

**MAJAGALEEHL GALI AKS  
ELEMENTARY**

**PARENT / STUDENT  
HANDBOOK  
2022 – 2023**

Majagaleehl Gali Aks Elementary  
Box 240, 3990 John Field Road  
Hazelton, BC V0J 1Y0

Phone # 250-842-5313  
Fax # 1-888-509-8670

## **BC Ministry of Education: Mission Statement**

The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy.

## **COAST MOUNTAINS SCHOOL DISTRICT #82 MISSION STATEMENT**

### **SHARED VISION**

“Coast Mountains School District: creating opportunities for learning, opportunities for life”

### **MISSION STATEMENT**

Coast Mountains School District supports learners in achieving success and realizing their potential as educated citizens.

### **BOARD OF EDUCATION GOALS**

Raise literacy and numeracy levels for all of our learners.

Graduation for every learner; crossing the stage with dignity, purpose and options.

Enhance learner engagement, opportunities and choice through personalized learning.

## **Majagaleehl Gali Aks Elementary**

### **Bell Schedule for 2022 – 2023**

Breakfast Program	8:40 AM
Warning Bell	8:55
Morning Classes Start	9:00
Recess	10:30
Classes Resume	10:45
Lunch	12:15 PM
Outside Play Time	12:30
Warning Bell	01:00
Afternoon Classes Start	01:05
Dismissal	03:01

**PLEASE NOTE – drop off and pick up of your children should not exceed 20 minutes before or after school bell (before 8:30 AM or after 3:20 PM) There is no adult supervision before and after these times.**

## **COMMUNICATIONS**

Our flow of communication is as follows:

1. Concerns regarding your child's learning are directed first to the teacher. Please call the school and leave your name, with a request for the teacher to call back,
2. Information regarding other matters (attendance, your child is sick, etc.) can be directed to the school office.
3. If you are not satisfied, please contact the principal.
4. Do leave a message on the voice mail system so your call can be returned (Our staff list is on the last page)

**OFFICE HOURS: 8:40 AM TO 3:05 PM**

## **MONTHLY NEWSLETTER**

Our monthly newsletter will usually be sent home on Fridays. Ask your child for the newsletter; it is an important tool for communication and interest. There are extra copies at the school office and they will also be posted on the school website.

## **LUNCH HOUR**

Students eat first at 12:15 until the recess bell rings at 12:30. Students go outside to play until 1:00. Noon hour supervisors are responsible for inside and outside supervision. All supervisors on duty are easily identified as they are wearing reflective vests.

## **LIBRARY USE**

Library books are available to students for use in the library and to check out. Books may be taken home once a permission slip is signed and returned. These are available to all students based on responsible use; if lost or damaged a replacement fee per book will be generated.

## **LEAVING THE SCHOOL GROUNDS**

The school's primary concern is for the safety and security of each child. We are a closed campus, so children are to remain on school grounds once the parent/guardian/bus has dropped them off. Under no circumstances are students to leave the premises unless they normally go home for lunch or are picked up by a parent/guardian. Parents will be asked to notify the school in writing at the beginning of the school year if they want their child to go home for lunch on a regular basis. For all other cases, parents/guardians may pick up their children from the main office, once they advise the school office and sign out in the office sign out book. Parents should only come through the main office doors to pick up children and must inform office staff.

## **BOOKS AND OTHER MATERIALS**

The school provides both textbooks and supplementary resources such as reading books. When assigned to pupils, the books must be properly cared for and returned in a similar condition as when received. Books and other items (desks) are inspected periodically and families may be required to replace damaged or lost items.

## **CARE OF SCHOOL PROPERTY**

If any school property is damaged or defaced, offenders may be liable for damages, replacement and/or repair costs. All students are expected to respect the school property and not write on or damage the school and grounds.

## **APPROPRIATE DRESS**

Please be sure your child is dressed for the weather. Young children should have a change of clothes at school for wet weather and possible spills. All students need a pair of indoor shoes that can be left at the school.

