

Parent/Student Handbook

2019 - 2020

Chalo Independent School Society

Last Update: Monday, July 22, 2019

September 2019

Dear Parents/Guardians:

On behalf of the staff at Chalo School, I would like to take this opportunity to welcome you to the 2019-20 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

1. Attends school daily and arrives on time
2. Reads daily to develop a love for reading and to improve literacy skills
3. Shares school experiences with you so that you are aware of his/her school life
4. Knows that you expect him/her to succeed in school and go on to college/university

Please consider assisting our school team with re-establishing a Parent's Club as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities:

1. Fundraising
2. School-wide events (i.e., family dances).
3. Outreach and recruitment of parent and community volunteers

This handbook was designed to provide answers to commonly asked questions regarding school policy and procedures. If there are items you would like to see included in future handbooks, please let us know.

The staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Ms. Amanda
Principal

Staffing for 2019-2020

Instructional Staff

Mr. Ray Irwin	Education Director - Interim
Ms. Amanda Mercer	Principal
Mr. Kevin Xu	VP/SSRT
Ms. Kaitlyn Parker	Grade K/1
Ms. Jeanie Kenneway	Grade 1/2
Ms. Kathy Shultz	Grade 3/4
Mr. Kyle Vandersteen	Grade 5/6
Ms. Kristiana Bailey	Grade 6/7
Mr. Seth Attrill	High School
Mr. Ryan MacArthur	High School
Ms. Jacky Riggs	High School
Ms. Tiffany Weatherston	High School
Ms. Danika Andrews	Library Technician
Ms. Nora Duntra	Cree Language Teacher
Ms. Florence Michel	Dene Language Teacher
Mr. Raymond Needlay	Culture
Ms. Roberta Badine	K4 Teacher
Ms. Hilda Woodland	K4 Teacher Assistant

Support Staff

Ms. Kayla Helget	Admin. Assistant for Education Services
Ms. Hayley Hannah	Front Office Assistant
Ms. Christina Childs	Educational Assistant
Ms. Myrna Courtorielle	Educational Assistant
Ms. Teleia Dettieh	Educational Assistant
Ms. Lisa Hogg	Educational Assistant
Ms. April Michel	Educational Assistant
Ms. Nadine Rawcliffe	Educational Assistant
Ms. Anna Zegnal	Educational Assistant

Community Education Authority Members

Ms. Kyla Kotchea
Ms. Coreen Low
Ms. Crystal Finkaryk
Ms. Roberta Michel
Ms. Santanah Behn

Vision, Mission, and Goals

Chalo School 5-Year Growth Plan Goals

Chalo School participates in the First Nation schools assessment process, which is intended to enable First Nation schools to undertake a meaningful review of their operations, including their challenges and successes, in order to continually work toward school improvement. Based on the 2018-19 School Assessment Report, observations, and information provided, we are proud to report that the FNSA hereby certifies Chalo School, as having met the criteria and standards for First Nations Schools Association School Certification.

Goals for 2019-2024 are:

Goal #1 Library Resources and Skills Development

- By 2022, we will establish an effective library program that promotes students to be skilful researches, and how to use information ethically and responsibly and is utilized by 100% of our student population.

Goal#2 Parental Involvement and Community Connections: Communication

- Beginning in September 2019-20 school year, the school administrator will initiate the first annual survey (to be established), which will be administered by the end of June 2020 and all consecutive years up until June 2022, with the goal that by June 2022, 80% of the parents and community members will be able to answer the questions on our annual survey positively.

The FNSA External Team has provided additional observations and suggestions that we plan on taking into consideration with regards to extending and enriching our goals. We will be sure to keep you posted!

Vision Statement for Fort Nelson First Nation

As long as the sun shines, the grass grows, and the river flows, we will be:

Strong, Healthy, Proud and Self-Reliant.

Chalo Staff Mission Statement

At Chalo school we have a clear message: Through outstanding teaching in a nurturing environment, Chalo inspires students to become:

Strong, Healthy, Proud and Self-Reliant.

