

# **‘Na Aksa Gyilak’yoo School**

## **Kitsumkalum, BC**



## **Student/Parent Handbook 2017-18**

3529 West Kalum Road, Terrace (Kitsumkalum), BC V8G 0C8

Phone: (250) 615-2844

Fax: (250) 615-2833

[www.nagkschool.ca](http://www.nagkschool.ca)

## MESSAGE FROM THE PRINCIPAL

Dear Students and Families;

It is with great joy that I begin my 13<sup>th</sup> year of full-time employment with the Kitsumkalum (People of the Robin) Band Council. It's hard to believe the changes that have happened in this period of time, from first being an adult school ('Na Aksa Gila Kyew Learning Centre) to what it is now, 'Na Aksa Gylak'yoo School (where the Robin gets it's water, or sustenance).

The combined efforts, passion and commitment of staff, families, community and First Nations Schools Association have, over the years, led to this growth. We celebrate many successes as a K to Grade 12 Independent School with the BC Ministry of Education. We continue to work very hard for the benefit of our next generations of successful learners and Sm'algyax language speakers. Our stories are shared in the classroom and throughout the community.

Thank you for entrusting your precious children to us, as learners, each and every day. You are making the vision for a better academic environment for all students a reality. Dreams are coming true and I am grateful for your support.

We have designed this handbook to give a brief overview of some of our school policies, procedures, and supports. We encourage you to be an active partner in providing a quality educational program for all of the children in our school. Remember that this school is also your school. Together we build strong, independent, confident youth who feel supported and loved.

With loomsk,



Bilts'ik Colleen Austin, M.Ed.



<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
School Mission & Vision Statement	4
Tsimshian Language & Culture	5
School Advisory Board/Youth Advisory/Parent Advisory	6
School Staff	7
Registration	8
Graduation/Awards	8
Assemblies/Community Events	8
School Calendar	9
Code of Conduct	10
Behavior Expectations	11
Behavior Policy	13
Attendance	14
Communication: Telephone Use	15
Home & School	15
Assigned Homework/Home Study	16
Visitors to School	17
Volunteers	17
Nutrition: Breakfast/Lunch	17
School Supplies	18
Bicycles	18
Lost & Found	18
Library	18
Technology: School Photos	19
Computer Use	19
Personal Electronic Devices	19
Wellness: Injury or Illness	20
School Nurse	20
Head Lice	20
Field Trips	21
Daily Physical Activity (DPA)	21
PE & Outdoor Education Clothing	21
Transportation: Shuttle Service	22
Bus Rules	22
Special Events: Good Start Camp	23
SalmonRun	24
Emergency Procedures: School Closure	25
Routes	25
Fire Drills	26
Earthquake Drills	26
Resources	27-31

## SCHOOL MISSION STATEMENT

The 'Na Aksa Gyilak'yoo School provides an holistic education program that enables students to reach their academic, cultural, and personal potential within a challenging, nurturing and caring environment. 'Na Aksa Gyilak'yoo School supports **all** learners from a variety of communities and diverse cultures. Through teamwork, and the building of positive relationships, we create a fair and respectful environment. We enable students to experience success, to maximize their potential as educated citizens, and to contribute to a changing society.



## SCHOOL VISION STATEMENT

Our Vision is to enable all students to learn academic and life skills; to assist in their development as cooperative and responsible citizens of their territory and world. To achieve this we will: encourage students to become active partners in their education; provide students with relevant and quality educational programs; encourage students to develop an appreciation and respect for learning; provide opportunities for, and encourage students to accept responsibility for their learning, and to develop a sense of self-worth and self confidence through indigenous language, culture and traditions.

## TSIMSHIAN LANGUAGE AND CULTURE

Tsimshian language, culture and traditions are vital to 'Na Aksa Gyilak'yoo School. We are committed to teaching language and culture so students will gain confidence by being proud of their heritage and that of the territory on which they live &/or attend school. An important part of this program is the teaching of adaawx (stories), ayaawx (laws), grammar, songs and dances. We encourage families to engage in this learning with our students. We also teach integrated units that build concepts from Tsimshian language and culture studies so that students are not only taught the vocabulary but are also taught the culture and traditions surrounding the activity. Each year we build upon our program to honour the vision for immersion/partial immersion, from K-12.



## SCHOOL ADVISORY BOARDS/COMMITTEES

### What is the purpose of Advisory Boards/Committees at NAGK?

1. Provide a regular forum to discuss school activities and supports needed by staff and students.
2. Discuss programs that will benefit staff and students at the School.
3. Provide consultation on new programs, policies, directions and budgets.
4. Prepare reports to families and community.
5. Work with Principal, or designate, to provide opportunities for better decision-making.

### Who is on the NAGK Advisories for 2017-18?

The **Parent Advisory Committee** consists of:

Dedicated, hard-working parents of students at NAGK who are committed to fundraising, volunteering and communicating the vision of the school. These parents fully support the educational program at NAGK. Parents are asked to be on this committee by the Principal or other Parent Advisory Committee members. The terms of reference for this group will be developed by staff & parents in the Fall of 2017.

The **Youth Advisory Council** consists of:

Eight to ten students from NAGK meet once a month to discuss student activities, events and who promote the school vision through positive role modelling. These students are appointed by the Principal, but are recommended by staff members. Students in grades 4-12 are encouraged to participate. The terms of reference for this group will be developed by staff & students in the Fall of 2017.



