

Tahayghen Elementary School Family and Student Handbook 2018-2019



Children are ginn gagana aatlaan da lang isas

Children are the reason we gather in this building.

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Scan to access this handbook digitally.

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Allergies

- Parents/guardians must identify allergies when they register their son/daughter at Tahayghen.
- Parents/guardians of students with a severe allergy must complete an [‘Anaphylaxis Emergency Plan’](#) and have it signed by their doctor.
- Blank copies of the ‘Anaphylaxis Emergency Plan’ are available in the office.
- Tahayghen is a **nut-free** facility. Please make sure you do not send any items that contain nuts or may contain traces of nuts to school.
- This includes peanuts as well as all tree nuts (almonds, walnuts, cashews, etc).
- To create a safe environment for all students, we ask that students:
 - Do not share lunches.
 - Do not eat on the bus.
 - Avoid putting food directly on a table; plates and bowls are available in the kitchen.

Attendance

- Good attendance is one of the most important factors in success at school.
- Attendance is taken twice daily:
 - Morning attendance: 9am
 - Afternoon attendance: 1pm
- Please do your best to arrive on time. Most teachers will have academic classes in the morning and a student arriving late often misses important lessons and instruction.
- Students who arrive late will often be required to complete work that they missed.
- Please notify the main office if your child will be away from school. We are legally obligated to phone parents/guardian if their child is absent.

Daily Attendance

- In the morning, any student who arrives at school after the 9am bell must report to the office for a late slip.
- In the afternoon, any student who arrives at school after the 1:00pm bell must report to the office for a late slip.
- Late slips should be immediately given to a student’s homeroom teacher. The late slip tells the teacher that the student has checked in at the main office.
- A student arriving during morning recess (10:35-10:50) or lunch (12:00-12:55) must check-in with the teacher on supervision.

Extended Absences

- Please notify the office if your son/daughter will be away from school.
- While Tahayghen is not in a position to grant or deny permission to any student to miss school for an extended period, credit cannot be given for work that is not done.
- When planning for an absence, parents/guardians and students should understand that teachers cannot possibly pre-teach or post-teach the lessons; therefore, students missing classes lose essential instruction. Consequently, an absence may lower the achievement mark for a course.
- If a parent/guardian determines that a student will be away during school time, the parents/guardians are asked to contact the school well in advance of an upcoming vacation. It is important that students plan and work ahead, in order to minimize the effect of an absence on their schooling.
- For this reason, teachers cannot create “work packages” designed to cover the content that will be missed while a student is away. Teachers can give students some straight-forward reading, writing, and math tasks to practice existing skills.
- Every consideration will be provided to a student in the event of a family emergency.

Leaving the School Building

- Any student who is being picked up from school during the day must be signed out through the office.
- When a student’s normal after school plan is changing, notifying the school will ensure the student and the student’s teacher are notified.
- During recess (10:35-10:50) and lunch (12:00-1:00pm) there is nobody in the office and students must be signed out through the playground supervisor.
- If a student is picked up from school without notifying the office or supervisor, and we are unable to contact you, we are obligated by law to contact the RCMP.

Bell Schedule

8:55am	All students to the library
9:00am	Morning Attendance bell (students arriving after must sign in at the office).
10:35am	Start of morning recess.

	(all students go outside through back doors)
10:50am	End of morning recess (all students line up and to classes)
12:00pm	Lunch bell (all students to lunchroom)
12:20pm	End of Lunch, beginning of lunch recess (all students outside)
12:55pm	End of Lunch Recess (all students line up and to classes)
1:00pm	Afternoon Attendance Bell (students arriving after must sign in in the office)
3:05pm	Dismissal Bell (students dismissed for the day)

Bikes at school

- Students are encouraged to bike to school.
- According to British Columbia law, all students who bike to school must wear a helmet and legally parents/guardians must ensure that their child wears a helmet.
- Students must park their bikes in the racks at the front of the school. Although we have had no recent instances of bikes being stolen from Tahayghen, it is recommended that students lock their bikes in the racks.
- Students must walk their bikes in front of the school when they are arriving or departing and not bike through the parking lot.

Breakfast Program

- Tahayghen is happy to offer a free breakfast program every day.
- The breakfast consists of toast, cereal, instant oatmeal, and fruit.
- Parents who are available to volunteer with our breakfast program should contact the office.
- The breakfast program is funded through the CommunityLINK (Learning Includes Nutrition and Knowledge) funding.

