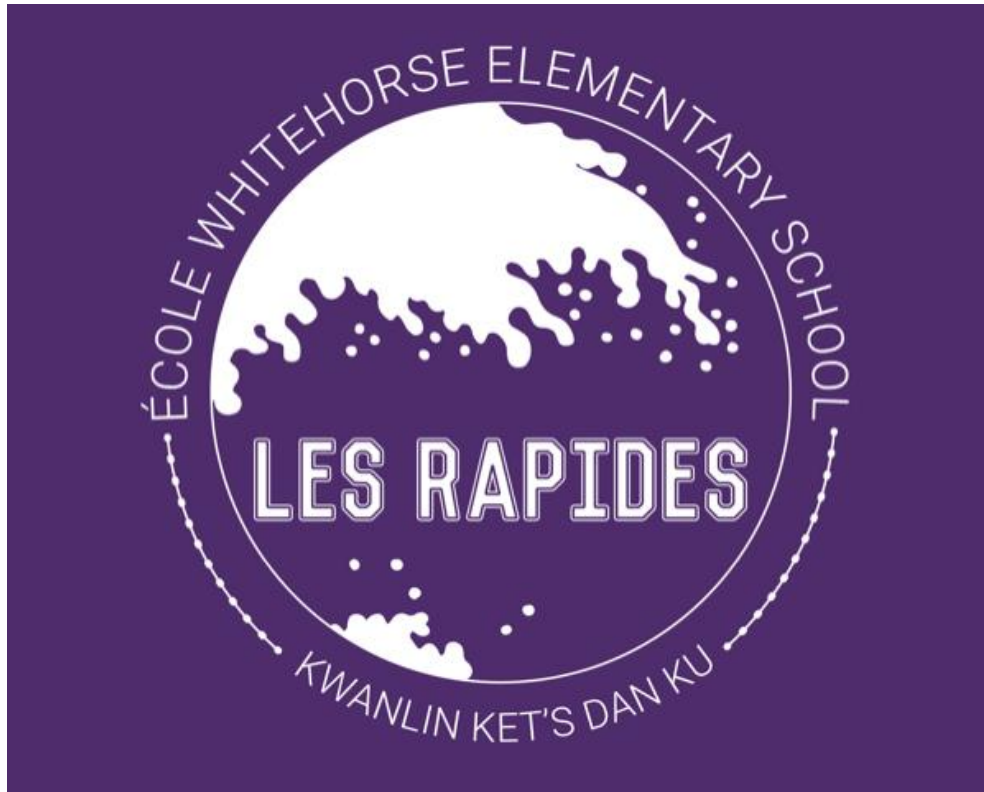


Parent Handbook



August 27th, 2024- June 13th, 2025

**ÉCOLE WHITEHORSE ELEMENTARY SCHOOL
4181 4th Avenue, Whitehorse, Y1A 1J7, (tel.) 667-8083 (fax) 393-6211
www.whitehorseelementary.com**

INTRODUCTION

SCHOOL VISION

In our French immersion learning community, we work towards our full potential as engaged life-long learners and caring global citizens.

SCHOOL BRAND

I GROW, I SPEAK, I CARE, WE BELONG

SCHOOL MISSION

We support life-learning by:

- Having high expectations for academic achievement
- Providing challenging, stimulating environments and creative experiences
- Encouraging independence, perseverance, risk taking and self-awareness

We care for ourselves, our community and our world by:

- Being safe and respectful
- Accepting and celebrating ourselves and others
- Cooperating as leaders and team members

SCHOOL PHILOSOPHY

One of the key goals in an elementary school is to establish a positive learning environment that places emphasis on the continuous development of the child. We must recognize the importance of our role in developing, within students, the foundations for life-long learning.

Every child has the right to succeed at his/her level. For learning to occur, basic human needs must be met. Learning is enhanced when the learner has opportunities to speak, listen, read, write, see, think, pretend, practice, experiment, manipulate, take risks and reflect. Learning is further enhanced when the learner feels valued, accepted, and respected.

Parent volunteers are encouraged to take part in all our children's school experience. The atmosphere in the school is open and friendly. Our school is one in which teachers are teaching and learning, students are teaching and learning, and administrators are teaching and learning.