The **School Advisory Board** consists of:

- One Elder
- One Band Councilor
- Two Parents
- One Director of the School Fundraising Society
- One Student/Alumnus
- School Principal or Designate

## SCHOOL STAFF 2016-17

Principal/Language Teacher  
Vice Principal  
Administrative Assistant  
Administrative Clerk/Technology  
Special Education Coordinator  
Teacher: Primary Grades K-3  
Primary Education Assistants:  
Teacher: Intermediate Gr. 4-6  
Intermediate Education Assistant:  
Teacher: Junior Gr. 7-9  
Junior High Education Assistants:  
Teacher: High School Gr. 10-12  
Teacher: Academic Support Gr. 7-12  
Teachers: Connected Classroom  
Teacher: Music  
Cultural Advisor  
Language/Culture Coordinator  
American Sign Language Support  
Cook  
Cook Helper/Education Assistant  
Custodian/Maintenance  
Bus Drivers (Class 4 or better)

Colleen Austin  
Shannon McFee  
Sondra Henry  
Christian Hecker  
Carolyn Morrison  
Ellen Ross  
Katy Nelson, Amber George  
Charlene Quock  
Margaret Samson  
Kim Hoekstra  
Jon Blumhagen, Krystal Hoekstra  
Matthew Small  
Shannon McFee  
Darryl Schaan  
Anne Hill  
Larry Derrick  
Dr. Mique'l Dangeli, PhD  
Paula Wesley  
Faith Wing  
Arlene McMillan  
Darryl Bryant  
Kim Hoekstra, Wayne Jr.  
Robinson, Christian Hecker, Kelly  
Georgelin



## **REGISTRATION**

'Na Aksa Gyilak'yoo School prefers that parents are excited about our programming and will fully support the school when registering their children, through to their graduation. As an Independent School we follow the BC Ministry of Education Curriculum. Students do not have to be First Nations, or live on reserve, to NAGK. However, parents must embrace the Tsimshian language, culture and traditions, which are fundamental to programming. We prefer to re-register students before taking new enrolments.

Our school registration form is available on our school website ([www.nagkschool.ca](http://www.nagkschool.ca)) by April 15<sup>th</sup> each year. It is preferable if you register to your child/children prior to May 15<sup>th</sup> for the following September. This will enable the school to hire Teachers and Support Staff according to the number of students in each grade level and ability. Late, or changes, to registrations are not encouraged as this creates staffing issues for our small school.

2017/2018 full-time students:

Primary	Grades K to 3	18 students
Intermediate	Grades 4 to 6	15 students
Junior	Grades 7 to 9	14 students
Senior	Grades 10-12	13 students

## **GRADUATION/AWARDS**

Graduation Day: Friday, June 8th.

School Awards: Thursday, June 28th we will honour students who have earned school awards. All students, staff, families and community are encouraged to participate in this important event and to honour the efforts of award recipients. Volunteers are always needed for this event.

## **ASSEMBLIES/COMMUNITY EVENTS**

'Na Aksa Gyilak'yoo School hosts scheduled community events which celebrate student accomplishments. These events are a way of reporting to families, communities and the public. These events highlight student learning, student recognition and provide for support and fundraising. A schedule of these events is located in the annual school calendar. Please check our website, classroom newsletters, and our 2017-18 'Na Aksa Gyilak'yoo School Group Facebook page for updates and information.

# SCHOOL CALENDAR



## 2017 - 2018 Na Aksa Gyilak'yoo School

3529 West Kalum Road  
Terrace, BC V8G 0C8  
(250) 615-2844

[www.nagkschool.ca](http://www.nagkschool.ca)

2017-18 'Na Aksa Gyilak'yoo School

### September. 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	28	29	30	31	1	2
	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Aug 28 - Sept 1 Teacher/EA Planning						
Sept 4 Labour Day Stat						
Sept 5-7 Good Start Camp						
Sept 8 NID						

### October. 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Oct 9 Thanksgiving Day Stat						
Oct 20 NID						

### November. 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
	5	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Nov 10 NID						
Nov 13 Remembrance Day Stat						
Nov 24 Early Dismissal (12:00)						
Nov 24 Student-Led Conference (4-6)						

### December. 2017

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Dec 13 Winter Gala Showcase (5-8)						
Dec 22 Christmas Stat (Observed)						
Dec 25-29 Winter Break Closure						

### January. 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Jan 1-5 Winter Break Closure						
Jan 8 New Years Day Stat (Observed)						
Jan 9 Back to school						

### February. 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
Feb 9 NID						
Feb 12 Family Day Stat						

### March. 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Mar 16 Early Dismissal (12:00)						
March 19 - 30 Spring Break Closure						

### April. 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
April 2 Good Friday Stat (Observed)						
April 3 Back to School						
April 20 NID						

### May. 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
May 21 Victoria Day Stat						

### June. 2018

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
June 8 Graduation & Dance (6-9)						
June 18 NAD (Observed)						
June 21 NAD Soup Feast (10-2)						
June 24 10th Annual SalmonRun (see <a href="http://www.salmonrunwild.ca">www.salmonrunwild.ca</a> for Agenda)						
June 25 NID & June 29 Admin Day						
June 28 Awards Family BBQ (4-7)						

### July. 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
July 2 Canada Day Stat (Observed)						
July 3 - 5 Teacher/EA Pro-D						
July 6 - 31 Summer Break Closure						

### August. 2018

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Aug 1 - 24 Summer Break Closure						
Aug 27 - 31 Teacher/EA Planning						

### LEGEND:

School Closed

NID (No School for Students)

Early Dismissal (12:00)

School-hosted Events  
(Mandatory for Students & Staff)

## CODE OF CONDUCT

The Tsimshian Law (Ayaawx) of Respect (Łoomsk) is what our school is built on and how it functions.

