

Elijah Smith Elementary School  
**SCHOOL HANDBOOK**  
**2017-2018**

*“Together Today for our Children Tomorrow”*

Elijah Smith Elementary School  
1399 Hamilton Blvd.  
Whitehorse, YT  
Y1A 6G3

PH: (867) 667-5992

FAX: (867) 393-6288

Website: <http://eseschool.weebly.com>



Principal:

Vice-Principal:

CELC:

Administrative Assistants:

Melanie Bennett

Jim Snider

Cynthia Jame

Angie Troke

Holly Legge

[Melanie.Bennett@gov.yk.ca](mailto:Melanie.Bennett@gov.yk.ca)

[James.Snider@gov.yk.ca](mailto:James.Snider@gov.yk.ca)

[Cynthia.James@kdfn.net](mailto:Cynthia.James@kdfn.net)

[Angela.Troke@gov.yk.ca](mailto:Angela.Troke@gov.yk.ca)

[Holly.Legge@gov.yk.ca](mailto:Holly.Legge@gov.yk.ca)

## Table Of Contents

Welcome.....	3
Daily Schedule.....	3
Elder Elijah Smith .....	3
2016/2017 School Goals .....	4
Values & Priorities .....	4
Goal & Objective and targets to support goal .....	5
ESES School Calendar 2016/2017 .....	6
School Council.....	6
Staff List .....	7
Department of Education Phone Numbers .....	8
Elijah Smith Elementary School Song .....	8
General Information .....	9
Programming .....	9
Busing.....	9
Bus Rules.....	10
Communication.....	10
Cell Phones and Electronics .....	11
Bikes.....	11
Caught You Being Good .....	11
Leadership and Mentoring .....	11
Report Cards and 3 Way Parent/Teacher/Student Interviews.....	11
School Operations.....	12
Attendance .....	12
Books and Materials .....	12
Supervision .....	12
Open school Student Expectations and Practices .....	13
Practices for Misbehaviours .....	13
Elijah Smith Eagles Code of Conduct .....	14
School Security.....	16
Professional Development Days.....	16
Standardized Tests.....	16
Footwear.....	16
Fieldtrips .....	16
Absentee System .....	17
Illness/Absence .....	17
Emergencies.....	17
Cold Weather Policy.....	17
Students Transfers .....	17
Homework .....	18
Lockers .....	18
Lost & Found.....	18
Vandalism .....	18
Lunch Hour Rules .....	19
Student Support Services.....	20
Cultural Awareness .....	21
General School Rules .....	21
Volunteers.....	22
Programs & Services .....	23
Extra-Curricular Activities .....	24

## Welcome to Elijah Smith Elementary School

Elijah Smith Elementary takes pride in calling our school a community school. At ESES we strive to provide comprehensive educational opportunities for each and every student. We hope this book provides some insight into the daily operations of ESES. We are an open school and extend the welcome to come in and participate in your child's learning whenever possible.

### Daily Schedule

08:05	Outdoor supervision begins
08:30	First Bell
08:35	Second Bell
10:15	Recess begins
10:30	Recess ends
12:00	Lunch recess begins
12:25	Lunch begins
12:50	First bell
12:55	Second bell
3:10	Dismissal

#### Open School: October 10<sup>th</sup> → April 27<sup>th</sup>

During open school the doors will be open at 7:30 a.m. The lobby area will be available for games and quiet activities. The gym will open at 8:05 a.m.

### Elder Elijah Smith

Elijah Smith played many roles during his life. Elijah Smith was born in a small Yukon village, Hutshi in 1912. He was a member of the Crow Clan. He was awarded the Order of Canada, fought in World War II, was elected Chief of the now Kwanlin Dun First Nation in 1966, and helped the Yukon Native Brotherhood write the document called "Together Today for Our Children Tomorrow" and along with the Yukon Native Brotherhood presented it to the Canadian Prime Minister, Pierre Elliot Trudeau in Ottawa in 1973.

He was a mentor. He encouraged First Nations people to stay in school. Many of these students would eventually play instrumental roles in land claims and self-government negotiations.

He was a grandfather. Elijah could touch people with his wisdom, and children were no exception. He became the grandfather of virtually every child he met. He opened his home to help the youth of his people. In the summers, his homestead often served as an outdoor school to many young people.

He was a teacher. He taught First Nations people to chase their dreams and to stand up and fight for their beliefs and traditions. He spent years dedicated to the preservation of native language and culture.

Elijah Smith also taught First Nations people about his people's culture and traditions. He taught everyone to be more understanding and more compassionate towards their neighbors.

A federal building in Whitehorse was named after Elijah Smith as well as our school in 1992. Several grandchildren of Elijah Smith attend our school and his legacy lives on in our children's learning.



## 2017/2018 School Goals

We have embarked on a continuous School Planning Process, which involves setting and reviewing our goals each year. Our beginning information and recommendations are written below and we will be developing our School Growth Plan around these developing ideas. We will be posting the new plan on the school website and school office.

**“Our vision is to develop global citizens with a strong Northern identity by connecting the traditional teachings of Yukon First Nations to all of our students, families and communities through excellence in education.”**

Elijah Smith Elementary School is very culturally diverse, and has a wide range of the social and economic issues that would arise from such a varied school community. It should also be noted that Elijah Smith Elementary School is operating at above capacity numbers and has to turn away students because placements at the school are in high demand. Part of the reason for this is that our staff members try very hard to include the community in the life of the school consistently throughout the year.

