**LOWER KOOTENAY BAND**

*Yaqan Nukiy School*



**Parent - Student Handbook**

**(Revised June 2019)**

**Yaqan Nukiy School**

**904 Simon Road,**

**Creston, B.C. V0B1G2**

**Phone: (250) 428-9816**

**FAX: (250)-428-9408**

**WELCOME!!!**

We are very excited and optimistic that we will have another successful year! To help us start, we ask that you and your child(ren) review the Yaqan Nukiy School Handbook, then sign and return the attached signed forms to any of the teachers.

On behalf of the Lower Kootenay Indian Band Chief and Council, and the staff at Yaqan Nukiy School, we look forward to working with you!

Sincerely yours,

Sandra Luke, Councillor – Education Portfolio

Shelley Jacobs – Yaqan Nukiy School Principal

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# INTRODUCTION

**At Yaqan Nukiy School, we pride ourselves on maintaining small class sizes, and providing exciting, differentiated instruction that includes Ktunaxa Language, history and culture opportunities.**

## Yaqan Nukiy School Staff Mission: We are a collaborative, culturally unique community, that fosters excellence and embraces diversity.

## GOALS:

* To maintain a respectful environment for all.
* To provide a safe and healthy learning environment.
* To provide an academic program that meets and exceeds the BC Curriculum Standards.
* To provide a program that enables students to meet or exceed all grade level expectations
* To provide a program that meets the needs of all students, including those with special needs.
* To coordinate, establish and promote working relationships with parents and community agencies.
* To continuously monitor and improve the effectiveness of education programs and services.

## TEACHING AND SUPPORT STAFF

Crista Komar K4–PreSchool

Virginia Palmer Kindergarten

Sara Feltham Grade 1

Nadine Mundy Grade 2

Carley Dunham Grade 3/4

Chris Brauer Grades 4/5 -

Alyssa Mynott Grades 6/7

Shelley Jacobs Principal

Renee Phypers School Administrative Manager

Vanessa Davies Special Education Teacher

Lisa Tessman Education Assistant/Speech Coach

Ivy Monsen Education Assistant

Jenni Jacobs Education Assistant /Culture and Language Teacher

Betty Mckenney Education Assistant – Special Needs

Chelsey Luke Education Assistant

Maria Loutit Education Assistant

Trina Williams Early Years Support(Headstart)

**Bus Drivers** Wayne Gilmore- Jim Edwards

**Janitorial** Kelly Watmough, Olivia Palmer

## SCHOOL HOURS:

**K-4** Preschool 8:45-11:00am Monday through Thursday

**K-5 and Gr. 1-8** 8:45 to 3:15 Monday through Thursday and select Fridays – see School Calendar

**AM Recess:** 10:15 to 10:25

**Lunch:** 12:00 to 12:15 (Eating) 12:15-12:45 Outside

**PM Recess:** 2:05-2:15

**3:15**  End of School Day

*There is no supervision before or after the time the bus arrives or leaves. It is the parent’s/guardian’s responsibility to ensure their children’s safety and supervision if arriving early or staying behind after school.*

## SCHOOL YEAR CALENDAR

The finalized school calendar will be distributed the first day of school and posted on yaqannukiyschool.org. Parents will be notified of any changes made to the calendar via notice home and school website.

# IDENTIFICATION, ASSESSMENT AND PLANNING FOR SUCCESS POLICY

Identification, assessment and planning are processes the staff uses to improve the instructional program for all students. Through the process of collection and interpretation of data, a plan is developed to provide intervention techniques that focus on student’s individual strengths, interests and needs. Specifically, consideration should be given to:

* The classroom environment
* Classroom management methods
* Teacher and peer attitudes
* Curriculum content
* Instructional materials
* Instructional strategies
* Evaluative methods
* Support services
* Student learning style

**Standardized Testing:**

Yaqan Nukiy School adheres to testing requirements set by our funding and accreditation agencies: Ministry of Independent Schools, Aboriginal Affairs and Northern Development Canada, and the First Nations Schools Association. All reporting to these agencies is aggregated so that individual student scores are not identified. Current standardized testing may include but is not limited to:

* CAT -4 – Canadian Achievement Test (K-8)
* DIBELS – Dynamic Indicators of Basic Early Literacy Skills (K-8)
* Ages and Stages Questionnaire – Preschool/Kindergarten
* FSA - Foundation Skills Assessment – Grades 4 and 7

The above scores are not used in students’ grades, but the teachers may use the information to adapt their instruction.

**Classroom Level**

Classroom teachers make daily observations regarding learning, behavior and social interaction of the students. The teacher uses a variety of observational techniques: collecting work samples and keeping records of daily progress and achievement. The teacher may also give the student tests based on the curriculum and goals of instruction.

**School Level**

School-based teams may be formed to assist or support teachers and students in adapting curriculum or instructional strategies. Students may be grouped within their classroom according to skills level, and may participate in larger school-wide groupings for core instruction when deemed appropriate.

Yaqan Nukiy School is not eligible for special needs funding in the same manner as the public schools. Students who have a special needs designation, or may be eligible for additional funding in the public system, may be better served through that system. We reserve the right to refuse students if we have determined that we are not able to meet their needs.