Bullying

- Tahayghen makes every effort to ensure bullying does not happen at our school.
- Bullying is a persistent pattern of unwelcome or aggressive behaviour that often involves an imbalance of power, and/or the intention to harm or humiliate someone.
- It is very important that instances of bullying are reported so that they can be dealt with by the school.
- There are four types of bullying:
 1. **Physical** - includes hitting, kicking, tripping, pinching and pushing, or damaging property..
 2. **Verbal** - includes name-calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.
 3. **Social-Emotional also called "relational bullying"** - includes behavioural actions designed to harm a child's reputation or cause humiliation, like lying and spreading rumours, negative facial gestures, playing mean jokes to embarrass or humiliate a child, mimicking the child in a mean way, encouraging social exclusion of a child, etc.
 4. **Cyber** - includes taunting or humiliation through social media sites (Facebook, Twitter, etc.) or the Internet, cruel websites targeting specific youth, humiliating others while playing online games, verbal or emotional bullying through chat rooms, instant message or texting, posting photos of other youth on rating websites, etc.
- It is important to know that bullying is different from conflict which is a disagreement or difference of opinion between peers who have an equal level of power.
- Any parent/guardian or student should report bullying to any Tahayghen staff or the principal.
- If someone does not feel comfortable reporting bullying, in person they may report it online by visiting the website www.erasebullying.ca and clicking on 'Reporting Tool' to report an instance of bullying.

Bus Conduct

- Bus Transportation (to and from school and field trips) can be carried out safely only if there is complete and willing cooperation between students and drivers. The bus driver is responsible for the safety of passengers. The driver must be able to devote full and undivided attention to driving safely in all

weather conditions. Any distraction caused by passengers makes the job more difficult and can create an unsafe situation.

- The following rules must be obeyed in order for students to be allowed to ride the bus:

Students must not:

- Shout or make unnecessary noise.
 - Stand, change seats, or move about while the bus is in motion.
 - Mark or damage the bus or its equipment.
 - Eat or drink on the bus.
 - Ride a bus that the school has not authorized them to.
 - Move from a seat that a driver has assigned to them.
- Students who cannot follow these rules will not be allowed to ride the bus.

Bus Travel

- Only students who are registered on a bus route may ride that bus.
- Parents/guardians must send a note that is signed and dated to give a student permission to ride the bus to a friend's house.
- Students must submit their notes to the office when they arrive at school.
- At 3pm, the secretary will call students to the office who have submitted a bus note and they will receive a 'Bus Permission Letter'.
- Student must give their 'Bus Permission Letter' to the bus driver.
- Students must be at their assigned stop at least 5 minutes before the scheduled time.

Bus Information

Please visit the School District website (www.sd50.bc.ca) for up-to-date bus information/schedules.

Calendar 2018 – 2019

September

4	School Opening – 9:00 – 12:00 AM	Tuesday
14	Terry Fox Run – 11:00	Friday

21	Non-Instructional Day – No School for Students (Curriculum Impl.)	Friday
14	Fall Meet & Greet – Lunch	Friday

October

8	Thanksgiving Holiday – No School	Monday
19	Non-Instructional Day – No School for Students (Provincial Day)	Friday
24	Parent/Teacher Conferences – No School for Students in the Afternoon (1:00-4:00 PM and 6:00-9:00 PM)	Wednesday

November

1	Non-Instructional Day – No School for Students (Ministry Day)	Wednesday
12	Remembrance Day Holiday – No School	Monday

December

5	Report Cards – Term 1	Wednesday
12	Winter Celebration	Wednesday
20	Santa's Breakfast / Last Day of Classes before Winter Vacation	Thursday
21	Non-Instructional Day – No School for Students	Friday
24	Winter Vacation Begins (Dec. 25-Jan. 5) – No School	Monday

January

7	School Reopens after Winter Vacation	Monday
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February

1	Non-Instructional Day - No School for Students	Friday
18	Family Day - No School for Students	Monday

March

6	Report Cards – Term 2	Wednesday
15	Last Day of Classes before Spring Vacation	Friday
18	Spring Vacation Begins (March 19-29) – No School	Monday

April

1	School Reopens after Spring Vacation	Monday
12	Non-Instructional Day – No School for Students	Friday
19	Good Friday – No School	Friday
22	Easter Monday – No School	Monday
20	Non-Instructional Day – No School for Students	Friday

May

8	Student Led Conferences – No School for Students in the Afternoon (1:00 – 4:00 and 6:00 – 7:30 PM)	Wednesday
10	Non-instructional Day – No School for students	Friday
17	Sports Fun Day	Friday
20	Victoria Day – No School	Monday

June

19	Kindergarten and Grade 7 Transition Celebration	Wednesday
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20	Awards Ceremony	Friday
24	Beach Day	Monday
27	Final Report Cards / Final Day for Students	Thursday
28	Administrative Day / Schools Close	Friday

Chickenpox

(Source: <https://www.healthlinkbc.ca/healthlinkbc-files/chickenpox>)

- To reduce the spread of chickenpox, children with the illness should not attend StrongStart or school until 5 days after the rash first appears or the blisters have crusted.
- Please consult the Public Health Nurse for further information.