From its beginning, in 1992, Elijah Smith Elementary School was viewed as the school for Kwanlin Dun students. Therefore, the school has always put a high emphasis on First Nations Culture and History. This is expressed in various ways: our Open School, our regular community feasts, our traditional dance group, our Hand Games teams and competitions, and through a wide assortment of First Nations cultural events. In addition, our philosophy has always been aimed towards an “open school”, more along the lines of a community school. The school opens each day at 7:30, closes after 5:00 and is often open on weekends for related activities. Emphasis is put on family as an organizing principle, consensus decision-making, and welcoming as a recurrent theme.

### Values and Priorities:

#### What we Value:

- We value the academic, cultural, creative, social and economic diversities of our students;
- We value building community and relationships, while fostering positive connections between school and community;
- We value experiential education and the learning opportunities it brings to our students learning
- We value diversity in language and foster all of our students learning of French and Southern Tutchone
- We value daily Physical Education and developing healthy lifestyles;
- We value using technology in all classrooms to foster the 21st Century learning styles of our students;
- We value providing our students with the best evidence-based educational practices and opportunities;
- We value effort, perseverance, and hard work;
- We value environmental stewardship;
- We value strength-based learning and the individuality of every learner, educator, and member of our school and community.

#### Our Priorities:

- Maintaining a consistent team approach to move the school growth plan forward

- Continuing to use a model of consensus in our decision making
- Creating a safe, respectful, caring environment;
- Providing First Nations culturally relevant learning opportunities for our students
- Providing daily interactions with Elders in our school that will benefit our students learning
- Providing balanced literacy and numeracy instruction and learning;
- Deepening our understanding of, and connection to First Nations;
- Developing moral intelligence through character/spirit education and positive social conduct;
- Modelling the values and attitudes we want our students to adopt;
- Modelling and encouraging healthy living through daily physical education, nutritious eating habits, and varied activities;
- Building the school community, both internally and externally;
- Developing well-rounded, independent learners who will interact, in and out of school, as respectful, caring citizens.

### **Goal:**

Using a common framework (K-7), will an emphasis on the writing processes and use of conventions improve the students' ability to communicate in writing?

### **Objectives and targets to support the goal:**

#### **Objectives:**

Objective #1: To improve the students' achievement in aspects of written communication.

Objective #2: To improve the students' achievement in the use of conventions in written communication.

#### **Target:**

Using our SWW data we will track and see measurable improvements of our students writing.

## ESES School Calendar 2017-2018

Aug 23, 24 Sept 1, Oct 6, Nov 10, Jan 19, Feb 26 & April 27	PD Days
Monday, August 28, 2017	First Day of School
Monday, September 4, 2017	Labour Day
Monday, October 09, 2017	Thanksgiving
Monday, November 13, 2017	Remembrance Day Observed
Wednesday, December 20, 2017	Last Day of School before Break (2:10 pm dismissal)
Thursday, December 21, 2017 to Tuesday, January 2, 2018	Christmas Break
Wednesday, January 3, 2018	First day back after Christmas Break
Friday, February 23, 2018	Heritage Day
Monday, March 19, 2018 to Thursday, March 29, 2018	Spring Break
Tuesday, April 3, 2018	First day back after Spring Break
Friday, March 30, 2018	Good Friday
Monday, April 2, 2018	Easter Monday
Monday, May 21, 2018	Victoria Day
Friday, June 8, 2018	Last day of school

### School Council

Our School Council is made up of three elected members of the school community and three members designated by the Kwanlin Dun First Nation. The School Council acts as a liaison between the larger parent community and the school itself. Meetings are held on the first Tuesday of each month at 6:30 PM in the Library and are open to anyone who is interested.

#### School Council Members:

Jeff Hunston (Chair)	668-7131
Rachel Sutherland	
Jerry Zahora (Secretary)	633-3757
Linda Moen	667-2696
Sue Stokes-Nash	633-5603
KDFN Rep	
Sean Smith	<a href="mailto:sean.smith@kdfn.net">sean.smith@kdfn.net</a>



## Department of Education Personnel and Phone Numbers

Minister of Education	Tracy MacPhee	667-8644
Deputy Minister	Rob Wood	667-5126
A/Assistant Deputy Minister	Mike Woods	667-5126
Superintendent	Penny Prysruk	667-3747
ADM Learning Branch	Nicole Morgan	667-8238
A/Director, First Nations Programs	Rene Dove	393-6905
Director of Student Support Services	Gloria Coxford	667-5986
School Psychologist		667-5928
Speech and Language Consultant	Loralea Frizzel	667-8000
Occupational Therapist	Jessica Guerette	667-8243
Physical Therapist	Phaedra Beatty	667-5142
Itinerant Teacher, Deaf & Hard of Hearing	Eric Johnson	667-3593
Coordinator of Primary Programs		667-5186
Coordinator of Intermediate Programs		393-7104
Student Transportation Officer	Judith Steele	667-5172
School Council Coordinator	Bob Walker	667-8226
General Enquiries	Pat Haight	667-5141

### Elijah Smith Elementary School Song

Together today for our children tomorrow,  
Together today for our children tomorrow,  
His words inspire us to work together for good.  
His spirit will teach us to walk with each other,  
His spirit will teach us to share with each other,  
His spirit will teach us respect for all of the land.