EDUCATING THE WHOLE CHILD

At École Whitehorse Elementary School, we are committed to educating the whole child by:

- Providing opportunities to think and reason independently.
- Providing opportunities for engaging in creative thought and expression.
- Exposing each child to a range of educational opportunities within the limitations of curriculum and resources.
- Recognizing the individuality of our students and encouraging each child to achieve his/her potential regardless of individual learning rate and style of learning.
- Promoting fitness, sportsmanship, physical health and well-being through an active physical education program.
- Providing necessary resources, opportunities for enrichment, challenge, learning assistance, behavior control, and extra curricular activities.

École Whitehorse Elementary School Parent Handbook

SCHOOL GROWTH PLAN

Students at École Whitehorse Elementary will use and improve their French Oral Language Skills.

The school growth plan may be seen in its entirety on the EWES website.

FRENCH IMMERSION AT ÉCOLE WHITEHORSE ELEMENTARY

At École Whitehorse Elementary School (ÉWES) students have three points of entry. They may enter the Early French Immersion (F.I.) program in kindergarten or Grade 1. Students may also enter in Grade 6 in the Late French Immersion program.

ÉWES is a French Immersion school and as a result, our music, physical education, library and information technology teachers all provide their classes in French. The front office staff also speak French with the students. Southern Tutchone Language classes are animated in Southern Tutchone and English.

In the Early F.I. program, students start out in kindergarten immersed in French and all classes are conducted in French. In Grade 1, students learn to read in their first language, English. The students are divided into small groups for word study and for guided reading; to keep the groups small and homogeneous, ancillary staff, learning assistance teachers, administration as well as classroom teachers conduct the reading groups. Then the classroom teachers complement the last part of the balanced literacy program with writing activities. The rest of the day for our Grade 1 students is in French (math, science, social studies, health, French oral, technology, gym, music, and library). In grades two through seven, the students have one hour of English Language Arts and the rest of the curriculum is presented in French.

In the Late French Immersion Grade 6 program, the curriculum is delivered exclusively in French and in Grade 7, Late French Immersion students have one hour of English a day.

STUDENTS RIGHTS AND RESPONSIBILITIES

1. Students have the **RIGHT** to learn and grow and experience success.
It is the student's **RESPONSIBILITY** to listen to instructions, work productively, cooperate, participate, do their best, complete assignments and ask if they have a question or concern.
2. Students have the **RIGHT** to hear and be heard.
It is the student's **RESPONSIBILITY** to listen and respond courteously when others are speaking.
3. Students have the **RIGHT** to be responded and to be supported as an individual.
It is the student's **RESPONSIBILITY** to be honest and show respect and consideration for others and their ideas.
4. Students have the **RIGHT** to be safe.
Students have the **RESPONSIBILITY** to act in a manner that is safe for themselves and others, and to follow the rules of École Whitehorse Elementary School.
5. Students have a **RIGHT** to their own personal space.
Students have a **RESPONSIBILITY** to respect the personal property of others and to accept their personal space.
6. Students have a **RIGHT** to enjoy school.
Students have a **RESPONSIBILITY** to have a good attitude and to participate in a way that helps make our school a place which others can enjoy.

École Whitehorse Elementary School Parent Handbook

DROP OFF and PARKING

Five Rules to Make the Parking Lot and Drop Off Zone Safe:

- Yield to Buses
- **NO IDLING** – turn off your engine
- **NO PARKING** – do **not** leave your vehicle in the drop off zone
- Enter parking lot off Fourth Avenue and Exit on Third Avenue
- Parking is available on Third Avenue & Black Street

KEEPING IN TOUCH

CONTACT WITH THE OFFICE

Phone: 667-8083

ADMINISTRATION and FRONT OFFICE CONTACT INFORMATION

School Telephone:	667-8083	
Fax:	393-6211	
Principal:	Sharon MacCoubrey	sharon.maccoubrey@yukon.ca
Vice Principal:	Lorraine Taillefer	lorraine.taillefer@yukon.ca
Vice Principal/Teacher Mentor:	Valerie Long	valerie.long@yukon.ca
Administrative Assistant:	Anne Harrison	anne.harrison@yukon.ca
Administrative Assistant:	Jamie Jacobsen	jamie.jacobsen@yukon.ca
Counsellors:	Kat Roberts	Katherine.roberts@yukon.ca
	Angela Clark	angela.clark@yukon.ca

Teachers may be reached using their First name.Last name @yesnet.yk.ca

SCHOOL WEBSITE

The school has a website featuring activities, calendar, class projects and events at the school. The address is www.whitehorseelementary.com.