**Łoomsk**  
(*Respect, Honour*)

**Łoodis Ip 'nüün**  
(*Respect yourself*)

**Łooda sila gyedn**  
(*Respect others*)

**Łooda txa'nii goo**  
(*Respect all things*)

**Gylks ama niisgn**  
(*Take care of yourself*)

**Ada Łgusgüün**  
(*And Be Happy*)

**An earnest and continuing desire to meet the following standards is important for Łoomsk and academic success at 'Na Aksa Gylak'yoo School.**

### **Rights and Responsibilities:**

- *I have the RIGHT to learn in this school.*
- It is my **RESPONSIBILITY** to listen to teachers, work quietly and to respectfully ask a question or express a concern.
- *I have a RIGHT to be heard.*
- It is my **RESPONSIBILITY** to not make loud noises when others are speaking.
- *I have a RIGHT to be respected in the school.*
- It is my **RESPONSIBILITY** not to tease or disturb other people or to intentionally hurt their feelings.
- *I have a RIGHT to be safe in this school.*
- It is my **RESPONSIBILITY** not to verbally/physically threaten or harm anyone else.
- *I have a RIGHT to my own personal property and privacy.*
- It is my **RESPONSIBILITY** to respect personal property of others and to accept their right to privacy.

## **BEHAVIOUR EXPECTATIONS**

In an effort to foster responsibility and accountability in students, as well as to encourage self-control and provide for a safe, healthy, learning environment, the following expectations for student behavior have been established.

### **Expectations:**

1. Classroom teachers have the right and responsibility to establish grade level expectations in the classroom consistent with the overall expectations of the school. Behavioral expectations will be established with students and support staff at the onset of the school year, displayed and reviewed on a regular basis.
2. Students' daily conduct shall consist of the following:
  - a) demonstrate respect at all times for all other people
  - b) be cooperative at all times
  - c) follow school rules and encourage others to do the same
  - d) maximize potential in school
  - e) respect school and others' property
  - f) use appropriate language, avoid use of derogatory and profane comments
  - g) do not participate in aggressive or dangerous activities
  - h) dress appropriately for school functions
  - i) encourage and demonstrate an environmentally sound attitude towards the preservation and respect of the world in which they live
3. To ensure a safe and healthy environment, students shall:
  - a) wear seasonally appropriate dress and footwear
  - b) remain at home when they have a communicable illness
  - c) abstain from the consumption of alcohol and drugs of any kind including tobacco and using vapor products
4. School attendance, students shall:
  - a) attend school on a regular and consistent basis
  - b) respect, honour and value learning and break time
5. To respect themselves and others, students shall:
  - a) respect the rights, feelings and personal belongings of other students
  - b) encourage kindness, avoid "put-downs" and name calling
  - c) encourage fellow students to uphold the ayaawx of loomsk
  - d) seek assistance quickly when situations cannot be resolved between students
  - e) encourage diversity, respect differences of others
  - f) encourage others to speak highly of the school, their educational program, the education of others, and the school staff

6. To respect classrooms and school property students shall:
  - a) use classrooms during the times set out by school staff
  - b) respect all tables, chairs, books, computers, and other school fixtures- Writing on or defacing furniture or walls is a major infraction with severe consequences. Students will be required to pay for all willful damage. Cameras are in place to aid in catching those who violate school property.
  - c) sign out school equipment with assistance of teacher or administrative staff
  - d) not bring in outside food or drinks to school (without Principal permission)
  - e) encourage others to value and respect the school and environment-recycle,
  - f) eat lunch in designated/supervised areas.
  - g) keep floors of the classroom, washroom, parking areas, walkways and playing fields clear of litter. Use the garbage cans provided.
  
7. Recess and lunch periods, students shall:
  - a) eat food provided and give thanks to cooks
  - b) go outside, to supervised areas, for all scheduled breaks (unless the Teacher/School Office has a note from home to be excused)
  - c) remain at own desk while eating unless given permission to do otherwise
  - d) refrain from touching classroom equipment while eating or drinking
  - e) not leave the school property unless prior, other arrangements have been made (a note or phone call from parent/guardian to the School Office)
  - f) clean up food, utensils and spaces after eating
  
8. Regarding afternoon dismissal, students shall:
  - a) leave classroom for home within 15 minutes of dismissal time, unless other arrangements have been made between parent/guardian and Office
  
9. Regarding bus behaviour, students will:
  - a) wait for the bus at the designated spot of pick up
  - b) sit according to supervisor/driver instructions and remain seated with seat belt properly in place, and in car seat or booster seat if required
  - c) avoid loud voices/noise
  - e) no food or drinks on bus
  - f) quickly adhere to the expectations and instructions of the bus driver
  - g) keep hands, arms, and heads on the inside of the bus
  
10. Regarding field trip behaviour, students will:
  - a) respect all regulations and expectations previously listed

## **BEHAVIOUR POLICY**

‘Na Aksa Gyilak’ yoo School supports the position that Principal and staff stand “**in loco parentis**” when students are in their charge. It is the goal of the school to anticipate, and be prepared to deal with normal behavioural incidents as opportunities to teach students positive pro-social skills. Positive reinforcement of appropriate behaviours and appropriate adult modeling is necessary for students to understand expectations.

The term ‘**in loco parentis**’, Latin for in place of a parent refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. [https://en.wikipedia.org/wiki/In\\_loco\\_parentis](https://en.wikipedia.org/wiki/In_loco_parentis)

Students are strongly encouraged to speak to a staff member immediately when an incident occurs at school or on the bus. Parents are strongly encouraged to contact the school to ensure that an incident has been reported to a staff member when such incident is reported at home. This fosters an effective communication which respects resolution when any incidents occur.

### **Minor Infractions**

Minor infractions are incidents dealt with on the spot. The staff member explains the inappropriate behaviour and provides the student with opportunity to demonstrate proper behaviour. A minor infraction becomes a major infraction if student continues with the behaviour, despite the intervention by the supervising school member or designate.