**Permission**

If a school-based speech or psycho-educational assessment is recommended for any students, parents/guardians will be informed regarding the purpose of the assessment. Parents/guardians will need to give written permission for the student assessment. For routine reading inventory and achievement testing, parents/guardian permission is not required. Parents may “opt out” with a written letter requesting their students not participate in FSA testing, although we hope all students will participate.

## SUPERVISION OF STUDENTS

Students will be supervised during non-instructional time (recess and lunch hour) by a school staff member. Parents/guardians are responsible for their children’s supervision before 8:40 a.m. and after 3:20 p.m. on the school grounds.

# SCH0OL MANAGEMENT

The Lower Kootenay Indian Band Chief and Council and Education Administrative staff share the overall responsibility for the creation and implementation of school and staff policies for Yaqan Nukiy School. The administrative and school teaching staff will work together to oversee day-to-day operations and report to LKB Chief and Council.

## ROLES AND RESPONSIBILITIES

**STAFF:** -role model, teaching, following through on consequences, referring to appropriate agencies, communicating with parents/guardians and staff, interacting positively with students and adults.

**STUDENTS:** -learning, supporting each other, communicating with parents/guardians and staff, interacting positively with students, staff and additional adults

**PARENTS/GUARDIANS:** -supporting staff and children, responsible for helping children learn appropriate behaviors, communicating with children and staff (checking agendas daily, and responding to newsletter information) interacting positively with students and adults.

## PARENTAL & GUARDIAN INVOLVEMENT

Parents/guardians are expected to attend conferences with the teacher, attend school events and meetings and support their student’s learning. Parents/guardians are encouraged to volunteer their time in the classroom and during field trips.

Parents/guardians are expected to spend 15 to 30 minutes each evening on educational activities such as homework or reading. It is recommended that parents/guardians of primary students read with their child daily. It is expected that students in the intermediate grades **will** have homework. It is beneficial to provide a homework spot that is well lit and reasonably free of distractions. At the beginning of the year the teacher will send home a note about homework expectations.

Assistance with math, reading or spelling skills can be a fun activity for parents/guardians and children. This interactive time with your child helps establish responsibility and positive attitudes toward lifelong learning.

Agenda/communication books are a way to facilitate good communication between the parents/guardians and the school. Please review these on a daily basis with your child and initial their recorded activities. Use the Agenda books to send messages to the teachers and staff and maintain good communication with your child’s school.

Newsletters and notes home provide updates of school activities and important events. Please check your child’s backpacks for important information!

## PARENT CONCERNS

In the vast majority of situations, a cooperative spirit on the part of all involved will result in a positive constructive solution at the classroom level. Should parents/guardians have any concerns, please talk with your child’s classroom teacher. If the problem cannot be resolved at that level, then speak with the principal, Shelley Jacobs.

Should the matter require further attention, please contact Sandra Luke, councilor holding the Education Portfolio to mediate or have the issue placed on the agenda for a Council Meeting.

# STUDENT CODE OF CONDUCT

The Yaqan Nukiy School staff expect all students to conduct themselves in a manner that will bring credit to the school:

Students are expected to be honest, courteous, tolerant and respectful of all persons and property.

Students will be expected to treat each other, the staff, the facilities and equipment with respect.

Students must not fight (real or play), swear, tease, name-call, talk back, throw objects, or vandalize school property.

Students must attend school punctually and regularly. Attendance will be recorded daily.

Students must stay on school grounds during school hours. Students may not ride bicycles, skateboards or rollerblades during school hours.

Students are expected to keep the school and school yard clean by picking up garbage and using the garbage containers, and returning playground equipment (balls, sleds, etc.) to their proper space.

**Safe, Caring and Orderly School - Anti-bullying Policy: See Policy Manual in School Office for complete policy.**

Discrimination on the basis of an individual’s race, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation is prohibited. Bullying, harassment and intimidation of any kind will not be tolerated at Yaqan Nukiy School.

At Yaqan Nukiy School, we incorporate the teaching and review of conduct expectations into regular classroom learning activities, on the playground, at school assemblies and on field trips.

Conduct by any student that adversely affects the school’s social atmosphere, learning environment or operation shall be considered a breach of the code; this will result in the student being subject to the “Discipline Policy”.

# DISCIPLINE POLICY

*Positive behaviors must be recognized and students will be given positive reinforcements when they model appropriate behavior.*

The following negative behaviors will result in disciplinary action:

* Fighting or physical abuse – punching, hitting, slapping, pinching and poking etc. (Hands to yourself).
* Sexual harassment – verbal and physical.
* Throwing objects such as rocks, snowballs, sticks, pencils, books etc.
* Defiance of authority – refusing to follow through on a reasonable request by a staff member.
* Disrespectful/abusive language - talking back, arguing, swearing, name calling or death threats.
* Misuse/theft of school property – intentional damage to school property (including playground equipment and school supplies, and technology equipment).
* Intentional damage to a fellow student’s property.
* Bullying, harassment or intimidation.
* Retribution against a person who has reported incidents.
* Possession, use or distribution of illegal or restricted substances.
* Possession or use of weapons
* Theft/Vandalism of school, staff or fellow student’s property
* Cyber-bullying

First-time and minor infractions will be dealt with by a staff member. If behaviors continue or worsen, students will have to deal with greater consequences. Any of the above behaviors could result in a written incident report and the following consequences steps:

* 1. For minor infractions, the student will be asked to stop. If the student stops, there will be no further action taken. Students that are experiencing difficulties with each other will be brought together, under the care and control of a staff member, to discuss their feelings and to plan strategies to remedy the situation.
  2. The parent/guardian of the student in question may be informed by a letter, email, text or phone call, and their support will be sought.
  3. The student may complete a self-reflection sheet to help them recognize their role in the incident. The parent/guardian will be asked to come and meet with the student and the teacher. The teacher, parent/guardian and student may make a discipline plan-of-action, including strategies to help the student learn new behaviors.
  4. If the discipline plan-of-action is not followed or if the behavior is of such serious or criminal nature that the school climate is affected, then the principal, teacher, parent/guardian, and student will meet to establish and implement a plan, which may involve any of the following:
     1. Exclusion from classroom, extra-curricular or specific activities;
     2. In-school suspension (which includes working under supervision out of the classroom, and the student does not have recess and lunch with other students)
     3. Parent/guardian comes in and works or sits with the student;
     4. Counseling and/or Behavior Modification Planning;
     5. Modified school hours;
     6. Out of school suspension; or
     7. Expulsion from Yaqan Nukiy School

Incident reports shall be destroyed at the end of the school year unless it is a suspension or expulsion. Suspensions and expulsions will be placed on the student’s permanent academic record. If expulsion occurs near the end of year, a back-to-school plan may be developed for re-entry the following school year.

## NON-VIOLENT CRISIS INTERVENTION

When dealing with a student who is physically acting out, school staff will not physically engage with the student (hands off). The exception to this policy is when the immediate safety of the student and/or others is in question. If staff needs to engage physically with a student, incident reports must be completed by all parties involved, as well as by persons observing the incident.

**ATTENDANCE**

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| --- |
| It is a fundamental policy of our school that students are expected to attend school regularly. Sending your child to school is the foremost method of supporting your child’s education.  Our primary goal is to provide an appropriate educational program for all students. In order that this goal can be realized, it is necessary that all students attend school regularly. We recognize that illness and similarly emergent circumstances necessitate school absence, and fully support children staying home when sick, attending medical appointments and during family emergencies. We understand that medical appointments cannot always be made outside school hours, but encourage parents to try to use non-instructional Fridays whenever possible. Please submit written documentation whenever possible. Chronic lateness is also disruptive to the classroom environment and will be reviewed.  Family vacations should be scheduled during school breaks, and extra-curricular activities should not interfere with your child’s education. If you feel you need to take your child out of school for these purposes, it is even more important to ensure that your child has otherwise exemplary attendance.  **POLICY:**  We will contact the parent or guardian of any student whose attendance is irregular. Our hope would be to develop a plan to improve attendance. If all efforts fail, we reserve the right to refuse admission in subsequent years to students with chronic absences. Through direction from LKB Chief & Council, a firm policy regarding attendance will be implemented this year:   * **All provincially funded students with 15 or more absences, without written documentation from a doctor outlining extenuating medical issues, will have admission reviewed to our school for subsequent years.** Parents in this situation who wish their child to return to our school must follow the appeal process outlined in this handbook.   **CELL PHONES & DIGITAL DEVICES**   * We believe that appropriate use of cell phones and other digital devices plays an important role in communications. However, the use of cell phones and digital devices can be disruptive and, in some cases, unsafe. * Student use of personal cell phones and digital devices (iPods, MP3’s, tablets, etc.) is **NOT** permitted in the school, on the bus, or on the school grounds. These devices are disruptive to the learning environment, and will be confiscated by school staff and returned at the end of the day. Students are welcome to contact their families if needed using the school phone. * The school is not responsible for the loss or theft of banned digital devices and staff will not extend effort to assist in locating missing items. * Cell phones and digital devices **may** be permitted on some school trips and functions at the discretion of the school staff. Students/parents will be advised if special permission is granted. * Personal cell phone use by staff, is permitted only on breaks when supervision of students is not required. |
|  |

## CLOTHING

Proper dress attire is expected from staff, students and parents when attending school functions. As such, students are expected to wear attire that is neat, clean and not a distraction from the learning environment at Yaqan Nukiy School. Students should dress appropriately for the weather at all times.

Examples of clothing that will not be allowed include: clothing that advertises drugs, alcohol, cigarettes, controlled substances, violence, sex, suicide, satanic worship, cults, skulls and crossbones, or a glorification of death or violence; see-through, backless, or that shows the mid-drift.

Yaqan Nukiy School reserves the right to require students to change clothing that violates the intention of the dress code or is deemed a distraction to others. Staff or parents in violation of these guidelines may be reminded of these rules and asked by a teacher or Principal to correct their attire.

## SHOES

Children attending Yaqan Nukiy School must have a pair of ‘inside shoes’ as well as the footwear they wear to school. During fire drills or other emergencies, students may not be permitted to stop and put on shoes. Outside shoes can be muddy and wet, thus create a mess on the floors, which can become slippery and dangerous. Indoor shoes appropriate for gym must be worn at all times at Yaqan Nukiy School. **Please provide shoes that your child is able to put on by themselves** (ie: velcro, crazy laces) for younger students. Outside shoes must be appropriate walking shoes (i.e. – no flip flops).