Chalo School Student Code of Conduct (Draft)

All students in Chalo School are expected to:

1. Treat others with dignity, respect, tolerance and courtesy.
2. Respect the rights of others to learn and work in an environment free from abuse, intimidation, harassment, bullying, disruption, or discrimination. (i.e. Discrimination on the basis of race, colour, ancestry, place of origin, religion, family status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons, gender identity or age).
3. Act in a safe and responsible manner toward themselves, others, and others' property.
4. Comply with classroom and school standards for attendance, promptness, language, and behaviour. Unacceptable behaviour can include, but is not limited to: bullying, cyber-bullying, harassment, intimidation, threatening or violent behaviours, verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours, including the use of interpersonal and electronic communications, such as emails and texts.
5. The Code of Conduct applies while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment. The school Principal's authority to discipline students for violations of the Code of Conduct is not limited to behaviours, which occur during the school day, or on school grounds. Any student behaviours, which negatively impact the school environment, could be subject to disciplinary action. The school will take all reasonable steps to prevent retaliation against any student or individual who reports a breach of Chalo School's Code of Conduct.
6. When a student's behaviour is inconsistent with our behaviour guidelines, action is taken. Each classroom teacher develops rules designed to protect the learning atmosphere in their classroom. Consequences are developed and administered to encourage students to respect and follow these rules. Parents are involved if a child is frequently unable to behave appropriately. If parental involvement is unsuccessful in helping a child behave, the school Principal becomes involved. Most discipline problems can be solved when teacher, parents, and Principal work together to find solutions.

The purpose of all intervention is to reinforce appropriate behaviour and to discourage inappropriate behaviour. School consequences are age-appropriate, reflect the maturity level of our students, and allow for special considerations based on special circumstances and/or students. Appropriate interventions include:

- a. Student conferences
- b. Short-term removal from class to another supervised area
- c. In-school detention
- d. Parent contact/conference*
- e. Suspension*
- f. Referral for school-based student services*
- g. Counselling for the student*
- h. Course modification*

* Parents notified for all consequences beyond 'c'.

Suspensions Suspensions are used when other forms of intervention have been unsuccessful, or when a significant, major infraction has occurred.

Chalo School 2019/2020 Calendar – DRAFT – Subject to change

Last update: July 2, 2019

	STATUTORY HOLIDAYS/ VACATION PERIODS	DAYS IN SESSION (TEACHER)	IMPORTANT DATES	NON INST. DAYS	DAYS OF INSTRUCT. (STUDENT)
SEPT.	Labour Day (STAT) Mon., Sept. 2	20	Non-Instructional Day No students in attendance Tues., Sept. 03. Students return for first full day of school Wed., Sept. 4	1	19
OCT.	Thanksgiving Mon., Oct. 14 (STAT)	22	Professional Development No students in attendance Thurs., Oct. 03 and Fri., Oct. 04	2	20
NOV.	Remembrance Day Mon., Nov. 11 (STAT)	20	Parent Teacher Interviews No students in attendance Fri., Nov. 1	1	19
DEC.	Winter Break Thurs., Dec. 19 – Tues., Dec. 31	13	Students dismissed for Winter Break Wed., Dec. 18		13
JAN.	Jan.1 (STAT) Winter Break Con't Thurs., Jan.2 – Sun. Jan., 5	20	Students return from Winter Break Mon., Jan. 6 Non-Instructional Day No students in attendance Fri., Jan. 24	1	19
FEB.	Family Day (STAT) Mon., Feb. 17	19	Family Day Mon., Feb. 17 Professional Development No students in attendance Mon., Feb. 24 and Tues., Feb. 25	2	17
MAR.	Spring Break Mon., Mar. 16 – Fri., Mar 27	12	Students dismissed for Spring Break Fri., Mar. 13 and return Mon., Mar. 30		12
APR.	Easter Monday Mon., Apr. 13 Good Friday Fri., Apr., 10 (STAT)	20			20
MAY	May Long Wk. Fri., May 15 – Mon., May 18 Victoria Day Mon., May 18 (STAT)	19	Students dismissed for May Long Wk. Thurs., May 14 Students return from May Long Wk. Tues., May 19		19
JUN.	Elem. Students Last Day Wed., Jun. 17 H.S. Students Last Day Thurs., Jun. 18	12.5 Elementary School Staff 13.5 High School Staff	Elem. Students Dismissed for Last Day Wed., Jun. 17 H.S. Students Dismissed for Last Day Thurs., Jun. 18		12.5 Elementary 13.5 High School
TOTAL		Elem. 177.5 H.S. 178.5		7	Elem. 170.5 H.S. 171.5

Communication

Parent-Teacher Communication

Your child will receive three Report Cards during the year in December, March, and June. As well, formal Parent-Teacher Interviews will occur. Exact dates will be given in our monthly school Newsletter. Please remember, parents may arrange Parent-Teacher interviews at any time throughout the year by simply phoning the school.

Acceptable Use of Electronic Devices

During instructional times, cell phones and electronic devices must be turned off and kept in students pack-sacks and/or locker, unless being used for educational purposes. Please talk to your child about mobile phone safety including acceptable text, video, and photo taking. As well, students are reminded to: Be respectful, be responsible and contribute positively in verbal and electronic communication while at school. Students may access their phones to check messages and text/calls prior to classes starting, during breaks or afterschool. Should you need to get in touch with your child during instructional time, please call our front office assistant, Hayley Hannah, at 250-774-7651 and she will make sure the message is passed on.