### **Major Infractions**

These infractions are dealt with formally. Staff will prepare an incident report for Major infractions, which include:

- Behaviour with intent to injure (fighting, throwing objects)
- Vandalism, or improper use/care of school or others’ property
- Possession of alcohol or illegal drugs of any kind
- Overt opposition of authority
- Refusal to work or respond appropriately to a reasonable request
- Profane or abusive language toward anyone at school
- Blatant disrespect of staff/students/guests

For some or repeated major infractions, the Principal may call a school suspension. Parents/guardians will be informed of all major infractions outlining the incident and actions taken to remedy the situation. Often a brief meeting is required prior to suspension and another meeting prior to returning. All assigned schoolwork will be required to be completed while the student is on suspension, and prior to return.

Parents have the right to appeal disciplinary decisions. Should this arise, resolution should be first sought with person most closely involved in the initial incident. Secondary appeals can be forwarded to the Principal, who will attempt to resolve the situation, failing a satisfactory result; School Advisory Board will be consulted for final decision.

## ATTENDANCE

### 1) Absent/Late

Good attendance is necessary for academic success. Studies show less than 90% attendance places students at risk of failing and/or dropping out. While we provide a rich learning environment, parents have the ultimate responsibility to get their children to school on time, regularly. We will work with families to ensure good attendance.

On the rare occasion your child is unable to attend classes for a morning, afternoon, or whole day, parents are **required** to call the school office before 8:45am so that classroom teachers can be notified. Call **250-615-2844** (*please leave a detailed message*). Just as it is important to be at school, it is respectful to arrive on time.

### 2) Medical/Dental Appointments

Whenever possible, medical and dental appointments should be made after 3:15 pm on school days, or on Non-Instructional days, to avoid conflicts with your child's academic timetable. We ask that you report 24 hours prior (in writing or by telephone 250-615-2844) for occasional appointments, which your child must keep during learning times.

### 3) Student Arrival/Dismissal

School supervision begins at 8:30am. Students are **not** to arrive before this time without previous arrangements made with the Principal. Please ensure your child is dressed properly for the weather, coats, gloves, hats and boots should be worn during the winter.

Students are to depart immediately upon dismissal and should be off school grounds by 3:15 pm. Students are to wait in designated areas (camera locations). If student does not get picked up as planned, the student must report to School Office immediately to be assisted.

Students who remain after school are to do so only under the direct supervision of school staff or volunteers with a valid criminal record check. Parental approval (consent forms) for such things as Homework Club, sport activities, music practice, tutorials, detentions, must be on file at the School Office prior to students remaining after school. Parents must pick up their child/children after the event.

## COMMUNICATION:

### TELEPHONE USE

Students may use the School Office telephone to call parents preferably during breaks, unless it's an emergency. Students must inform their teacher or EA when leaving the classroom to make a call.

Parents who would like to contact a teacher or student during lesson times are asked to leave a voicemail message on the School Office telephone **250-615-2844**. The school administration staff will pass message onto the teacher, or directly to the student if urgent. Students and teachers are typically not available during lesson times to receive or make phone calls. Please be prepared to receive a call back during a break or after school.

### HOME AND SCHOOL

A definite key to academic success of students of 'Na Aksa Gyilak'yoo School is found through a meaningful, consistent strategy of home-school communication between classroom teachers and parents/guardians.

A classroom newsletter containing important announcements and newsworthy events related to our school is available to families. If you know of anyone whose name should be added to our communication list please inform the School Office.

All newsletters, and updates, are posted on our Group Facebook Page, available to all parents/guardians, family members and friends of 'Na Aksa Gyilak'yoo School. Staff regularly post photos of student activities, special events & field trips, reminders, homework assignments, test information, support guidelines, and interesting articles on the Group Facebook site. Please check it at least once a day! Feel free to post your thoughts on the work that is being done by the students, staff and volunteers.

In addition to three formal reports, staff communicate with parents informally via phone calls, notes, agenda planner, Facebook messages and classroom visits, regarding student progress and behaviour. The most popular report is our Annual Student-Led Conference at the end of November, when the students report on their 1<sup>st</sup> term learning.

## **ASSIGNED HOMEWORK/HOME STUDY**

Instructional practices support learning during school hours. To deepen this learning students will be provided with Assigned Homework. Regular Assigned Homework is an expectation and a requirement in all British Columbia schools for students in grades 4-12, as they are considered independent learners. Assigned homework focuses on projects, unfinished class work, reading, review and additional practice for weak areas. As part of establishing good study habits all students should spend some time each night doing assigned homework.

In addition to completing Assigned Homework/Home Study, daily reading time is highly recommended for all students to build good reading skills and to practice reading.

### **Parents need to help with homework and good study habits by:**

- establishing a consistent daily “homework time” (just before or after dinner)
- checking day planner for any homework or communication from school
- providing a quiet, regular space to work
- providing the necessary materials (paper, dictionary, pens, pencils, eraser, pencil crayons, ruler, light, etc.)
- encouraging efficiency through organization of time and workspace
- actively participating in:
  - practicing math drills
  - listening to reading
  - reviewing questions
  - checking for understanding of material in preparation for upcoming tests
  - helping with spelling
- encouraging completion of tasks
- praising your children for their efforts
- remaining positive about Assigned Homework and daily reading time

Teachers regularly check student assignments and expect all assignments to be done well and on time. If necessary, teachers will ask that any incomplete or carelessly done assignments, be redone.

## VISITORS

Family, community members and guests are welcome in 'Na Aksa Gyilak'yoo School classrooms or playgrounds. However, in order to ensure safety of everyone at school, we require all visitors to sign-in at the School Administration Office upon arriving. Any visitors over the age of 18, who do not have a valid criminal record check on file at the School Office, are required to be supervised by a school staff member at all times. Visitors are NOT permitted in the classrooms during instructional time, without the consent of the teacher.