SCHOOL FACEBOOK PAGE

Find us and follow all our adventures on Facebook at École Whitehorse Elementary School.

SCHOOL COUNCIL MEMBERS

Please visit the School Council page on the school website or email members at: ewesschoolcouncil@gmail.com

GOOD ATTENDANCE, GOOD SKILLS AND STEADY PROGRESS, GO HAND IN HAND:

The Education Act requires that every child (with the exception of Kindergarten students) attends each school day they are ill.

LATE FOR SCHOOL?

CHILDREN LEARN BEST AT THE START OF THE DAY

If your child misses....	That Equals...	Which is...	Over 13 years of schooling that is.....
10 minutes a Day	50 minutes a Week	1.5 Weeks per Year	Nearly <u>1/2 Year</u> of lost learning
20 minutes a Day	1 hour 40 minutes a Week	2.5 Weeks per year	Nearly <u>1 Year</u> of lost learning
30 minutes a day	1/2 a Day a Week	4 Weeks per year	Nearly <u>1.5 Years</u> of lost learning
1 hour a Day	1 day a Week	8 Weeks per year	Nearly <u>2.5 Years</u> of lost learning

Support your child's success. Make sure they attend school, all day, every day!

EVERY MINUTE COUNTS!

WHEN YOUR CHILD IS ABSENT OR LATE

Please notify the school at **667-8083** or e-mail ewesattendance@yukon.ca any time your child is going to be absent or late.

- If the office is not contacted in advance, we will call all parent/guardian contact numbers on file until we have accounted for the child's absence.
- If you are anticipating a lengthy absence, notify the classroom teacher and the office as soon as possible.
- Students arriving at the school after classes begin at 8:30 a.m. should stop by the office to pick up a late slip prior to going to their class.
- Students arriving after 10:30 a.m. will be marked absent for half a day.

EMERGENCY CONTACT NUMBERS FOR PARENTS

We request that parents provide the school with current phone numbers (home, cell and work) and an alternative contact person's numbers if the school is unable to reach the parent. Please keep the school informed of changes to phone numbers or addresses (even if it is temporary) in case of an emergency.

CONTACTING THE SCHOOL - Phone: 667-8083 –WHO TO TALK TO

On occasion we have had parents ask, "Who should I talk to about?" If you have a question or concern about:

- **Your child's program, homework, or class activities:** Please direct your question to the classroom or subject area teacher involved.
- **A social, emotional, or behavioral concern:** Please direct your question to your child's teacher, the school counsellor, or one of the school administrators. If your question or concern has been addressed in part by a staff member, it often helps to talk to that person(s) first.
- **Broader school matters such as Yukon curricula, school policies, incidents on the playground:**

École Whitehorse Elementary School Parent Handbook

- Class related incidents should be discussed with the classroom teacher. You may wish to continue this discussion with the school's administrators once the teacher has been contacted.
- Students have the right to be heard. If students have conflicts or concerns, please encourage them to discuss their concerns with their teachers, the administration or a school counsellor.
- Three-way conferences are held with parents-teacher(s) - counsellor, or parents-teacher(s)-administrator(s). We have found these conferences to be beneficial when these staff members have also been involved or working with your child.
- Departmental personnel may be asked to attend meetings at the school. Parents have the right to discuss concerns with the superintendent of schools for our area.
- The School Council will not become involved with parental concerns of this nature until you have talked to the teacher and the principal and a resolution has not been reached. The next avenue of appeal is the Education Appeal Tribunal. (Education Act, Part 8:157 - 165)
- **Class Composition for Students**
 - **Prior to May 1st**, parents are invited to bring any issues, concerns, or ideas regarding classroom placement of their child for the following year to the Vice-Principal; however, parents need to be aware that many factors must be reviewed in developing balanced, well-functioning classes and that specific parental requests will be considered, but **cannot be guaranteed**.

CONTACTING STAFF

When you wish to arrange to meet or talk with a staff member, the most expedient way is to email the staff or leave a message at the office for the staff member to return your call. Office hours are 8:00 a.m. – 3:30 p.m. Phone number: 667-8083.