Classroom and Front Hallway Phones

- All classrooms have a phone; there is a phone for student use outside of the office.
- Students may only use the phone with the teacher's permission.
- Phones are only to be used for important things (eg. forgot lunch at home, missing homework).
- Students should not be using the classroom phone to make plans for after school.
- Students should make plans for after school instead of using the phone at 3:05pm as students will often miss the bus waiting to use the phone.

Classroom Rules

- Individual teachers will set up their own rules and routines in the classroom.
- In addition, we expect that while in class students will:
 - Follow the direction of Tahayghen staff at all times.
 - Ask permission to leave the classroom for any reason.
 - Raise their hand to speak.
 - Face the speaker.
 - Not interrupt others who are speaking.
 - Wait their turn.
 - Sit properly.
 - Keep the classroom clean.
 - Keep their desks and cubbies clean.
 - Help others.

- Work as a team and include others.

Clothing

- Please make sure your child has suitable clothing for our wet and changing weather.
- We expect that every day students will be outside at some point.
- Students are encouraged to dress appropriately and be groomed in a fashion that reflects pride in self and the school.

Code of Conduct

Purpose

Tahayghen Elementary School provides opportunities for the intellectual, physical, emotional and social growth of each student within a safe, healthy, caring and respectful community. Students are expected to be responsible citizens, demonstrating an understanding of the relationship between their rights and responsibilities.

Rights

Students have the right to:

- Learn in a safe, caring, supportive and mutually respectful environment.
- Be heard.
- Be treated with dignity and respect.
- Participate in school activities where appropriate.
- Participate in the decision-making process where appropriate.

Responsibilities

Students have the responsibility to:

- Know and meet the behaviour expectations of the school.
- Participate fully and do their best in the ministry prescribed academic, physical and social programs as provided by the school.
- Know the expectations for conduct

Acceptable Behaviour

It is the expectation at Tahayghen Elementary that all persons will at all times use the following key words to guide their choices of behaviour:

Kind

Safe

Respectful

Responsible

Unacceptable behaviours are:

- Behaviours that interfere with the learning of others.
- Interfere with an orderly environment.
- Create unsafe conditions.
- Defiant and non-compliant.
- Bullying (including cyber-bullying), harassment, intimidation and homophobia.
- Physical violence.
- Retribution against a person who has reported incidents.
- Verbal or physical assaults or threats towards staff or students.

Illegal acts, such as

- Theft of or damage to property.
- Possession, use or distribution of illegal or restricted substances.
- Possession or use of weapons.

Courses

- As per provincial guidelines, students at Tahayghen receive instruction in the following areas. These courses are mandatory for all students.
 - Applied Design, Skills, and Technologies
 - Arts Education
 - Career Education
 - English Language Arts
 - Haida Language
 - Mathematics
 - Physical and Health Education
 - Science
 - Social Studies
- As all courses are mandatory, students who are unable to participate in Physical and Health Education over the short term (1-2 days) must have a note from their parent.
- To be excused from Physical and Health Education for more than 2 days, students must have a doctor's note.

Communication Protocol

(source: <https://sd50.bc.ca/wp-content/uploads/2016/04/Communication-Protocol.docx>)

Steps to Resolving Conflict:

The following guidelines have been developed to support respectful communication when concerns arise. It is expected that every attempt will be made to resolve concerns at the school level; or level closest to the concern.

If at any time, you need advice you can seek assistance/support in this process from:

- School Staff
- School District Office Staff
- School Parent Advisory Council Chairperson
- Haida Gwaii District Parent Advisory Council (DPAC)
- Trustees
- Website – www.sd50.bc.ca

Finding a resolution:

- Identify the Concern

Try to resolve the concern:

- Begin at the school level between the concerned parties.

To help you do this:

- Focus on the student's needs.
- Define the real issue: What is needed and wanted?
- Make an appointment to see the person with whom you have a concern. Set a mutually satisfactory date and time.
- Prepare for the meeting – make notes, plan.
- Bring a support person if you desire (inform the person with whom you are meeting).
- Respectfully, address your concern.
- Together, explore possible options and select the best solution.

Make a plan for resolution and success:

- Set up an action plan with times, dates and follow-up.

