

Tahayghen Elementary School

Family and Student Handbook 2023-2024



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Welcome to Tahayghen Elementary:

Children are ginn gagana aatlaan da lang isas
Children are the reason we gather in this building

Haida Ways of Being:

adapted by Tahayghen Elementary



The children are our most precious beings and we strive to provide them what they need to succeed.

Allergies

- Parents/guardians must identify allergies when they register their children 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: 12:55pm
- 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. You can call the school at (250)626-5572 or email tahoffice@sd50.bc.ca . We are legally obligated to phone parents/guardian if their child is absent.
- Please speak with the Principal if texting is a better option.

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 12:55 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 (10:30-10:45) or lunch (12:00-12:55) must check-in with the teacher on supervision.

Extended Absences

- Please notify the office if your child/ren 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 (10:30-10:45) and lunch (12:00-12:55pm) 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 their classrooms
9:00am	Morning Attendance bell (students arriving after must sign in at the office).
10:30am	Start of morning recess. (all students go outside through back doors)
10:45am	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)
12:50pm	End of Lunch Recess (all students line up and to classes)
12:55pm	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 Gwaii Trust Healthy Snacks program.

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.
- All riders must follow all health and safety measures while on the bus
- 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 3:05pm, 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 2023 – 2024

September

5	School Opening – 9:00 – 12:00 AM	Tuesday
TBD	School Picture Day	TBD
15	Terry Fox Run	Friday
22	Non-Instructional Day – No School for Students (Curriculum Impl.)	Friday
27	Outdoor Soccer	Wednesday
29	Orange Shirt Day and Fall lunchtime meet and greet	Friday

October

2	Statutory holiday (National Day of Truth & Reconciliation)	Monday
9	Thanksgiving Holiday – No School	Monday
19	Parent/Teacher Conferences – No School for Students in the Afternoon (1:00-4:00 PM and 6:00-9:00 PM)	Thursday
20	Non-Instructional Day – No School for Students (Provincial Day)	Friday
27	Basketball	Friday

November

1	Non-Instructional Day – No School for Students (Ministry Day)	Wednesday
10	Remembrance Day Assembly	Friday
13	Remembrance Day Holiday	Monday
24	European Handball	Friday

December

8	Report Cards – Term 1	Thursday
14	Winter Celebration Sanggaa.ad	Thursday
22	Santa’s Breakfast for students, parents, and staff	Thursday
22	Last Day of Classes before Winter Vacation	Friday
25	Winter Vacation Begins (Dec. 25-Jan. 5) – No School	Monday

January

8	School Reopens after Winter Vacation	Monday
24	Non-Instructional Day - No School for Students	Wednesday
26	Alder Reading Gala	Friday
26	Volleyball Camp	Friday

February

28	Non-Instructional Day - No School for Students	Wednesday
20	Family Day - No School for Students	Monday
21	Pink Shirt Day	Wednesday
23	Floor hockey	Friday

March

8	Report Cards – Term 2 Chess Tournament	Friday
15	Last Day of Classes before Spring Vacation	Friday
18	Spring Vacation Begins (March 18-28) – No School	Monday
29	Good Friday (No School)	Friday

April

1	Easter Monday (No School)	Monday
2	School Re-opens after spring break	Tuesday
25	Student-Led Conferences – no school for students in the afternoon	Thursday
26	Cross Country Running -Misty Meadows	Friday

May

3	Non-instructional Day – No School for students	Friday
10	Baseball Camp	Friday
20	Victoria Day – No School	Monday

June

6	Track and Field	Thursday
21	Indigenous Day Celebration	Wednesday
23	Beach Day	Friday
26	Awards Ceremony/ Transition Celebrations	Wednesday
27	Final Report Cards / Final Day for Students	Thursday
28	Administrative Day / Staff Meeting/ 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 the day before instead of using the phone at 3:05pm. Students will often miss the bus waiting to use the phone.
- Cell phones are given to classroom teachers. Parents needing to contact children should call the office.

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.
- Clothing attire should be respectful of others in 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.

Ipads

The computer lab has been repurposed as the district now has a one-to-one technology program. See One to One Tech section for more details.

1. Treat iPad with respect.
2. Be safe with your password.
3. Plug into the storage cabinet when not using.
4. Ask permission before using the iPad.
5. Ask permission before printing.
6. No food or drinks allowed when using the iPad.
7. The iPad is for educational purposes.
8. Ask permission to use a program or website that you are unsure of.
9. Students who do not follow these guidelines will lose their iPad privileges.

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.

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](https://www.northernhealth.ca/Portals/0/Your%20Health/Programs/Preventive%20Public%20health/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 Pediatric 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 are 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 Provincial Government programs and Gwaii Trust, Tahayghen is happy to serve hot lunches to students.
- 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.
- Lunch is provided free of charge Mondays-Thursdays.
- Please send a bag lunch on Fridays.

Lunchroom Procedure

- At the beginning of the school-year, parents/guardians should specify what their child's regular lunch plan will be: students will either stay at school for lunch or go away from the school 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' no later than 11:00 AM.
- All Tahayghen students eat lunch in their classroom or a designated lunchroom area.
- Please send students with their own 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 room/seats when eating. 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 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.

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 8:30-12:00 and 1:00-4:30pm
- The office is closed between 12:00pm and 1:00 pm (Principal emergency cell 250-637-1289)
- All visitors must sign in at the podium outside the office.

One to One Technology

- The following document comes from SD50.

One-to-one

Acceptable Use Agreement for iPads, Computer-Related Technology, and Software Use Agreement

By following the guidelines in this agreement, users can prove they are leaders in the safe, smart and respectful use of school property.

