

Staff Handbook

2017 – 2018



Johnson Elementary School

Box 367, Watson Lake, Yukon Y0A 1C0

Table of Contents

| | |
|--|----|
| Mission Statement | 3 |
| School Growth Plan | 3 |
| School Staff List | 4 |
| Department of Education Personnel List | 4 |
| Watson Lake School Council Member List | 5 |
| School Calendar | 6 |
| Protocols and Procedures | 7 |
| Hours of Operation | 9 |
| Staff Absences | 9 |
| Keys | 9 |
| Mailboxes | 10 |
| School Security | 10 |
| General Supplies | 10 |
| Recycling | 10 |
| Teacher Preparation Times | 11 |
| Planning | 11 |
| Resources and Curriculum Materials | 12 |
| Communication | 13 |
| Staff Relations | 13 |
| Emergency Drill Procedures | 14 |
| Supervision Guidelines | 14 |
| Students: Attendance | 15 |
| Health: Allergies/Health Issues, Health Nurse, Dental Therapist | 16 |
| Insurance Policy, Administration of Medication, Head Lice | 16 |
| Student Accidents | 17 |
| Daily Routines | 17 |
| Extra-Curricular Activities | 20 |
| Special Education: School Based Team | 20 |
| Working with Educational Assistants | 20 |
| School Code | 21 |
| Student Conduct | 21 |
| Discipline | 23 |
| Behaviour | 24 |
| Use and Procedure of Student Behaviour Forms | 25 |
| Minor Behaviours Sheet | 26 |
| Major Behaviours Sheet | 27 |
| Parental/Student Complaint | 28 |
| Off-Site Experiential Learning Trips (Field Trips) | 29 |
| School Funds and Teaching Staff | 31 |
| Community Use of School Facilities | 33 |

Mission Statement

Our aim is to help children become the best that they can be – to be productive, responsible, self-regulating and joyful. We work with the whole community.

To accomplish our Mission, we set goals and organize activities in the belief that:

- We are all learners. Everyone can learn.
- Parents are the children’s primary teachers. Schools build on their work.
- Learning requires the active participation of the student.
- People learn in a variety of ways and at different rates.
- Learning is both an individual and a group process.

Learning takes place when the learners are engaged, responsible and respectful.

School Growth Plan

The purpose of the school growth process is to improve the life chances of each learner at each school in the Yukon. The school growth process has three parts, annual school growth planning, evidence-based conversations at each school throughout the year and school reviews conducted with each school and its community every three years. The school growth process is based on the expectation that staff, school councils, parents, the First Nations community, Elders, and student will work together to make plans, determine appropriate actions, and monitor the progress to achieve improved results for all Yukon students. The school growth process focuses on continuous improvement.

Our School Growth Planning for the 2017-2018 school year will involve the following four inquiry designed goals:

- 1) How will we improve and measure student literacy skills? impact the reading comprehension levels of students?
- 2) How will we improve and measure the improvement of student numeracy skills?
- 3) How will we utilize our Reading Recovery Teacher, Learning Assistance Teacher and Classroom Support Teacher?
- 4) How will we change overall student behaviour to reflect more positive conduct?

JES Staff 2017-2018

| | |
|---|---------------------------------|
| Principal | Ralph Pilz |
| Kindergarten | Kristen Stewart |
| Grade 1 | Amber Smith |
| Grade 2/3 | Leah-Rose Traverse |
| Grade 3 | Margaret Cournane |
| Grade 4 | Sean Mulhearn |
| Grade 5 | Lauren Murphy |
| Grade 6 | Jacqueline Quesnelle |
| Grade 6/7 | John Gadoua |
| Learning Assistant – Primary/ Reading Recovery | Caolainn Finan and Karen Norman |
| Learning Assistant – Intermediate | Anne Wilson |
| Learning Together Centre /French Language / Intermediate Support | Natalie Sauvé |
| Kaska Language | Kathy Magun |
| | |
| Educational Assistants | Gary Bauer |
| | Travis Hauser |
| | Trish Lamha |
| | Rose Pedergoodoff |
| | Becky Reams |
| | Leazel Slager |
| | Joy Reams |
| | |
| CELC | Vacant |
| | |
| Administrative Assistant | Barbara Millen |
| Library Clerk | Mary Palmer |
| Custodians | Flo Molloy |
| | Chester Noseworthy |
| | Helen Scott |

Yukon Department of Education

| | |
|--------------------------------------|-------------------|
| Minister of Education | Tracy Anne McPhee |
| Deputy Minister | Rob Wood |
| Assistant Deputy Minister | Mike Woods |
| Superintendent of Schools – Area III | Bill Bennett |

Watson Lake School Council

| | | |
|-------------------------------|------------------|----------------|
| Chair | Jenn Anderson | |
| Members | Scott Allen | Shawna Boone |
| | Shannon Bergeron | Tiffany Lund |
| | Meaghen Kimmitt | Steve Pederson |
| Denetia School Representative | | Fannie Vance |