# STUDENT RECORD POLICY

## REPORT CARDS

A report card will be sent to parents/guardians in December, March, and June. Two additional formal contacts will be conducted such as parent/guardian and teacher conferences, and/or student led conferences will be scheduled to review the progress of students.

## Student Records

Yaqan Nukiy School adheres to the PIPA (Personal Information Protection Act), and Requirements and Best Practice Guidelines for Independent Schools. Full details on these policies can be viewed in the policy binder located in the school office. A general summary follows:

* A student file should commence when the student arrives in the school.
* Files may not be exchanged between schools without a written request.
* Copies of report cards, academic transcripts, etc., may be shared with other parties only when written consent has been given by the parent/guardian.
* Personal information, such as addresses and phone numbers, is considered confidential and should not be divulged without written consent of the parents/guardians.
* Student Files are considered school property.
* Files will be updated at the end of each school year.

## Parents/Guardians and Student Files

Parents/guardians of a student may want to access their child’s file, and they have the right to do so. It is recommended that parents/guardians view their child’s file in the presence of staff who can help them interpret the contents. Parents/guardians are welcome to invite a friend, family member, or education worker to assist in interpreting the results of any testing at the time of the meeting.

Parents/guardians are not allowed to remove items from their child’s file. If parents/guardians want to have items removed from the file, the parent/guardian will need to meet with the Principal to discuss.

## Transfer of student to another school

When a student is leaving the school to enroll in another school, a copy of the Student File and any other documents deemed relevant will be sent to the new school when a written request, with signed parental/guardian consent is received. Copies of certain parts of the file are required to be archived in the school.

## CONFIDENTIAL INFORMATION

In order to provide appropriate instruction and educational services, the school staff is encouraged to maintain information on students and families. All student information is considered confidential; however, pertinent information is readily accessible to the appropriate school personnel working for the benefit of the student.

It is also sometimes necessary to provide information from student records to outside agencies in order to best meet the needs of the student. In most cases, this should only be done with the informed consent in writing of a student’s parents/guardians. Informed consent requires that the permission form includes a description of what information can be released, the purposes for which it is to be used, and to whom it may be released. The signed permission form must be filed in the Student File.

When parental/guardian permission is unavailable or inappropriate, but the information is still required by a person planning or delivering health services, social service, or support services to the student, written authorization must be given by the principal. The records can be released with the understanding that the person who receives the information will not disclose it, except for the purposes for which it is intended. Again, this authorization must be kept in the Student File.

*The release of confidential information without parental/guardian permission will likely occur only in exceptional circumstances, such as in cases where a student is at risk.*

## TRANSPORTATION

The school buses operate for daily transportation, special activities and trips. Free transportation for each child should be considered a privilege, not a right, and behavior should be respectful at all times.

Students must be at the designated bus stops five minutes before the scheduled pick-up and drop off times. All Pre-school and Kindergarten students must be accompanied by a parent or significantly older student at the bus stop.

If children will be getting off the bus at a stop other than their normal stop, the parent or guardian **must** inform the school in writing at the beginning of the school day. Children will be taken to their regular stops **unless** a parent or guardian directly informs the school.

Children are expected to behave appropriately on the bus – according to rules posted on the bus. Please direct any concerns or questions first to the bus driver, and then to the Principal if satisfaction is not obtained.

Violence, name calling, swearing and loud shouting will not be tolerated. Students will be asked to stop. If any of the above behaviors happens a second time, a warning notice will be sent home. If any of the above behaviors happens a third time, the student will be suspended from riding the bus.

The school bus will be kept in proper operating condition and will be inspected annually. Only persons who have passed a Criminal Record check and who hold the proper driver’s license to operate the bus are permitted to drive the bus.

## LUNCH/SNACK PROGRAM

Each student should bring a nutritious recess snack and lunch every day. The school provides supplement snacks at 8:50 am each day, (BC Fruit & Vegetable program, and for special activities, etc.) and must be aware of all allergies. **These snacks are small and are not intended to replace breakfast.**

Students who forget their lunch must notify staff at recess break. Students will be permitted to phone home, and if it is not feasible to have a lunch brought to them, staff will provide the student with a snack.

The school will hold hot lunch events throughout the year, and parents will be notified ahead of time of the details, and if there is a financial contribution required.

## CULTURAL SUPPORT

The school will support the learning of the Ktunaxa language, traditions, culture and history as much as possible – integrated throughout the curriculum and through classroom instruction for 15-30 minute sessions. Throughout the school year, special events or field trips may be planned to attend culturally relevant presentations or events. Parents/guardians and family members are encouraged to participate.

**SPECIAL EDUCATION POLICY**

Our school and community will aim to guide students’ learning in a way that includes our language, culture and traditions. Our educational program will give our students the tools to understand themselves and the world around them and enable them to live independent lives.

**Special Education Philosophy**

1. All children have a right to obtain an education in the setting most appropriate for his or her needs. If it is determined that Yaqan Nukiy School is not able to meet the special needs of a child, another program will be recommended.
2. The education of children should take place in the least restrictive, most normalized education setting in which these children can benefit.
3. All children have the right to access an education that encompasses their spiritual, physical, social, emotional, and cognitive development to prepare them adequately for lifelong learning.

