

# Alvin A McKay Elementary School

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Our Student

Handbook

and Parent

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## **EDUCATIONAL PHILOSOPHY**

### ***Policy No. 101-P***

It is the policy of the Board of Education to emphasize the pursuit of excellence, and the provisions of equal opportunity for all students to develop their individual, spiritual, intellectual, mental, social, emotional, and physical potential.

Awareness of the importance of life, self-image, discipline, and mutual relationship between the individual and the society will be the base reference points of the District philosophy. In like manner, awareness of the need for setting goals and to acquire the necessary skills and the knowledge to achieve them will facilitate the experience of success for all students to become better citizens.

The school and the parents will work together to provide the opportunities and the experiences for each child to develop a feeling of self-worth and respect for others. The support, co-operation, and commitment of the respective communities, within the School District, is essential to encourage a living environment that will nurture the concepts, skills, and ethics necessary to live in society today and tomorrow.

Teaching the Nisga'a Language and Culture is an integral part of the basic education program, and is a unique feature of the District Philosophy. It involved the recognition of the social and culture differences necessitating the adaptation of teaching strategies and content, and counseling in school and at home. Awareness of the Nisga'a and the Nass valley ways of life and their suitability in the contemporary life will be emphasized. The District stresses the need to promote and develop leadership qualities in an effort to create harmony between the stability of the Nisga'a Culture, the Nass Valley life style, and rapidly changing environment of the North American/Canadian Culture, and the highly competitive values of its socio-economic structure.

Modifications in the educational system and/or the curriculum it offers will be determined by the local educational needs and the aspirations of the community in accordance with the Provincial philosophy.

## **ATTENDANCE POLICY**

Please telephone the school before 9:00 a.m if your child is ill, will be absent from school or will be arriving late. If you do not phone the school, the school secretary will phone the parent. Your child is expected to bring a note to explain any absence from school. Students who are absent require a note upon their return explaining their absence.

Students are expected to be in class by 8:30 a.m. If students come in late, they must report to the office for a late slip. A student is deemed to be late if they enter the school after O Canada in the morning. If you choose to take your child/ren out

of school to accompany you on vacation during the school year, please contact the teacher two to three weeks before leaving so that suitable arrangements for catching up on work may be made.

### **ABSENCE DUE TO HOLIDAYS OR VOLUNTARY NON-ATTENDANCE**

At times during the school year and during regular in-class days, parents choose to take children out of school such as on family trips or holidays. Plenty of advance notice to the classroom teacher and the school office is appreciated in these situations. Homework may be requested but assigning any work is at the discretion of the teacher. It takes a lot of extra time and effort to personalize an educational plan and it may not be possible to accommodate a request for work during voluntary non-attendance during regular in-class sessions. Your understanding of this issue is appreciated. Every effort will be made to ensure your child covers the entire program, but we cannot guarantee this if parents choose to withdraw a child during regular class time for an extended period of time

### **HOME COMMUNICATION**

We feel that effective communication between the home and school is essential for the well being of our students. In addition to this handbook which provides information to our families, the school has a website and each class has a web page. A newsletter will be prepared monthly and sent home. Parents are encouraged to attend PAC meetings. Parents are also encouraged to bring any queries or concerns that arise throughout the year to their child's teacher. If the concern does not relate to a child's learning, and/or the classroom learning environment or social environment, it may be appropriate to bring a concern to the principal.

### **PARTICIPATION**

It is expected that students participate in the entire educational program of the school. A note is required if there is a valid reason for a student to be excused from scheduled classes and activities.

### **LEAVING SCHOOL PREMISIS**

Students are required to have parental permission to leave the school grounds between 8:30 a.m. and 2:30 p.m. except for when students go home for lunch.

### **DRESS REQUIREMENTS**

Students are to dress neatly and appropriately. For example, tops should cover

one's middle, sleeveless tops should not be too low, and shorts and skirts should be mid-thigh in length. Any slogans or pictures on clothing should be respectful. If students are dressed inappropriately, they may be asked to cover up their shirt with a sweatshirt, or call home for a change of clothes.

As students spend recess and lunch break outside, except in very inclement weather, they are asked to always dress for the weather. In order to keep the mud and dirt outside, we ask that all students have an extra pair of shoes for indoor wear. These should not be black soled, as they mark the floor.

## **DISTRICT TECHNOLOGY POLICY**

The use of the District computer network resources is a privilege, not a right. Inappropriate use may result in the loss of this privilege and, depending on the nature of the offence, further action may occur including, but not limited to, notification of the RCMP.