CONTACTING STUDENTS

Messages for students may be left with our school secretary. We will inform students of changes with after school care, lunch plans etc. We appreciate, where possible, for these arrangements to be made outside of school hours. Student messages are usually distributed just prior to the recess break at 10:30 a.m., at 11:50 p.m. and at 3:05 p.m. Classes should not be interrupted while they are in session as interruptions are distracting and compromise the learning activities taking place.

TELEPHONE USE IN THE SCHOOL

Students are permitted to use the classroom phone when there are special circumstances that warrant its use and they have permission from their homeroom teacher. Students will not be permitted to use the phone to call home to ask if they can visit a friend's house. Our office line cannot accommodate these types of calls. Students are encouraged to make these arrangements with parents and friends prior to coming to school.

PERSONAL ELECTRONIC DEVICES

EWES *does not* permit the use of personally owned electronic devices during school hours or at school events. We ask that all technology be safely stored for the day. Please see the Cell Phone Policy on our website at: <https://www.whitehorseelementary.com/policies-guidelines>

All use of technology within the school must:

- **Follow the Code of Conduct**– all behavior when using technology must fall within the guidelines of our school's Code of Conduct.

École Whitehorse Elementary School Parent Handbook

- Absolutely no use of personal devices during the school day
- Students may not use their devices to take photos or videos of people.
- Parents are encouraged to contact the office to share important messages for their children.
- EWES is not responsible for the loss or damage of personal devices at school.
- Consequences of improper use of personal devices may include keeping the device in the office, contacting parents or retrieval of devices by a parent.

SEEING PROGRESS

COMMUNICATING STUDENT PROGRESS

Our school believes that ongoing positive communications are essential to establishing a close and effective partnership between the school and home.

- Teachers may send out individual class newsletters, phone, email, tweet or inform parents through a class website.
- The Principal sends out regular newsletters.
- Progress Checklist will be sent home in October.
- Teacher Conferences with student, parents and teachers, are scheduled October 20th (after school) & October 21st (all day-no classes this day)
- The Written Progress Report, with Behaviors for Success, and Self-Assessment of Core Competencies will be sent home (December 9th).
- Three-way conferences and Portfolios will be held on February 22nd (after school) and February 23rd (all day – no classes this day).
- Portfolios – digital and/or paper will be shared in May.
- Final Summative Report with Behaviors for Success and Self-Assessments of Core Competencies will be sent home on June 15th.

It is hoped that every parent will be an active voice for their child(ren) in our school. Open and honest two-way communication between parents and teachers will provide a strong foundation for student growth.

Be a partner in your child's education!

HOMEWORK

In accordance with the belief that all children learn at varying rates, we must ensure that the students are capable of performing the tasks assigned and that the work is at an appropriate level in terms of cognitive development.

It is also expected that students from grades 4 to 7 may be assigned some homework on a weekly basis or be given some long term projects. This will vary depending on the progress and responsibility of the individual student.

Should parents have any questions regarding homework they should discuss it with their child's teacher. We recommend to parents that they encourage daily reading at home as this greatly enhances student performance.

Kindergarten	Read a book to your child every night
Grade 1 and 2	Read for 15 minutes a day
Grade 3 and 4	20 minutes a day
Grades 5-7	30-45 minutes of daily French reading & assigned homework

École Whitehorse Elementary School Parent Handbook

These times are meant as guidelines only, recognizing that students are all different and some may get things done in class more efficiently than others. Others may be working on larger projects and will be responsible for pacing themselves. There may also be times when homework is not assigned. Please give teachers three weeks' notice for extended absences. Teachers may choose to supply homework for these times.

PARENT/TEACHER/STUDENT CONFERENCES

During Parent/Teacher/Student conferences, all parties provide information that will assist the student in progressing in their studies. Suggestions for the type of questions you may want to explore with the teacher include:

- What are my child's strengths in this school year?
- Are their strengths reflected in the assignment she/he is handing in?
- How does my child fit in with the rest of their peer group?

When you are meeting with teachers, please respect their professional ethics and not discuss the performance of other teachers or students with them.

ASSESSMENTS

Classroom Based Assessment

- Reading evaluations-running records
- Unit tests
- Presentations
- Quizzes
- Response journals
- Self-evaluations
- Math journals
- Homework
- Daily work

Functional Skills Assessment: English Reading and Writing and Math assessments for all Yukon grade four and seven students.

By closely monitoring the results of the Foundation Skills Assessment, the Department is able to:

- Determine if students are learning what they are expected to learn;
- Report to Yukoners on how well students have achieved territorial standards at given points in their schooling; and
- Assist schools and the territory in improving student learning.