**Identification of Special Needs**

1. Classroom-based assessments will be used to determine students’ strengths and areas of difficulty.
2. Every effort will be made to identify and support those students experiencing difficulty as early as possible.
3. Once a difficulty is recognized, it is the responsibility of the key people involved in the student’s education to determine the need for additional assessments. Key people may include parents, teachers, administrators, support staff and health professionals.
4. A school-based team will be formed to discuss the needs of students experiencing difficulties and to discuss educational options.
5. The school-based team will arrange for the student assessment.
6. A written consent form will be signed by the parent/caregiver before additional assessments, other than those conducted in class by the teacher, will be conducted.
7. The results of any assessment conducted will be shared with the parents/caregivers. Every effort will be made to ensure the parents/caregivers understand the results. Parents/caregivers will be encouraged to bring a family member or friend for support to any discussions involving their child.

**Individual Education Plans (IEP’s)**

1. The school-based team will be responsible for developing an IEP for students who fit the requirements and/or require specialized services to ensure the needs of the learner will be met.
2. The IEP will be treated as a working document and will be formally reviewed at least three times a year.
3. The IEP will contain the following
4. A summary of the student’s strengths and needs;
5. Annual long term goal;
6. Short term objectives;
7. Specific materials and strategies to be used;
8. Recommendations for specific support services;
9. Identification of responsibility areas for each team member; and
10. Baseline target review dates.

**Record Keeping Policy**

1. A student file will be set up for all students that include their report cards, assessment results, signed parent/caregiver consent forms, IEP’s, health reports, and reports from other relevant community agencies.
2. Student files will be kept in a locked, fire-proof filing cabinet located in the school office.
3. Only authorized personnel will access records. Authorized personnel are defined as the school staff working for the benefit of the student.
4. Written parental/caregiver consent must be obtained before non-authorized personnel can access student files.
5. Parents/caregivers can access their student’s file in the presence of someone who can help them interpret the contents.
6. If parents/caregivers object to the contents of their child’s file, they may follow the appeal process outlined in this policy.

**Community Consultation Policy**

We are committed to involving all interested parents, teachers, administrators, students, community members, and community professionals in the design of our special education approaches and strategies.

**Appeal Process**

1. We will endeavour, to the best of our ability, to provide a fair and equitable process of appeal when a student or parent/caregiver disagrees with a decision made by the School-Based Team and/or school administration.
2. A written appeal, including a complainant’s concerns, must be forwarded to the school Principal to start the appeal process.
3. If possible, a councillor will facilitate a mediation session with all parties. If unsuccessful, the LKB Chief and Council will deal with appeals that arise.
4. Upon receiving the appeal, a decision will be made as soon as practical.

**Evaluation**

1. We will strive to review our programs on an ongoing basis to ensure accountability. Our evaluation will include an ongoing review of student progress, a School-Based Team/administrator review of services to students throughout the year, and parental/caregiver satisfaction of the education provided to their children.
2. Our school and its programs are monitored and evaluated regularly, by both the Ministry of Education Independent Schools Inspectors and the First Nation’s School’s Association to ensure that we implement appropriate curriculum, content and policies.

**FIELD TRIP POLICY – See Policy Manual in School Office for complete policy**

The Staff of Yaqan Nukiy School understand that participatory learning and hands-on learning outside of the classroom is a tool available to encourage learning, give relevance and meaning to curriculum, and enable deeper understanding of content. Staff of Yaqan Nukiy School may schedule a number of educational excursions away from Yaqan Nukiy School campus during the school-year.

## FIELD TRIPS

Field trip permission forms will be required in September and will remain in effect for that school year for all short (within the hours of a school day) local trips within the Creston Valley. Specific notes regarding short field trips within the area are recommended but not required.

For special field trips that may have added risk factors, overnight trips, or for travel outside of the Creston Valley, separate specific permission forms will be required.

**Philosophy**

Field trips enrich the curriculum taught and are a privilege initially offered to all students of a particular grade. A student's attendance, academic standing and school behaviour prior to the trip must be cooperative and positive in order to remain eligible for the field trip. Students not attending field trips are expected to stay at home with assigned work.

**Student Eligibility and Responsibility**

Students should be made aware of the importance of behaviour and the image they project on excursions from school. Special attention should be given to the dress of students and adults. Educational excursions are school functions, and as such, students are expected to adhere to higher guidelines of behaviour and appearance.

* Field trips are a privilege and not a right.
* Eligibility may be based on consideration of grades, attendance, behaviour, and attitudes.
* Student’s assigned work during a field trip must complete said assignments as a prerequisite for participation in future field trips.
* Students will be expected to behave in an appropriate manner and to ensure that they bring credit to their school and their community.
* School rules regarding behaviour will apply on all field trips.
* Violations of any field trip rule or inappropriate behaviour may result in being sent home immediately at the parent/guardian’s expense and/or being barred from participation in future field trips for the remainder of the school year, depending on the severity of the violation.
* Students must depart from and return to the same location. Students may not be signed out of school part way through a field trip.