- The Technology Department may set limits for the use of resources such as disk space and printing.
- No student shall have access to the school computer network unless specifically authorized by a principal, teacher or other designated staff members.
- Students are prohibited from sharing their passwords with any other user, or permitting others to use their access accounts. Account holders are responsible for all activity within their account. Accounts are provided free of charge but remain the property of the School District.
- Whenever possible users are to use School District accounts for email and other services. Personal Internet Services may be a security threat to the District Network and other users. As a result the District reserves the right to block access to Personal Internet Services, or any other service that is deemed a security hazard.
- Personal devices are not allowed on the District Network except when inspected and approved by the District Technology Department. Once approved the owner makes them subject to this policy as a condition of being permitted to join the network.
- Computer equipment may be issued into the care of individuals within the District. Equipment so issued may be used at the discretion of the user, within the limits of this policy, but remains the property of the School District and may be withdrawn or examined at any time by the District Technology Department or the Superintendent of Schools.
- Computers will not be taken out of the school.
- District technology staff will regularly examine District network accounts from time to time, and without notice to the account holder, to ensure compliance with this policy. Monthly reports will be made to the Superintendent of Schools.
- District Technology staff will maintain privacy and confidentiality of sensitive data if data is to be examined and may not disclose the contents of any account to any other recipient unless required to do so by law or by the policies of the School District.

- The Technology Department may suspend access specific web sites or remove locally posted messages that are deemed unacceptable.

### **Acceptable Use**

- Use is acceptable when it is legal, ethical and upholds the goals and professional standards of the School District and the BC College of Teachers.
- Use is acceptable when it is consistent with the goals of the School District, and when it respects the rights of other users and considers the impact of their conduct on others.

### **Unacceptable use includes but is not limited to**

- Any message that does not meet professional standards of language and tone
- Any offensive material content that is defamatory, maliciously inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially or otherwise offensive, or advocates illegal activity, or is in itself illegal
- Any content that could be understood as harassment or cyber-bullying.
- The distribution of personal or confidential information
- The access, duplication, storage or transmission of pornographic images and texts
- Use that may lead to personal financial gain or may be considered of a commercial nature
- Gambling
- Use that is intended to obscure the origin or content or any message under an assumed computer network address
- Use that provides access or distributes unlicensed software or documentation.
- Use that initiates or distributes chain letters, advertising or unauthorized solicitations
- Use that provides access electronic systems or information inappropriately or without authorization
- Use that vandalizes network resources
- Use intended to promote union political interests
- Use that over-utilizes network-intensive resources such as network games, frequently refreshing chat rooms or Internet radio
- Use that violates or attempts to violate, the security of the system or attempt to subvert other systems
- That deliberately or recklessly exposes systems to computer infections.
- Or that contravenes any other laws or regulations
- Makes excessive personal use of District resources such as bandwidth, disk storage space or paper.

### **Shared Content and Social Networking**

#### **Use of personal Internet services is subject to the following restrictions:**

- Users under the age of 19 must post content within the rules and restrictions put in place by a school or teacher, or in the absence of such rules, have a teacher or administrator review any content posted.
- Users may not post or send any personal information that may be damaging, threatening or dangerous to themselves or to others.

- Users may not post content that may be regarded as intimate or sexually suggestive.
- Instant messaging may only occur among individuals with whom users are already acquainted. (*and only when given permission by a classroom teacher or principal.*)
- Open and unregulated chat rooms are not permitted.
- Nothing shall be posted that could be taken as a direct threat against another person.
- No post shall advocate for violation of any laws or school rules.

Teachers and administrators are responsible for reporting any student violations of the Acceptable Use Policy and must immediately ask students to withdraw from any community or social network that may pose a risk to them.

### **Sanctions**

Users who fail to comply with the District Acceptable use Policy will face limitation or removal of account privileges. Serious or persistent violations may result in expulsion from school.

## **IPODS/IPHONES/HEADPHONES/TABLETS/GAMING SYSTEMS**

Use of these items is not allowed during school hours.

### **BELL SCHEDULE**

8:30 a.m. – Classes Begin	10:15 a.m. – Recess Begins
10:30 a.m. – Recess ends	12:00 p.m. – Lunch begins
12:52 p.m. – Lunch ends	2:30 p.m. – Dismissal

### **SUPERVISION SCHEDULE**

Students are supervised on the playground from 8:15 a.m. to 8:30 a.m., at recess, and 10 minutes before 1:00 pm after the noon break, and after school until 2:45. Students may not stay in the school after school hours unless a staff member supervises them and parental permission has been given.

