

# Jack Hulland Elementary School



**PARENTS' HANDBOOK**

**SCHOOL YEAR**

**2017 - 2018**

1304 Fir Street  
Whitehorse, Yukon Y1A 4C4

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Website: [www.yesnet.yk.ca/schools/jackhulland](http://www.yesnet.yk.ca/schools/jackhulland)

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## **JACK HULLAND ELEMENTARY SCHOOL**

The purpose of this handbook is to provide some basic information about Jack Hulland School. More detailed information, new information and changes of information will be sent to you through school notices as well as through the website.

Jack Hulland School serves approximately 350 children from the neighborhoods of Porter Creek and Crestview, as well as other areas of Whitehorse.

We are a community school that aims to foster a safe and positive educational environment where each student strives to meet their full potential. To do this it is essential that the school responds to the needs of the community. Parent participation and input is vital.

### **PHILOSOPHY:**

All children are unique, having different experiential backgrounds and needs, different skills, talents, abilities, interests, and different learning styles and rates. It is the purpose of the school to provide a safe, caring, creative and challenging learning environment that will support and encourage each student to develop to their fullest potential.

Education is a partnership of school, home and community. All parties have both rights and responsibilities within that partnership to support our students in order for them to become independent and contributing members of their community and of the global society.

### **GUIDING PRINCIPLES AND BELIEFS IN THE 2017 - 2018 SCHOOL YEAR:**

Staff, students and parents believe in a school environment that:

- focuses on learning, creativity and innovation
- is guided by the seven virtues of Moral Intelligence (Empathy, Conscience, Self-Control, Respect, Kindness, Tolerance, Fairness)
- operates according to tenets of fundamental justice (due process - fairness, proportionality, notice, right to be heard, freedom from bias)
- fosters strong partnerships among students, parents and staff
- enhances respect, cooperation, appreciation, honesty and pride in our school and community
- encourages environmental awareness and social responsibility
- participates in Quality Daily Physical Education (QDPE)

## **HOME AND SCHOOL PARTNERSHIP:**

Jack Hulland Elementary believes in parental involvement in children's learning. Parents are the first teachers of their children. Therefore, they should be actively involved with the school throughout their child's schooling. It has been our experience that children are more successful when their parents take an active interest in their school career.

The primary role that we hope all parents will play for their child in our school is as an advocate and mentor. In this role, the primary relationship will be with the classroom teacher. Open and honest two-way communication in this partnership provides a strong foundation for student growth.

It is quite apparent, and supported by research, that when parents work positively with their child's teacher, making sure that communication is two way and respectful, student progress is enhanced. We encourage parents to engage in open communication with school staff. Questions and concerns can only be resolved once all parties are aware. Together we can accomplish great things for our children.

Many parents at Jack Hulland also volunteer in a variety of capacities and in this role assist the school as a whole. This is a highly valued and very responsible role that carries with it many of the same demands and expectations of professional staff (eg. confidentiality, abiding by the School's Behaviour Code, etc.). Volunteering can be very rewarding work and certainly enriches program offerings for our students.

Parents should ensure that their child attends school punctually every day, rested and fed. They should take the time to look at their child's work at regular intervals. This helps the child realize the importance of what he or she is doing; if it matters to the child's parents, it will matter to the child.

The office is located in the centre of the building at the large gym entrance and is open from 8:00 a.m. until 4:00 p.m. If you would like to arrange appointments to meet with any of the staff, please contact the school administrative assistant and they will be glad to help you.

We look forward to meeting with you whenever you have suggestions, questions or concerns. The office telephone number is 667-8496. The school fax number is 393-6234.

### **Parents, please:**

- Label all clothing, lunch containers, equipment**
- Call the school if your child is late or absent**
- Obey all parking and driving rules and signs when picking up or dropping off students**
- Inform the school of any major changes in your child's life: moving, family changes, custody changes, holidays, etc.**
- Talk to the teacher or school administration about our school and let us know what is working and how we can improve**

**Be a partner in your child's education!**



# Character Education

In September 2007, Jack Hulland Elementary began a Character Education (CHED) program. This is an educational journey to help children navigate through the ethical challenges and pressures they will be faced with throughout life, based on Moral Intelligence.

The seven essential virtues of Moral Intelligence affect every aspect of a person's life as well as the quality of all relationships both personal and professional. Michele Borba, Ed.D., (author of *Parents Do Make a Difference*) defines these virtues in her book *Building Moral Intelligence*.

Moral Intelligence is the capacity to understand right from wrong, to have strong ethical convictions and behave in the right and honorable way.

An integrated effort will be made by the Jack Hulland community to reinforce and teach in a positive manner, one virtue each year. As part of our Character Education, Jack Hulland has promoted the learning and understanding of the following virtues:

- **Empathy** - Identifying with and feeling other people's concerns
- **Conscience** - Knowing the right and decent way to act and acting that way
- **Self-Control** - Regulating your thoughts and actions so that you stop any pressures from within and act the way you know and feel is right
- **Respect** - Showing you value others by treating them in a courteous and considerate way
- **Kindness** - Demonstrating concern about the welfare and feelings of others.
- **Tolerance** - Respecting the dignity and rights of all persons, even those whose beliefs and behaviours differ from our own.
- **Fairness** - Choosing to be open-minded and to act in a just and fair way.

For the 2017 – 2018 school year, Jack Hulland Elementary School's focus will be on **Respect**.

Watch your thoughts, they become words.  
Watch your words, they become actions.  
Watch your actions, they become habits.  
Watch your habits, they become character  
Watch your character, it becomes your destiny.  
- Frank Outlaw