## VOLUNTEERS

The Educational Team (Administration and Teachers) at 'Na Aksa Gyilak'yoo School recognizes that a partnership between the school and home can greatly benefit students, parents and teachers. We welcome those who wish to volunteer at the school. All volunteers must be registered with the school and are subject to a free criminal record check. All individuals who work directly with children at 'Na Aksa Gyilak'yoo School must have a criminal record check completed.

The following obligations are required of all volunteers assisting at school or school event:

- a) Volunteers must observe all school policies and regulations
- b) We must have a completed and cleared criminal record check on file
- c) Volunteers must sign a confidentiality agreement and hold all matters connected with the school in confidence.
- d) Volunteers should respect the professional role and judgment of teachers and administrators and remember that they are in charge at all times.
- e) Volunteers should make every effort to meet their commitments to school if the teacher and students are depending on your help with an activity.

## NUTRITION: BREAKFAST & LUNCH

We promote eating healthy food school-wide. Students and staff eat all meals and snacks in their classroom areas. Basic healthy items are available: breakfast 8:30-8:50 am, lunch 12:15-12:30. The school encourages students, and staff, to eat healthy foods high in protein, vitamins and minerals, and drink water while at school. Personal water bottles are recommended, please label with your child's name.

**Very Important:** Outside food and drinks, pop, chips, candy, chewing gum or foods on our allergy list are NOT permitted at school without consent from the Principal (or designate), Teachers or Administrative Assistant. Good nutrition is essential for development, growth and learning. "*You are what you eat*". Research shows that adequate hydration is required for **optimum brain function**. High salt, caffeine and sugar intake, juice, pop, energy drinks, chips, candy can dehydrate children.

## **SCHOOL SUPPLIES**

At the beginning of each school year the teachers will post their school supply list on our group Facebook and school website. Parents are required to restock the supplies as their children use them. All students should have a good quality backpack to bring items back and forth to school and home. All items belonging to students are the responsibility of the student; should they go missing or be damaged the parent will be notified to replace.

## **BICYCLES**

Students and staff are required to wear certified helmets while using a bicycle. Bicycles are to be parked and locked in designated areas where cameras are located upon arrival at school. Bicycles are brought to school at students' and parents' own risk; however, school staff will make every effort possible to protect them while on school property.

## **LOST AND FOUND**

Found articles of clothing and other items can be reported to the classroom teacher. Every effort will be made to reconnect them with their owner. Failing this, items can be turned into the School Office where they will be kept in the Lost and Found Box they are removed from the school and donated to local charity after Winter Break, Spring Break and the end of the school year.

It is important to label all of your child's personal items, especially outerwear, clearly, with both first and last names. Iron-On cloth tags with permanent marker are most effective, and are available at most fabric stores.

## **LIBRARY**

Students have frequent access to the Terrace Public library. Students can check out books and use them at home or at school. Please help to ensure your child's library books are well cared for and returned on time. It is important for students to respect public resources. If students are late to return a book or lose a book, the cost of the late fee or book will be the parent's responsibility.

## TECHNOLOGY:

### SCHOOL PHOTOS

Individual and Class photos are done in September. Parents will be notified through newsletters posted on our school website ([www.nagkschool.ca](http://www.nagkschool.ca)) and our Group Facebook page. If a student is absent on photo day every effort will be made to take an individual photo when they return.

At this time the school budget will cover costs of taking photos while a professional photographer is on staff. Photos will be put on a flash drive and given to each family. If you like, you may return the flash drive and we can add other photos of your child/children, which are taken throughout the school year. You may make copies for yourself.

Graduation photos will be taken in April of each year. A photo shoot with the family can be organized and all photos will be provided to the graduate's family on a flash drive.

Please note photos are for the school to use, as well as for families to enjoy and share.

### COMPUTER USE

The school is equipped with a classroom set of laptops and iPads. Teachers sign out these resources to supplement lessons. Students are supervised when using these resources and have access to the Internet for school related projects only.

### PERSONAL ELECTRONIC DEVICES

To encourage being present in the classroom and to follow the educational program which teachers have prepared for their students it is **strongly** recommended that electronics such as laptops, cell phones, tablets, iPads, iPods, handheld video games, videos/DVDs, headphones and other accessories **NOT** be brought to school. If personal electronic devices need to come to school with the students they must be turned into the classroom teacher, or School Office, at the start of the day. The items will remain in safekeeping until the students are dismissed. These items are not to be used during school hours and are not the responsibility of the school or staff should they become damaged, altered or lost.

## WELLNESS:

### INJURY OR ILLNESS

In the event of an accident or illness, the school will phone a parent or guardian. If the school is unable to contact the parent at home or at work, the school will phone the emergency number given on the registration form. In extreme cases, a student will be taken directly to the Mills Memorial Hospital Emergency Room and the parent will be requested to meet their child there. Ordinarily the student will be kept at the school until the parent arrives. Every effort will be made to contact the parent first.

**Note:** All emergency information at the school must be kept up to date. If there are changes during the year, parents are expected to notify the School Office immediately.

### SCHOOL NURSE

The Kitsumkalum Health Department provides services to the staff and students of the school when needed. A community health nurse will visit the school when asked, to provide services, information and workshops. Students, parents and staff may contact the nurse by leaving a message at the Health Department 250-636-6172.

### HEAD LICE

Head Lice is a persistent challenge for all schools. Having head lice does not indicate neglect, unclean homes, or unclean children. It is nothing to be ashamed of. Outbreaks of head lice are particularly evident after student breaks from school. All students at 'Na Aksa Gyilak'yoo will be subject to frequent head lice checks throughout the school year. The school staff, or Kitsumkalum community health nurse, will notify parents immediately if their child has lice. For the convenience of others the affected students will be asked to go home and parents will be required to treat the head lice prior to their return to class. Please call Kitsumkalum Health Department for additional information at 250-635-6172.