Together today.....students and teacher,  
Together today.....all races and cultures  
Together today.....to honour his memory  
Together today for Elijah Smith School

## General Information

Elijah Smith Elementary School offers classes for students in Kindergarten through Grade 7. Our catchment areas include the following neighborhoods:

- *Arkell, Hillcrest, Copper Ridge, Granger, Logan, McIntyre, Ingram*

## Programming

The Yukon Department of Education relies on the curriculum produced by other jurisdictions, especially the British Columbia Department of Education and the Western Canada Consortium. There are also opportunities for teachers to use locally developed curriculum that focuses on Yukon. Additional courses are approved by Department of Education personnel to reflect local needs, interests and resources.

Elijah Smith offers a full day every day Kindergarten program, MindUp and Second Step Conflict resolution program at all levels, a Family Life Program for grades 4-7, French as a second language year 5-7, Southern Tutchone Yr K-7, Reading Recovery Program, Art, Music, Quality Daily Physical Education, Yukon Arts Ed in some classrooms, and an Experiential Education Program.

The COW (computers on wheels) has 28 iMacs, which are all connected to the Internet, as well as a set of iPads for student use.

The school features a breakfast program which is open to all students, before school activities, an after school sports program, and a comprehensive sports program which is an extension of our Quality Daily Physical Education Program.

Many clubs are available to students. These include S.W.A.G., different musical groups at lunchtime, Hand games, Traditional Dancing, Skipping, traditional sewing, Pink Eagles and Kwanlin Eagles.

## Busing

Bus schedules and routes are advertised by the Department of Education on the internet at [http://www.education.gov.yk.ca/kto12/school\\_transportation.html](http://www.education.gov.yk.ca/kto12/school_transportation.html) All students K-7 who live in Lobird, Arkell, McIntyre, Logan, Ingram, and Copper Ridge, Granger and Hillcrest are eligible to ride the school bus. Bus registration is done on line.

Please direct any concerns/questions regarding the schedule, routes, or registration to the Department of Education at 667-5172. If you have questions related to daily activities on the bus, please call directly to the bus company (Standard Bus 456-3210).

Buses are scheduled to arrive between 8:15 and 8:30 each morning and leave between 3:10 and 3:30 PM. Bus stops are located in Hillcrest, Lobird, McIntyre, Arkell, Logan, Ingram, Granger and Copper Ridge.

## **Bus Rules**

Rules of Conduct on the bus are largely dictated by safety needs. Each bus will have a camera located at the front of the bus. Children are expected to:

- Remain seated at all times while the bus is moving
- Keep arms and legs inside the windows
- Not throw things around
- Keep noise and distractions to a minimum
- Not cause damage to the bus or others

It is very difficult for a bus driver to drive safely and discipline uncooperative students at the same time. Since no child has the right to endanger the lives of others, the following consequences will be followed:

1. General problems as indicated by the bus driver:
  - 1st complaint—letter sent home for signature by parent
  - 2nd complaint—the child will lose the privilege of riding the bus for one week
2. A serious problem would result in an immediate bus suspension.
3. Should a child vandalize a bus, a bill for damages will be sent home from the bus company through the school.

## **Communication**

We believe that there must be effective communication, both formal and informal, in order to create an effective partnership between the school and parents. The school sends home a weekly school newsletter, the “Eagles Tribune”. The school administration will send home additional messages as are necessary. The classroom teachers will also set up regular communication with parents.

The School Council meets monthly. The meetings are set for the first Tuesday of every month at 6:30 pm in the school library. Parents are encouraged to be involved. All parents and guardians are asked to attend school events, attend parent/teacher/student interviews, and to be involved in your child’s school life through classroom participation, committees and volunteer work.

Students may use the Office phone to call home for unexpected circumstances.

Please call the school admin assistants, the School Council or the school administration with ideas, concerns, and/or questions. Parents should direct questions related to their child to the classroom teacher. Matters related to school policy or practices should be directed to the school administration or the School Council.

AND FINALLY..... Communication is the key to an effective school. All of us...staff, students, parents, community...need to talk to each other so that we can all make the most of the educational opportunities that are available here at Elijah Smith Elementary School.

Please phone, write a note, send an email, or drop in if you have any concerns, any questions, anything you’d like to talk to us about. We need your input!

## **Cell Phones & Electronics**

Because of issues which have arisen with cell phones in some schools, we ask that your child does not bring one to school. If you need to contact your child, or vice-versa, the Office is always available and if there is an urgent message, we always make sure that your child is notified. Electronic devices are not permitted at school. It is best that these items are left at home to inhibit the chances of theft or loss of the electronic devices.