## STAFF AND TEACHING ASSIGNMENT

|   |                          |                             |
|---|--------------------------|-----------------------------|
| <b>Principal:</b>                               | Mrs. Lorrie Peterson     |                             |
| <b>Vice Principal:</b>                          | Mrs. Karen Hanna         |                             |
| <b>Counsellor:</b>                              | Ms. Jess Wood            |                             |
| <b>Learning Assistance:</b>                     | Mrs. Karen Hanna         | Mrs. Maggie Leary           |
|   | Mrs. Sharon Choy         |                             |
| <b>Reading Recovery:</b>                        | Ms. Maggie Leary         | Mrs. Karen Hanna            |
| <b>Remedial Tutor:</b>                          | Mrs. Leslie Thompson     |                             |
| <b>Educational Assistants:</b>                  | Ms. Tricia O'Brien       | Ms. Jenn Hobbis             |
|   | Mrs. Charlene Egglestone | Ms. Amy Johanson            |
|   | Mrs. Janine Fedoriak     | Ms. Shawna Ryan             |
|   | Ms. Gail Riederer        | Ms. Angela Lightfoot        |
|   | Ms. Nicole Beaudry       | Mr. Breyin Wiens            |
|   | Ms. Janet Rudzroga       | Ms. Buffy Labonte-Sias      |
|   | Ms. Kylie Bennett        | Ms. Olive Morland           |
|   | Ms. Kim Harper           | Mrs. Susan Brooksbank       |
|   | Ms. Tiana Zakus          | Ms. Crystal Desharnais      |
|   | Ms. Christine Vandenburg |                             |
| <b>French Teachers:</b>                         | Ms. Catherine Bouchard   | Ms. Cynthia Matichak        |
| <b>Librarian:</b>                               | Mr. Jon Heaton           |                             |
| <b>Physical Education:</b>                      | Ms. Cynthia Matichak     | Mrs. Valerie Ireland        |
| <b>Music:</b>                                   | Mr. Jon Heaton           |                             |
| <b>First Nation Language:</b>                   | Ms. Sherri Lafreniere    |                             |
| <b>Administrative Assistants:</b>               | Mrs. Kate Fraser         | Ms. Janet Sanders           |
| <b>Library Clerk:</b>                           | Ms. Susan Macdonald      |                             |
| <b>Dental Therapists:</b>                       | Ms. Jennifer Kay         | Ms. Io Demers               |
| <b>Kindergarten:</b>                            | <b>Grade 1:</b>          | <b>Grade 2:</b>             |
| Mrs. Karen Beemer                               | Mrs. Krystal McKenna     | Mr. Sean McAskie            |
| Ms. Sarah Dykman                                | Ms. Maegan Garrett       | Ms. Stephanie Young         |
|   | Ms. Hayley Marks         |                             |
| <b>Grade 3:</b>                                 | <b>Grade 4:</b>          | <b>Grade 5:</b>             |
| Mrs. Leona Sellinger                            | Mr. Ben Wondga           | Mrs. Lois Moore             |
| Mrs. Nita Daniels                               | Ms. Suzanne Lalonde      | Mrs. Sharon Willson         |
|   | Mrs. Lois Moore          | Mr. Justin Quigley          |
| <b>Grade 6:</b>                                 | <b>Grade 7:</b>          | <b>Grove Street School:</b> |
| Mr. David Michayluk                             | Ms. Carol Shelock        | Ms. Kristen Johnston        |
| Ms. Julia Ward                                  | Ms. Julia Ward           |                             |
| Mr. Phillip Watts                               | Mr. Phillip Watts        |                             |
| <b>Personalized Academic and Social Skills:</b> |                          |                             |
| Mr. Jeff Frizzell                               |                          |                             |

## **SCHOOL HOURS:**

School hours, for Kindergarten to Grade 7 students, are dependent on bus schedules and are therefore subject to change. However, unless change is necessary, they will be as follows:

|                          |                      |
|--------------------------|----------------------|
| 8:30 a.m.                | -Entrance Bell       |
| 8:35 a.m.                | -Classes Begin       |
| 10:10 a.m. to 10:25 a.m. | -Morning Recess      |
| 12:00 p.m. to 12:30 p.m. | -Students go outside |
| 12:30 p.m. to 12:50 p.m. | -Lunch               |
| 12:50 p.m.               | -Classes Begin       |
| 3:05 p.m.                | -Dismissal Bell      |

**N.B.** Times for Kindergarten recess may vary.

**We request that students arrive in the mornings as close to 8:30 am as possible, no sooner than 8:15 a.m., when supervision begins. Arriving prior to 8:15 am can become hazardous with Yukon weather conditions. Students are not permitted in the school without supervision by a staff member or a guardian. The first bell goes at 8:30 am and classes begin promptly at 8:35 am.**

School doors will be open in the morning to allow parents to drop off their child(ren) as well as at the end of the day for pick up times. All school doors will be locked when students are in classes with the exception of the main door by the office. An additional door on the primary side will be unlocked during recess times for easier access for students. Supervisors will also have access to keys should entry be needed during the recess times.

Visitors arriving during class time will be asked to enter through the main door, sign in at the office, and get a visitor badge. On their way out of the school, visitors are asked to sign out at the office and return the visitor badge. This will allow the office to be aware of who is in the building should an emergency occur.

## **SCHOOL SERVICES**

### **ATTENDANCE:**

**GOOD ATTENDANCE, GOOD SKILLS AND GOOD GRADES GO HAND IN HAND:**

The Education Act requires that every child attends each school day unless he or she is ill. Other types of absences can be prearranged with the principal, but for the benefit of the child, good attendance is essential.

**PLEASE: If your child is unable to attend school, notify us as soon as possible. Should a mishap occur on the way to school, we are unable to help the child unless we know he or she is expected to be here.**

Children cannot learn new skills in the classroom if they are not there. As they advance up the grade levels, poor attenders experience a great deal of frustration with new work because they have not learned the background material to be able to manage it.

**Principles:**

1. It is recognized that regular attendance at school is a major factor in student achievement.
2. Students are expected to be in attendance at school on each day that classes are in session, unless they are excused under subsection (2) of Section 22 of the Education Act.
3. Parents/guardians are advised that their children's academic progress may suffer if they remove their children for extended holidays during the school year.
4. Students who are absent from school for any reason may be required to make up the work missed, or to complete alternate assignments as determined by their teachers or the school's administration.
5. Parents or guardians are expected to provide notes, or to telephone the school, informing and/or explaining the reason(s) for their child(ren)'s absence.

**Standards and Procedures:**

1. When a student is to be absent for any reason, the school encourages parents or guardians to call in advance of the absence;
2. If the parent or guardian has not called the school to report a student's absence, it will be expected that the student provide a note from home explaining the absence upon his or her return to school.
3. When a student is absent without the school being contacted, the school will attempt to contact the home to determine the reason for the student's absence.
4. Efforts will be made to provide opportunities for students who are absent from school to make up, or substitute for work missed.
5. The office should be informed if a child is picked up and/or dropped off during class time.

**COMMUNICATION WITH PARENTS:**

School staff members reach out to parents in many ways to facilitate ongoing, positive communication.