School Calendar 2017-2018

| | |
|---|---|
| Monday, August 28, 2017 – Friday, September 1, 2017 | PD Days –School Closed |
| Monday, September 4, 2017 | Labour Day – School Closed |
| Tuesday, September 5, 2017 | First Day of School for Students |
| Friday, October 6, 2017 | PD Day – School Closed |
| Monday, October 9, 2017 | Thanksgiving Day – School Closed |
| Monday, November 13, 2017 | Remembrance Day– School Closed |
| Wed., December 20, 2017 | Early Dismissal for Students - dismissal at 11:30 a.m. |
| Thursday, December 21, 2017 – Tuesday, January 2, 2018 | Christmas Break – School Closed |
| Wednesday, January 3, 2018 | School Resumes |
| Friday, February 23, 2018 | Heritage Day – School Closed |
| Monday, March 19, 2018 – Thursday, March 29, 2018 | Spring Break – School Closed |
| Friday, March 30, 2018 – Monday, April 2, 2018 | Good Friday – School Closed Easter Monday – School Closed |
| Tuesday, April 3, 2018 | School Resumes |
| Monday, May 21, 2018 | Victoria Day – School Closed |
| Friday, June 8, 2018 | Last Day of School |

Protocols and Procedures

Supervision:

All staff will be assigned supervision duties. Teachers/EAs are expected to be with students at ALL scheduled times. Students must ALWAYS be in the presence of a teacher/EA when in the classroom, library, gymnasium, computer room, etc. Staff should escort students in the hallways to and from their classes. Please do not send students and follow later. EAs should be present as assigned in classrooms. Presence is prevention. At transition times, such as recess, it is important for staff to be in the hallways to create a calm atmosphere as students enter and exit the building.

Security:

Please do not give your keys (school/vehicle) to students. All doors are to be locked, except main entrance, at ALL times. Exit door by library will be unlocked for bus arrival in the morning.

Responsibilities:

Please avoid asking students to complete tasks which are teacher/Principal/custodial duties. Do not send students to do photocopying. Please attend to this yourself outside of class time.

Discipline Issues:

Please do not send students to the office for discipline/behaviour issues. Call the office and Principal will come and attend to the matter. Alternatively, get the assistance of LAT or other staff member to bring the student to the office with an explanation as to why they are being sent.

Media Contact:

The Department of Education has a protocol in place that needs to be followed before we speak to members of the media. If you receive a request, please come to the Principal who will inform you about protocol.

Specialty Rooms and Equipment:

The common use areas of the school are best maintained when one or two staff members take responsibility for them. A teacher leader is assigned for areas such as the gym, art room, foods room, etc. As well, one or two staff members oversee specialized equipment such as the laminator or IT equipment. When you use a common use area, please leave it in good order and report problems to appropriate staff members.

All staff have access to school equipment such as iPads. These items are to be kept in their assigned storage area. You need to sign them out and return them after use so that people can plan ahead and do not have to search for them. If they are not working, please advise the lead teacher so the defective items can be repaired.

Communication:

Communication is key to a positive school climate. We are a team striving to provide the best education possible for our students.

Please keep the Administration informed of the following:

- field trips
- where you will be if you are not in your classroom or gym
- notes/letters you are sending home
- children who are having learning problems
- discipline problems
- contacts with parents
- suspected abuse or neglect of children
- children who habitually come without lunches
- habitual lates/absences
- special events in your classroom
- classroom exchanges
- successes to celebrate
- visitors/resource people visiting your class
- parent volunteers helping in your class
- professional development you participate in during the school year
- anything we can do to assist you

The Administration will endeavour to reciprocate by keeping you informed of:

- upcoming events, guests, outside agencies who may want to visit your classroom or talk to your students during the Monday morning huddle with teachers and Week-at-a-Glance chart
- planning dates of school-wide events with you
- informing you of the highlights of school council, School-Based Team and other committee meetings
- talking to you first about parent concerns
- gathering resources, making sure any building maintenance requests are responded to in a timely manner and assisting you with concerns

Hours of Operation

| | |
|----------------------|----------------------|
| School starts | 8:43 |
| Announcements | 8:45 |
| Opening Exercises | 8:48 – 9:04 |
| Period 1 | 9:04 – 9:45 |
| Period 2 | 9:45 – 10:21 |
| Recess | 10:21 – 10:41 |
| Period 3 | 10:41 – 11:27 |
| Period 4 | 11:27 – 12:01 |
| Lunch | 12:01 – 12:43 |
| Whole School Reading | 12:43 – 1:06 |
| Period 5 | 1:06 – 1:47 |
| Period 6 | 1:47 – 2:28 |
| Period 7 | 2:28 – 3:10 |
| Dismissal | 3:10 |

Primary classes will build into their programs a short break in the afternoon for students to stretch, get a drink, and use the washrooms.

Note: Except under exceptional circumstances, children should be allowed their morning recess break. A few moments of fresh air and activity may do more for them than whatever time is gained to complete work.

Staff Absences

Please phone the Principal the night before if you are going to be away due to illness or other emergency. If this is not possible, try to phone by 7:00 a.m. so a substitute can be arranged. If the Principal is not available, then call the Administrative Assistant, Barbara Millen.

A leave form must be completed for all absences. Please complete a leave form in advance submit it to the Principal as operational requirements need to be met.

Keys

Teachers will be issued two keys which will allow them access to most areas of the school. The keys are numbered and must be signed for. When you transfer or resign from Johnson Elementary School, the same keys must be turned in. It is very expensive to re-key the school. Please keep your keys secure at all times.