General Principles

The School Board:

- Believes iPad and computer-related technology can enhance student learning.
- The iPads are provided to students as a resource for their school work.
- Believes that students should use school devices and resources only for their school work. They must do so in a safe and responsible way.
- Has the right to make the rules about how students use school computer resources. The Board/School has the right to discipline students who do not follow the rules.
- Believes student use of school district devices and other technology is a privilege, not a right. Like all privileges, it can be taken away.
- Believes parents and guardians have an important role to play in ensuring their children use the school district's devices safely and responsibly.

Users Must Do:

- DO follow the rules, guidelines and procedures set down by your class/school
- DO act responsibly, safely, and carefully when using school devices.
- DO keep your password a secret. Don't tell anyone.
- DO tell your teacher right away if you are having problems with your device or if it gets damaged.
- DO use only legal versions of software provided by the School District.
- DO be considerate of others when using shared technology resources.
- DO remember that postings to social media can be attributed back to you and often are available permanently online even if you have deleted them afterwards.
- DO abide by regulations and age restrictions on web services
- Always put the iPad back in its charging station during all breaks and lunch.

Users MUST NOT:

- Never use the device outside. iPads are intended for in building use only!
- Never eat or drink while using the device.
- DO NOT use school devices for anything that is not related to school unless you have permission from your teacher/administrator in writing.
- Never use the school iPad for personal entertainment, including playing web-based games.
- Never use the school iPad for personal communications not related to your schoolwork. This means no personal email, chat rooms or instant messaging.
- Never download or stream music/video for non-educational purposes.

- Never share your personal information (name, address, phone number, pictures) or the personal information of others with anyone on the Internet.
- Never agree to meet in person with someone you have met online unless you first have permission from your parent(s).
- Never behave in ways that you know would not be acceptable at school. This includes no swearing, inappropriate comments, bullying, verbal harassment, name-calling, racist or abusive language when communicating via your iPad.
- Never take unsolicited photos of staff or students.
- Never take unsolicited audio recordings of staff or students.
- Never engage in online activities that are against the law, including “hacking” and viewing or distributing pornographic content.
- Never send spam, viruses, chain mail or any other messages which might cause damage or inconvenience to others.
- Never make changes to the iPad hardware or software without first asking permission from your teacher or school.
- Never put stickers or drawings on the devices. Do not deface the equipment. This includes school labelling.

Actions not permitted:

- Changes to system folders, desktop settings, or software configurations
- Changes or damaged computer equipment or software programs
- Copy files, data or programs from the devices hard drive or the Internet
- Doing anything to harm the device or information stored on it

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 19, 2023 (1:00-4:00, 6:00-8:00pm).
- Students will be dismissed at noon.
- Prior to October 18, 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 18 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 April 25th, 2022 (1-4, 5:30-7pm).
- 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. This may be subject to change.

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.
- Volunteers must adhere to the Health and Safety protocols of the school. These are subject to change.

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 (chips, cheezie, chocolate bars, etc).
- Junk food also includes slushies, 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 10:30am-10:45am.
- Lunch recess is from 12:20pm-12:50pm.
- 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. That includes orange peels.
 - 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
 - i. Intermediate students enter/exit through the back doors between the counsellor's office and the primary gym.
 - ii. Primary students enter/exit through the doors between Ms. Lavoie's classroom and the college.
- If parents/guardians need to sign out their child/ren during recess they should notify the teacher on supervision.

Report Cards

- Due to a change in Ministry guidelines, this may change.
- 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 3:05 PM.
- 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 signaled.
 - 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 their 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*

Claudette Lavoie	Principal	clavoie@sd50.bc.ca
Lia Hetherington	Kindergarten/Gr. 1	lhetherington@sd50.bc.ca
Klare Yakabuski	Gr. 1/2	kyakabuski@sd50.bc.ca
Amy Graham	Gr. 3/4	agraham@sd50.bc.ca
Monika Hausmann	Grade 3/4 and Teacher Librarian	mhausmann@sd50.bc.ca
Jenny Kellar	Gr. 5/6	jkellar@sd50.bc.ca
Michelle Jones	Gr. 7	mjones@sd50.bc.ca
Adeana Young	Haida Language/Culture Teacher	ayoung@sd50.bc.ca
Jacqui Ferraby	Special Education Resource Teacher	jferraby@sd50.bc.ca

Support

Dorothy Sutherland	Administrative Assistant	dsutherland@sd50.bc.ca
Candace Weir	Indigenous Resource Worker & Library Clerk	cweir@sd50.bc.ca
Diane York	Haida Language Support	
Louise Smith	Haida Language Support	

Kathleen White	Education Assistant	kwhite@sd50.bc.ca
Stephanie Hobbes	Education Assistant	shobbes@sd50.bc.ca
Sarah Anderson	Education Assistant	sanderson@sd50.bc.ca
Ann Barnes	Education Assistant	abarnes@sd50.bc.ca
Beth Kellar	Strong Start Facilitator	bkellar@sd50.bc.ca
Vikram Uchida-Khanna	Food Coordinator	lwilliams@sd50.bc.ca
Cora Camire	Youth Wellness Worker	ccamire@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 Beth Kellar.
- 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.
- Families attending StrongStart must adhere to current Health and Safety protocols.

Student Entry before the 8:55am bell

- Students are welcome to come into the school after 8:30.
- Students should stay in the library, kitchen or opened classrooms until 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	Ashley Currie	acurrie@sd50.bc.ca	(250) 808-2098
Old Massett Representative	Wilson Brown	wbrown@sd50.bc.ca	(778) 645-0407

Typing Club

- 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 must adhere to current Health and Safety protocols.
- Parents/guardians attending StrongStart should sign in at 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.