General school notices are sent home with the youngest or only child. As well, a number of teachers send home classroom newsletters to keep parents abreast of daily events. The school website is updated regularly with school events and dates: [www.yesnet.yk.ca/schools/jackhulland](http://www.yesnet.yk.ca/schools/jackhulland)

There is one formal parent/student/teacher interview scheduled in October. Interviews can be scheduled anytime during the school year at the request of either the parent or the teacher.

Parents are encouraged to notify the teacher if they prefer increased communication regarding incidents, student progress, or concerns. We also encourage parents to indicate the best method of communication whether through phone, email, texting or other sources. Our goal is to maintain a positive partnership with parents.

It is our belief that the partnership between home and school is critical to programming appropriately for individual needs. Knowing a child has had an exciting event take place in their life or knowing they are suffering a loss can help staff members to be appropriately responsive and set children up to be as successful at school as possible.



## **DENTAL:**

The dental therapist is in the school on a regular basis doing routine teeth maintenance and the occasional emergency treatment. The dentist's office may be contacted by phoning 667-5018.

## **EMERALD HALL:**

During the past fifteen years, the staff, students and parents of Jack Hulland Elementary have built up the garden and greenhouse at the school. The main objective of the garden/greenhouse is to teach children how to grow flowers, vegetables, and plants in the north. Parents are invited to visit our garden and volunteer to help make it grow.

## **EXTRA CURRICULAR:**

Extra curricular activities will be continued this year dependent on student interest and the availability of leader-sponsors. Parent involvement in these or other projects is appreciated. Various activities may include:

- Intermediate Leadership Roles: Referees, Zamboni Crew, Classroom Helpers, Library Monitors, Special Events Committee, Welcoming Committee
- Action Kids
- Art Club
- Noon Intramurals, grades 4 to 7
- Culture Club
- Band
- Choir
- Student Council, grades 1 to 7
- Reading Club
- Garden Club
- Skipping Club
- Running Club
- Wrestling Club
- Speed Stacking Club
- Grade 7 Sports interschool teams (Basketball, Badminton, Cross Country Running, Soccer, Volleyball) and others

## **GRADE 4, 5, 6 AND 7 OUTDOOR PHYSICAL EDUCATION PROGRAM:**

Several grade 4, 5, 6 and 7 classes will be taking part in outdoor P.E. programs commencing in September. These classes may use one half day each week to either cross-country hike, run or bike in the fall and spring, or ski and snowshoe in the winter. Cross-country skiing and some hiking will take place at the Whitehorse Ski Club. If your child's class is to participate in this program, an explanatory note will be sent home.

**It is expected that students will participate in curricular programs unless a doctor's note is provided.**

## **HOMEWORK GUIDELINES:**

|               |                         |
|---------------|-------------------------|
| Grade 1 and 2 | read for 15 minutes/day |
| Grade 3 and 4 | 30 minutes              |
| Grade 5       | 30 - 45 minutes         |
| Grade 6       | 45 - 60 minutes         |
| Grade 7       | 60 -75 minutes          |

These times are meant as guidelines only, recognizing that students are all different and some may get things done in class more efficiently than others. Others may be working on larger projects and will be responsible for pacing themselves. There may also be times when homework is not assigned.

## **MEDICAL:**

### (a) Medication:

Before any medication is administered regularly at school, parents are required to complete an "Authorization for Administration of Medication" form and submit it to the school office.

### (b) Allergies and Other Medical Conditions:

It is the responsibility of parents to notify the school of any serious allergies or medical conditions and arrange to meet with school personnel to develop a plan for keeping the child healthy and safe.

### (c) Contagious Conditions:

Students with contagious conditions (eg. chicken pox, impetigo, pink eye) must be kept at home until the contagious period is over. Students should be fever free for 24 hours before returning to school.

### (d) Lice:

Upon occasion, when lice are discovered on a student, the office contacts the parents and arranges for the child to be picked up as soon as possible. Classmates and siblings of any infected student are also checked. Information on proper treatment is sent home. (Lice are considered to be a contagious condition.)

The student may return to class following appropriate treatment (including removing all nits from the hair) provided by the parent.

### (e) Accidents:

If your child is hurt during school hours, the injury will be assessed and appropriate action taken. If the injury is determined to be minor, first aid will be applied and the child given the opportunity to go back to class or to rest quietly. The child will be monitored and instructed to inform his/her teacher if the injury continues to cause discomfort or is getting worse. In this event, the child's parents will be contacted and advised to get medical attention.

If the injury appears to be more serious, parents will be notified and asked either to come and get the child or to advise on how they prefer the situation be handled. If the injury appears to be very serious, parents will be contacted and an ambulance called.

(f) Emergency Contact Numbers:

From time to time emergencies arise during school hours. Please advise the office of any change of numbers as soon as possible. We request that you provide us with current:

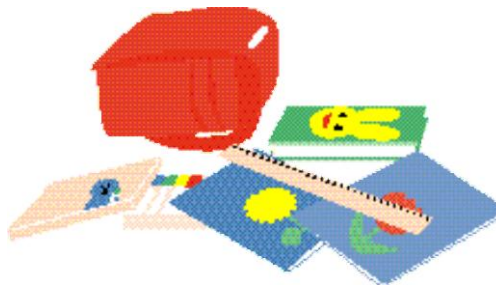
- home phone numbers
- contact numbers at work
- an alternative contact person's number should the school be unable to reach you

**PARENTS IN SCHOOL:**

An important role that parents play within Jack Hulland, is that of parent volunteer. Our school continues to have remarkable volunteer support. Parents at Jack Hulland contribute in the following ways:

- working in their child's classroom
- working in the library
- providing supervision for special activities
- assisting with Cut and Paste (photocopying, laminating, collating materials, etc.)
- running clubs
- coaching teams
- helping with special lunches
- supporting our student volunteerism within the community
- mentoring students
- driving on field trips
- assisting with our QDPE (Quality Daily Physical Education) programming
- accompanying students on overnight trips
- on School Council
- acting as resource people for special projects
- organizing book orders

Over the past several years we have been fortunate to have the regular support of well over 100 parents and members of our community. Thank you to all – you do make a difference.