Seek Assistance

- If the issue is not resolved, or an action plan is not successful, seek assistance from the Principal after informing the other party of your intent to do so.
- If the issue concerns the Principal and you have not had success through the initial portion of this process, contact the Superintendent of Schools at 250-559-8471 for assistance or support in resolving the issue.

If the issue remains unresolved after accessing assistance or support from the Superintendent, contact the Board of Education using the Appeal Procedure.

General Information

All concerns should be addressed. If you feel that you cannot approach the individual involved, please contact your school principal for assistance.

If you require more information please contact the School District Administration Office at 250-559-8471. The Haida Gwaii School District believes that this Communications Protocol will aid in a respectful and mutually satisfying resolution to problems and concerns.

The Board of Education is committed to improving communications in the District. This is an on-going process and from time to time the established protocol procedures are reviewed. Your comments are welcomed.

Computer Lab Guidelines

1. Treat computer equipment with respect.
2. Log-in with the 'Guest' account.
3. Shut down the computer when finished.
4. Leave all cords plugged in.
5. Ask permission before unplugging anything.
6. Ask permission before printing.
7. Hang headphones on the computer when finished.
8. No food or drinks allowed in the computer lab.
9. The computer lab is for school. Programs and websites should be educational.
10. Ask permission to use a program or website that you are unsure of.

11. Students who do not follow these guidelines will lose their computer privileges.

Emergency Procedures

Lockdown: Used in response to dangerous assailant WITHIN the school.

Staff will:

Take control of any students in their vicinity
Close and secure interior doors
Turn off lights, instruct students to get out of sight and be quiet
Direct all cell phones silenced and placed face down on floor by the student
Cease all normal activities in the school

Hold & Secure: Used if there is a security concern in the neighbourhood

Staff will:

Bring everyone into the school and remain in the school
Secure exterior doors
Close windows and blinds to keep students on task and limit distractions from outside events
No one may enter or exit the school
Typically normal activities continue WITHIN the school.

Room Clear: Used to move students away from a hazard contained in one room/area

Staff will:

Direct students to go directly to a previously agreed-upon alternate location
Notify the office immediately and summon assistance
Remain to manage the situation arising or exit the room if unsafe

Shelter in Place: Used if an environmental hazard is in the vicinity of school (including wildlife)

Staff will:

Bring everyone into the school and remain in the school
Close windows and blinds to keep students on task and limit distractions from outside events
All ventilation systems are turned off (if an airborne hazard)
All exterior doors are secured except one in which the Principal or designate will monitor access to the school
Typically normal activities continue WITHIN the school

Evacuation: Used if fires, earthquakes, hazardous spills or as required

Staff will:

Gather students and leave building in a calm and orderly manner
Follow pre-identified evacuation route to assembly area
Account for all students and report information to Principal / Vice Principal

Drop, Cover, Hold: Used if you see or feel signs of an earthquake, explosion, or as directed to**Staff will:**

Instruct everyone drop to ground

- **If indoors:** Take cover immediately under desks, tables, or other heavy furniture. Hold on as furniture may move. Turn away from windows.
- **If outdoors:** Move away from buildings. Avoid areas with poles, trees or overhead wires. Cover your head and neck

Hold on and don't move until shaking has stopped

Once shaking has stopped **count for 60 seconds**

Evacuate, then move to assembly area

* Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

Gym Safety

- All students must have a clean pair of indoor shoes that they wear in the gym.
- Please choose indoor shoes that have non-marking soles for our gym.
- There should be no students participating in any activity wearing only socks on the gym floor.
- Slip on shoes and sandals are also inappropriate for the gym.
- Students cannot be wearing a hat or a hood in the gym.
- All students are expected to use gym equipment properly and take care of all equipment.
- All students are expected to follow a teacher's direction in the gym.
- For reasons of safety, any student who cannot follow a teacher's direction in the gym will not be allowed to participate.

Haida Gwaii Rec.

- Haida Gwaii Rec has an office in Tahayghen. It is in room 13 near the kitchen.

Halloween

- Students are encouraged to wear their costumes to school on the day of Halloween (or on the Friday before if Halloween falls on a weekend).
- Students are not allowed to bring toy weapons to school as part of a costume.
- After Halloween, please keep candy at home and respect Tahayghen's no junk food policy.

Head Lice

(adapted from: Northern Health's Recommended Head Lice Management Information for Schools:

https://www.northernhealth.ca/Portals/0/Your_Health/Programs/Preventive_Public_health/documents/10-405-6167RecommendedHeadLiceManagement.pdf)

Head lice can affect anyone. Head lice are annoying and may cause itching, but they do not transmit or cause disease. How adults, teens and children react to head lice can subject children to teasing, bullying and isolation. Reactions to head lice can significantly interfere with a child's emotional well being, social status in the classroom and ability to learn. For these reasons, head lice infestations should be treated, and sensitivity applied in all situations. Current research shows that school exclusion, early dismissal and no-nit policies do not prevent or control head lice infestations. In fact, these practices further stigmatize children, erode their self esteem and interfere with learning. No-nit policies in schools are discouraged by both the Canadian Paediatric Society and American Academy of Pediatrics.