Telephone Messages for Students

Should you need to leave a message for your child, we will do our best to ensure it arrives in a timely fashion. It is not possible to disrupt classes for a student to come to the phone (except in an emergency), so please do your best to make all necessary arrangements before school. If you feel your child will need extra reminders about after school plans, place a note in his or her lunch kit, agenda or backpack.

Student Telephone

Telephones for student use are in each of the classrooms. Students may use the school phone with teacher permission and when the teacher is in the room. *Calling to make arrangements to go to a friend's house is not considered a valid reason to use the school phone.* Please have your child or yourself make these types of arrangements before school.

Telephone Messages for Staff

Teachers may not be interrupted during instructional time to take a phone call unless of emergency.

- Please leave a message at the office to have the teacher return you call or send a note with you child to have the teacher call you.
- Email the teacher. All school staff has a professional email – first name.last name @chaloschool.bc.ca (for example amanda.mercer@chaloschool.bc.ca).
- Teachers may be called when they are free from student supervision.

We are committed to protecting instructional time.

Student Agenda Books

Student agenda books are supplied for each student and should be used regularly. They are an excellent communication tool between school and home for your teachers.

Parental Concern Process Regarding Incident Involving Their Child

1. Talk to the classroom teacher, if comfortable, in situations where the concern involves the classroom or the teacher.
2. If not comfortable speaking with the teacher or if the incident involves a broader school or playground issue, take concerns directly to the Principal.
3. The Principal will address the issue. If a parent is not satisfied that their concern has been resolved, concerns should be taken to the Community Education Authority by phoning XXXXXX, who will ask them for a letter describing the incident to be placed in the next Closed Board Meeting package. The parent may be asked to present their concern at the Closed Board Meeting. A designate of the board will contact parents to let them know the Community Education Authority's recommendations or decision.

Please note: The Principal or Community Education Authority members will not disclose confidential information regarding employee discipline or consequences applied to other students.

Bus Information

Bus Students

The bus driver requires a note from the parents/guardians if a student is riding the bus and is not a regular bus student, or if they are getting off at a stop that is not their regular bus stop.

Teachers are not able to make bus notes for the parents/guardians

Bus Schedules

The stops on routes for daily school bussing shall be established to provide the safest, most efficient and cost-effective manner of transporting students to and from school. Parents should ensure their children know when and where to get on and off the bus, the route it will take and the arrangements for their safe return from the bus stop to their home. For further information, please contact the school at 250-774-7651.

Bus Cancellations

Occasionally a bus run must be cancelled or delayed due to mechanical problems or weather conditions. As well, these problems may cause delays on certain days throughout the year. We ask that parents and students listen to the local radio station, 102.3 The Bear OR CBC radio. For updated information on either cancellations or delays.

Student Transportation Policy (excerpt)

Student Conduct on Bus Routes

- The school bus is an extension of the school and as such the School Code of Conduct is in effect at all times. Each driver has complete authority over his/her bus and will issue verbal warnings to remind students of appropriate behaviour. If a student displays repetitive poor behaviour, the bus driver will advise the Principal or designate at the school and the principal or designate will take disciplinary action as deemed appropriate. The following represents some additional expectations, but is not limited to these items, for appropriate behaviour on all bus routes as well as extra-curricular bus travel.
- Riders shall arrive at least 5 minutes before departure times. Riders are to line up and enter the bus in an orderly manner.
- Riders must remain seated and orderly at all times. Seats may be reassigned at the discretion of the driver or school administrator.
- Eating of snacks for regular and winter bus routes is only authorised for eating conditions i.e. diabetic; eating of snacks on extra-curricular travel shall be allowed at the discretion of the driver.

- Small carry-on items, including band instruments and rolled magic carpets that are completely contained in an approved case/container (i.e. backpack, sports bag) will be allowed on the bus – the item must fit on the lap of the student.
- The chewing of gum, smoking, and the lighting of fires/matches or lighters, disrespectful and/or inappropriate behaviour, and/or swearing is strictly prohibited.
- The consumption or transportation of alcohol, drugs/narcotics or any illegal substance is strictly prohibited.
- Students will be held responsible for will-full damage to the bus.