## **Bikes**

All bikes will have to be left in the outside bike racks. They should be locked up at all times. The school cannot take responsibility for bikes in the event that one is lost or stolen. We ask that ALL students who ride a bike to school **WALK their bike across the crosswalk on Hamilton Blvd. and on the school grounds.**

## **Circle of Courage**

“Caught You Being Good” was a program established several years ago to emphasize the positive behavior shown by our students. We have adopted that program and changed it slightly to reflect our “Circle of Courage” Eagles Code of Conduct or *Belonging, Generosity, Independence and Mastery*. All students like to be praised for their positive behavior and feel better about themselves when having been “caught” (caught you belonging, caught you showing generosity, caught you being independent, caught you showing mastery) by a staff member or another student. One student name from each grade is selected at random from the Circle of Courage box at each monthly assembly. Those students then have a special lunch in the front foyer with the principals.

## **Leadership and Mentoring**

We believe that our older students should play an active role in helping our students succeed in school. Older students are buddied up on regular basis with their younger counterparts and are often called upon to assist on the playground and in the classroom.

Our staff is also playing an active mentoring role. Many students need a significant adult in their school life to make a difference for them. Each of our staff members have taken on one or more students throughout the year. The idea is to check in on them and generally make sure that their experience at school is positive and successful.

## **Report Cards and Parent/Teacher/Student Interviews**

Parents are encouraged to make contact with the classroom teacher early in the school year. The information you share about your child will greatly help us to provide the best possible learning environment.

**PLEASE DO NOT WAIT FOR REPORT CARD TIME IF YOU HAVE ANY QUESTIONS OR CONCERNS.**

An updated School Calendar is available on our website. [www.eseschool.weebly.com](http://www.eseschool.weebly.com)

We encourage you to use the website. It contains copies of all our Newsletters, the handbook, and many special events throughout the school year.

## School Operations

### Attendance

*Good attendance, good skills and good grades go hand in hand.*

The Education Act requires that every child attend school each day unless he or she is ill. An ill child indeed should be home to ensure a speedy recovery and to avoid spreading germs to the other students. Unnecessary absences will affect school performance. As children advance through the grade levels, poor attendees tend to experience more frustration with new work because they have not learned the background material to be able to cope with this new work.

From time to time, parents take their child on extended vacations during the school year. Please be aware that the school cannot provide instant “correspondence” courses for these students, but we can certainly give you some suggestions of things to do.

### Books and Materials

In June, students are given a list of materials required for classes the following school year. Additional copies of the list are always available from the school office and on-line. These materials can be purchased in local stores.

Textbooks are supplied by the Department of Education; however, if lost or damaged or destroyed, the student will be asked to pay the replacement cost.

### Supervision

We believe in a proactive and preventative approach to discipline. We work at eliminating the problems at their source—in the hallways and outside at recess. We have supervision teams consisting of 5 staff members each. Supervision schedule areas are as follows:

Open school activities (Oct –April)	7:30—8:29	
Morning buses	8:05—8:30	(supervision time)
Morning recess	10:15—10:30	
Lunch recess and activities	12:00—12:25	
Student Lunch	12:25—12:50	
Afternoon buses	3:10—3:25	
After school activities	3:10—4:30	

**Please note:** Outside supervision does not begin until 8:05 each morning—students are expected to remain on the Primary side before school.

## Open School Student Expectations & Practices

1. Doors open at 7:30 am. (October 10<sup>th</sup> to April 27<sup>th</sup>).
2. Absolutely no cell phones or electronic devices (Game Boys, Nintendo's, iPods, etc.) at the school at any time (not just at Open School).
3. Students take outside footwear off at the door. Primary students can put their coats and backpacks on their hook outside their class. Intermediate student's coats and backpacks will be placed at student's individual "muster" point.
4. The "*Elijah Smith Eagles Code of Conduct*" must be followed at all times.
5. Gym will open at 8:00 and will have a variety of organized games for each day.
6. Breakfast will begin at 7:50 and end at 8:20 to allow time for clean up.
7. At 8:30 bell, students will line up at their designated muster points and then be directed by supervisors to move to their classes in an orderly manner.

### Practices for Misbehaviours

1. If student is using an electronic device:
  - a. The student will first be asked to put the device away.
  - b. If this occurs a second time the electronic device will be confiscated by the teacher to be returned to the student at the end of the day.
  - c. If this occurs a third time the electronic device will be confiscated and will not be returned until the classroom teacher or person who has confiscated the device receives a phone call from the parent of the student to discuss the expectations and what measures can be taken to ensure that the student will be able to follow the expectations.
2. If the student is demonstrating inappropriate behaviour in any of the Open School areas and not following the "*Elijah Smith Eagles Code of Conduct*":
  - a. The student will immediately be redirected by the person on supervision to complete a "do-over" to allow the student a chance to correct the inappropriate behaviour with the support and guidance from the supervisor.
  - b. If the student continues to participate in the inappropriate behaviour they will be asked to leave the activity for the day. The student will be asked to sit in the office until the start of the school day.
  - c. If the misbehaviour continues parent(s)/guardian(s) will be contacted and measures will be put in place to maintain safety for all students. These measures can range from short term dismissal from Open School to a long term and/or permanent dismissal from Open School.