The following items are not allowed at school:

- Black-soled shoes, boots or sneakers that mark the floor
- Sunglasses (inside the building)
- Hats – baseball, hoodies, toques, etc. (inside the building)

## **CHANGE OF ADDRESS**

Parents/students please notify the school office of any telephone number or address changes as soon as possible.

## **EMERGENCY INFORMATION**

Each year parents/guardians are asked to complete a student information verification form (attached to this Code of Conduct). This information is used in case of emergency or an urgent need to contact parents or guardians. In the registration package you will find a form which gives or denies permission for students to be photographed, filmed or interviewed by members of the media during events and special programming.

We are proud of the safety record in our school. However, children do get sick while at school and occasionally pupils are injured while participating in a school activity. When this happens, we must have accurate information about how to contact the parent/guardian, your physician or someone who can act for the parent/guardian. Please provide your child's school with this information promptly.

If during the school year you happen to change your phone number, place of employment, or emergency number, be sure to contact the school immediately.

## **PHONE CALLS - STUDENTS**

Students are not to use the office phone **except for an emergency**.

1. Forgotten homework
2. Forgotten running shoes
3. Arranging friend visits

... *do not* qualify as emergencies. Teachers, at their sole discretion, may allow students to use the classroom phone in unusual circumstances. Any use of the office phone will require written permission from the classroom teacher and needs to be given to the office before the phone can be used.

The secretary will take messages for students when parents call with specific instructions and will get the message to the student before the end of the school day. Phone calls may be transferred to the class, but only in emergency situations. Students and teachers are engaged in learning activities and may not answer the phone. Parents are asked to call the office before 2:30 p.m. to ensure the message has time to be delivered.

## **CELL PHONE USAGE**

Use of cell phones and other digital products in school situations can be disruptive to the educational environment. **Student devices must be kept bags or in an area designated by the teacher during class time. They cannot be used during recess and lunch. Personal devices may taken and held at the office until the end of the day if students use them without specific permission from a teacher.**

Administration does recognize that **in situations of emergencies students may need to access this service but should do so only after getting permission from school staff.** Students can request permission to use the office phone in the event of an emergency. Students are reminded that personal digital devices must be **turned off** inside school buildings, on school buses, at school sponsored activities and on field trips, and they are to remain in bags or backpacks.

The rationale for the restriction of the use of these devices is based on the prevention of the disruption of the learning environment, invasion of privacy, cyber bullying, theft, damage, etc. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN DEVICES.**

Violations of this policy will result in disciplinary measures and confiscation of the cell phone or other digital device. Confiscated items shall be returned to the student for the first occurrence, subsequent occurrences will require a parent/guardian meeting to develop a plan of action prior to the device being returned.

## **FIELD TRIPS**

The school recognizes the value of educational trips as an inherent part of the curriculum, designed to supplement the instructional program for children. Therefore, events and trips that are organized directed and controlled by the teacher are considered to be part of the regular educational or classroom curriculum.

Field trips are provided at the discretion of the teacher and principal. Student participation is at the discretion of the teacher and principal.

Signed parent/guardian consent forms are required for each student who plans to attend any off-campus field trip .These forms are given to parents for signature prior to the day of the event. Students who have not submitted a parent consent form will not attend and stay home or get picked up for the duration of the trip. Field trips of longer than one day require approval in advance.

Parents are encouraged to make arrangements for their other children while they are engaged in volunteering at the school. Field trips are exclusive to the students in the class group.

## **VISITORS AND VOLUNTEERS**

Visitors and volunteers must check in at the office, advising office staff and completing the visitor sign in sheet. Prior to proceeding down the hall, the visitor or volunteer is to wait in the entrance hallway until staff members are informed. All volunteers must bring the required forms prior to volunteering. A Police Information Check is to be applied for at the local RCMP and brought to the school office and will be kept on file for 12 months. If you drive students you must also bring in a Driver's Abstract or have this faxed to the school; the procedure is listed below:

## DRIVER'S ABSTRACTS

Please contact ICBC directly at 1-800-950-1498. It is quick and easy! Have your driver's license ready.