**Chaperones**

* The teacher and principal will determine the number of chaperones required for any given trip, and a request will be sent out. If more parents respond than are needed, then a draw will be made to select chaperones when space and cost is a factor.
* Chaperones must familiarize themselves with the field trip policies and commit to meeting all requirements and standards.
* Chaperones must pass a criminal records check if there will be opportunity for the chaperone to be alone with students.
* The chaperone assumes the role of a kind, firm, and conscientious parent.
* The chaperone represents the school and will model school values.
* At least one chaperone (staff) will have a first aid certificate.
* No alcohol or drugs may be consumed for 24 hours prior to and during the duration of the field trip.
* The chaperone (staff) must ensure that he/she has student home phone numbers and student medical numbers.
* The chaperone must not transfer his/her responsibility to another chaperone or individual under any circumstances.
* The chaperone may recommend to the principal that a student not participate in future field trips; however, the decision shall be at the discretion of staff – teacher/principal.
* Chaperones must adhere to the itinerary set out by the teacher prior to the field trip.
* If a chaperone does not fulfill all of his/her responsibilities, they may not be permitted to participate as a chaperone for up to one full year.

**Field Trips Up to 1 Day in Duration**

* The principal should receive the request in writing from the classroom teacher, 5 days prior to the field trip.
* A written rationale detailing the educational reasons for the trip must be submitted to the principal along with the field trip request.
* The field trip must be approved in writing by the principal and notice given to the student’s parents/guardian if required by above policy.
* Once approved, teachers are required to complete a bus request form and inform the driver of the details.
* The field trip must be organized, directed, and guided by the teacher responsible for the trip.
* The teacher responsible for the trip will meet with the chaperones, parents/guardians, and students prior to the trip and review all responsibilities with them as a group.
* Chaperone to student ratios will vary, depending on the risk factors involved.

**Field Trips Longer than 1 day in Duration, or where significant risk factors are determined.**

* The principal must receive the request in writing not less than 20 working days prior to the trip.
* A written rationale detailing the educational reasons for the trip must be submitted to the principal along with the field trip request.
* There must be a **minimum** chaperone ratio of at least 1 chaperone to 5 students PreK/K and 1 chaperone to 7 students in Grade 1 and up.
* The trip must be pre-approved in writing by the principal and the student’s parent/guardian.
* The sponsoring teacher will convene a meeting of the parents to explain the purpose of the trip at least 15 working days before the field trip.
* Parents/guardians of all participating students must attend the meeting or otherwise make direct contact with the teacher before the student’s participation will be allowed.
* Consent to travel forms must be in the office 3 days prior to the field trip date.
* The field trip must be organized, directed, and guided by the teacher responsible for the trip.
* The teacher responsible for the trip will meet with the chaperones, parents, and students prior to the trip and review all responsibilities with them as a group.

**Yaqan Nukiy School policies and procedures apply to all students and staff while on school sponsored field trips.**

**Trip-Reports**

After the excursion, the attending staff will advise of any particular events that the principal should be made aware and any recommendations for future trips. If additional reporting is required for specific funding provided, it is the responsibility of the teacher to ensure it is submitted prior to deadlines.

## HEALTH CARE

Please do not send children to school when they are ill. Students are expected to go outside for recess and lunch every day, A child who is too ill to go outside is too ill to be at school. When a student becomes ill during the school day, the teacher will inform the parent/guardian immediately. It is the parent’s/guardian’s responsibility to pick up their child as soon as possible.

Teachers will note the general health of the students as a matter of course. The teachers will be aware when the students are well rested, fed and cared for from day to day. The teacher will contact the parent/guardian to discuss any concerns.

A qualified professional may administer yearly vision, hearing, immunization and dental checks on students during the school year.

Students should report all accidents to the school staff immediately. An injured student will receive immediate care from staff with First Aid Training. An ambulance will be called if deemed necessary. Parents/guardians will be informed of injuries immediately. All accidents will have incident reports completed by all parties involved or directly observing the accident.

# Emergency preparedness

## MEDICATION

A proper, completed medical information form is required for students with severe allergies or medical concerns, including doctor authorized treatment procedures and specific instructions. All medication must be in original containers and will be kept in a secure area. It will only be administered with written dosage directions, and signed parental consent.

## FIRE DRILLS

Yaqan Nukiy School will have six fire drills during the school year. This is a vitally important safety feature with which all students are made familiar. Students will not be permitted to spend time putting on coats and shoes.

## EARTHQUAKE/EMERGENCY DRILLS

Yaqan Nukiy School will have two earthquake drills and 1 emergency lockdown drill during the school year. The drills help students learn what to do in the event they are ever in an earthquake or other emergency situation.

**HEAD LICE POLICY**

Yaqan Nukiy School recognizes that head lice is a common occurrence in school aged children and turns to the Canadian Pediatrics Society and other current research in dealing with the issue when outbreaks occur. The problem is not isolated to Yaqan Nukiy School, and the modes of managing are diverse. This policy intends to minimize transmission and incidence of head-louse infestation in through prompt appropriate treatment and public education.

**Philosophy & BC Health Guidelines**

Unlike body lice, head lice are not a health hazard, a sign of poor hygiene, or a vector for disease but are more a societal issue. Head lice, while a significant social problem, do not transmit disease to humans.

There is no evidence that a no-nit policy prevents or shortens lengths of outbreaks. Excluding or isolating students from school and daycare due to the detection of the presence of ‘nits’ does not have sound medical rationale. Even the detection of active head lice should not lead to the exclusion of the affected child. Treatment should be advocated and close head-to-head contact with active live infections should be discouraged.