### **What do You do if You want to Volunteer?**

Your first contact within the school is your child's teacher. Speak to him or her about volunteering. Not every teacher utilizes volunteer time in the same way and some prefer parental support only at certain times and for special projects. Do not be offended if a teacher does not necessarily need you regularly in their classroom. Different individuals have different teaching styles. For other opportunities in the school, please contact the school office. We always need helpers in the Library, organizing special lunches, facilitating activities and clubs, and there is invariably work to do in Cut and Paste.

Volunteers work to support school endeavors in a variety of ways. In past years we have had wonderful enrichment clubs started because parents have approached us with time and an idea. These necessarily need to fit in with the direction and goals of the school. At times, as well, they are determined by available resource materials or personnel. There are a variety of considerations when setting up new activities and we welcome parental support to offer positive programming to our students.

### **PROGRAMS:**

School programs will be in accord with the School Act and the approval of the Department of Education and your School Council. It will be our aim to present these programs in the most effective way possible to meet the collective and individual needs of your children.

#### **1. School Based Team**

The Jack Hulland School Based Team is made up of the administration, the learning assistance teachers, the counsellor, and classroom teacher. Parents are also considered part of the team as appropriate.

Referrals may be made by the classroom teacher and/or parents. Parents should make the initial referral to the classroom teacher who will then collaborate with their learning assistance teacher.

The Team meets weekly. These are the steps that may take place when a referral is made:

- (a) Teacher or parent makes a written referral to the Team.
- (b) Learning assistance teacher will test child with approved tests if necessary.
- (c) New strategies will be trialed.
- (d) Class observation is made of the child.
- (e) Team meets to discuss referral and make programming decisions.
- (f) Referrals and programming decisions are discussed with parents and implemented.

#### **2. Learning Assistance**

Learning Assistance teachers support the classroom teacher to further develop students' skill level.

Learning assistance may be provided to students who require extra support to address a short or long term concern. This would occur following a school based team meeting and parental permission.

### **3. Library**

Jack Hulland Elementary has a busy and productive library. The library operates on a flexible schedule basis. While the Kindergarten and grade one classes may have a fixed weekly library time, all other classes "book in" time for integrated instruction. This best meets the needs of the teacher/class program and curriculum goals. Older students are encouraged to use the library independently, which means they are able to borrow books on a regular basis.

There is a book lending policy. Students may borrow books with the expectation that they will be returned. If books are not returned, parents will be expected to cover replacement costs. There is also a parent lending resource section. Parents are encouraged to use the library and check out the available resources.

### **4. Counselling**

In the event of social difficulties, counselling may be provided for students. Counselling may be provided in small groups or individually. The purpose of school counselling is to enable students to develop coping strategies that help them manage in the school setting. Referrals or request for counselling may be made by the students themselves, by teachers and/or by parents. A consent form signed by parents will be required for individual counselling. Parents can reach the counsellor at 667-8496.

### **5. French Second Language (FSL)**

FSL is taught to Kindergarten through Grade 7. Kindergarten to Grade 3 will receive oral French through participation in Physical Education weekly classes taught primarily in French. Grade 4 to 7 students will receive regular French classes throughout the week.

### **6. Physical Education**

The aim of the Physical Education Program at Jack Hulland School is to enable individuals to develop the knowledge, skills and attitudes necessary to lead an active, healthy lifestyle.

**Students present at school but unable to participate in P.E. must have a note from a parent with a valid reason for not participating.**

**Grade 4 to 7 students will be required to wear a gym strip consisting of: a t-shirt or sweatshirt, shorts or sweatpants, and a proper pair of runners with good support. (We recommend shoes with laces or velcro – no zippers please.)**

**Students who have a P.E. period longer than 30 minutes, are encouraged to bring a water bottle to the gym. Only water is permitted.**

### **7. Music**

The music program will involve all students in Kindergarten to Grade 5. Grade 6 and 7 students will have the opportunity to join First Year Band Readiness (grade 6) or Second Year Band (grade 7). Students may also join Primary or Intermediate Choirs for extracurricular involvement as well. Jack Hulland also has a very strong drumming program for students.

## **SCHOOL COUNCIL:**

The Yukon Education Act recognizes the rights of parents and other members of the community to be involved in their children's education through representation on a School Council. School Councils work with parents, school administration and the Department of Education to represent the community they serve. Jack Hulland School Council provides a community perspective when decisions are made about school programming. The School Council's mandate is defined by the Yukon Education Act.

Parents are welcome at any or all meetings, which will be held the first Wednesday of each month at 7:00 p.m. in the school library.

Nomination and elections were held in the spring. School Council members are elected for a two year term. Information about school councils is available from any member of the council. The members of the Jack Hulland School Council for 2016 - 2018 are:

|   |   |
|---|---|
| ➤ <b>Cherie Bryenton (School Council Chair)</b> | <b>cbryenton@msn.com</b>  |
| ➤ <b>Don Fitzsimmons (Council Member)</b>       | <b>dfitz@northwestel.net</b>  |
| ➤ <b>Sherry Goodman (Council Member)</b>        | <a href="mailto:csgoodman@northwestel.net"><u>csgoodman@northwestel.net</u></a> |
| ➤ <b>Alison Adams (Council Member)</b>          | <b>a.adams@me.com</b>   |
| ➤ <b>Misty Ticiniski (Council Member)</b>       | <b>mistylynntic@hotmail.ca</b>  |
| ➤ <b>Odessa Epp (Council Member)</b>            | <b>odessaep@gmail.com</b>   |
| ➤ <b>Jennifer Journey (Council Member)</b>      | <b>jenajour@yahoo.ca</b>  |
| ➤ <b>Jerry Zahora (Secretary-Treasurer)</b>     | <b>jzahora@klondiker.com</b>  |

Jack Hulland School Council mailing address is: 1403 Fir Street, Whitehorse, Yukon Y1A 4C5.

## **SUPPLIES:**

For the 2017 – 2018 school year, specific school supplies will be purchased by the school. Other supplies are provided by guardians. Necessary supplies depend on the students' grade level. The school supply list indicates necessary items as well as school fees for each grade level. Lockers and locks will be issued to students in grades 4 to 7. Please note that, for security reasons, only school locks may be used on lockers.

Parents will be responsible for providing personal student items, such as, backpacks, lunch kits, headphones, gym strip and running shoes.

The supply list can be found within the Handbook, on the School Website, as well as at the School Office.

## SCHOOL POLICIES

The following policies are intended to make our school function as smoothly and happily as possible. We would appreciate your help in maintaining them whenever appropriate and possible.