## Elijah Smith Eagles Code of Conduct



	<u>BELONGING</u>	<u>GENEROSITY</u>	<u>INDEPENDENCE</u>	<u>MASTERY</u>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>★ Do not touch others' belongings without permission</li> <li>★ Participate in all activities</li> <li>★ Follow classroom routines</li> <li>★ Walk safely</li> <li>★ Be respectful of others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>★ Remain in my seat during instruction</li> <li>★ Listen to the speaker</li> <li>★ Take turns and share</li> <li>★ Help to clean up one another's mess</li> <li>★ Move quietly</li> <li>★ Be kind and understand each of us is different</li> <li>★ Respect others' learning</li> <li>★ Take responsibility for all your actions</li> </ul>	<ul style="list-style-type: none"> <li>★ I will respectfully "do over" when asked</li> <li>★ Come prepared to class</li> <li>★ I know what I should be doing and I do it without prompting</li> </ul>	<ul style="list-style-type: none"> <li>★ Always follow directions</li> <li>★ Work quietly and don't disrupt other students' learning</li> <li>★ Respect everyone's personal space</li> <li>★ Always listen during instruction</li> <li>★ Do the best that you can do and don't compare yourself to others</li> </ul>
<b>Entrances and Hallways</b>	<ul style="list-style-type: none"> <li>★ Say "Hi" to everyone</li> <li>★ Remove outdoor footwear at the door</li> <li>★ Walk safely</li> <li>★ Be respectful of others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>★ Open doors for others</li> <li>★ Keep my hands to myself</li> <li>★ Help to clean up one another's mess</li> <li>★ Line up respectfully</li> <li>★ Move quietly</li> <li>★ Be kind and understand each of us is different</li> </ul>	<ul style="list-style-type: none"> <li>★ Wait your turn when entering and exiting</li> <li>★ Walk on the right side of the halls</li> <li>★ Keep your hands and feet to yourself</li> <li>★ I will respectfully 'do over' when asked</li> </ul>	<ul style="list-style-type: none"> <li>★ Always follow directions</li> <li>★ Stay in line</li> <li>★ Always walk on the right side of the hall</li> <li>★ Remove outdoor footwear without anyone telling you to</li> <li>★ Be quiet and don't disrupt other classes</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>★ Move or play safely</li> <li>★ Be respectful of others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>★ Take turns and share</li> <li>★ Include others in the game</li> <li>★ Play fair</li> <li>★ Be kind and understand each of us is different</li> <li>★ Help to clean up one another's mess</li> <li>★ Line up respectfully</li> </ul>	<ul style="list-style-type: none"> <li>★ I will respectfully 'do over' when asked</li> <li>★ Aware of your role in the group</li> </ul>	<ul style="list-style-type: none"> <li>★ Always follow directions</li> <li>★ Always welcome others who want to play</li> <li>★ Maintain a No Bully playground</li> <li>★ Stand up for others when needed</li> </ul>

	<u>BELONGING</u>	<u>GENEROSITY</u>	<u>INDEPENDENCE</u>	<u>MASTERY</u>
<b>Gym</b>	<ul style="list-style-type: none"> <li>★ Follow directions of the gym supervisor</li> <li>★ Be in the gym only with supervision</li> <li>★ Participate in all activities</li> <li>★ Put gym equipment away when asked</li> <li>★ Move or play safely</li> </ul>	<ul style="list-style-type: none"> <li>★ Help the teacher with set up and take down of activities</li> <li>★ Take care of equipment</li> <li>★ Help others if they are hurt</li> <li>★ Listen to the speaker</li> <li>★ Take turns and share</li> <li>★ Be kind and understand each of us is different</li> <li>★ Respect others learning</li> </ul>	<ul style="list-style-type: none"> <li>★ Put equipment away neatly after use without being asked</li> <li>★ Lose gracefully</li> <li>★ I will respectfully 'do over' when asked</li> <li>★ Aware of your role in the group</li> <li>★ Win gracefully</li> </ul>	<ul style="list-style-type: none"> <li>★ Always follow directions</li> <li>★ Always participate</li> <li>★ Always put in best effort</li> <li>★ Encourage others</li> <li>★ Set achievable goals</li> <li>★ Always follow the gym routines</li> <li>★ Do the best that you can do and don't compare yourself to others</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>★ Enter gym/MPR quietly</li> <li>★ Sit respectfully with my class</li> <li>★ Sing all songs respectfully</li> <li>★ Be respectful of others personal space</li> </ul>	<ul style="list-style-type: none"> <li>★ Clap respectfully</li> <li>★ Keep my hands and feet to myself</li> <li>★ Don't talk during the presentation or performance</li> <li>★ Listen to the speaker</li> <li>★ Be kind and understand each of us is different</li> </ul>	<ul style="list-style-type: none"> <li>★ I will respectfully 'do over' when asked</li> <li>★ Aware of your role in the group</li> </ul>	<ul style="list-style-type: none"> <li>★ Always follow directions</li> <li>★ Sit quietly</li> <li>★ Active listening</li> <li>★ Show appreciation</li> <li>★ Actively participate</li> <li>★ Stand still and sing with pride</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>★ Say "Hi" to the bus driver when getting on the bus</li> <li>★ Say "Thank You" and "Good-bye" to the bus driver when getting off</li> </ul>	<ul style="list-style-type: none"> <li>★ Move over when someone needs a seat</li> <li>★ Share my seat without complaining</li> <li>★ Line up respectfully</li> <li>★ Follow the instructions of the bus driver</li> <li>★ Be kind and understand each of us is different</li> </ul>	<ul style="list-style-type: none"> <li>★ Wait in line without pushing or fighting</li> <li>★ I will respectfully 'do over' when asked</li> <li>★ Help others when they need it</li> </ul>	<ul style="list-style-type: none"> <li>★ Always follow directions of the bus driver</li> <li>★ Always stand in line without budging or allowing others to budge</li> <li>★ Speak quietly</li> <li>★ Remain in my seat</li> </ul>
<b>Open School</b>	<ul style="list-style-type: none"> <li>★ Greet everyone</li> <li>★ Be respectful of others personal space</li> </ul>	<ul style="list-style-type: none"> <li>★ Help set up activities</li> <li>★ Include others in the game</li> <li>★ Help to clean up (one another's mess)</li> <li>★ Be kind and understand each of us is different</li> </ul>	<ul style="list-style-type: none"> <li>★ I will respectfully 'do over' when asked</li> </ul>	<ul style="list-style-type: none"> <li>★ Always follow directions</li> <li>★ Always include others</li> <li>★ Follow routines</li> </ul>