**Transmission**

Transmission of head lice is commonly through head to head contact. Lice do not fly or jump, however they do crawl quite fast for their size. (23 cm/min). Hats, combs, hairbrushes and pillows may play a role in transmission. Research has shown that lice cannot live off the scalp for long periods of time. Carpets or pets do not pose any risk of transmission nor do many of the items in Yaqan Nukiy School. ‘No-nit’ policies that keep children with head lice away from school are not necessary because:

• Head lice are common among young children.

• Head lice don’t spread disease.

• Cases of head lice are often misdiagnosed.

• Children can have head lice for several weeks with no symptoms.

**School Procedures**

**Notification**  
Families of children in the classroom where a case of active head lice has been detected should be alerted that an active infestation has been noted, and informed about the diagnosis, treatment and management of head lice. A memo will be developed and sent home with all children advising families of the episode, and reminding them of basic protocols that should be followed.

Children that exhibit signs of having an infestation will be screened by a teacher or by a community health rep. Families of children with head lice will be notified that their children should be treated prior to returning to school. Yaqan Nukiy School does not have the resources to treat all children should head lice episodes occur. It is the responsibility of the family to properly treat children for head lice. Through the notification memo, the school will direct families on available resources that may be available. If treated that evening, the child may return the following day, but the family should remain vigilant in checking for subsequent lice, as eggs may still hatch.

Yaqan Nukiy School will remind children and families to discourage close head-to-head contact as well as discouraging the use of common head devices i.e. combs, berets, hats, etc.

**ANAPHYLAXIS - See Policy Manual in School Office for complete policy**

Anaphylaxis, the medical term for “allergic shock” can be rapid and deadly. Microscopic amounts of the allergen can be fatal since a reaction can develop within seconds of exposure. While it is impossible for the school to ensure an allergen-free environment, we are committed to making our school as safe as possible for children and staff.

**Policy:**

The school has the responsibility to be prepared to respond to medical emergencies such as anaphylaxis. We recognize the right of children and staff to attend school and to work in a safe environment and we will take steps to alter the environment to accommodate children and staff that are susceptible to anaphylaxis. However, if we determine that we are unable to accommodate a severe and potentially fatal allergy, we reserve the right to refer the student to another program.

**Regulations:**

1. Parents/guardians will be required to identify students **and** provide doctor’s verification, with a potential for anaphylaxis when they register their children or as conditions change.
2. Parents/guardians and staff members with a potential for anaphylaxis must be responsible for providing auto-injectors for their children or for themselves. The school will not be responsible for ensuring that such equipment is available.
3. In schools with student(s) or staff member(s) with a potential for anaphylaxis:

a) All staff, including temporary replacement workers such as teachers-on call and relief support staff, will be informed of the names and allergies of students and staff with a potential for anaphylaxis.

b) Information about anaphylaxis management will be shared with students, parents/guardians and Parent Advisory Councils.

1. When students with allergies are enrolled, all staff will receive annual in-service and review in anaphylaxis, and the use of auto-injectors such as EpiPens®.

Avoidance

* The school will provide, as much as possible, a safe area for students and staff with a potential for anaphylaxis.
* The school will avoid, as much as possible, allergens hidden in school activities such as parties and similar extra-curricular activities.
* Although it is the classroom teacher’s responsibility to ensure, as much as possible, that classroom snacks are allergen-free, it is not possible for the classroom teacher to guarantee that this occurs. Children with a potential for anaphylaxis should not be permitted to eat snacks provided by the teacher or other parents/guardians. It is the responsibility of the child’s parent/guardian to provide allergen-free snacks.
* The school will take special precautions during holiday and special celebrations and in planning field trips and extra-curricular activities.

**WINTER/INCLEMENT WEATHER CONDITIONS**

**Recess and Noon-Hour:**

**Recess and noon-hour activities will be held outside on the playground daily. Only in extreme weather (rain/snow/freezing) PLUS wind, will we take students to the gymnasium. Please make sure your child has appropriate clothing for all weather conditions!**

**Transportation/School Closure:**

From time to time, conditions may lead to the curtailment of transportation and/or educational services in the community. Extreme and unusual circumstances may make teaching at the school unsafe for some or all the students and employees, and the schoolmay have to be closed.

Given the importance of education, the school will be open and instruction provided to the greatest extent possible during challenging conditions. In the event that school bus transportation is cancelled but the school is still open, parents are expected to provide transportation to the school when safe to do so. It is expected that staff will find a way to get to school. On these days – late arrival will be considered excused but absences will not.

The decision to curtail bus services and/or close schools due to extreme weather or unusual circumstances such as power or water outages shall be made only by the Principal.

**Procedure:** Hazardous Road Conditions

1. The Principal or designate, in consultation with bus drivers, shall determine if a bus or buses shall not run because of hazardous road conditions.
2. The Principal or designated staff shall then notify the parents via school website and PAC Facebook page. Please check these sites!
3. Students who live within walking distance as established by the school are expected to make a reasonable effort to report to their school for instruction
4. Where adverse conditions make it unreasonable to expect any employees to report for duty, a decision that schools are to be closed shall be made by the Principal or designate and communicated to parents via school website and PAC Facebook page.
5. General information regarding procedures in inclement weather shall be communicated to parents early in each school year.