D.A.R.T.: District Assessment for Reading Team/ ERCL; Évaluation rapide de compréhension en lecture

This is a non-fiction/informational text reading assessment used in Grades 2, 3, 5 and 6, which uses the Reading for Information BC Performance Standard Quick Scale. This assessment is administered twice a year. In the fall, teachers use results to determine what should be the focus of their instruction and again in the spring, to assess the effectiveness of their teaching and student learning.

School Wide Write/ École Écrit

A school based assessment of students' writing ability. Students write on a common theme twice a year to illustrate potential growth over the year. This assessment uses the BC Performance Standards to assess students' writing skills. This tool provides teachers with meaningful feedback about students' strengths and identifies their weaker skills and enables teachers to help guide their instruction.

École Whitehorse Elementary School Parent Handbook

CLASSROOM VISITS BY PARENTS

The Yukon Education Act entitles parents to observe the instruction of their children, with reasonable notice and the appropriate arrangements. If you want to visit your child's classroom, you should arrange it in advance with the classroom teacher.

VOLUNTEERING AT THE SCHOOL

PARENTS IN THE SCHOOL

Whitehorse Elementary School is enriched by the daily contributions parents make to the social and educational environment. Their interests, skills, and care are put to good use in building tables, judging science fair projects, serving breakfast, pizza, supervising the playground, feeding hungry kids, cataloguing books, boosting self-esteem and much, much more.

As well as contributing to the school environment, volunteering also provides a unique opportunity to experience the school as your child does and see your child in an environment which has different demands and challenges. (And, it's much more informative than most children's descriptions of how they spent their day!)

CLASSROOM HELPERS

Many teachers, particularly in the primary grades, need classroom helpers from time to time to assist in preparing materials (cutting, photocopying, making displays), assisting with class projects - another pair of adult hands can come in handy), accompanying the class on field trips, or reading one-on-one with a child. Sometimes you may have skills and interests that relate to the curriculum in which case you may want to volunteer to make a guest presentation.

The needs and tasks vary from teacher to teacher; generally, the best way to volunteer in your child's class is to indicate your interest and availability to the teacher at the beginning of the school year. Parent volunteers wishing to bring a sibling into the classroom must check with the teacher.

FOOD FOR LEARNING BREAKFAST PROGRAM

Sometimes kids come to school hungry --- maybe they didn't feel like eating when they got up, but do once they get to school. Perhaps they got up late or got distracted, etc. Because hunger is a powerful distraction, we have a breakfast program at EWES. Breakfast is fare and simple: cereal, toast, juice, milk, and fruit. **A volunteer is needed each day to prepare and serve breakfast, and clean up.** Please contact Kat Roberts at Katherine.roberts@yukon.ca to sign up. Thank you.

FUNDRAISING

EWES counts on fundraising around \$15,000 each year to enhance the quality of school life. Fund raising has included Read-O-Thon, pizza lunches and from the Ground-Up vegetable fundraiser. Money raised from these events is used to fund special events, activities and supplies throughout the school year. For example, expenditures have included film developing, skipping ropes, library books, camping, classroom supplies and transportation. Thank you, we appreciate everyone's support in these events. Volunteers are welcome to assist plan, carry out, and manage fund raising activities. If you are interested in helping out, please contact the Principal or any school council member.

VOLUNTEER DRIVERS

School field trips and offsite sporting events often rely on the generosity of volunteer drivers. We appreciate the wonderful contribution of time and resources our volunteers make to our school. To become a volunteer driver, we must follow the protocol set out by the Department of Education. The process is quite simple and requires only a few moments of your time. The documents you will need to bring with you are:

- Valid driver's license

École Whitehorse Elementary School Parent Handbook

- Insurance policy statement showing your liability coverage (minimum of \$1,000,000)
- Vehicle registration

If your child is participating in a school event and is being transported to and from the school to the event by a volunteer driver, parents will be notified in advance and must give permission. The new driver must be either the parent/guardian, a parent designate or a volunteer driver with all paperwork in place with the office. If your child is in Grade 7 and is attending a school dance the responsibility and liability associated with transporting your child and other children falls to the parents/guardians of all children involved.