Mailboxes

Each staff member has a mailbox located in the office. Check for messages throughout the day. As well, your email account should be checked periodically or at least once a day.

School Security

When you enter the school on weekends or after the custodian has left in the evenings, be sure the outside door is locked. If you open your window, make sure the window is closed and locked when you leave. Wing doors are to be kept locked on weekends to limit access in the event of a break in. **Please pull hard on the doors when you leave** and check that the locking/closing mechanisms are closed properly.

A security monitoring system is in use at the school. The first person in the building in the morning or on weekends must disarm the system. The last person out is to arm the system.

Do not give your keys or code to anyone. Public users will be provided with their own code by the office administration.

General Supplies

General supplies are kept in the office storeroom. Take only what you need. Supplies are ordered regularly. Let the administrative assistant know when we are running low on certain items or if there is something in particular that you need.

For printer ink cartridges and laminator film, please inform the teacher in charge when supplies are running low. This will give us time because most items need to be ordered. Please send along a note or an email. We all get busy and forget things.

Recycling

We have recycling boxes for paper in the photocopy room. Whenever possible, use both sides of the paper. Please encourage your students not to waste materials and paper. **DO NOT** put anything of a confidential nature in these boxes. Please shred confidential material.

A Recycling Program was introduced 2 years ago through the Department of Education and Raven Recycling. The appropriate recycling bins are strategically placed throughout the school.

Teacher Preparation Times

Preparation periods are to be a minimum of 38 minutes/day or equivalent per week. Preparation time is your own time to use as you wish, within the school. You may wish to spend the time in collaboration with consultants or other teachers.

Technically you are not to leave the building but if you have to, please sign out at the office and let the administration know. You are responsible for delivering students to specialist classes, and then picking them up at the end of the time unless otherwise arranged.

Planning

Timetables

Please submit a timetable to the office as soon as you are able to complete one (usually by the second week of school). The Administration has provided a general plan for languages and gym time. You may make trades as you wish, respecting the time as well as the intentions for common prep times of partner teachers.

Kaska instruction for Kindergarten to Grade 3 should be 20 minutes/ day with the integration of Cultural Components to be offered as arranged with classroom teachers. *Kaska and French* from Grades 4 - 7 will be offered for a maximum of 40 minutes/ three days a week.

Library and Computer Technology skills will be integrated into the weekly timetable.

Long Range Plans

Every teacher is expected to submit yearly long range plans to the office by September 30th. These plans are your guide to what you will be teaching during the school year and you should be referring to them regularly. The format of long range plans may be personalized so they are useful to you. Unit plans are required by September 30.

Daily Plans

Please keep your detailed daily plans available on your desk. If you are using a computer to do your daily planning, keep a print copy in a notebook on your desk.

Both long range and daily plans may be inspected periodically by the Superintendent and/or the Principal as part of the supervisory process.

Classroom Expectations

Early in the year, each classroom teacher will develop classroom rules with the students. This process is important so that the students have a sense of ownership of

the rules. Please make sure these stem from the school-wide expectations and JES CARES program. Also include consequences that will be applied. The rules should be posted in the classroom and a copy sent to the Administrator, School Council, and parents/guardians.

Resources and Curriculum Materials

Textbooks

Please sign out textbooks to students and record the book's condition. Hold the students accountable for the materials they use.

Do NOT send home any books home that are marked 'Reading Recovery'. These books are the property of the school and are needed for that specific program.

Curricular – Teacher Resources

The Professional Library contains different materials (handbooks and reference books from all subject areas). Borrow what you need, and record who has which book, and then return promptly when you are done.

There are also resource collections housed within certain rooms of the school. Locate these collections, use and return materials as agreed upon by staff. Sharing personal resources will also assist the Primary or Intermediate teams!

Educational Programs

Johnson Elementary School educational programs are based on the following organizational principles:

- all are committed to the shared purpose of education
- all hold high expectations for academic achievement, responsible behaviour and personal engagement
- strong instructional emphasis
- ongoing formative assessment of learning and evaluation of programs
- a predictable, warm and caring school climate
- consistent home/school communication and parental involvement

Social Skills

Sharing, compromising, negotiating and solving interpersonal problems in a constructive manner is a difficult task. We have been working on some techniques and different positive approaches to problem solving. These are life-long skills, and they must be taught and learned. Under the Positive Behaviour Intervention Strategies Framework we use the Second Step Program and Restorative Practices to help develop positive social skills. We have named these behaviour strategies JES CARES.

Communication

Parental Contacts

We hope to involve parents as much as possible in our school. We do this with formal parent nights, such as open houses or curriculum nights, but would also encourage you to welcome parents as volunteers, drop-ins, and for informal lunches. Do contact all parents before the end of September, with positive information. Engage the parent as your partner.

Staff Meetings

Staff meetings are held monthly, usually the first Tuesday of each month. If you would like an item added to the agenda, please let the Principal know.

Every Monday morning from 8:23 – 8:43 a.m., the Principal will meet with staff to keep them up-to-date on the happenings of the school, upcoming events and deadlines. A Week-at-a-Glance chart is posted in the staff room and will be updated weekly with pertinent information.

School Newsletters

These are sent out periodically. Please feel free to submit classroom news and/or student contributions.

Staff Relations

Professional Development

A PD Committee will be formed at the first staff meeting of the year. This committee with the guidance of the Principal will direct the professional development activities throughout the school year.