## **School Security**

All outside doors, except the main entrance, are locked at all times. If your children are late, please tell them to come in the main entrance.

## **Professional Development Days**

Professional Development days (PD Days) are days used to provide time for teachers to keep on top of new educational practices. These days help to enhance learning situations for your children. There are no classes for the students on those days.

## **Standardized Tests**

Foundation Skills Assessments (FSA's) to all Yukon Grade 4 and Grade 7 students in February in the areas of Language Arts and Math. These tests are one measurement of how students are doing in those grades.

Information on these tests will be sent home to parents of Grade 4 and 7 students prior to the tests being administered in February 2017. Parents are encouraged to discuss their child's FSA results with their teachers. Copies of the results are placed in student files each year.

## **Footwear**

Since the school is fully carpeted, students and visitors are expected to remove outdoor footwear at the entrances. Indoor shoes (with non-marking soles, please) must be worn by students to protect the feet, especially in case of an emergency evacuation. For safety in the gym, students must wear their indoor shoes to prevent accidents from happening. The non-marking soles will ensure that the gym floor doesn't get marked up.

## **Field Trips**

Field trips are excursions within the community and surrounding environment. They can be rich experiences that enhance classroom discussions and activities. They provide opportunities for meaningful introductions or closure to certain units. Field trips allow students to learn in different circumstances.

A form will be sent home for each field trip your child will participate in. The form must be signed by a parent or guardian for your child to go on the field trip. Regulations are in place for extended and overnight field trips. Parents will be informed when these are to occur.

## **Absentee System**

Elijah Smith Elementary School has an absentee calling system. Each morning between 9:30 and recess, calls are made to parents who have not previously notified the school office of their child's absence for that day. This is to ensure that all children are safe and accounted for. Please call us at 667-5992 if your child will be absent or late.

### **Illness/Absence**

If your child is to be absent, please notify the school at 667-5992 between 8:15 and 9:30 in the morning.

If ill, your child should be at home to ensure a speedy recovery and to avoid spreading germs to others. If your child is hurt or becomes ill during the school day, you will be contacted.

Please ensure we have an up-to-date phone number and an emergency contact we can call if we cannot find you. Please be advised that under the Education Act, we cannot allow a student to go home during the day unless there is a parent or other responsible adult at home.

## **Emergencies**

It is a school policy that fire and evacuation drills be held and practiced by the whole school. Fire drills are held early in the school year and then periodically throughout the school year.

## **Cold Weather Policy**

All students are expected outside at morning recess and lunch recess, unless they are participating in a school activity.

Yukon Schools do not close due to cold weather. When the temperature drops below—30 Celsius or when there is a high wind chill, the students will stay in the school during the normal outside periods of morning and lunch recess. The bus company does have limitations to when they can run and parents are encouraged to listen to the local radio stations in the event of extreme cold weather.

**The parent's responsibility:** Ensure your child is equipped with the proper clothing to fit the occasion. Label all individual pieces of winter clothing.

**The student's responsibility:** Wear the proper clothing, including mitts, hats, scarves and winter boots outside during winter months.

## **Student Transfers**

If you are moving out of our attendance area, please let us know as soon as possible so that we can prepare the necessary forms for your child's next school.

## Homework

The amount of homework prescribed depends largely on the teacher and the individual student.

In general, students in Grades 1 to 3 are not usually assigned homework other than home reading, unless it is to complete a task not finished during the day or some activity requiring parental input and/or participation.

By grades 4-7, students may be assigned some homework on a weekly basis or be given some long-term projects to work on that will require some of the work to be completed at home. This again may vary, depending on the progress and responsibility shown by each student.

## Lockers

Lockers are available for students in grades 4—7. Combination locks are available from the office for \$6.00. A refund will be given when the same lock in working condition is returned to the office at the end of the student's stay at the school.

It is recommended that students place the locks on their lockers at all times to keep their possessions safe and secure.

**PLEASE NOTE THAT ALL LOCKS MUST BE PURCHASED FROM THE OFFICE.** We have a master list of combination numbers and can help the student if a combination number is forgotten or an emergency occurs.

## Lost and Found

Large amounts of "found" articles appear in the school. Clearly printing your child's name on items assists us in returning things to their owners, particularly when there are so many boots, shoes, etc. that look alike.