What Parents/Guardians Can Do:

- Be aware of the symptoms of head lice and the treatment procedures.
- Check the heads of all family members on a weekly basis. Increase this to daily head checks when a case of head lice has occurred in your child's classroom or one of the family members has been in contact with head lice.
- Treat the infested heads.
- Contact Public Health Nurse for resources and further information when treatment has failed to rid your child's head of head lice.
- Teach your children not to share hair accessories, hats, coats, combs, brushes, etc. with others.
- Inform all possible contacts so other cases can be found and treated (e.g. teachers, parents of classmates and playmates)

What Tahayghen can do:

- Have the Public Health Nurse talk with the whole school about head lice early in the year.
- Develop an understanding of the symptoms of head lice infestation.
- Distribute classroom letters and treatment information to parents when head lice are identified.
- Encourage families to contact Public Health Nurse or their health care provider for information on treatment failures or other concerns pertaining to controlling/managing head lice.

Homework

- Not all teachers will assign regular homework.
- When students do not have homework, your child can work on IXL their grade level or practice TypingClub.
- Some suggestions of activities to complete in place of homework would be:

Parents/Guardians of Primary Students

- Read to your children and encourage them to chime in with familiar words and phrases.
- Encourage your children to read aloud and help them look up words they don't know.
- Talk to your children about what they read to help with their reading comprehension.
- Surround your children with a variety of reading material, including books, magazines and comics.
- Take your children to the library, introduce them to the librarian and help them get a library card. Then make trips to the library a weekly family outing.

Parents/Guardians of Intermediate Students:

- Let your children read age-appropriate comic books and a variety of novels in their spare time. This will encourage positive reading habits and can play a role in improving literacy.
- Offer help and answer questions, but do not complete your children's homework for them.
- Inspire creativity by encouraging your children to write stories, poetry and songs, and then share them with you.

IXL -Online Math and Language practice: <https://ca.ixl.com>

- Tahayghen purchases an annual subscription to the IXL math and language website.
- All current Tahayghen students are registered and have a username and password that they can use from any internet-connected computer.
- Students may also download the IXL app and install it on their personal device and use their own login to practice math at home.
- The IXL app is available for Android, Apple, and Kindle tablets.
- Please ask your son/daughter's teacher for a username and password if you would like access at home.
- Students practicing at home should be doing grade-appropriate practice.

Library

- Our library catalog can be viewed at https://www.librarycat.org/lib/tah_lib
- Student may sign out books only when their class visits the library when the library clerk is present.
- Students may sign out no more than two books at a time.
- Parents will be billed for the replacement costs of books that are not returned. All money that is collected will be put towards new library books.
- We are always looking for parents to assist with cataloging books. If you interested in volunteering, please talk to the principal.

Lost and Found

- The lost and found Tahayghen is stored in the front hall in the wood bin.
- Small items that are found are turned into the office.
- Throughout the year, unclaimed items will be donated to the thrift store.
- The contents of the lost and found will be displayed at all whole-school events such as parent-teacher conferences and family nights.

Lost Books

- Parents/guardians will be billed the replacement costs for any books that are borrowed from Tahayghen and not returned.
- Money collected from missing books is used to purchase new library and classroom books.

Lunch

Hot Lunch Program

- With generous support from the Old Massett Village Council and Gwaii Trust, Tahayghen is happy to serve a hot lunch on Mondays, Tuesdays, and Wednesdays.
- A monthly menu will be distributed to parents/guardians at the end of the previous month.
- Please review the menu with your child.
- Please send a lunch on the days where he or she does not want to eat what is on the menu.
- All students must bring a lunch on Thursdays and Fridays.

Lunchroom Procedure

- At the beginning of the school-year, parents/guardians must specify what their child's regular lunch plan will be: students will either stay at school for lunch or go home for lunch.
- If there is a change to a child's regular lunch plan, the parent/guardian must provide a dated and signed note indicating the change. Students should drop their lunch notes in the box in the office labelled 'Lunch Notes'.
- All Tahayghen students eat lunch in the lunchroom which is behind the kitchen.
- Please send students with forks or spoons they will need.
- Due to concerns about dietary needs, the cost of food, and allergies, students are not allowed to share lunches from home.
- Students must sit in their assigned seat in the lunchroom. This allows for the noon-hour supervisors to quickly notice if someone is missing.
- Students are expected to be polite, use proper table manners, clean up after themselves, and follow the directions of the noon-hour supervisors.
- When the 12:20 bell rings, students may return their lunch bags to their cloakrooms and go outside for lunch recess.