YTA Representation

Every year, one (or two) staff members are elected as our representatives at YTA. This position is of vital importance in the rural communities because the majority of members live in the urban centre, and we need to make our voices heard. The YTA AGM is held annually in Whitehorse on the fourth Saturday of April.

Sunshine Fund

A contribution of \$25.00 from each staff member is collected for the purpose of buying gifts for colleagues who leave the school, who are ill, who have babies, etc.

Yukon Bonus and Annual Travel Bonus

The Yukon Bonus is paid out automatically on each staff member's hiring date anniversary. No paperwork needs to be completed.

The Travel Bonus form needs to be filled out by each staff member. A form will be put in everyone's mailbox at the beginning of the school year.

Emergency Drill Procedures

There will be a number of emergency drills throughout the year to train the children in evacuation procedures. When a bell sounds, all classes will leave the building by the closest or most accessible exit and assemble in class lines in the field beside the school. After taking a roll call, teachers will hold up their hand to signal they are present and accounted for. Staff and students will return to their classrooms only when given the "all clear" announcement by the Administrator or appropriate authority.

Teachers, please do the following:

- take your daily attendance sheet with you
- enforce that children must walk and wait quietly in lines
- close the door and windows when you leave
- always insist that children wear shoes while in the school

Supervision Guidelines

Students are expected to be outside during morning recess and at lunch recess.

If you will be away and a substitute teacher will be called in, please include your supervision duties in your lesson plans. Alternatively, you may make arrangements with another staff member so that your supervision duties are covered. Please make sure your duties are covered whether you have a sub or not.

Please be on time for your supervision duty.

Teachers are to ensure that students are outside for breaks before leaving the classroom area.

STUDENTS

Attendance

Student Attendance Registers

Attendance is to be entered by the teacher at 8:45 a.m. The office starts giving out late notices at 8:45 a.m.

If the parent or guardian has told you that the student will be absent, you can mark it as an Absent Excused. The parent or guardian will not be called in this instance.

The Administrative Assistant will contact the parent or guardian of all absent students. If a student leaves for lunch and does not return to school and if the absence is not excused, please let the office know right away so a phone call home can be made.

Student Lates

Students who arrive after 8:45 a.m. will be given a late slip. Do not allow students into your classroom without a late slip as this is the only way the office can keep track of students who are at school, but arrived late.

Health

Allergies / Health Issues – nuts, latex, shellfish and scent free

- no nuts
- no masks, gloves, or balloons
- no shellfish
- no perfume, after shave or other scented products

Health Nurse

We do not have a school nurse. Periodically, one of the community health nurses from the Watson Lake Health Centre visits the school to provide different health services. Notice will be provided.

Dental Therapist

The Dental Program comes to Watson Lake for a week or two at various times throughout the year. The therapists usually inform us when they plan to visit.

Insurance Policy

Students are insured with the Yukon Territory Government under a blanket policy during regular school hours and while taking part in Department approved extra-curricular activities only.

Administration of Medication

If a child is required to take medication, the parent or guardian must fill out the “Permission to Administer Medication Form” available in the school office. This authorization must be signed by parent or guardian and must specify the following:

- type of medication
- dosage and frequency of administration

The administration of medication prescribed by a physician to a pupil must be approved by the Principal. A log detailing the administration of medication is kept in the office and needs to be filled out each time the medication is administered.

Head Lice

Our policy is that if we suspect a child may have head lice, Barbara Millen will check the child’s head for lice. If this preliminary check confirms that head lice may be present, the child’s parent or guardian is contacted by the office. We ask that all children who have been treated for head lice to not return to school until they are nit free.

We have always had great understanding and co-operation from all parents and guardians in treating head lice and in monitoring their child(ren).

However, this continues to be a community and social problem and often appears in school-age children.

Student Accidents

If an accident does occur, the following procedure must be followed:

Provide the necessary first-aid or medical aid and remain with the child. Send someone for help when on the playground. If you are in doubt about a head or back injury, do not move the child.

Do not delay in sending someone for help.

A teacher supervising the student who becomes involved in an accident must complete an Accident Report. The Accident Report should be prepared immediately after the injured student has been cared for. This is best ensured by obtaining all pertinent information at the scene immediately following the accident and recording the details of circumstances, place, and people present for later reference.

ALL HEAD INJURIES NEED TO BE SEEN BY A DOCTOR. Call the parent or guardian to take the child (or to meet the child) at the clinic or hospital.

It is imperative that parents or guardians be called when there is an injury!

When accidents do occur, the first priority is to ensure that the injured person receives whatever care is required. There is no general rule that can be laid down, but those trained in first-aid know it is wise to call the best medical advice.

Daily Routines

Early Morning Routine

The front entranceway doors will be unlocked by the Principal at 8:00 a.m. He will supervise all students in this area until the bell rings at 8:23. At that time, supervisors will be on duty in the hallways, gym, Foods Room and LAT games room. Students will be allowed to go to their coat hooks and hang up their outdoor clothes and backpacks. They can then proceed to the designated supervised areas in the school. Teachers may keep their classroom doors closed with the exception of Kindergarten. Kindergarten students are to remain in the Kindergarten room until school starts at 8:43 a.m.