Please encourage your children to search for misplaced items and feel free to look yourself when you are in the building. At the end of each week, unclaimed items are bagged up and set aside and eventually donated to charity.

## Vandalism

Vandalism is a serious and costly offense in today's society. In the event that a child damages school property or materials, parents will be contacted and may be billed for replacement or repair costs.

## **Lunch Hour Rules**

Elijah Smith Elementary School has 50 minutes for lunch. Those students who walk to school are encouraged to go home for lunch. For most students, this short break from their peers is very helpful and sets them up for a more productive afternoon.

We realize that going home for lunch may be difficult at times for some students, and of course for students who ride the bus to school. We do a reverse lunch at ESES. Students have their recess break from 12:00—12:25. At 12:25 they come in and have their lunch until 12:50.

### **Students must observe the following rules if they wish to have lunch at school:**

1. Students will remain seated while they eat.
  - *Note:* Intermediate students may choose a quiet activity when finished.
2. Students will keep the noise down to a reasonable level.
3. Students will go to the washroom at the beginning or end of lunchtime.
4. Students will clean up their area before they resume their afternoon classroom activities.

### **Lunch Hour Consequences:**

1. *First infraction:* verbal warning and incident recorded
2. *Second infraction:* notification sent to office and parents notified
3. *Third infraction:* parents contacted to make alternate lunch arrangements for one week.

Subsequent infractions will be handled as for the third offense. If this becomes an ongoing problem, the student may lose the privilege of having lunch at school and would have to go home for lunch each day.

## **Student Support Services offered at the school level**

### **School Based Team**

The School Based Team consists of the Administration, Program Implementation Teachers, Learning Assistants, School Counselor, and relevant classroom teachers. This team meets weekly to determine the needs of students and how to best serve these needs. Some of these needs are met within the school while, for others, we draw on consultants from the Special Programs Branch of the Department of Education. In-school personnel are as follows:

### **Learning Assistants and Program Implementation Teachers**

These teachers work with individual or groups of students to overcome specific skill deficiencies, as well as assisting in planning and instruction for students identified as having special needs.

### **Counselor**

The Counselor works with individuals or groups of children to assist with socialization and problem solving skills, as well as teaching the Family Life Program in the intermediate grades.

### **Remedial Tutor**

The Remedial Tutor is directed by the School Based Team to work with students who need extra reinforcement of basic skills.

### **Student Support Services from the Department of Education**

The Department of Education Special Programs Branch offers a number of specialists who work with the School Based Team directly or indirectly. These include a school psychologist, a speech and language consultant, an occupational therapist, and a physiotherapist. These specialists are involved in the assessment of our special needs students, and also act as consultants in the development of Individual Educational Plans.

### **Community Education Liaison Coordinator (CELC)**

Elijah Smith Elementary School has a Community Education Liaison Coordinator, Cynthia James. Cynthia is an employee of Kwanlin Dun First Nation and acts as a link between the school and Kwanlin Dun in particular, and with the First Nations in general.

CELC's for the Ta'an Kwach'an Council, Vun Tut Gwichin First Nation, Teslin Tlingit Council and Champagne-Aishihik First Nation are also attached to the school.

## **Cultural Awareness**

We recognize the need in our society for all people to develop an awareness of, an appreciation of, and a tolerance of other cultures.

While we have students at Elijah Smith from many different countries and cultures, a very large number of our students are of Canadian First Nations heritage.

We wish to celebrate the rich traditions and cultures of our First Nations students. Under the guidance of our CELC, we schedule a fall, winter, and spring cultural camp which introduces and teaches our students many of the traditions of Yukon First Nations culture. Southern Tutchone is the language spoken by the first people in this area of the Yukon, and it is offered in our school as a second language.

Hand Games, drumming and traditional dance are a few of the lunch hour activities open to all students. We generally have a lunch hour “feast” of native foods during the year when we invite elders from the community and the Chief and Council from the Kwanlin Dun First Nation. Also, many of our field trips include visits to First Nations activities. We hold a Welcoming Feast at the end of September.

### **General School Rules**

(as developed by the students)

- Respect the feelings and rights of others.
- Throw only balls on the playground.
- Don't hurt people and animals.
- Walk in the halls.
- Take care of our school and playground.
- Stay on the school grounds during breaks.
- Walk your bike on the school grounds
- Do not swear or use “put downs”
- Keep valuable items in your home.
- Smoking is not allowed on school property.

### **Consequences**

Depending on the severity of the problem, issues are dealt with in the classroom and/or the Office. A record will be kept on the computer. If a problem is severe or if it is continuing, parents are notified to let them know that their child is experiencing difficulties. Parental involvement will be actively solicited to plan appropriate steps for future development for their child.

Unnecessary roughness on the playground will be dealt with at that time by the staff member on duty, and the students will be sent to the office. The office will determine the length of a recess time out to be served under supervision.