### **ABSENCES:**

Regular and punctual attendance is very important for maximum progress. Parents are requested to send a note explaining pupil absence or lateness. **For safety reasons, we ask that you telephone the school whenever your child is absent.** If you are anticipating a lengthy absence, please notify the classroom teacher as soon as possible.

### **BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS:**

Bicycles will be parked in designated areas. Bikes are to be walked on the school grounds. Please ensure that your children wear their helmets and have a good lock and chain, with duplicate keys if you are using a key lock.

Skateboards, roller blades and scooters are allowed at Jack Hulland Elementary, but they are to be used only in designated areas. Students must wear a helmet and proper padding on their arms and legs.

The school will not be responsible for loss or damage of personal items brought to school or for injury resulting from failure to use proper equipment.

### **BUSES:**

2017 - 2018 Whitehorse school bus schedules will be updated and available in August. There are three ways to access Whitehorse school bus schedules:

- Visit [education.gov.yk.ca/schoolbus](http://education.gov.yk.ca/schoolbus)
- Ask at the school office
- Call Yukon Education: 667-5172

Students are expected to behave and follow the direction of the drivers. Incidents will be discussed with the child and appropriate consequences will follow according to the Behaviour Code. If the misbehavior persists, the child's bus privileges may be suspended.

It is a policy that children cannot get on a bus, other than their regular scheduled route, without a note from their parents indicating the parent's permission for the child to go to a different location. If plans change during the school day, parents are asked to contact the school and the school will write a permission slip for the student to take another bus.

## **CELL PHONES:**

Students are not to be using or in possession of cell phones at school between the hours of 8:15 am and 3:20 pm. Should a parent feel that their child needs to bring a phone into the school for use after school hours, the phone should be handed into the office during regular school hours. If students are seen with cell phones, the phone will be confiscated. The first offence will result in confiscation for the duration of the day and the student will need to retrieve their phone from the office at the end of the school day. A second breach of this rule will result in the confiscation of the phone by the principal or designate for a period of one week (seven days) and parents will need to retrieve the phone from the office at the end of the one week period. Each subsequent breach of this rule will result in the student's phone being confiscated for two weeks after which the student's parent or guardian will need to retrieve the phone from the office.

## **CLASS PLACEMENT OF STUDENTS:**

Class lists are available one week prior to the start of the new school year. Parents are invited to bring any issues, concerns or ideas to their child's current classroom teacher regarding student placement for the following year prior to May 1. These issues will be considered by the teachers determining classroom configurations for the following year. Parents need to be aware that many factors must be reviewed in developing balanced, well functioning classes and that specific parental requests will be considered but not guaranteed. Changes over the summer make it necessary to delay final lists until immediately prior to school.

## **COLD WEATHER:**

Students are expected to dress appropriately and to be prepared to play outside. We believe that all children need some fresh air during the school day. At or below  $-30^{\circ}\text{C}$ , students will be expected to go outside for a short time period. Staff supervisors will determine when the remainder of the recess should be spent indoors. Students will be allowed to stay out if they choose and are dressed appropriately.

Students who become cold can ask one of the teachers on outside duty for permission to warm up in the boot room. When granting permission, health and safety factors will be considered. If students are not dressed properly, they may be directed to the office and parents contacted.

For safety reasons, it is important for students to travel to and from school dressed appropriately for the temperature. Keep in mind that buses may run behind schedule when road or weather conditions are bad. Students should always be dressed for cold weather in case of an emergency.

Tune in to local radio stations (between 6:30 a.m. – 9:00 a.m. and 3:00 p.m. – 5:00 p.m.) for bus schedule updates in cold weather. If road conditions are hazardous, Yukon Education may temporarily close some bus routes. Parents will be responsible for ensuring their children are picked up if they cannot be dropped off as per the regular schedule.

In the event that school is not in session, a school administrator or other staff member will be at the school to receive and supervise students. It is standard practice that during extremely cold weather, Yukon schools remain open. In the event that a school's heating or plumbing system fails in cold weather, students will be relocated to an alternate safe location and parents will be contacted.



## **DRESS CODE:**

Students, staff and parents are expected to support a learning environment where clothing is appropriate and not distracting or offensive to others. Clothing worn at school or at school activities should be appropriate for an elementary school, allow freedom of movement, not contain inappropriate printing or pictures, and be suitable for weather conditions and planned activities. Students who wear clothing that is considered to be inappropriate will be asked to change, cover up or be given alternate extra clothing to wear.

Students are to maintain the standard of dress while on school property during regular school hours, during school functions after hours, or while representing Jack Hlland Elementary School at any school sponsored function.

We thank you for your co-operation in working with the staff to support a positive and safe learning environment for all students.

## **ELECTRONICS AND VALUABLES:**

Bringing electronic equipment and valuables to school is discouraged. Electronics and valuables must be stored in lockers or backpacks. The school cannot be responsible for loss or damage. Electronics used at school without permission will be confiscated and held in the office.

Ensuring a positive learning environment is a responsibility of the school. Students are asked not to bring personal items into the classroom without the permission of the classroom teacher. Personal items that become distracting in the classroom will be confiscated by the classroom teacher.

## **EMERGENCY EVACUATION:**

We have updated our emergency measures plan to coincide with the city and territory wide EMO plans. Because Yukon is located in an earthquake-prone area, and other natural or physical emergencies can occur which require us to evacuate the school, we want to remind you that, in the case of such an event, the following procedures will be followed.

- The school will remain responsible for all students for the hours designated in a normal school day, unless directed to dismiss students by an Emergency Measures authority.
- If we are directed to dismiss students, no student will be dismissed from school unless a parent or designated guardian comes for him/her; no student will be allowed to walk or bike home alone.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written or verbal permission to that effect or that particular person is listed as the students' emergency contact. With this in mind, if your child's information is not up-to-date, please call the office as soon as possible.
- All parents or designated guardians, who come to pick up students, must sign the student out with the classroom teacher or the designated marshal at the alternate site Student Release station. This is critical so that we can ensure all students are accounted for and remain safe.