Safe Bus Procedures (Parents please discuss with you children)

1. Get to the pickup spot 5 minutes early. Walk on the left side of the road facing traffic.
2. Wait for the school bus in a safe place at the side of the road.
3. Don't throw items at people or cars.
4. Bring on the bus only articles such as books, lunches, crazy carpets (rolled and secured with tape or rubber band), or skates (which must have skate guards), which can easily fit under the seat.
5. Enter the school bus in single file – don't push. Wait for the bus to come to a full stop before you attempt to get on or off.
6. WALK – don't run down the aisle and find a seat to sit in.
7. Use only the seat assigned by the driver when requested.
8. Always face the front of the bus.
9. Keep the aisles clear.
10. Remain seated until the bus comes to a COMPLETE STOP. Do not extend arms or heads out the window.
11. Maintain your area of the bus in a neat and presentable manner.
12. Leave the school bus carefully at your regular bus stop except on permission from the school Principal or written permission from your parent.
13. Cross the street safely in FRONT of the bus. WALK! Don't run. WALK to the driver's corner of the bus – STOP! Look both ways before continuing to the other side of the street.
14. Stay where the bus driver can see you.

15. Stay out of the school bus danger zone (5 feet from bus).
16. Always obey bus driver.
17. NEVER walk between two buses.

If you have any questions regarding bus schedules and bus stops you can direct them to, Hayley Hannah, at 250-774-7651.

Student Support Programs

Student Services Resource Teacher (SSRT)

Our Student Services Resource Teacher:

- Act as case managers, serving students who have high and low incidence special needs, those who have mild learning disabilities, those who speak English as a second language (ESL), are gifted and talented, or have special behavioural needs.
- Collaborate with the classroom teacher, parents, and other appropriate personnel, to develop and maintain Individual Education Plans.
- Act as a consultant and resource person to teachers re: integration, learning disabilities, ELL, general remediation and individual special programs.
- Cooperatively plan with teachers:
 - To assist the regular classroom teacher in altering instructional and assessment strategies related to individual students,
 - To assist in altering, adapting, modifying curriculum to meet the needs of students
- Communicate with parents as necessary
- Work collaboratively with colleagues and the school principal in establishing and implementing policies, which pertain to special education.
- Provides direct service to identified students.

Counselling Services

If you believe that your child needs help dealing with problems of a non-academic nature, please contact the Principal to determine if your child would be eligible to speak with the Fort Nelson First Nation counsellor.

Health and Safety Information

Parking and Student Drop-off/Pickup

When dropping off or picking up students, please do so within designated parking areas. **Please do not park in the fire lane/handicapped area at the front of the school or in the bus lane, which is also located at the front of the school.**

Fire Drills

Students will practice fire drills several times during the school year. All students and staff are expected to exit in a safe and timely manner. We expect all of our students and staff to take our drills seriously.

Supervision

To provide a healthy, safe, and responsible atmosphere at Chalo, we believe in a supervision process that promotes self-regulation. We ask that students are polite and caring towards staff members and to their fellow students.

Supervision begins when the first school bus arrives each morning at 8:15 am.

Please do not send children to school before 8:15

In the morning, students can place their belongings in their classroom cubbies, eat breakfast and then go and play in a designated, supervised area.

Lunch Time Procedures

Students will play 12:13 to 12:35 and eat lunch in the school from 12:35 to 12:57.

- After dismissal, students are expected to go outdoors or to the assigned indoor areas.
- At 12:35, students must follow classroom and school expectations while they eat.
- Students are to be respectful and responsible.
- Each Child is responsible to clean up at the first bell 12:57 pm. Classrooms must be ready for the afternoon instructional requirements, which begin at 1:00 pm.

Please notify the school, in writing, if your child has your permission to leave the school playground at lunch break.

Children must check out and back in at the office on any days they go out lunch. This is for your child's safety. **It is an expectation that students eating lunch off school grounds will return on time for afternoon classes.**

Classroom Volunteers

Parents are welcome to volunteer in the school. Individual classroom teachers should be contacted to set up a suitable schedule. **There are liability issues with parents/guardians conducting volunteer duties out of the view of the teacher; therefore, volunteer work needs to be done in the class with the teacher.** We ask that if you are volunteering in the classroom you make childcare arrangements for any pre-school children. The learning environment of our students needs to be protected.

Extra-Curricular Programs

Throughout the year, many extra-curricular activities occur. These programs rely on teacher and parent volunteers and may vary based on both teacher and student interests. Encourage your child to listen and watch for announcements throughout the school year. Please contact the school if you, as a parent, are interested in volunteering to supervise an extra-curricular activity.

Attendance

Research has shown that regular and prompt attendance is a major factor contributing to student success. We want everyone to be aware of the importance of regular school attendance, and the importance of being rested and able to work productively throughout the day. *When students must miss more than two or more days of school, parents/guardians are encouraged to inform teachers so that learning plans can be made.* While we want to underline the importance of regular attendance, we recognize that students do become ill from time-to-time and recovery time at home is essential to overall health and wellness.