Mount Moresby Adventure Camp (MMAC)

- Information about MMAC can be found on their website:
<http://mountmoresbyadventurecamp.ca>
- Tahayghen sends students to MMAC every year.
- MMAC is located on Moresby Island and is only accessible via logging roads.

- The mission of MMAC is to to strengthen the connections between youth and the diverse natural and cultural landscapes of Haida Gwaii through experiential education.
- MMAC's goals are:
 - To provide extra-curricular outdoor recreation opportunities that develop their abilities to safely navigate and enjoy their wilderness home.
 - Teach the natural sciences so that students have a better understanding of their natural world
 - Promote an awareness of Haida culture with the help of Haida cultural specialists.
- Due to the fluctuating number of students in each grade, Tahayghen will decide on a year-to-year basis which students will attend. We make every effort to ensure students get to go once while they are in elementary school.

Coast Mountain Community College (CMCC)

- CMCC rents out space on the south end of Tahayghen Elementary.
- CMCC has a separate entrance that should be be used to access their office.
- The glass doors between Tahayghen and CMCC are for emergencies only. Opening those doors will trigger the school alarm system.
- Tahayghen staff and students do not interact with CMCC in any way.

Office

- The main office of Tahayghen is at the front of the school when entering through the main doors.
- The office hours are Monday - Friday 8:30 - 4:30pm
- All visitors must sign in at the podium outside the office.

Parent Advisory Committee

- The Tahayghen Parent Advisory Committee (PAC) works with the school to support projects that occur in the school. In the past the PAC has supported beach day, basketball tournaments, school plays, art auction, knitting club, etc.
- All parents/guardians and family members of Tahayghen students (including Strong Start) are welcome to attend.

Parent-Teacher and Student-Led Conferences

- Parents/guardians may request a conference from their child's teacher at any point in the school year.
- Parent-Teacher and Student-Led Conferences are informal reports of a student's progress.

Parent-Teacher Conferences

- Our Parent-Teacher Conferences are scheduled for October 24, 2018 (1-4, 6-9pm).
- Students will be dismissed at noon.
- Prior to October 24th, parents will receive a notice asking them to specify which teachers they would like to see and whether or not they prefer afternoon or evening.
- On October 22nd parents will receive an appointment confirmation notice which will notify the parents of appointment times.

Student-Led Conferences

- We will be hosting Student-Led Conferences on May 8, 2019 (1-4, 6-7pm).
- Students are dismissed at noon
- Parents are invited into the school to view a portfolio of work that their child has created.
- Parents do not need an appointment for Student-Led Conferences.

Parent/Guardian Volunteers

- Tahayghen welcomes all parents/guardians who have an interest in volunteering.
- All interested volunteers must complete a volunteer package every year.
- Volunteer Drivers must complete an application along with Driver's Abstract (from ICBC) and copy of your Driver's license.
- Potential volunteers must submit to a criminal background check which is free-of-charge from the RCMP.
- Criminal background checks must be completed every three years for volunteers.

Power Outages

- Please do not send your child to school if the power is out at your home.
- In the event that the power goes out during the day, Tahayghen will contact BC Hydro and determine how long the power is likely to be off for.
- Students will be sent home when there are prolonged power outages.

Prohibited Items

The following items are not allowed at school:

Electronics (cell phones, tablets, ipods, etc)

- Personal electronic items are not to be used at school unless specifically authorized by the teacher. This includes before the 8:55 bell, recess, or at lunch recess.
- The taking of photographs, recording of video, or audio, is not permitted unless sanctioned by a staff member for a specific purpose.
- Students' electronics will be confiscated if they interfere with learning or if a student refuses to comply with a staff request.
- Confiscated items will need to be picked up by a parent/guardian.

Junk Food, Gum, Pop, and Juice

- Tahayghen is a junk food free school. Please leave sugary and salty snacks at home.
- Junk food also includes cans/bottles of pop, juice, sports drinks (gatorade/powerade), and energy drinks.
- Gum is not permitted in the school at any time.
- The only size of juice allowed at school is a juice box (approximately 125-250mL).



Perfume, cologne, body spray, or scented cosmetics

- Due to severe allergic reactions and as a show of respect to others, Tahayghen is a scent-free school.
- Any items with a strong scent are not allowed at Tahayghen.
- This includes: perfume, cologne, body spray, scented cosmetics, spray cans of deodorant/antiperspirant, or scented hygiene products.
- Scented deodorant or antiperspirant should be used sparingly.