## FIELD TRIPS

Experience-based, or Project-based, learning is fundamental to our educational program at 'Na Aksa Gyilak'yoo School. Throughout the year students will experience their learning by visiting the local communities, lands and waters for part or all of the day. It sometimes happens that the Educational Team will organize extended day or overnight trips to other communities for cultural/educational events. Parents/guardians and family members will be encouraged to participate for supervision and fundraising, if necessary.

## DAILY PHYSICAL ACTIVITY (DPA)

Teachers incorporate Daily Physical Activity (DPA) into their year plan overviews. Along with addressing the academic and social needs of each student, our Educational Team also focus on physical needs. Students will be involved in activities to increase their heart rate, endurance, strength or agility. We endeavor to establish positive, life-long attitudes towards fitness to maintaining a healthy lifestyle.

All breaks are for the purpose of DPA (Daily Physical Activity) and are typically held outdoors, in supervised areas on the school grounds. During very cold or very hot weather the students will remain in their classrooms under supervision. We request parent's support with DPA by encouraging their children to participate fully, with a good attitude.

## PE & OUTDOOR EDUCATION CLOTHING

Much of our physical education is done outside the classroom, through traditional learning on the land and water. Some classes are in facilities that provide specialized training such as the pool, gym, yoga studio or Dojo. It is recommended all students have the following for physical and outdoor education classes in a marked gym bag or backpack:

- 1 pair of clean indoor running shoes
- 1 pair of outdoor running shoes or hiking boots
- 1 bathing suit & towel
- 2 or 3 suitable T-Shirts
- 2 or 3 pairs of shorts, track pants, yoga pants, leggings
- 2 or 3 pairs of socks
- 1 pair of rubber boots
- 1 rain jacket

**Note:** Please label all clothing.

Please check that your child is bringing items home regularly for cleaning and inspection.

## SHUTTLE SERVICE: BEFORE & AFTER SCHOOL

'Na Aksa Gyilak'yoo School is located in the community of Kitsumkalum, located 5 km west of Terrace on Highway 16. For the safety of students and convenience of parents we offer a free shuttle before and after school, to specific locations only.

The 'Terrace Shuttle' pick up is at 8:20am SHARP, and the after school drop off time is approximately 3:15-3:30pm in front of the MLA Office on Lazelle Avenue, beside Misty River Books.

The 'Kitselas Shuttle' pick up is at 7:55am SHARP, and the after school drop off time is approximately 3:40pm in front Youth Center in Gitau.

It is for the benefit of the school budget and staff time that we DO NOT pick students up at their homes. There are plenty of parents who drive their children to school each day, please let the school office know if you'd like to speak to one of them about special arrangements for transportation, should you need it.

Parents must sign up for this Shuttle Service prior to the start of the school year. Parents must immediately inform the school office if there are **any changes** to shuttle arrangements, for example, morning drop off at school, after school pickup at school, or if someone else is picking up the student at the designated shuttle location.

## BUS RULES

Parents and students must remember that riding the school bus is a privilege, not a right. Discipline problems will be dealt with in a similar manner detailed in the 'Behaviour' section of this Handbook. Suspension from bus service may result when students misbehave while being transported or while waiting to board the bus.

- a) Students must quickly obey the driver at all times.
- b) Students must stay quietly seated, facing front of vehicle, while bus is in motion.
- c) Students must not extend limbs or their head out of the window.
- d) Students must not litter or damage bus in any way. Costs of cleaning or repairing damage will be charged to parents of students who violate.
- e) All students must be respectful and listen to supervisor when loading, lining up and waiting for instructions to board the bus.
- f) When loading the bus, younger students, who require booster seats, will load first, sitting in front. Older students will fill seats from back to front

## 'EXTRA' CURRICULAR ACTIVITIES

The educational program at 'Na Aksa Gyilak'yoo focuses on all activities being experienced through the curriculum. On occasion, throughout the year, a variety of 'Extra' curricular activities, such as: chess, sports, language, culture, crafts, drama, song & dance and homework support, are available to students throughout the school year. Our Educational Team will organize these events and notify parents for consent, . These activities may include inviting other Band and Independent Schools as well as local School District schools to participate.

## GOOD START CAMP

Each new school year begins with a three day camp at Lakelse Pentecostal Camp facilities. This is a special way for school staff to build unique relationships with our students and their families. We offer special activities throughout the day, with an option to stay overnight for grades 4-12. All food and activity supplies are provided. Parents who have confirmed school registrations for their children will be invited to join our new Facebook page during the last week of August and to register their children for this camp. Parents will receive a camp itinerary, list of what to bring, and shuttle service schedule at that time.



## ANNUAL SALMONRUN EVENT [WWW.SALMONRUNWILD.CA](http://WWW.SALMONRUNWILD.CA)

Our school started the SalmonRun in July 2009. It is a 2km, 5km and 10km walk/run through the community of Kitsumkalum. Following the walk/run we host a Salmon BBQ lunch, awards ceremony, raffles and participant draws. Everyone is welcome- a 'must attend' annual event.



The history of the SalmonRun is a story depicted in a short powerpoint presentation by 'Na Aksa Gila Kyew Learning Centre alumnus, Robert Vickers. Please view our SalmonRun website, [www.salmonrunwild.ca](http://www.salmonrunwild.ca).

The SalmonRun is a major school event organized and operated by school staff, students, families and approximately 100 volunteers. It takes place on the last Sunday of June and is open to the public. The SalmonRun is held at the Kitsumkalum Community Hall on Hwy 16 West. Registration and payments are available through our website online.