**In case we need to evacuate Jack Hulland Elementary in an emergency, our alternate gathering places are across the street from the soccer field at the Guild Hall (27 – 14<sup>th</sup> Avenue) or Porter Creek Secondary School (1405 Hemlock off Hickory Street).**

We are prepared to care for children in the event of a critical situation, or if parents or guardians are not able to reach the school. We have a number of people with first aid certification, and we will be in communication with local emergency services, as required. We do ask for your help in the following areas:

- DO turn on your radio to CBC (570) or CKRW (610 on the AM dial, or CHON 98.1) on the FM dial; information and directions will be given over the radio.
- DO NOT call the school please; we must have the lines open for emergency calls.
- DO NOT immediately drive to the school following an earthquake or other city-wide emergency; streets and access to our school may be cluttered with debris; the school access routes and street entrance areas must remain clear for emergency vehicles.

#### **FIELD TRIPS:**

As funds permit, it is our policy to encourage school field trips that are educationally worthwhile. Many parents volunteer to help supervise these and this is greatly appreciated. When a field trip requiring transportation is proposed, a letter will be sent home describing the activity. A signed permission slip must be completed and returned to the school if your child is to participate. School administration may give permission on your behalf if we are unable to contact you. If you do not wish this to happen, please make a note on the blanket permission form which you are asked to return giving your permission for local community outings or regular fitness outings.

Your service as a volunteer driver is very valuable to the school and to the students you will be driving. Proof of vehicle insurance (million dollar liability is necessary) is required when you become a volunteer driver. You are taking responsibility for the safety of the students you will be transporting while they are in your care. Information regarding being a volunteer driver is available in the school office. Please bring your pink insurance slip and driver's license to the school office so that these can be photocopied for our records prior to you driving for field trips.

#### **FOOTWEAR:**

We request that everyone remove outdoor footwear upon entry to the school. An indoor pair of shoes must be worn for safety reasons.

Street shoes will not be permitted in the gym. We request that each child have a pair of gym shoes which can double as indoor shoes providing they are not worn outside. Please ensure that the shoes you purchase do not leave marks on the floor, have adequate support, and that they do not have elevated soles.

## **LOST AND FOUND:**

"Found" articles are placed in the lost and found boxes located near the large gym or in the primary bootrooms. If your child is missing a personal item please have him/her check the boxes or feel free to come in yourself and check at any time. "Found" valuables will be held in the office.

## **LUNCHES:**

Students are advised to place their names on their lunch containers (as on all other personal property). Students will eat their lunch in their classroom with an adult supervisor. To ensure that the students can eat their lunch in the time allowed, there are rules that must be followed. Lunchroom rules:

- Students will eat lunch in their own desk
- Students will stay seated while eating their lunch
- Students need permission to get out of their seats to dispose of garbage or to go to the washroom
- Students will conduct themselves in a quiet and respectful manner
- Students will dispose of food or garbage appropriately in the designated locations

Students who do not follow the lunch rules will be given opportunities to improve their lunch hour behaviour. This may include removal from other students within the classroom during lunch, eating lunch outside the classroom for a few days, or being placed in an alternate location during the lunch eating time. If ongoing issues occur during the lunch hour, the discipline guidelines will be followed.

Students are expected to bring a healthy lunch and snacks from home. Students will be provided time in class either before or after morning recess to have their snack.

## **PERMISSION TO LEAVE THE SCHOOL GROUNDS:**

Students are expected to remain on the premises between 8:30 and 3:05 p.m. To leave the grounds during school hours, written permission is required from parents. If parents are picking their child up early, they are asked to check in with the child's teacher and notify the office.

**N.B.** Students who will not be eating their lunch at school **must have a parent's written permission** and office permission to leave the grounds during the lunch break. If a student breaks this rule, it will be handled as a serious infraction of the rules.

## **PHOTOS:**

From time to time concerts are video taped or press may be in to cover a story and students' pictures are taken and publicized. If, for some reason, you do not want photos of your child to be published or shown outside of the school, please inform your child's teacher immediately as well as indicate your preferences on the form that is sent home for parents' signature.

A separate internet policy regarding student's images and work will be sent home for parents' signature in September. Please watch for it. For events where media will be present, a notice will be posted or a separate permission form will be sent home.

**REPORTING:**

Formal written reports of student progress will be issued November 23<sup>rd</sup>, March 15<sup>th</sup> and June 8<sup>th</sup>. Parent/Student/Teacher interviews will be held on October 27<sup>th</sup>. If the final report card is not taken home on the last day of school, it will be mailed to the parents at that time. Although only one formal school wide interview day is scheduled, please feel free to initiate an interview with your child's teacher at a mutually convenient time anytime during the school year.

**SCHOOL PORTRAITS:**

Student portraits will be taken on September 12<sup>th</sup> (Kindergarten to Grade 3) and September 13<sup>th</sup> (Grades 4 to 7). Group class photos will be taken on those days as well. Pictures must be pre-paid. Picture envelope forms will be sent home prior to picture day.

**STUDENT TRANSFER PROCEDURES:**

If you are going to leave our attendance area, please phone our office as soon as you know and we will prepare the necessary forms for your child's next school. These forms give the new teachers an idea of what programs your child participated in and assists with appropriate placement. Student information will be transferred at the receiving school's written request with guardian signature.

**TELEPHONE USE BY STUDENTS:**

We discourage students' use of our school phone unless absolutely necessary. We feel that it is important for students to plan ahead where possible to ensure all parties are informed. Students are expected to have after school plans arranged prior to arriving at school. Students must have permission from their teacher or the office staff prior to using the school phone.

**VANDALISM:**

Vandalism of any degree is viewed by the school and Department of Education as a serious offence. Parents will be advised of the damage and may be billed for replacement or repair costs.