## **REPORTING PERIODS**

There will be two interim reports and three formal reports (sent home during the year. Dates are on the district calendar

Parent-teacher conferences will be scheduled after the first formal report. If you would like an additional meeting, please call and set up an appointment at any time. If you have concerns or questions about your child's progress or about something he/she is studying, please do not hesitate to contact your child's teacher. Teachers will also keep parents informed on an informal basis as required.

## **HOMEWORK POLICY**

At the intermediate level (grades 5 to 7) homework is seen as an important part of the educational program as it helps to develop good study habits and a sense of responsibility towards schoolwork. Homework assigned at these grade levels should require about 30 minutes to complete. In grades one to four, homework will not normally be assigned unless it is "catch up" work. Parents need to check daily to see if your child has homework. Good study habits also require a quiet place to work and the establishment of a routine homework time.

Parents can be an audience for oral reading, spelling practice, and math drills. If, on occasion, your child is unable to complete his/her homework assignment, a note from a parent/guardian is required to be sent to the teacher stating the circumstances. The student will be expected to complete the assigned work in the near future.

## **RECESS AND LUNCH TIME**

Students will not be permitted to stay in for recess or lunch unless they have a medical note or a teacher's permission to finish work. Indoor recesses will occur on days when the weather is unacceptable (too cold, too wet, etc.) These times will be determined by the principal. Pop, chips, and candy are not acceptable snacks at school and we ask that you do not allow your child to bring these items for recess.

## **ALLERGIES**

Because of allergies we ask that you do not send peanut butter with your child. Students with peanut butter will be asked to not eat it and take it home. In the event a student has nothing else to eat, the student will be allowed to eat peanut butter, but in a separate area away from other students.

### **EMERGENCY/ACCIDENT/ILLNESS**

Any accidents occurring in the school or on school property should be reported immediately to the office where first aid treatment and emergency services will be provided if needed. If necessary, a ride will be provided to the Health Centre. Parents/Guardians will be contacted immediately in either case. Please make sure your emergency contact information is on file at the school. If a student is ill, please keep them at home. If during the day, a student becomes ill, we will contact home and ask you to pick them up.

### **TELEPHONES**

Messages for students will be relayed as soon as possible. If a student needs to call home, he/she needs to ask permission from the teacher or office staff.

### **VALUABLES**

Students are NOT to bring valuables to school. This may include pokemon cards, iPods and phones, headphones, money, toys, etc. The school will not be held responsible for lost items.

### **VISITORS TO THE SCHOOL**

ALL VISITORS MUST REPORT TO THE OFFICE PRIOR TO ENTERING THE SCHOOL.

Our school has an Open Door Policy and we encourage parents to come to the school. Ask your child's teacher how you could help in the school.

### **FIELD TRIP POLICY**

When you register your child, you will be asked to give your permission for your child to take part in low-risk field trips in the district, which are part of the regular school program. These include such things as walking trips to the museum and bus trips to other schools. If the field trip requires transportation outside the district, the parent's written permission for the specific event will be required. Chaperones for out of district and overnight fieldtrip will have a ratio of 1 to 12 for day trips and 1 to 8 for overnight trips. Chaperones must have criminal record check clearance.

## **SCHOOL WEBSITE**

Our school has a website that offers parents and students a great deal of information and resources such as lists of upcoming events, assignments and homework for upper grades, and pictures from special events. We encourage all to access our school website at: [www.aames.nisgaa.bc.ca/](http://www.aames.nisgaa.bc.ca/).

## **PARENT ADVISORY COUNCIL**

Parent Advisory Councils (PACs) are the official voices for parents at the school level. If you have a child in a B.C. public school, you are automatically a member of the school's PAC.

The AAMES PAC first meeting will be held in September.

All parents/guardians of children in our school are members of the Parent Advisory Council and entitled to attend meetings. The principal will be a member of the Parent Advisory Council. A teacher representative will be appointed and may also attend the meetings to provide information, answer questions, and discuss school matters and parental concerns.

Meetings will take place monthly and in the first PAC meeting of the fall an executive will be elected consisting of a chair, vice-chair, secretary and treasurer. Some PACs elect committee chairs (e.g., fundraising chair, volunteer chair) and members at large to the executive as well.

## **VOLUNTEER POLICY**

Volunteers can make significant contributions to our school in a variety of ways such as:

- providing adult supervision in situations such as field trips
- providing assistance to the teacher in the classroom with instructional materials or activities
- assisting in the instruction of children by reading to children or listening to them read

All volunteers who are in a 'working with children situation' need to complete a criminal record search. This policy aims to ensure that children learn in a safe environment.

Your contributions to our school are always welcome and greatly appreciated.  
People working together makes community.