ÉWES SCHOOL COUNCIL

Every 2 years up to 7 people are elected to school council. School council acts as a liaison between the larger parent community and the school administration. Among other tasks, school councils play a role in setting overall direction and priorities of the school, resolving disputes, lobbying for resources, developing school policies, advising the Minister, and approving field trips.

Meetings are held monthly, and are open to anyone interested in attending. In addition to keeping abreast on what's happening and providing your input, attending school council meetings can help you decide whether you'll run in the upcoming election.

Council members are also available outside of the meetings to answer your questions, help you "figure out the system," take your ideas and feedback, and be a source of practical assistance and support to parents.

You may contact the School Council Members by email: ewesschoolcouncil@gmail.com.

SUPPORT SERVICES

When your child needs extra help!

If need arises for the further assessment of academic, social or developmental skills of a student, special education services are available. These services are allocated according to needs of children who have been referred by teachers for assistance. Parents may initiate a referral for their child to special education services **in consultation with the child's classroom teacher**. As much as possible the emphasis will be on early intervention.

EDUCATIONAL SUPPORT

Superintendent

As a manager for schools in the attendance area, the Superintendent is responsible for the orderly operation of schools, ensuring that program delivery is effective and efficient, professional standards and ethics are maintained, and professional development is consistent with the needs of Yukon schools. Working closely with the Principal, the Superintendent oversees staffing, facility management and the safe operations of the school environment.

Principal/Teachers

École Whitehorse Elementary School operates with a principal, a vice-principal and a staff of full and part-time teachers. The Principal directly supervises teaching, staff and students and is responsible for the general operation of the school and school grounds and for maintaining a positive and respectful attitude throughout the school. Teachers instruct in all core subjects areas including a portion of their physical education and adapt their program to the needs of the students. Music, physical education and First Nations Culture are taught by teachers specialized in those areas.

École Whitehorse Elementary School Parent Handbook

School Based Team

The school based team is comprised of educators in the school, including the administration, classroom teacher, learning assistant teacher and counsellor who meet to discuss various educational plans for individual students in need of extra help.

Learning Assistance Teachers (L.A.T.)

These teachers work alongside the classroom teachers in developing and implementing programs that will meet the individual needs of identified students. This may include assisting classroom teachers with the drafting of and implementation of Individual Education Plans. They are also instrumental in identifying and assessing students experiencing difficulties.

Counsellor

The Counsellor provides direct services to students either individually or in groups. There is also direct service to teachers working with those students, and linking the parents to services offered by other agencies. Counseling services are also available to our special needs students in order to help maximize their adjustment and their development in the school setting. The counsellors may work with the classroom teacher and the student's family to help them understand difficulties the child may be experiencing in or out of school. The counsellors will work with students and home-room teachers in Second Step, a violence prevention program and other various programs.

Educational Assistant (EA)

Educational assistants generally work on a one-to-one basis with individual students who are assigned to them for the school year as a result of consultations by the school-based team.

SPECIALIZED SERVICES

The Department of Education's Special Services Branch offers a number of specialists that work with the school based team in a direct and indirect capacity. These include a psychologist, a speech and language therapist, an occupational therapist and a physiotherapist. These specialists are involved in assessing our special needs students and they also act as consultants in the development of individual education plans. They will also help teachers in developing strategies for better integrating our special needs students. They include the following:

Physiotherapist (PT)

A Physiotherapist observes your child and designs a program that develops quality gross motor functions (such as balancing, pushing, pulling, climbing, etc), develops age appropriate motor skills and promotes healthy posture. As well the PT ensures that school buildings/classrooms are accessible to all students.

Occupational Therapist (OT)

An Occupational Therapist focuses on helping students with their fine motor skills, (printing and using classroom tools) completing self-care skills and integrating sensory issues.

Speech and Language Pathologist (SLP)

SLP's provide assessment and programming for students who have written and oral communication difficulties in areas of language, articulation, fluency and voice.

Behaviour Support Consultant

Beh. Consultant provides training to school staff in the areas of positive behaviour supports, classroom management, safety planning, and to students who require behavioural support.

School Psychologists

École Whitehorse Elementary School Parent Handbook

Through assessment and program development, school psychologists assist students, school staff and parents in enhancing academic, adaptive and social skills for students.

OTHER SPECIAL SERVICES

Dental therapist

The dental therapist work in consultation with the examining dentist to provide dental service for students enrolled in the Yukon Dental Health Program. Participation is optional and detailed information is sent home at the beginning of each school year. Students with parental consent are provided with dental therapy, which may include fillings, cleanings, x-rays, extractions, sealants, fluoride applications, and educational and preventative services.