Morning Announcements

The national anthem and announcements begin at 8:45 a.m. If you would like to make a special announcement, please write it out clearly, leave it on the counter in the office, and it will be announced.

Second Step Strategies for a Safer Tomorrow

Second Step is a social/emotional program for schools and families to use to encourage children to get along well with others. The program teaches children to think about others' feelings, to solve problems cooperatively, and to manage their anger in a positive way. Second Step teaches skills in three areas:

1. Empathy Skills
2. Impulse Control
3. Self Regulation

Study Skills and Homework

Parents frequently inquire about homework for their children. In many cases, the focus of home study will be daily reading, practicing math facts and spelling words and preparing for tests. It is the teacher's responsibility at the beginning of the school year to communicate with parents how you will be assigning and communicating homework.

Students in the Intermediate grades are gradually introduced to the idea of formal homework. This can take the form of assigned homework or may include:

- work that should have been completed during class time
- work on projects or assignments that require minimal adult supervision
- practicing of skill and content for tests and class activities

A reasonable amount of time allocated for homework:

| | |
|-------------|-----------------|
| Grade 1 & 2 | 10 - 15 minutes |
| Grade 3 | 20 - 30 minutes |
| Grade 4/5 | 30 - 45 minutes |
| Grade 5/6 | 50 - 60 minutes |
| Grade 6/7 | 60 - 90 minutes |

School Assemblies

Assemblies are usually planned in advance and classes will be called down to the gym at the designated time. All students are to sit with their class, on the gym floor.

Please observe the JES CARES Assembly Expectations. JES CARES Assemblies are held monthly.

Principal and presenter please be aware of:

- length of presentation
- if a movement break needs to be incorporated
- if student materials are brought, then give them to the classroom teacher to distribute later
- if information is best presented to the whole school; Primary/Intermediate or individual classrooms

Snack/Lunch Guidelines

All recess snacks need to be eaten before going outside for recess. No food is to be going outside. During lunch, 2 monitors from Grade 6/7 will be assigned to each classroom. As well, 2 staff members will be supervising and monitoring the hallways.

The exception to this is the Kindergarten teacher who will remain with her students during morning recess and lunch.

Food items are available for students who require extra food during the day. Students can access them at morning recess and lunch times. Teachers can access them throughout the day, depending on the student's needs.

Morning Recess and Lunch Supervision

Students are expected to go outside during both recess breaks.

If you will be away and a substitute teacher will be called in, please include your supervision duties in your lesson plans. Alternatively, you may make arrangements with another staff member so that your supervision duties are covered. Please make sure your duties are covered whether you have a sub or not.

The students are divided into Primary and Intermediate groups and are assigned to certain play areas during recess. When recess is over, all students are to line up by their respective doors and will be let in by a supervisor. Teachers should be waiting for their students when they re-enter the school.

End of Day Dismissal

Students are expected to stay in school until the dismissal bell at 3:10 p.m. Please do not send students home or stop your supervision of them before this time. This will help keep a calm and respectful atmosphere in the hallways and exits.

Students who walk home are to exit by the Foods Room door or the main entrance.

Bus students will line up at the door closest to their classroom. Students who are not bus students are not allowed to get on the bus. If temporary arrangements have been made by a parent, then a note needs to be provided by the parent.

Extra-Curricular Activities

The school encourages participation and cooperation in various ventures. Experiential Education is co-curricular and considered vital to the learning styles of young children. Extra-Curricular activities promote participation in the greater life of the community. Students participate in group activities such as low organization games, sports, fine arts and various club activities which foster cooperation, consideration and mutual respect. A sense of awareness and responsibility towards those less fortunate is developed through charitable campaigns.

By volunteering to coach a team, run intramural sports or a club, you can enrich the extra-curricular program at JES. Staff are also encouraged to sign up for various six-week blocks of sporting and club activities throughout the school year.

Special Education

School Based Team

The delivery of special services to students will be directed by the School Based Team. This team will generally meet as needed to discuss needs. Teachers should refer concerns to the Learning Assistants who will coordinate with this team.

The team will normally consist of Learning Assistants, Principal, and referring teacher. Departmental consultants may be involved in these meetings as needed.

Working with Educational Assistants

You may work in a classroom where an educational assistant performs special duties. Although all professional decisions are your responsibility, you may consult with the EA for classroom procedures and other pertinent information.

- An educational assistant must always work under the direction of the Principal or a teacher.
- The teacher's role is to manage the classroom.
- The assistant's role is to carry out the work that has been planned and developed by the teacher, either with an individual student or a small group.

If you have any questions or concerns about working with educational assistants ask the special education teachers or the Principal.

School Code

“DENE A’NEZEN - RESPECT AND RESPONSIBILITY”

At Johnson Elementary School, our school code extends to students and staff. We believe we must:

- respect each other and all property
- ensure the safety of each other and the school

School Rules

To be respectful and take responsibility for our actions, we:

- do our work in classes, do homework, ask for help and listen to the teacher
- take care of all things, including the school building, furniture, books, our own and each other’s property
- are kind and helpful
- are safe always, use problem solving and anger management
- don’t touch the art or the bulletin boards
- always walk, for safety reasons
- care for each other and share

Positive Citizenship

We recognize and reward good citizenship in individuals.