## **CODE OF CONDUCT**

### **DISCIPLINE**

Discipline is based on the premise of mutual respect. Discipline is seen to be a joint home- school responsibility with parents and staff being supportive of each other in requiring respectful conduct. Positive support and good communication between home and school is essential to the effectiveness of our school. Students are to be polite, co-operative and respectful in their dealings with both staff and other students. We believe that children need and want fair and firm guidelines. A school code of discipline is used in dealing with all problems. A copy of the classroom rules will be posted in each class. The classroom discipline code will be available to parents by the end of September.

### **GENERAL EXPECTATIONS FOR STUDENTS**

ALVIN A MCKAY ELEMENTARY SCHOOL operates on these basic assumptions:

- Philosophical - that all of our students have a desire to develop as whole persons - physically, intellectually, and socially - within the school environment.
- Behavioural - that all students will be respectful towards other students and staff. Disciplined behaviour is viewed as integral to the provision of a quality education at Alvin A McKay Elementary School.
- Academic - that all students will demonstrate a reasonable and co-operative effort in the learning process. Students will be supported and encouraged to work to the best of their ability in all program areas. Students will come prepared to work with all the necessary supplies. It is expected that students are responsible for completing their homework and making up missed assignments. (Primary students, as a rule, do not receive homework. Intermediate students can expect approximately 30 minutes of homework a night.)
  - Be Prepared for Weather - that all students will be dressed appropriately to

go outside at recess and noon break in all but very inclement weather. This means that proper rain gear is required for fall and spring as are warm clothes for winter.

## **BEHAVIOUR EXPECTATIONS FOR STUDENTS**

### **IN THE CLASSROOM**

A set of classroom rules will be developed in each classroom and posted on the wall. Students will be given a list of expectations to take home by the end of September.

### **ON THE PLAYGROUND**

- Line up properly when bell goes
- Stay in boundaries
- Return all playground equipment to the office or classroom when recess is over.
- Be considerate of others' spaces
- Dress for the weather
- Pick up your own garbage
- Include others
- Choose appropriate playground activities
- Use appropriate physical contact (hands off—personal bubble)

### **IN THE GYM**

- Transition quickly and quietly
- Listen and follow directions
- Include others/play cooperatively
- Stay in designated area
- Wear proper footwear

### **IN THE HALLWAY**

- Be on time for all classes—no lingering in the hallway
- Smile, greet others, and choose your positive attitude
- Be quiet/use a classroom voice
- Be respectful of art work and work on bulletin boards
- Keep right/allow others to pass
- Walk facing forward

### **IN THE BATHROOM**

- Flush toilet and wash hands
- Dispose of feminine hygiene products appropriately
- Give others privacy

- Use inside voice
- Return to classroom promptly
- Report any messes to office or teacher

## **CONSEQUENCES**

### **STEP 1:**

- Call attention to the behavior and remind student of appropriate choices.

### **STEP 2:**

- Discuss behavior with student
- A Student Report is written up

### **STEP 3:**

- Call/email home
- Possibly serve a detention or miss recess/activity
- A Student Report is written up

### **STEP 4:**

- Office referral
- A Student Report is written up

## **CONSEQUENCES OF OFFICE REFERRALS**

Each teacher has his/her own in classroom set of consequences which may include a detention to be served in an assigned area.

For repeated infractions, parents will be informed, and the principal, if necessary.

When a student is sent to the Principal for recurring and serious infractions, the following may occur:

### **1<sup>st</sup> visit:** Warning

name and rule broken is recorded. Consequences such as detention, loss of privileges, etc. Parents may be contacted.

### **2<sup>nd</sup> visit:** Name and rule broken is recorded.

Parents will be informed by letter/email and/or phone call.

Consequences such as detention, loss of privileges, school trips, extracurricular (whichever is deemed appropriate at the time).

**For repeated infractions or any extremely serious offence, a student will be referred to the office. Appropriate disciplinary action will be taken by the**

**principal.**

### **COMMUNICATIONS**

The school will take the following steps to communicate expectations to students and the greater school community:

- All students, staff, and parents will be given or have access to our Parent and Student handbook at the beginning of the year.
- Each classroom teacher will review school wide and classroom expectations with their class at the beginning of September
- Specific behavioral expectations will be posted around the school
- Reminders will be given to individuals, classes or the whole school as deemed necessary throughout the school year

### **NOTIFICATIONS**

Depending on the nature of the unacceptable behavior, the school staff will contact parents, counselor, and/or district staff in a timely manner.

While we firmly believe in a consistent approach when dealing with students, it is understood that consequences for inappropriate decisions or choices will take into account a students' age, maturity, and individual needs.