This event is a major part of our PE program and the students will be training for either the 2km, 5km or 10km walk/run. Their registration is covered by the school budget.

Our School Fundraising Society, chaired by volunteer Tony Vincenzi, oversees the SalmonRun.



# EMERGENCY PROCEDURES

## SCHOOL CLOSURES

If weather conditions so warrant it, school may be cancelled in the morning at the discretion of the Principal. If there is a serious deterioration in weather conditions while school is in session the Principal may dismiss school early.

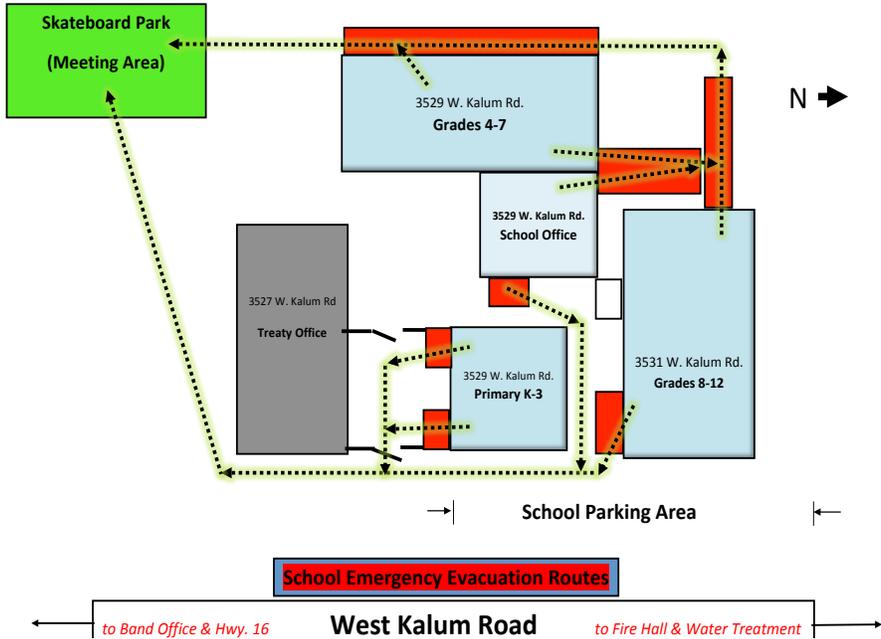
All such actions shall be immediately communicated to parents, to the School Group Facebook and/or to Radio Station CFNR 92.1 FM, and/or CFTK 590 AM, and/or CJFW 103.1 FM, and/or CBC 95.3 FM for release as a public service notice. The Principal, or designate, shall be responsible for this communication. The Band Administrator and the School Advisory Board chairperson is to be advised of all class cancellations due to inclement weather within a reasonable timeframe.

## DRILLS

The Principal, at the beginning of each school year, prepares an annual emergency drill schedule which includes 6 Earthquake Drills, 3 Fire Drills and 1 Lockdown Drill. The Terrace/Thornhill Fire Departments and the RCMP provide support for our drills. Our school security system is equipped with automatic fire detection and drill support.

Each classroom, and School Administration Office, is supplied with an emergency information kit to ensure the safety and security of all students, staff and guests. The Muster Station is clearly marked at the Skateboard Park. If weather is inclement then the Kitsumkalum Health Department Building or the Community Hall will be used.

School Emergency Evacuation Routes are as outlined:  
**Note:** Students evacuate the building calmly and quietly, in single file when instructed by the teacher. Teachers must carry their cell phones with them.



## FIRE DRILL

The following procedures will be followed during a fire drill.

- 1) When the fire bell sounds, line up, and WALK calmly and QUIETLY in a single file to the assigned exit.
- 2) A support staff member will hold the door open until all students have passed through. Check washrooms before exiting.
- 3) All students are to follow the classroom teacher and assemble at the Muster Station located at the Kitsumkalum Skateboard Park.
- 4) All students are to be quiet in order that teacher instructions and attendance may be carried out. The Principal, or designate, will direct staff and students at all times during school evacuations.

## EARTHQUAKE DRILLS

The students and staff will implement these procedures during earthquake drills:

The Principal or designate, will announce the beginning of the drill.

- 1) After drill is initiated, the teacher will issue the "TAKE COVER" command. Everyone will take cover under desks/tables and face away from the windows.
- 2) Students and teachers should assume "CRASH POSITION"- on your knees, head down, clasp hands on back of neck and cover head with a book or jacket.
- 3) Count aloud to 60 together as earthquakes rarely last longer than 60 seconds.
- 4) After 60 seconds, students and staff will evacuate the school following the fire drill procedure. The same evacuation routes will be used. Everyone will wait for a signal from the Principal or Fire Department to re-enter the building. In the case of a real earthquake, it may not be safe to go back into the school due to structural damage, so please wait for the signal.

If class is outside, students and staff should move to an open space away from buildings, trees and overhead power lines. Lie down or crouch because your legs will be unsteady. Look around to be aware of dangers that may require you to move quickly.

If class is in other areas such as Community Hall where no cover is available, move to an inside wall, kneel with your back to the wall, place your head close to your knees, clasp your hands behind your neck and cover the side of your head with your arms.

Wait for a signal from the Principal or Fire Department to return.