Deteriorating Weather Conditions

* If a bus driver is unable to complete the normal bus run, he/she is expected to ensure the safety of students in his/her care. Where the distance a student must walk is significant, even though it is less than the walk limits, the driver shall consider the age of the student, the weather and road conditions, the number of houses along the road, and other similar factors. Where he/she considers there to be some hazard, the driver shall not permit the student off the bus. Students remaining on the bus are to be taken by the driver to a place of shelter, such as the school, or other supervised public building until arrangements can be made with parents for acceptable transportation. The Principal and Administrator will be notified immediately.
* Students shall not be expected to wait for a school bus for more than fifteen minutes past the scheduled pick-up time. If the bus has not arrived by that time, students should return to their homes or to another prearranged place of shelter.

Unusable Facilities

* Events such as power outages and water problems may render facilities unusable.
* If the Principal authorizes school closure, parents shall be notified of the closure via telephone.
* Arrangements for emergency transportation/accommodation of students shall be made by the Principal or designate.
* Depending on the severity of the circumstances, the Principal shall determine whether staff should complete their work day at school or at home.

Teacher/Staff Responsibilities:

* In the event of a closure of the work site or cancellation of student attendance, unless otherwise advised, staff shall make a reasonable effort to report for work at their normal work location.
* If they are unable to reach their normal work location, staff must notify the Principal. In poor road conditions, where staff are initially unable to get to school, they are expected to make every effort to arrive at a later time after roads are cleared or through alternate transportation.

**PRESCHOOL –K4 PROGRAM**

**Acceptance into Program:**

Our preschool program’s primary purpose is to assist children who are entering our school achieve the skills required for Kindergarten readiness. Students will be accepted into our preschool program based on the following priorities:

1. Lower Kootenay Band Community Members

2. Siblings of children attending Yaqan Nukiy School

3. All other children, based on a first-come, first-served basis. In order for a child to be placed on our waitlist, parents must contact the school and provide the name and birthdate of the child, and parent contact information.

**Fee Structure:**

Our goal is to keep fees affordable to encourage participation in our program and entry to our school. Preschool can be crucial to kindergarten success and helps ease the transition to full-day learning.

There will be no monthly preschool fees charged to LKB community members, whose fees are covered by federal funding, or to siblings of students registered full-time in grades K-8.

**Fees:**

$120/month for all months except December & June, which will be $80 to account for school breaks. There will be no charge for June, as the program ends early in June to accommodate new student orientation.

There is an additional $40 school supply fee in September for ALL preschool students.

**LATE FEES:**

It is important to pick up your child on-time, as our preschool teacher has other duties. There will be a $10 late fee for every 5 minutes the parent is late picking up their child. This must be paid (cash) within 1 week of late pick-up.

**K-7 PROGRAM FEES**

Yaqan Nukiy School, through federal and provincial funding, covers all programming costs and basic supplies for students in Kindergarten through Grade 7, for a nominal annual fee of $45.00, due the first week of school. Teachers may request that parents purchase additional supplies and will send out a supply list in June for the following year. We offer daily snacks, occasional hot lunches and most field trips at no cost to parents. When a class trip or activity is outside of our budget, parents will be asked for money to offset costs. Some hot lunches (i.e. Pizza Day) and/or bake sales may be offered by the PAC, or specific classes as a fundraising activity for special events or equipment.

**Verification Parent has received, read, and understands the information contained in this Handbook.**

**Please return this form your child’s teacher as soon as possible.**

**Thank you for your attention!**

By signing and returning this form, we acknowledge that we have reviewed and understand the various topics covered in the Yaqan Nukiy School Handbook.

Where relevant and age-appropriate, we have also discussed the important topics with our Yaqan Nukiy School Student.

We realize that we can approach the school staff with any questions or concerns that we may have.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature Date

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**Photo Permission Form**

We like to celebrate our successes! From time to time, the school will put photos of school activities in school or band newsletters, submit to local papers, or partner/funding agencies and on the school website.

By signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent Name –please print)

\_\_\_\_\_\_\_\_\_agree

\_\_\_\_\_\_\_\_\_do not agree

to allow Yaqan Nukiy School to take photos of my child engaged in school activities, and use for celebration/ advertisement purposes as outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**Yaqan Nukiy School Field Trip Permission Form**

The teachers and staff at Yaqan Nukiy School enhance programming throughout the school year by offering a variety of educational experiences, some of which are held off-site.

All off-site activities will follow our school field trip policies (see Parent/Student Handbook), and safety is always a primary concern.

In an effort to promote efficiency and reduce waste, we ask you to sign a blanket permission form for your child’s participation in school outings for the 2019/20 school year.

Parents will be informed of field trips as they arise, and may still choose to “opt out” by contacting their child’s teacher, or by having their child remain at home during those time periods.

I give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print child’s name) to participate in field trips sponsored by Yaqan Nukiy School in the 2019/20 school year.

This permission slip is valid for ALL WALKING FIELD TRIPS & BUS TRANSPORT TRIPS WITHIN THE CRESTON VALLEY, occurring within school hours that my child participates in during the current school year.

For special field trips like overnight trips, car transport trips, or for travel outside of the Creston Valley, separate specific forms will be issued.

I understand that Yaqan Nukiy School staff members will supervise all field trips. In the event of an emergency, I give permission to the Yaqan Nukiy School staff to seek appropriate medical attention for my child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Parent Signature