1. Provide operator with the school fax number (M.G.A. school fax number is 1-888-509-8670) and they will fax it directly

There is no charge for either form. **These forms are required every 12 months.**

## PARKING/SAFETY RULES

The safety of students is our prime concern. Parents are requested to observe the parking regulations in the front of the school and to be especially careful when conditions are hazardous. Our parking regulations are clearly marked and communicated. For the safety of all, parents and visitors need to follow these regulations.

**The following safety rules must be observed by all drivers entering and leaving school property:**

1. NO PARKING on street in front of school – Bus Loading Zone
2. Do not allow your children to walk between cars or across the Drop Off loop
3. Park cars in assigned spaces when coming into the school building
4. Do not go over 10km/h
5. Do not idle the engine
6. Respect handicapped, or otherwise identified, parking zones
7. Wait for all buses to leave before driving out of the Drop Off loop or backing out of parking spaces
8. **Please respect the requirement that all personal vehicles remain out of the bus loop during the posted times.**

## BUS SAFETY

Students taking the bus are expected to follow the same safety rules as when they are in school. Students must line up immediately after school, listen to the bus driver, stay seated, keep noise to a minimum, not distract the driver, and respect other students. Students not following these safety rules may be suspended from riding the bus and may have disciplinary action at the school. Students who have been suspended from the bus may also require a parent meeting with the school principal before being allowed back on the bus. Our concern is for the safety of all students riding the bus. Any behaviours that put that safety at risk, will not be tolerated.

## CRISIS PROCEDURE

In the event of a crisis in the area (i.e., earthquakes, severe storms, hazardous material spills, etc.), the Crisis Procedures immediately go into effect. All administrative officers are familiar with communication procedures, alternate school locations, responsibilities, and transportation options, checklists for custodians and teachers and safety locations. A crisis plan is available at each school. In the case of emergency Parents/Guardians/Emergency contacts will be advised as soon as possible. A Quick Reference Guide is at the office for parents to inquire further.

In the event of an emergent, unscheduled school closure a parent or emergency contact will be reached before buses leave the school. Additionally, all updated information is posted on the school website.

# MAJAGALEEHLGALI AKS ELEMENTARY

## CODE OF CONDUCT

### MAJAGALEEHL GALI AKS

Students are **RESPECTFUL**

Some examples include:

- \*Treat yourself and others with courtesy
- \*Listen carefully to others
- \*Respect the privacy and feelings of others
- \*Respect school and others property

### MAJAGALEEHL GALI AKS

Students are **KIND & CARING**

Some examples include:

- \*Treat others the way you wish to be treated
- \*Say and do kind things
- \*Be polite
- \*Be a role model and help
- \*Help when someone is hurt
- \*Include others

### MAJAGALEEHL GALI AKS

Students are **RESPONSIBLE**

Some examples include:

- \*Keep on task and use time wisely
- \*Be on time and be organized
- \*Clean up after yourself
- \*Share with others
- \*Admit mistakes, apologize; make it right
- \*Use the internet appropriately

### MAJAGALEEHL GALI AKS

Students are **SAFE**

Some examples include:

- \*Play safely and respect others
- \*Keep our hands to ourselves
- \*Look out for each other
- \*Report unsafe behaviour and bullying
- \*Get permission to leave the school and come in when bell goes

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while at school, on route to and from school or at any school-sponsored function.

## **INAPPROPRIATE BEHAVIOUR**

**Inappropriate behaviour can consist of, but is not limited to:**

- Behaviours that interfere with the learning of others
- Rudeness, swearing
- Fighting
- Lack of respect for others, teasing
- Throwing objects (rocks, sticks, snowballs, school supplies, etc.)
- Defiant and disrespectful behaviour
- Running in the halls
- Littering
- Unauthorized leaving of school grounds
- Public displays of affection in a romantic or sexual nature

**Forms of unacceptable conduct mentioned above are only some examples and not an all-inclusive list.**

## **CONSEQUENCES**

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, and maturity, and be restorative rather than punitive in nature.