# Grandparents Raising Grandchildren Support Line

Help for grandparents and other relatives  
raising a family member's child

**Provincewide**  
**Mon, Tues, Thur, Fri**  
**11:00 am—3:00 pm**  
**604-558-4740**  
**(Lower Mainland) or**  
**1-855-474-9777**  
**(toll-free across BC)**

**Email**  
[grgline@parentsupportbc.ca](mailto:grgline@parentsupportbc.ca)



**BRITISH  
COLUMBIA**



**Parent Support Services**  
**Society of BC**

[www.parentsupportbc.ca](http://www.parentsupportbc.ca)

# HEALTHY PARENT CHECKLIST BOOKLET



Forest Cottage Centre

## Healthy Parent Checklist

There are a number of things that make a good parent – especially for those living with severe behaviour children. Take a look at the points below and see how you are doing right now – check only the points that are true for you the majority or all of the time.

### **Section 1 – Joy**

- I have fun with all of my children.
  - I have more positive interactions with my child than negative.
  - I rarely feel like screaming.
  - I smile frequently.
  - I enjoy being a parent.
  - I take time for my hobbies.
  - My animals are well cared for and protected.
  - I surround myself with things I love.
  - I listen to music I enjoy.
  - I have something to look forward to every day.
  - I take regular vacations.
  - I live a peaceful life.
  - I take time to watch TV programs and movies I find enjoyable.
  - I take time to be silly.
  - I collect jokes and cartoons that make me laugh.
  - I express my creativity.
  - I enjoy my work.
  - I do not work overtime.
  - I look forward to coming home.
- \_\_\_\_\_ Total (Out of 19)

### **Section 2 - Parenting Skills**

- I use a variety of positive parenting techniques.
- I know the stages of normal child development.
- I have many ways to motivate my child.
- I have many approaches to deal with my child's behaviour.
- I attend parenting classes/specialized training to deal with my child's unique issues.
- I know how to support my child to make good decisions.
- I give my child choices that I am comfortable with (win/win).

- I am patient with my child.
  - I share control with my child.
  - I have clear expectations of my child.
  - I consistently respond with appropriate consequences for misbehaviour.
  - I rarely raise my voice.
  - I have a parenting philosophy that works with my child.
  - I am growing in my personal life.
  - I state my expectations clearly to professionals assisting my child.
  - I let go of parenting strategies that do not work and find new ones.
  - I teach my child cause and effect thinking.
  - I allow natural consequences to teach my child.
  - I accept that I cannot be perfect.
  - I have realistic expectations for my child's abilities.
- \_\_\_\_\_ Total (Out of 20)

### ***Section 3 – Emotional Connection***

- I take time with each of my children individually.
  - I do not maintain grudges against my child.
  - I show love to my child in a variety of ways.
  - I do not take my child's behaviour personally.
  - I frequently remind my child of his/her good qualities.
  - Our family feels connected to each other – not divided.
  - I encourage my child to have mentors outside of the family.
  - I consider my child's point of view.
  - I answer my child's questions.
  - My child is well cared for.
- \_\_\_\_\_ Total (Out of 10)

### ***Section 4 - Adult Support***

- I have several people I can turn to for advice in dealing with my child.
  - I talk to someone when I feel angry or frustrated.
  - I have a life coach, or counselor
  - I ask a doctor, psychiatrist, psychologist, principal or teacher for help when needed.
  - My partner shares my parenting philosophy.
  - I help other parents when they need it.
  - I have people to talk to who truly understand what my child's behaviour.
  - I am aware of the resources available in my community.
  - I have a weekly date with my partner and/or a friend.
  - I have a reliable babysitter or respite worker.
- \_\_\_\_\_ Total (Out of 10)

## **Section 5 - Personal Development**

- I feel confident in my abilities as a parent.
  - I can view problems from other points of view.
  - I model good life choices to my child.
  - I can keep my emotions in control in the midst of difficult situations.
  - I take time to be myself every day.
  - I have freedom to change my mind, particularly regarding my parenting decisions.
  - I spend time with my best friend.
  - I protect my personal belongings that are potentially dangerous to children.
  - My personal papers are well organized.
  - My car is maintained and in good condition.
  - My home is neat and clean.
  - My clothes are clean, pressed, and make me look great.
  - I brush my hair every day.
  - I floss and brush my teeth daily.
  - My bed is made daily.
  - I am aware of my physical/emotional concerns and I am taking care of them.
  - I do not suffer.
  - I am consistently early or on time for appointments.
  - People feel comfortable in my home.
  - I call a time-out when I need it.
  - I write in a journal often.
- \_\_\_\_\_ Total (Out of 21)

## **Section 6 - Health & Safety**

- I feel safe in my own home.
- I take care of my personal needs (see doctor, dentist, etc. regularly).
- I exercise regularly.
- I practice Self-Care.
- I get enough sleep.
- I eat well and regularly.
- I take time to eliminate the little things that are draining me.
- I drink water daily.
- I have a way to make everyone in my home safe.
- My smoke detectors are working and checked regularly.
- My weight is in my ideal range.
- I have regular break from challenging children.
- I do not injure myself or bump into things.
- I do not allow one child to control or cause chaos for the whole family.
- I have a crisis plan for emergency situations with my severe behaviour child.

- Family members have a safe place to call their own (i.e. rooms with locks).
- I would call the police if I felt unsafe with my child.
- I do not startle easily.
- I have regular massages
- I carry a cell phone.

\_\_\_\_\_ Total (Out of 20)

\_\_\_\_\_ Overall Total (Out of 100)

### ***Now what?***

You probably already have a sense of what are you doing right and what needs improvement. Look back at your checklist and notice the area in which you had the least checks – this is probably where you need some support in order to be the best parent you can be. You may also find that overall you are doing great with most of your children but not so great with one (particularly a child with severe behaviour problems). Work with a coach/counsellor to find strategies that will work for you.

Checklist Developed by Tanya Helton, M.Sc.  
Life Coach for Parents of Challenging Children  
Call Toll-free 1-877-261-6361 or Email: [Tanya@ForestCottageCentre.com](mailto:Tanya@ForestCottageCentre.com)