## **BEHAVIOUR CODE**

### **RESPONSIBILITIES AND EXPECTATIONS:**

#### **A. STUDENTS**

##### **Students will be responsible for:**

- attending school regularly and on time
- being prepared for all classes by bringing required material and completed homework assignments
- notes and worksheets missed due to absence
- developing self-discipline
- showing courtesy and respect for self, for all people in the school community regardless of race, religion, culture, sexual or gender orientation
- showing respect for property
- making the most of education opportunities through active classroom participation and involvement in other school activities
- taking pride in their work and in the accomplishment of others
- resolving interpersonal conflicts and difficulties through discussion with the other person or through seeking assistance from school personnel
- taking pride in their school and helping to foster this in other students
- respecting and observing all general school rules and their classroom rules of conduct

##### **Students have the right to expect:**

- to participate in clear, relevant lessons along with explanations for the evaluation procedures
- well prepared lessons and relevant and timely feedback
- to receive timely feedback and evaluation that is fully explained and fair (tests, reports, assessment)
- that they will be able to work in a school atmosphere which is safe, pleasant, orderly, respectful and conducive to learning
- to be able to participate in a wide range of activities
- extra help concerning school and/or personal matters
- school administrators to monitor programs and instructions in the school
- to be considered as individuals
- a welcoming environment where every student is made to feel accepted regardless of race, religion, culture, sexual or gender orientation

#### **B. STAFF**

##### **Staff will be responsible for:**

- planning and teaching assigned courses
- establishing and maintaining a learning environment which is safe, pleasant, orderly, respectful, and conducive to students' learning
- evaluating student achievement and explaining the evaluation procedures
- communicating information about student progress, attendance, and behaviour to students, parents, and administrators
- providing extra support for students at a mutually convenient time

- providing an environment that will promote self esteem
- providing role models and establishing a positive tone in the school
- ensuring that students are referred to school based team when necessary
- intervening in any interaction involving the use of ethnic, racist, homophobic, or sexist slurs and behaviours regardless of the intent, and will convey the message that such comments and actions are not tolerable

**Staff members have the right to expect:**

- students will attend classes regularly and on time, with homework assignments completed, with appropriate materials
- students will respect and observe all school rules of conduct on school property and at school activities and will not interfere with the learning and rights of others
- school administrators will provide leadership and support
- they will have the constructive support and cooperation of students, parents and colleagues in the performance of their duties
- everyone associated with the school will be treated with courtesy
- a welcoming environment where every staff member is made to feel accepted regardless of race, religion, culture, sexual or gender orientation

**C. PARENTS OR GUARDIANS**

**Parents and Guardians will be responsible for:**

- providing role models in order to reflect positive attitudes concerning achievement, respect for fellow students, school personnel, and property
- maintaining regular communication with their child(ren) about school matters
- requiring their child(ren) to attend regularly and punctually, and to complete all school assignments
- providing a time, encouragement and an area for doing homework
- contacting the teacher if there are areas of concern
- attempting to attend school events and meetings and give positive input and support to the school
- ensuring proper nutrition, adequate sleep, personal hygiene, healthful activities and weather-wise clothing for their children
- raising issues of concern with staff in a respectful way

**Parents and Guardians have the right to expect that:**

- teachers will provide effective instruction and evaluation for students
- teachers will show respect for others and for property
- staff will communicate with the home
- administrators will exhibit leadership, provide support, and monitor programs and instruction in the school

## **BEHAVIOUR MANAGEMENT AND BUILDING SELF DISCIPLINE**

### **Hawk Rules:**

Everyone, child or adult, in this school, has the right to be safe and happy so that we can work and learn. The following Hawk rules have been adopted by the students, staff and parents of Jack Hulland Elementary in an effort to ensure the maintenance of an environment that encourages competence, creativity, cooperation, confidence and caring in all members of our learning community:

- **Have respect for yourself and others.**
- **Appropriate language only.**
- **Will follow instructions (1st time).**
- **Keep your hands and feet to yourself.**

These rules are about respect for each other and one's self, and are purposely uncomplicated and easily understood. They are supported by our Character Education program which teaches the seven virtues necessary for building moral intelligence in young people.

### **Discipline Guidelines:**

Our approach has been designed based on a belief that all students need to be taught how to positively manage their behaviour in a variety of settings and that consequences and self-discipline are part of the learning process. At times all students will make inappropriate choices which will diminish rather than enhance the desired classroom or school climate. The following plan has been designed to allow students the opportunities to make choices to self-correct and to learn from their error in judgment.

Minor concerns will be dealt with at the classroom level with increasing consequences at the school level and serious offences will be dealt with by the administration of the school. The plan allows the student to move forward or backward along the continuum of consequences. If the needs of the child and/or the school indicate a need to vary from the plan other action may be taken. There is no corporal punishment used at the school.

### **LEVEL I - Classroom Plan**

1. If an infraction occurs or a behaviour interferes with the learning environment, the students will be given feedback on the behaviour and given the opportunity to self-correct, with one reminder.
2. If the student has to be addressed on the same behaviour, one or more of the following intervention strategies may be used:
  - in class time out: 10 to 15 minutes or until end of period
  - time out – outside of classroom (study hall, quiet room, office)
  - loss of privileges
  - detention
  - informal interview with the teacher
  - parent involvement: telephone call home, interview

The classroom teachers may use a variety of strategies depending on the incident, the classroom environment, their teaching style, and/or the individual student needs.

3. If classroom intervention strategies are unsuccessful, the student will move from the classroom plan to the school plan.

## **LEVEL II - School Plan**

1. If the student is removed from the classroom to an alternative learning environment or is involved in a behavioural incident outside of the classroom, he/she will be asked to reflect on the incident either in writing or verbally, under supervision of the teacher, the administration or other school personnel.

Our goal is to give students every possible chance to develop positive problem solving strategies and adjust their behaviour independently. Individual circumstances and where the student is in regards to the behavioural plan will determine if parents will be contacted at this level. If staffing does not permit the necessary supervision, parents will be asked to take the child home.

2. Following an independent time for reflection, the student will debrief the situation with the classroom teacher, other support personnel, or the principal or designate, when time permits. The debriefing will follow the format of reaching an agreement on:
  - factual description of what occurred
  - acknowledgement of child's emotional state
  - identifying goals and outcomes
  - possible alternative problem solving strategies
  - determining actions to restore relationships
  - accepting natural/logical consequences, i.e. making up work, time out, action contributing to the classroom or school in a positive way, contact with the parent, dismissal
  - determining a positive plan for future situations

### **Timeout:**

Timeout may appear similar to suspension but it is intended for a different purpose. Suspension is a consequence for seriously inappropriate behaviour. Timeout is preventative. It can be suggested by either the teacher or the student, if the student is unable to focus or to participate appropriately. The duration for the timeout will generally be determined with the student. At times, children are unable to cope with the demands of the classroom and need quiet and privacy in order to get refocused. Support will be provided for students in timeout as resources permit.

## **LEVEL III**

If Level I and Level II plans are followed on more than two occasions or a more serious offence occurs, a one to three day in-school dismissal may be given. Duration of the in-school dismissal will be determined by the principal or designate. Parent will be notified and parental input may be sought.