PROGRAMS

CURRICULUM

All Yukon schools follow the Province of British Columbia's curriculum. The BC Integrated Resource Packages detail the intended learning outcomes at each grade level, suggested activities and resources, and assessment strategies. The link for the curriculum can be found at <https://curriculum.gov.bc.ca/>. Within the primary and intermediate grades, subjects are often integrated. For example, the development of writing and art skills may be components of a unit which has a social studies title. The purpose of integration is to provide opportunities for students to develop skills in relevant and purposeful activities, and to use our instructional time effectively. In elementary schools, the primary responsibility for the instruction of curricular objectives is that of the classroom teacher. In École Whitehorse Elementary School we are fortunate again this year to have the support services of a number of specialists for Music, First Nations Language Program, and PE. These learning support personnel will be working closely with your child(ren)'s teachers to assist your child in the development of related skills. Our counsellor will schedule individual or small group counseling sessions that focus on the students' counseling/needs.

FOOD FOR LEARNING PROGRAM

Sometimes kids come to school hungry --- maybe they didn't feel like eating when they got up, but do once they get to school. Perhaps they got up late or got distracted, etc. Because hunger is a powerful distraction, we have a breakfast program at ÉWES. Breakfast is fare and simple: cereal, toast, juice, milk, and fruit. We also have a lunch program: piece of bread with cheese, vegetables and fruits. Students in need of lunch on any given day can access food at no charge by talking to their classroom teacher.

BAND

Grade 7 students have the opportunity to join Band. Band is lead by our school music teacher, Marie-Maude Allard. Our brass, woodwind band meets on Wednesday mornings at 8 am. More information will be provided to interested grade 7 students.

EXTRA CURRICULAR PROJECTS

Extra-curricular activities will be continued this year dependent on students' interest and the availability of leader-sponsors. Parent involvement in these or other projects is appreciated.

Various activities may include:

- Running Club
- Band
- Social Justice – Grade 7

École Whitehorse Elementary School Parent Handbook

- Knitting Club
- Student Mentors and Playground Monitors, grades 6 and 7
- Track and Field – grade 6
- Floor Hockey
- Wrestling Club
- Baseball After-school Grade 6
- Grade 7 Sports interschool teams (Basketball, Badminton, Cross Country Running, Soccer, Volleyball) and others.

POLICIES AND PROCEDURES

KEEPING YOUR CHILD SAFE

EMERGENCY PLANS

Fire, earthquake and emergency evacuation procedures are in place and practiced by the school once during each term and early in the school year. The plan in its entirety includes details on plans for contacting parents, drill procedures and contingency plans. This document is available at school. In the event of an emergency in which a school-wide evacuation is necessary or in which communications to parents is inaccessible, signs will be posted on the doors of the school to indicate where students have been relocated to and the contact numbers. A contact number at the Department of Education is 667-5180.

MISSING STUDENTS

A formal roll call/attendance is taken by homeroom teachers twice daily; in the morning once students have entered their homeroom, and at the beginning of the instructional period after lunch. Specialist teachers will take the attendance of each class. Class attendance records are sent to the office where they are checked by the School Secretary or designate to ascertain if there are students absent whose parent(s) have not indicated to the homeroom teacher or office personnel that their child/children will not be in attendance. The School Secretary calls home to verify every absent child's whereabouts. Teachers will also monitor attendance after the morning recess break and will advise the secretary if students are not present. If a child cannot be found by school personnel or goes missing on a field trip, parents and the R.C.M.P. will be contacted.

WINTER SAFETY

Note: At this time there is no cold weather closure policy for Yukon schools. Our school will remain open during all cold weather. If you decide to keep your child home through an extensive cold period, please notify the school.

COLD WEATHER

While living in the Yukon, one encounters many days when the temperature is too cold for anyone to remain outside for any length of time. However, for the most part, children can enjoy the crisp winter fresh air. It is important that our students take in a bit of fresh air each day, so we strongly encourage our parents to ensure that their children are properly dressed for the occasion.