Weapons or toy weapons

- All weapons (including toy weapons or objects that could be used as a weapon) are not allowed at school.
- This includes pocket knives, slingshots, and toy guns.
- There should be no toy weapons at school as part of a Halloween costume.

Valuable Items and toys

- Please keep all valuable items and toys at home. This includes: toys, electronics, stuffed animals, fidget spinners, and games.
- Younger students may on occasion be asked to bring something in for “Show and Share”. Please keep these items in a backpack until Show and Share time in class.

- If a situation arises where a student wishes to bring a valuable item into school, it is best if a parent/guardian accompanies the item for the visit.
- Tahayghen is not responsible for any lost or damaged items.

Recess

- Daily from 10:35am-10:50am.
- Lunch recess is from 12:20pm-12:55pm.
- Students must obey the following recess rules:
 - Change into outdoor shoes before going outside.
 - No students may be in front of the school or in the parking lot.
 - No throwing rocks or snowballs.
 - Students must play within the school boundaries at all times during recess.
 - Place garbage in garbage cans.
 - Ask for permission if you need to enter the school.
 - Line up promptly when the bell rings.
 - Notify the supervisor if you have a problem.
 - Return all playground equipment to the bin.
 - Exit and enter through the back doors between the counsellor's office and the primary gym.
- If parents/guardians need to sign out their son or daughter during recess they should notify the teacher on supervision.

Report Cards

- Reports of a student's progress will be provided regularly to the parents/guardians of a student. Reports shall be made at least 5 times during the school year as follows:
 - Three written reports, one of which should be at the end of the school year.
 - At least two informal reports (parent teacher and student-led conferences).
- At any time should a parent/guardian wish to conference about their child's progress they may make direct contact with their child's teacher. Such a conference shall occur in a timely manner and at a mutually agreed on time.
- Report cards will be handed out at the end of the school day at 3:00 PM. Report cards cannot be handed out early.

- If a family is unable to pick-up the final report card in June, it will be mailed home to the family.

School Rules

- Tahayghen's Code of Conduct states that all members of our school community should be: safe, respectful, responsible, and kind.
- In addition we have the following school rules:
 - Follow the direction of Tahayghen staff at all times.
 - Older students are expected to act as role models for younger students.
 - Do not run in the school.
 - Keep your hands and feet to yourself.
 - Use respectful language.
 - Wear shoes at all times.

Smoking

- All BC schools and their grounds are smoke-free.

Special Events and Performances

- Tahayghen has a variety of presentations and performances each school year.
- During assemblies and special events, students are expected to:
 - Use the bathroom before the assembly.
 - Stay seated with their class.
 - Pay attention.
 - Be quiet when signalled.
 - Follow the direction of the performer.

Sports

Tahayghen's Sports Program's purpose is to be an extension of the District Elementary Sports Program. It provides students with an opportunity to further develop their athletic skills through fair competition while at the same time stressing the development of good sporting behaviour.

Student Participation

Student participation in the program depends upon the following criteria:

1. The student is expected to maintain good quality academic work that is appropriate to his or her ability;
2. The student is in regular attendance at school;
3. The behaviour of the student is appropriate so they would be considered good representatives of the school;
4. The student at all times complies with the team rules which are determined by the coach;
5. The student at all times exhibits the characteristics of good sporting behaviour.

Failure to comply with the stated rules may result in the elimination from further participation and ineligibility to take part in the following sport.

Eligibility and participation are governed by the five conditions above and not expertise in the sport. The number of participants may also be restricted by grade as we have limited facilities and coaching staff. If there is not enough participation from older grades, the sport will be opened up to the lower grades. Check the School District Calendar for up-to-date sports events (www.sd50.bc.ca)

It is the policy of the school district that all students travelling to tournaments must have their "Travel Consent" forms signed by their parents/guardians and by their teachers. The student accepts full responsibility for all personal belongings on school sponsored sports trips.