The range of consequences outlined in Levels I, II and III may include the development of a personal contract or behaviour plan. The goal of the contract will be to help the student make better choices to improve his or her problem behaviours. There will, however, be certain situations involving dangerous or long term disruptive behaviours where suspension from school may be necessary.



**Family Group Conferencing:**

Family Group Conferencing may be used as an intervention when students reach Level III and a serious offence to others has occurred. A Family Group Conference is designed to assist the offender in recognizing how his/her behaviour has impacted others.

The victim and the victim's family, the offender and his/her family, the teachers involved, member of administration and any other party involved may participate in the process. Participation in the process is completely voluntary.

The Conference is most often facilitated by the school counsellor. The offender describes what happened and what they have thought about the incident since. The victim and everyone else in the circle have an opportunity to describe how they have been impacted and what they see as a logical consequence. Closure is brought by the offender responding to what he/she has heard. A contract for follow up is signed by all parties and the agreement monitored by the counselor and/or administration.

Family Group Conferencing may be used as an alternative to suspension or in conjunction with a suspension.

**LEVEL IV**

If Level I, II and III procedures occur on two occasions within a one month period or a very serious offence occurs, an out-of-school suspension may occur. Debriefing will occur with the parent and an individual behaviour plan will be implemented if one is not already in place.

**Suspensions:**

Suspension is considered to be a very serious step. The decision to remove a student from school is only made when:

- other problem solving steps have not helped the student make better decisions about his or her behaviour which seriously jeopardizes the learning of other students
- a student's behaviour jeopardizes the health or safety of others

A student who physically abuses another individual or commits any action on school property which is viewed by the Principal or designate as being extremely serious may be removed from the school premises immediately without following the steps outlined in Level I, II and III interventions. In these cases, suspension will provide the school and parents with the time to develop a plan to prevent a recurrence of the serious problem behaviour.

The principal may suspend a student for up to ten school days. A longer suspension (up to 30 days) must be approved by the School Council. In all cases of suspension, parents will be notified and asked to pick up their child. A letter will be sent to the parents outlining the reason for suspension, the length of suspension and requesting a date for a parent-student conference with the principal prior to the student's return to school for all suspensions which are greater than part of a day.

**Serious Offences:**

A school must provide a safe environment for its students. Consequently, certain actions will be dealt with severely by the school. Violence is considered to be any act which violates, denigrates or hurts another person (eg. bullying, insulting, hitting, pushing, etc.). Acts of violence will be dealt with reasonably and proportionally.

Serious offences include:

- the use of foul or offensive language towards staff or other students
- the use of physical violence or verbal threats
- the willful disobedience towards teachers and other school personnel
- the setting off of a false fire alarm or making prank calls
- the causing of vandalism or willful damage to school property, the property of teachers or students
- being under the influence of, or in the possession of alcohol or drugs while at school or at a school function
- being in possession of a weapon

**Lockers:**

Lockers are the property of Jack Hulland School and may be searched if there is reasonable cause and suspect that they may contain contraband or weapons on the premises (eg. drugs, alcohol, stolen property, weapons, etc.).

**Intervention for suspected child abuse:**

Where the Principal or any teacher suspects that a student is the victim of child abuse or neglect, the case shall be reported in accordance with the **Children's Act**.



## **SCHOOL BUS TRANSPORTATION SAFETY PROCEDURES**

### **RULES:**

1. Obey the driver at all times.
2. Respect each other at all times.
3. No loud noise.
4. All body parts and objects remain inside bus.
5. Remain seated and face forward.
6. No eating, drinking or smoking on the bus.

### **CONSEQUENCES:**

If students fail to follow these rules, the following consequences will apply:

1. First School Bus Incident Report:
  - Verbal warning/incident report
  - Discussion with school administration regarding potential consequences
2. Second School Bus Incident Report:
  - Verbal warning/incident report
  - Incident report sent home by the office, requiring a signature on incident form
3. Third School Bus Incident Report:
  - Parents are contacted by the office
  - Student is suspended from the school bus for one week

The following items are not permitted on the school bus during regular morning and afternoon runs:

- No lighters or matches
- No knives or sharp objects of any kind
- No skis or ski poles
- No snowboards
- No hockey sticks
- No animals
- Skates must be covered by skate guards and enclosed in a backpack or canvas bag
- Skateboards will only be permitted on the buses if they are attached to the owner's backpack or enclosed in a canvas bag. Students boarding the bus with skateboard in hand with no way of securing it will be refused a ride
- Scooters must be folded and enclosed in a zippered bag
- Baseball bats must be stored safely with the driver at the front of the bus
- Basketballs, footballs, baseballs, etc. must be kept in a backpack or canvas bag

# School Calendar 2017 - 2018

|                        |                                  |
|------------------------|----------------------------------|
| Monday, August 28      | First Day of School              |
| Friday, September 1    | Professional Development Day     |
| Monday, September 4    | Labour Day                       |
| Friday, October 6      | Professional Development Day     |
| Monday, October 9      | Thanksgiving Day                 |
| Friday, October 28     | Professional Development Day     |
| Friday, November 10    | Professional Development Day     |
| Monday, November 13    | Remembrance Day Holiday          |
| Wednesday, December 20 | Last Day of School 2017          |
| Wednesday, January 3   | First Day of School 2018         |
| Friday, January 19     | Professional Development Day     |
| Friday, February 23    | Heritage Day                     |
| Monday February 26     | Professional Development Day     |
| March 19 to April 3    | Spring Break and Easter Holidays |
| Friday, April 27       | Professional Development Day     |
| Monday, May 21         | Victoria Day                     |
| Friday, June 8         | Last Day of School               |

# Our School Covenant

I have a right to be happy, and to be treated with kindness in this school;  
This means that no one will  
Laugh at me, ignore me,  
Or hurt my feelings.

I have a right to be myself in this school;  
This means that no one will  
Treat me unfairly because I am  
Tall or short, fast or slow,  
Male or female.

I have a right to be safe in this school;  
This means that no one will  
Hit me, kick me,  
Push me, or pinch me.

I have a right to hear and to be heard in this school;  
This means that no one will  
Yell - scream - or shout  
And my opinions and  
Wishes will be considered  
In any plans we make.

I have a right to learn about myself in this school;  
This means that I will be  
Free to express my feelings  
And opinions without being  
Interrupted or punished.