- school assemblies
- special excursions and treats for the student and/or the class
- phone calls and letters home
- special mention in the newsletter
- school buddy program

Student Conduct

JES CARES – Co-operation
Accountability
Respect
Excellence
Safety

JES CARES: showing respect and taking responsibility for ourselves, others and our school.

JES CARES Matrix Expectations

Expectations are posted throughout the school for hallways, washrooms, assemblies, bus and the playground. These expectations are reviewed with students throughout the school year.

Coupons are issued whenever students demonstrate any of these attributes.

Please be generous when handing out the coupons.

Discipline

Discipline Philosophy

We believe that students need a safe place where they can be themselves, learn to know themselves, self-regulate and take important steps toward assuming responsibilities.

The school promotes an atmosphere of trust, the use of a simple and consistent structure, reasonable rules and procedures, and a choice of logical and realistic consequences. Students are encouraged to solve problems in a constructive fashion that enables them to own both the problem and the solution. Respect of self, peers, adults and environment are key elements.

Basic Principles

The school discipline procedures are based on the following principles:

- An atmosphere of trust involves the use of a simple structure, reasonable rules/procedures with logical and realistic consequences.
- Students should assume responsibilities and have opportunities to make critical decisions throughout their school years.
- Students should be responsible for their own actions or inaction.
- Responsibilities and decisions should be age appropriate and meaningful to students.
- All situations are dealt with on an individual basis.

Discipline Approach - Elementary

Reasonable approaches to discipline include:

- setting limits
- setting standards of behaviour – school-wide and classroom procedures
- being consistent with rules/procedures
- involving students in establishing classroom procedures, and realistic and natural consequences
- making students aware of their rights and responsibilities
- praising good behaviour
- sometimes ignoring disruptive behaviour
- helping students learn to praise themselves
- showing the child that you trust him/her and have faith in his/her capabilities
- recognizing child differences in age, temperament and experience
- social contract
- individual contract
- communication with parents

The goal is to help students see themselves as responsible for and in control of themselves. The choice is still the student's to make. The idea is to make them aware of the consequences of their choices. The consequences need to fit the situation and be such that the student can follow through with them.

Behaviour

Behavioural standards are based upon respect for self, peers, adults and school property. Rules and procedures help create a structure that serves as a basis for learning.

We expect all elementary students to:

- be on time
- be prepared
- do assignments
- respect their own and other's life space
- respect school and classroom procedures
- respect school property and environment

The following behaviour is not acceptable and is usually dealt with by the homeroom teacher and after repeated reoccurrences, by the Administrator:

- hitting, swearing, name calling, roughing and physical abuse
- throwing objects such as rocks, snowballs
- defiance of authority
- disrespectful/abusive language and gesture
- damaging or stealing property (willful destruction of school or another student's property).

Ownership of the problem includes making proper restitution (replace or pay for property destroyed). When such behaviour occurs, the homeroom teacher gives the student the opportunity to accept responsibility for his actions by discussing and solving the problem. Use the Second Step procedures. The students involved are usually asked to reflect on their behaviour, and to come up with a logical and realistic consequence, thus giving students positive power to be responsible and active participants and/or to develop a preventative action plan. Asking the students involved to decide on appropriate consequences is one positive way to deal with unacceptable behaviour. Parents are contacted through the "yellow" sheet and/or by telephone. If necessary, restrictions on student behaviour such as time-out recess or activity may be implemented to help the student become aware that his/her performance is not acceptable. If this is not satisfactory, parents are consulted.

The Principal may issue a suspension from the classroom or from school in extreme cases involving repeated serious misbehaviour.

Although student discipline is a responsibility shared by all staff, the classroom teacher is in the best position to have a complete picture of each student. Specialist teachers will be responsible for student discipline when the students are with them, but classroom teachers will be informed of discipline action required, eg. parent contacted, time out, student meeting with the Principal through the use of the yellow sheets. Collaboration with class teachers regarding behaviour issues is important. Students

should only be referred to the Principal at the end of the initial cycle of correction, or when the offense is egregious and requires administrative support or immediate assistance.

Behaviour in Hallways

When going to a class as a group or walking alone in halls, we ask all students to:

- walk single file on the right hand side
- be quiet and not disturb classes in progress
- be friendly

School Bus Conduct

For their own safety, when riding on the school bus, students need to:

- promptly follow the directions of the driver
- not eat on the bus
- stay in their seat
- avoid noise that will distract the driver
- keep books, knapsacks and items out of the aisle

Consequences for inappropriate or dangerous bus behaviours will mean a loss of bus riding privileges.

Use and Procedure of Student Behaviour Forms

A blue sheet “This JES student CARES” is used to note excellent and caring behaviour which is then recognized in JES CARES assemblies. Please be generous in handing out these recognitions of good behaviour no matter where or when it is displayed.

A yellow “*Minors Behaviour Sheet*” or a “*Majors Behaviour Sheet*” is completed when unsatisfactory behaviour is displayed by a student and/or when disciplinary action is required. One copy is given to the homeroom teacher and one copy is given to the Principal for signing. This copy will stay in the discipline file kept in the office. Blank forms are located in the office.

Minor Behaviours Tracking Sheet

These types of behaviour are handled initially by the teacher or supervising adult, but are referred to the Administration if they become chronic.