Staff

Teaching

Verena Gibbs	Principal	vgibbs@sd50.bc.ca
Candace Weir	First Nations Resource Worker Library Clerk	cweir@sd50.bc.ca
Meaghan MacArthur	Kindergarten/Gr. 1/Gr.2	mmacarthur@sd50.bc.ca
Claudette Lavoie	Gr. 3/4/5/6	clavoie@sd50.bc.ca

Jenny Kellar	Gr. 6/7	jkellar@sd50.bc.ca
Jaskwaan Bedard	Haida Language Teacher/Culture	jbedard@sd50.bc.ca
Allison Kozak	Special Education Resource Teacher	akozak@sd50.bc.ca
David McLean	Student Support Teacher	dmclean@sd50.bc.ca

Support

Dorothy Sutherland	Administrative Assistant	dsutherland@sd50.bc.ca
Donna Wesley	Education Assistant	dwesley@sd50.bc.ca
Corina Stewart-Burton	Education Assistant	cstewartburton@sd50.bc.ca
Ainsley Brown	Education Assistant	abrown@sd50.bc.ca
Darlene Bates	Education Assistant	dbates@sd50.bc.ca
Andrew Finnie	Education Assistant	afinnie@sd50.bc.ca
Kimberley Reid	Strong Start Facilitator	kreid@sd50.bc.ca
Laura Williams	Food Coordinator	lwilliams@sd50.bc.ca
Midori Campos	Youth Wellness Worker	mcampos@sd50.bc.ca

StrongStart

- StrongStart is a Ministry of Education drop-in, play-based program for children ages 0 – 5 and their parent/guardian/caregiver.
- Children must be accompanied by a parent/guardian/caregiver.
- Tahayghen StrongStart is facilitated by Kimberley Reid.
- The program is open Monday to Friday from 9:00am-12:00pm and is closed on all non-instructional days.
- Parents and children attending StrongStart should not be bringing toys or snacks from home.

Student Entry before the 8:55am bell

- Students are welcome to come into the school as they arrive.
- Students should be in the library or kitchen before the 8:55am bell.
- Some mornings the gym may be open to students.
- Teachers may allow students to be in the classroom before the 8:55am bell. If classroom door is closed, please do not knock on the door as the teacher is preparing for the day.
- School supervision starts at 8:30am.

Student Violent Threat Risk Assessment

What is a threat?

- An expression of intent to do harm or act out violently against someone or something.
- May be verbal, written, drawn, posted on the Internet or made by gesture

Duty to report:

In order to keep school communities safe and caring staff, parents/guardians/caregivers, students and community members must report all threat-related behaviours to the school principal.

The purposes of a student threat assessment are:

- To ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others.
- To ensure a full understanding of the context of the threat.
- To understand the factors underlying the behaviours of the threat maker.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- To promote the emotional and physical safety of all.

A student threat assessment will be initiated for behaviours including, but are not limited to:

- Serious violence or violence with intent to harm or kill
- Verbal/written threats to harm/kill others (clear, direct, and plausible)
- Online threats to harm/kill others
- Possession of weapons (including replicas)
- Bomb threats (making and/or detonating explosive devices)
- Fire starting

- Sexual intimidation or assault
- Gang related intimidation and violence

What Parents and Students Need to Know:

- Any threat must be reported to the school principal.
- Investigations may involve the student services counselor, the police or other community agencies.
- Investigations may involve locker or personal property searches.
- Interviews will be held with the threat maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved with a threat will be notified.
- Threatening behaviour may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats.

Trustees

At present Tahayghen's trustees are:

Masset and Tow Hill Representative	Harmony Williams	hwilliams@sd50.bc.ca	(250) 626-7502
Old Massett Representative	Wilson Brown	wbrown@sd50.bc.ca	(778) 645-0407

TypingClub

- Tahayghen purchases an annual subscription to the website TypingClub for students in grades 4-7.
- All students in grades 4-7 have a username and password that they can use on any computer with a full keyboard.
- If students are going to practice TypingClub at home, they will likely need reminders and supervision to:
 - Keep index fingers on the F and J keys.
 - Have fingers lined up along the home row.
 - Keep thumbs on the space bar.
 - Not look at their hands while they are typing.

- Tahayghen's TypingClub can be accessed at <https://tahayghen-elementary.typingclub.com/>

Visiting Students

- Visiting students (often a cousin or friend of a registered student) are not permitted to attend Tahayghen for short periods of time.

Visitors

- Visitors to the school must sign in at the podium outside the office.
- Parents/guardians are not required to sign-in if they are picking-up, dropping-off, or delivering something to their son or daughter.
- Parents/guardians attending StrongStart should sign in in the StrongStart room.

Washrooms

- Tahayghen has seven washrooms available for students to use.
 - Girls primary, intermediate, and changeroom.
 - Boys primary, intermediate, and changeroom.
 - Gender-neutral washroom in main office.
- When using any bathroom, students must:
 - Respect the privacy of others.
 - Wait their turn and be polite.
 - Wash hands.
 - Clean up after yourself.
 - Flush toilets and urinals.
 - Do not lock stalls so others may not use them.
 - Use paper products (toilet paper and paper towels) appropriately.
- Any student who notices a mess in the bathroom must report it immediately to the office.