## Volunteers

Volunteers have already become an important part of the Elijah Smith Elementary School community. We hope to again have parents and/or other community members directly involved in the day-to-day operation of our school. The following list of suggestions merely scratches the surface:

Library	Classroom Helpers	Special Functions
Field Trips	Lunch Supervision	Fundraising
Computer Lab	Reading Stories	Crafts
Breakfast Program	Clubs and Sports	Hot Lunches

The following are four areas we particularly need help with:

1. **Classroom helpers** from time to time to assist in preparing curriculum materials (cutting, photocopying, making displays), assisting with class projects, accompanying the class on field trips or reading one-to-one with a child. Sometimes a volunteer may have skills and interests that relate to the curriculum in which case you may want to make a guest presentation.
2. **Breakfast Program**—we have had a breakfast program at ESES for several years for those students who wish to eat. The breakfast is simple—toast, jam, cheese, cereal, milk, juice, and home baking (muffins, etc). Volunteers are needed each day to prepare and serve breakfast and to clean up. Volunteers are also required for the home baking part of the Program.
3. **Hot Lunches**—Hot Lunches are offered once a month as a fundraiser. Order forms this year will be sent home monthly. We need volunteers to help serve the lunch from about 11:30—12:15.
4. **Fundraising Opportunities**—Each year ESES is involved in raising money for the costs of field trips, entertainment, school clubs, extra materials for the classrooms and other projects. Volunteers are welcome to participate and support our growing school community. If you would like to help in any way, contact Melanie Bennett or Jim Snider at the school 667-5992 or by email [Melanie.bennett@gov.yk.ca](mailto:Melanie.bennett@gov.yk.ca) or [james.snider@gov.yk.ca](mailto:james.snider@gov.yk.ca)

Please contact the classroom teacher or the school office to let us know if you would like to help.

## **Programs and Services**

### **Library**

Elijah Smith Elementary School continues to accumulate an excellent collection of print material for reading and research. Books and materials are loaned on a one-week basis but renewals are possible. Lost items will be charged to the student responsible. Our librarian has a direct input into your child's program through cooperative planning with teachers as well as contacts with full classes, groups, and individuals. All Yukon schools also have access to the Learning Resource Centre, which provides us with a variety of support material such as films, videos, books, kits, etc.

### **Computers**

Our COW (Computers on Wheels) is equipped with a class set of MacBook Air's. Through an open timetable method, classes are scheduled to use the COW as needed. We also have a classroom set of iPads on a cart that can be scheduled for classroom use as well.

### **Music**

We have a Music program which provides the opportunity of one music lesson every week to all students. Our Music teacher also sponsors other lunchtime musical activities. Mini concerts are performed throughout the year.

### **Outdoor Education**

Plans are continually underway to make the best use of our fantastic outdoor environment as a learning resource to encourage awareness of and appreciation for our world. Activities will range from simple outdoor activities on the school grounds and neighboring areas for all students to day trips and overnight camping trips for our Year 5, 6 and 7 students. We incorporate plant and animal studies, traditional First Nation lore, snowshoeing, camp skills, and map reading, to name a few. The most prominent example of our outdoor orientation is the highly successful annual Grade 7 Asheyi Culture Camp.

When field trips are scheduled, information and permission forms will be sent home. An Outdoor Education Policy is in place; copies are available at the office.

### **Physical Education (Quality Daily PE)**

All students at ESES are scheduled to receive daily physical education classes. Studies prove that physically fit students are more alert and receptive thus enhancing school performance. Children are asked to participate to the best of their abilities. Please inform the school of any medical disabilities we need to be aware of so that we can make necessary adaptations. All students are to wear appropriate footwear (non-marking shoes) in these classes.

### **Southern Tutchone**

We believe that First Nations Language instruction enriches students and allows them to participate in a very important part of education in the Yukon. Southern Tutchone classes feature both language instruction and various activities which illustrate and explain traditional First Nations culture. The classes are open to all students and are timetabled so that they do not conflict with the French Program. Therefore students at ESES may take both languages.

### **French as a Second Language**

Elijah Smith Elementary School offers second language instruction in French. The purpose of this program is to produce a familiarization with and appreciation of the language and the culture. French is available to intermediate students grades five through seven.

## Extra Curricular Activities

Throughout the year, there may be many opportunities for the children to get involved in sports and club activities of their choosing. Most of these happen before school, over the noon hour and after school. Learning takes place in a variety of settings, often away from the regular classroom. It is critical that students be exposed to a variety of learning experiences, both in and out of the classroom. Additionally it is imperative that we take advantage of the richness of our resources from within the school and our community.

One way to develop that richness and to get to know our students on different levels is to sponsor an activity, which allows us to work with the students. These can range from chess through sports through computers through model airplanes. Parents and other community members are welcome to join the staff in this endeavor.

A very exciting addition to our extra-curricular program last year was the creation of a Culture Club which features hand games and dancing. These students can join these activities on Tuesday or Thursday at lunchtime.

Exactly what will be offered for extra-curricular activities depends on staff and parent volunteers. The following is a list of activities that our students have participated in:

Before School Activities	Lunch Time Activities	After School Activities
MPR – Ping Pong	Hand Games	Floor Hockey
Gym	Traditional Dance	Basketball/Volleyball/Soccer
Breakfast Program	Running Club	Yr. 7 Interschool sports
Library	French Club	Volleyball
	Photo Club	Soccer
	S.W.A.G.	Wrestling
	Music Club	Pink Eagles Girl's Club
	Drumline	

Our Year 7 students will continue to be part of a city wide sports league this year. They will compete with students from other elementary schools in basketball, floor hockey, volleyball, badminton and outdoor soccer. Regular dances will also be a feature for this grade level.