Tardiness

Frequent tardiness negatively impacts students learning. Please be respectful of our school's schedule and ensure that your child arrives on time. Should a child be late, they **must** check in at the office and obtain a late slip.

Safe Arrival Program

Chalo uses the Safe Arrival Program. The purpose of this program is to ensure that no child is lost, or experiencing problems between home and school. Please call if you child will be late, has an illness, or will be away from school for any period of time. Each day after attendance has been taken, our front office will be phoning your home, if your child's name turns up on the absentee report. If you have phoned in to report the child's absence, no phone call will be made.

Dress Code Protocol

While the Community Education Authority recognizes that dress is a legitimate avenue of individual expression, acceptable student dress will be subject to the following guidelines:

Guidelines:

1. Principals may restrict the wearing of clothing, adornments, and hairstyles where safety is placed at risk.
2. Principals must ensure that students wear appropriate safety clothing and equipment when required.
3. Principals may restrict the wearing of clothing and adornments.
4. Principals may require students to return home and change their appearance. When this occurs the student may re-attend school without penalty.

If you are in doubt, please check with your child's teacher or the Principal

At Chalo we respect individual styles while we consider the feelings of others. It is expected that students dress in a manner conducive to positive teaching and learning environment, similar to what would be acceptable at a work setting.

Life-Threatening Allergies

Please be advised that there is an Anaphylaxis Policy. Please let the front office assistant know if your child has a life-threatening allergy for this needs to be documented in your child's registration package, and an emergency plan will need to be developed.

Medication

The school needs to be aware of medical conditions that may impact a child's learning at school. If there are any short or long-term medical conditions that are important for us to know about, please stop in at the office and let Administrative Assistant know. If the condition is serious, the school and parent can then write up an emergency action plan for the child.

Medicine will not be administered to a child unless prescribed by a doctor. All medicine must be in the original container with the prescription label. Medication cannot be sent to and from school by the child.

A Medication Administration Form must be signed by the doctor and kept on file in the office before any medication can be given. Please stop by office to get the necessary forms before going to the doctor to save your self two trips. All medication will be locked in office and will be administered by designated personnel.

Legal Custody, Visitation Rights, Legal Change of Name

Please contact the school if there is any information you wish to share regarding these issues. **Remember, we must have legal documentation on file prior to deny access to any parent.** Both parents have equal rights of access unless otherwise stated in documentation.

Visitors Protocol

All visitors, including parents, are required to report to the office upon arrival to receive authorization for their presence in the building.

This is an important protocol for two reasons:

1. For your safety, it is important that you let the school administrative assistant know that you are in the building in case of an emergency, such as a fire.
2. For the safety of children, it is important that we know who is in the school and why.

Library Information

Sign Out Materials:

Our library is open from 8:30 to 3:15 pm, Monday to Friday. There are regular, weekly class sign-outs where the students are helped by the teacher and library staff. Also, whenever students finish their books they may come to the library to sign-out new items, with their teacher's permission. To ensure all students have reading material, each teacher has a class collection of reading materials. Parents are very welcome and are encouraged to come and sign out materials during the school day. Please call the school to inquire about our library technician's availability.

Over Due Materials:

A book is overdue when it is not returned within two weeks. The student will be given a reminder. If a book is not returned, or not paid for, the student will not be allowed to take books out until the account is cleared, or the book is returned. These students will still have reading material in their classroom. We invite you to stop and see the facilities that your children use daily.

Remember: Parents can sign out books to read with their children at home!

Important Dates

School Pictures

Each school year all students will have an individual and a class picture taken. These pictures can be purchased from the sponsoring company (Lifetouch Photography).

Individual Pictures	Monday September 30, 2019
Graduation Photos	Tuesday December 10, 2019 @ FNSS
Retakes, Class Groups, Kindergarten Grad Photos	Wednesday December 11, 2019

Assembly Dates

At least once a month the entire school meets to celebrate the variety of achievements our students' accomplish.

This year, assemblies will be held the last Tuesday of each month.

There will be no scheduled assemblies in December, March, and June, for during these months we have special events scheduled. All assemblies will begin at 2:30 pm.

The year-end award ceremony will be scheduled for the last day of school, which begins at 10:30 am.

Other Information

Loss of Personal Items

The school is not responsible for loss or damage to expensive toys brought to school from home. Cell phones, I-Pads, iPods, Laptops, etc. brought to school have been known to go missing or become damaged. It is best if these items are left at home.