Student Name: _____

Date: _____

| | |
|---|---|
| <p>Defacing School Property</p> <p>Excessive Talking</p> <p>Failure/Refusal to complete assigned work</p> <p>Inappropriate clothing</p> <p>Inappropriate hallway behavior</p> <p>Inappropriate language</p> <p>Inappropriate response</p> <p>Inappropriate use of equipment or supplies</p> <p>Inappropriate use of electronics</p> <p>Lying</p> <p>Non-compliance</p> <p>Pushing/rough housing</p> <p>Teasing and/or derogatory remarks</p> <p>Wrong area/wandering</p> <p>Inappropriate school bus behaviour</p> <p>Other comments:</p> | <p>Step 1: Verbal reminder to the student of the expected behavior.</p> <p>Date: _____ Time: _____</p> <p>Location: _____</p> <p>Step 2: Verbal reminder to the student of the expected behavior. Teacher reteaches expected behavior. Student complies/makes amends.</p> <p>Date: _____ Time: _____</p> <p>Location: _____</p> <p>Step 3: Verbal reminder to the student of the expected appropriate behavior. Consequences applied by the teacher.</p> <p>Date: _____ Time: _____</p> <p>Location: _____</p> <p>Step 4: Verbal reminder to the student. Home contact made by the teacher.</p> <p>Date: _____ Time: _____</p> <p>Location: _____</p> <p>Step 5: Move directly to Step 1 of Majors. Student tracking sheet to be given to the Administration.</p> <p>Date: _____ Time: _____</p> |
|---|---|

Major Behaviours Tracking Sheet

These types of behaviour are referred immediately to the Administration.

Student Name: _____

Date: _____

| | |
|---|--|
| <p>Fighting</p> <p>Possession of knives, matches, etc.</p> <p>Theft</p> <p>Endangerment of self or others</p> <p>Defiance/threatening/aggression</p> <p>Runner</p> <p>Inappropriate internet sites</p> <p>Drugs/alcohol</p> <p>Vandalism</p> <p>Other comments:</p> | <p>Step 1: Referral to the Administration.</p> <p>Step 2: Home contact made by the Administration.</p> <p>Step 3: Meet with the parents. If not available, then _____.</p> <p>Step 4: In/Out of school suspension or dismissal.</p> <p>Step 5: Some form of Restorative Justice initiated before student is permitted to return to school. Student and parents must meet with the Administration before the student is permitted to return to school.</p> |
|---|--|

Parental/Student Complaint

The following channels of communication should be used to ensure expedient and timely resolution of concerns.

Complaints Concerning Staff

- Parents and students should be encouraged to try to resolve any differences with the staff member directly involved.
- If the complaint is not resolved with the staff member directly involved, the complaint should be brought to the Principal.
- If the complaint is not resolved at the school level, a meeting to hear the parental or student complaint should be requested of the Superintendent.
- If the complaint is not resolved with the Superintendent, the complaint should be directed to the chairperson of the School Council for a hearing.

Concerns/Complaints Related to School Operations

- Parents of students should bring their concerns or suggestions first to the Principal.
- If parents of students feel there is no resolution, they should submit a written submission to the Superintendent.
- If parents of students feel there is no resolution, they should submit a written submission to the School Council. They may be requested to appear before a sub-committee to voice their concerns.

Off-Site Experiential Learning Trips (Field Trips)

Field trips can be a vital part of your classroom program. They can provide rich common experiences for your students as well as the opportunity for you to observe students in a different setting. We have easy access to nature walks, ski trails, swimming, snowshoeing, and skating. There are many places you may want to visit in our immediate community.

If the activity bus is needed, please try to coordinate your trip with others so we can make the best use of bus time. Requests for the activity bus should be made in advance with the Administrative Assistant at Watson Lake Secondary School. She books all school bus trips including JES.

Field Trip Procedures

A blanket permission form for local, untransported field trips is sent to all parents and guardians at the beginning of the school year. We keep the signed permission forms on file. A note should be sent home, however, informing parents and guardians of any outing.

For field trips away from the school or immediate vicinity, please complete the following:

- Fill out a field trip application form in advance. This form is called the Off-Site Experiential Learning Trip and it is found in First Class. There are deadlines for submission – 2 weeks for day trips; one month for extended trips; and 45 days for trips outside the Yukon. Submit this form to the Principal first, before discussion with students and parents. The Principal can help you with details and logistics. Next, the form is taken to School Council for their approval, and finally, sent to the Superintendent for his approval. All accompanying paperwork must be submitted with the application form.
- Inform parents of details of field trips and get volunteers.
- Establish expectations of student behaviour prior to a field trip. Determine consequences for students who do not comply and inform parents. Have a plan to send home those students exhibiting dangerous behaviours.
- All overnight, out-of-territory, and out-of-country trips require School Council, and Superintendent or Ministerial approval. Notice is required 45 days in advance. This includes trips to BC or the USA. Passports are now mandatory for anyone entering the USA.

- School Policy – There will be separate sleeping arrangements for all male and female participants.
- If parents or other volunteers will be driving students in their vehicle, the owner of the vehicle must inform his/her insurance company and then, submit a copy of their insurance company's approval, along with their driver's licence to the office, for the Principal's approval.
- Always insure an information slip is sent home before you go on any excursion.

Please inform the office when you are leaving on your trip.