**Inappropriate behaviour typically has the following consequences:**

- Review of expectations, timeout and/or school community service
- Review of expectations, loss of privileges and/or written assignments
- Parents informed
- Meeting with the parents
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days) and referral to School District
- Consultation with police and/or fire department when warranted
- Expulsion

## **SAFE & CARING SCHOOL ENVIRONMENTS:**

**Are Free From Acts Of:**

- Bullying, cyber-bullying, harassment, and marginalization
- Threat and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, ancestry, or national origin
- Retribution against a person who has reported incidents

**Or Misuse Of:**

- Cyberspace/Cell Phones/Electronic Devices/Computers – students are to be aware that they may be subject to discipline (including confiscation of personal property) for misuse of technology if it negatively impacts on the school environment. Students are not to take pictures or videos of other students and are strictly prohibited from posting pictures or videos of others online.



**Do Not Tolerate the Presence Of:**

- Theft and vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers – All visitors to the school must first report to the office

**NOTIFICATION**

**As circumstances warrant, the Principal has a responsibility to advise other parties following a behaviour incident:**

- Parent of student exhibiting extreme and/or violent behaviours
- Parent of student on the receiving end
- Superintendent, Safe Schools team member and/or other District Staff
- Ministerial agencies and/or School Liaison Officer (Police)
- School staff and school community as deemed appropriate by the Principal and District Administration

**Majagalehl Gali Aks Elementary School's Code of Conduct has been structured to align with and adhere to the standards outlined in:**

*The School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007

*B.C. Human Rights Code*, (SD 82 Policy No. 2125)

B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide (Nov. 2008)* and *Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007)* both found at

<http://www.bced.gov.bc.ca/sco/>

**MAJAGALEEHL GALI AKS ELEMENTARY SCHOOL  
STAFF LIST 2016-2017**

<b>Mrs. S. Wagner</b>	<b>Kindergarten &amp; Grade 1</b>
<b>Mme. S. Wernli-Roy</b>	<b>Kindergarten &amp; Grade Fr. Immersion</b>
<b>Dr. J. Smith</b>	<b>Grades 2 &amp; 3</b>
<b>Mme. E. Lazzarotto</b>	<b>Grades 2, 3 &amp; 4 Fr. Immersion</b>
<b>Mrs. K. Dodd</b>	<b>Grades 4 &amp; 5</b>
<b>Ms. J. Bagg</b>	<b>Grades 6 &amp; 7</b>
<b>M. A. Paquette</b>	<b>Grades 5, 6 &amp; 7 Fr. Immersion</b>
<b>Ms. G. Simms</b>	<b>Gitxsan Language &amp; Cultural Teacher</b>
<b>Mrs. L. Stoney</b>	<b>Teacher Librarian &amp; Prep</b>
<b>Mrs. T. Giguere</b>	<b>Learner Support</b>
<b>Ms. J. Sebastian</b>	<b>Literacy Support</b>
<b>Ms. R. Pretty</b>	<b>Counsellor</b>
<b>Mrs. S. Campbell</b>	<b>First Nations Support Worker</b>
<b>Mrs. M. Marshall</b>	<b>First Nations Support Worker</b>
<b>Ms. B. Mowatt</b>	<b>Library Assistance</b>
<b>Vacant</b>	<b>Noon Hour Supervisor (NHS)</b>
<b>Mrs. N. Dickinson</b>	<b>Noon Hour Supervisor (NHS)</b>
<b>Mrs. J. Toodlican</b>	<b>Educational Assistant &amp; NHS</b>
<b>Mrs. M. Hayden</b>	<b>Custodian</b>
<b>Ms. H. Heit</b>	<b>Custodian</b>
<b>Ms. C. Sousa</b>	<b>Principal</b>
<b>Mrs. T. Jack</b>	<b>School Secretary &amp; NHS</b>