireman pole”



- Intermediate side for primary students at recess
- Primary side for intermediate students (intermediate may not walk around the school except at Friday at lunch)
- No climbing on any part of any equipment that's not meant for climbing

Playground Equipment

- You will notice the playground is under construction and will be changing in a few weeks.
- Students may not access playground equipment (ie. tetherballs, balls, etc.) until the on-duty supervisor is present
- Staff member on duty will bring out the equipment
- Four Square: one ball per game
- Students may not eat or stand up while on the teeter totter
- Skipping ropes are only for skipping (not tying onto monkey bars, etc.)
- Tetherball: students may play singles or doubles - (no "winner take all")
- Soccer, baseball, and snowballing may only be played on the field (no soccer played between portable and school; no dodgeball played against the portable)
- Skateboards, scooters, and bicycles may not be used on the school grounds
- Big Slide - one child on the stairs, two on top; kids may slide down any way they want
- Spiderweb - no children can stand on the top
- Monkey Bars - children travel in one direction only (when standing against the school wall, see the children going right to left only)

Behaviour

- Students are expected to follow the Student Code of Conduct Policy.

Additional

- Staff will wear high visibility vest, carry a high visibility vest and a walkie talkie
- Primary students will have use of the field (no other part of intermediate side) at lunch
- Primary basket is brought in and out by supervisors, not kids
- Supervisors stay out until all children are inside, and make sure equipment is all collected
- Friday is a go anywhere day at lunch
- Tetherball is off limits for primary students on the intermediate side and vice versa.



Emergency Procedures

- 1) **Fire Exit Plan** - Fire drills will take place at least three times a year.
 - Staff & students evacuate the building immediately through the outside fire exit door of each room or the closest exit door to their location
 - Each class will line up in the gathering area on the sports field. Support staff to assist teachers.

- The teachers will report the number of students enrolled, present and absent.
- The secretary, custodian and principal have assigned duties.

d) Earthquake Evacuation Procedure - Earthquake drills will take place at least twice a year.

- Staff & students assume positions under their desks or an appropriately safe location, facing away from the windows.
- Sixty seconds after the quaking ceases, everyone will evacuate the building immediately through the outside fire exit door of each room or the closest exit door to their location
- Each class will line up in the gathering area on the sports field. Support staff to assist teachers.
- The teachers will report the number of students enrolled, present and absent.
- The secretary, custodian and principal have assigned duties.

e) Emergency Bus Evacuation Procedures - An emergency bus evacuation drill will be conducted at least once a year; a staff member will be on board for all bus evacuation drills & students will be informed; the drill will occur while the bus is en route to or from a field trip.

i) REAR DOOR EXIT PROCEDURES (usually the case)

- staff member closest to the rear stands up and leaves the bus through the back door
- staff member closest to the front stands up and assesses the situation for injuries, and then requests another staff member to evacuate the injured person. This has to be done by the “assessor” if no other staff member is present
- passengers evacuate the bus in an orderly manner - one seat at a time starting with the seat on the right closest to the back
- teachers will report the number of students enrolled, present and absent

ii) FRONT DOOR EXIT PROCEDURES

- staff member closest to the front stands up and leaves the bus through the front door
- staff member closest to the back stands up and assesses the situation for injuries, and then requests another staff member to evacuate the injured person. This has to be done by the “assessor” if no other staff member is present
- passengers evacuate the bus in an orderly manner - one seat at a time starting with the seat on the right closest to the front
- teachers will report the number of students enrolled, present and absent

f) First Aid / Injury Procedures are used when a student is injured during school activities

- First aid is provided by a staff member with current First Aid Certification & parents are contacted
- In the event of a more serious injury, staff call 911 & parents are contacted

g) Other Emergency Procedures that pertain to the school are available from the principal and that pertain to the community are available from the band office.