School Funds and Teaching Staff

Accounting 101: STEP-BY-STEP

1. Authority to purchase goods or services, sign for goods or services or otherwise authorize the delivery of goods or services on behalf of the school is under the direction of the Accounting Department, Education, Yukon Government. The Department delegates the purchasing authority as well as the spending limits and budget access of these delegated authorities pursuant to Sections 23 (contracting authority) and 24 (commitment authority) of the Financial Administration Act.

Teachers and EA's do not have authority to conduct any financial transactions on behalf of the school.

This authority is reserved for the Principal and Administrative Assistant only.

2. It cannot be stated enough that procedures are already in place by the Accounting Department in Whitehorse and that, as a public school, we are bound to follow these procedures. The entire process is convoluted at best as not all the procedures flow easily from one funding source to another.
3. Considering this, **all purchases for JES will be made by the Administrative Assistant.**
4. Teachers are free to initiate a purchase through the office and to this end, different forms have been created. These forms have been created so that teachers are cognizant of all costs that will be incurred during outings; to help them identify and itemize each cost; as well as to ensure consideration of the timelines outlined for the planning of events. If further information is needed, the Administrative Assistant will get back to the teacher for clarification.
5. There are 4 forms that a teacher may need to use:
 - Purchase Requisition Form
 - Fundraising Form
 - Off-Site Experiential Learning Trip Application
 - Off-Site Experiential Learning Trip Expenses Form
6. **Purchase Requisition Form** – This form is used to initiate the purchase of items or services for school and classroom purposes. Please consult with your LAT first to determine need. Then provide as much information as possible regarding the item or service. This information can be as specific as needed, especially if it is a specialty item. The ordering process will be initiated and completed by the Administrative Assistant according to established accounting procedures.

Requisition forms can be submitted anytime and once approved, they will be processed pending availability of funds.

7. **Fundraising Proposal** – This form is completed if fundraising is being considered on behalf of an organization or event. Please note that notice of 12 days is in effect so all staff can be notified of the event and plan accordingly.

Teachers should identify the “who, what, why, when and where” of the event. The Principal needs to approve all particulars of any fundraising event before announcements are made.

All the money fundraised needs to be deposited to the bank for accountability purposes. The Administrative Assistant can give you a bank deposit slip to fill out and she will deposit the funds in the bank.

On occasion, purchases may need to be made in advance of the fundraising event. Please attach a preliminary budget of expenses to the Fundraising Proposal form. Only pre-approved expenses will be allowed and they will be initiated and paid through the office.

All fundraising being considered throughout the school year will need to be brought forward at the next regularly scheduled staff meeting so that all stakeholders are informed well in advance and so that we, as a staff, can decide whether to proceed or not.

8. **Off-Site Experiential Learning Trip Application** – Off-Site Experiential Learning Trip Applications are found online and need to be completed for all excursions and events being held off school grounds. This includes walking excursions as well as excursions using the Activity Bus. The application needs to be submitted within the allotted time frames. Late submission of an application will be denied.

There are 2 components of the form that teachers need to be aware of: the **Simple Trip** application and the **Complex Trip** application. Details of each are outlined on the website. It is important that teachers complete the appropriate application and get approval for all excursions and events being held off school grounds. Please ensure that all students attending any off-site event have a signed permission form on file.

All trips being considered throughout the school year will need to be brought forward at the next regularly scheduled staff meeting so that all stakeholders are informed well in advance and so that we, as a staff, can decide whether to proceed or not.

9. **Off-Site Experiential Learning Trip Expense Form** – The Off-Site trip application forms were developed for use by the Experiential Learning team and, unfortunately, they do not track expenses. We have created an Off-Site Experiential Learning Trip Expense Form that should be submitted with each trip application form. This will help teachers determine an itemized budget which can be presented for approval and once approved, adhered to. Please complete the form even if you are only using the Activity Bus and there are no other costs. Only pre-approved expenses will be allowed and they will be paid through the office.

10. ***Please do not spend your own personal money on any purchases of any kind for the school. It will be deemed a personal purchase and you will not be reimbursed.***

11. ***Please do not directly initiate a purchase with any vendor or other organization for any items or services. It will be deemed a personal purchase and you will not be reimbursed.***

If you feel a form needs further clarification, please let me know and I will try to accommodate this and make changes.

Barbara Millen, Administrative Assistant

Community Use of School Facilities

- No smoking will be tolerated within school grounds.
- Consumption of soft drinks and other beverages shall not be permitted in the gymnasium under normal circumstances.
- All participants making use of the gymnasium are expected to wear proper footwear.
- Permission must be obtained from the Principal to make use of school equipment. Conditions stipulated by the Principal regarding the use for equipment must be followed.
- All non-school equipment, materials, etc. should be removed from the school at the conclusion of the activity.
- General fire regulations must be adhered to at all times.
- Adjustments shall not be made to lighting, heating or ventilation equipment by any person other than Property Management.
- The representative that makes application for use of school facilities shall be held responsible for any damages or losses that might occur.
- No alcoholic beverages or the use of non-medical drugs will be tolerated on the school grounds or within any of the school facilities.
- Organizations making use of school facilities shall make certain that all lights are turned off, garbage is removed, and everything is returned to its normal position.
- Please check with the school office to see if there is a user fee for your group or activity.