The School's Responsibility

- During cold weather, students are able to enter the school upon arrival because of the Open School Policy. **Please note that doors open at 8:05 am, not earlier**, even in cold weather.
- -30 and below (with the wind-chill factor) recess will be indoors for the morning recess
- Between -30 and -35 (with the wind-chill factor) children will go out for 10 minutes at lunch recess

École Whitehorse Elementary School Parent Handbook

- Between -36 and -39(with the wind-chill factor) children will walk around the school twice and go inside at lunch recess
- -40 and below (with the wind-chill factor) children will stay inside both recesses, but teachers can take their classes out for a quick walk around the school

The Parent's Responsibility

- Ensure that your child is equipped with the proper clothing to fit the occasion. Therefore, during the winter all children should have a warm winter parka, winter boots, mitts and proper head gear.
- Listen to the morning radio and check for dangerous wind chills. Take necessary precautions.
- Label all individual pieces of winter clothing.

Student's Responsibility

- Wear the proper clothing, including mitts, scarves and hats.
- Wear boots outside during the winter months.
- Have indoor shoes: make sure that indoor shoes are only worn indoors!

PERSONAL ELECTRONIC DEVICE POLICY

EWES *does not* permit the use of personally owned electronic devices during school hours or at school events. Instead, students will continue to have use of electronic devices provided by the school as part of their supervised classroom activities. This will encourage students to learn how to appropriately and safely use devices as part of their learning experience.

SKATING RINK

The school has a maintained skating rink (weather permitting) during the winter months. Students are encouraged to bring their own skates. (Note that when students bring skates on the bus the blades must be securely covered). Helmet use is mandatory. Please make sure your child can wear a warm hat under the helmet.

SKATEBOARDS/BIKES

Helmets are required for skateboards and bikes. It is strongly recommended to lock the bike outside. No bikes should be left inside the school. Skateboards and bikes are not allowed on the school yard. All bike users must walk their bike on school grounds.

DOGS

Dogs are **not** permitted in the school yard; this is to protect both the students and your pet. Pets can easily become overwhelmed by a crowd of well-intended youngsters and may react.

NSF CHEQUES

School will charge \$25 for NSF cheques

KEEPING YOUR CHILD HEALTHY AND WELL

FIRST AID

A fair number of staff at ÉWES are trained in Standard First Aid/CPR and staff have the opportunity to update their skills annually. A first aid kit is readily accessible and located in the office as well as in other offices/classes throughout the school.

IF YOUR CHILD HAS AN ACCIDENT

Students are supervised at all times. If an accident does occur the following procedures take place.

École Whitehorse Elementary School Parent Handbook

- Necessary First Aid or medical care is provided and attending staff remain with the child
- When in doubt an ambulance is called
- Every effort is made to contact the parent to take a child to out-patient/emergency. This can only be done if the school is provided with current phone numbers. In the event that parents are unavailable, an emergency contact person who can come on the parents' behalf will be contacted.

MEDICAL CONDITIONS

If your child has an infectious or contagious condition

Students with contagious conditions (such as chicken pox, impetigo, pink eye, step throat, etc.) must be kept at home until the contagious period is over.

Students with **head lice** can be a problem in schools. If you suspect that your child has lice, please treat the child and contact the classroom teacher as soon as possible to minimize the potential for spreading it to other children. An informational sheet on treatments is available upon request. Please see the school webpage for more information.

If your child has a serious or life-threatening condition

- Does he/she take any medication during school hours?
- *If so, the classroom teacher must be informed and medical administration form shall be completed – this includes dosage, time of administration and side effects; medicine must be sent in its original bottle.*
- Does your child have any serious allergies?
- *If so, this must be reported to the school immediately. Parents must send children to school with their own personal epinephrine kit (EpiPen) in a fanny bag. The school needs a second EpiPen to be kept in the office.*
- Does your child take the school bus?
- *If so, for reasons of confidentiality, it is the parent's responsibility to notify the school bus driver of possible life-threatening conditions. Remember some children can be on the bus for up to one hour going to or from school.*

FOOD AT SCHOOL

The school promotes nutritious snacks (fruits, vegetables, cheese, granola bar...) and lunches. **ÉWES is a nut/peanut free facility.** Students eat lunch in their classroom where they are supervised. There is no microwave available for students. Please provide hot lunches in Thermos. No junk food should be sent to school (candy bars, candies, chips, pop, lunch-able, etc.). We don't have the possibility to heat up dry noodles packages.

SUPERVISION

We are concentrating on eliminating problems at their source: in the hallways and outside during recess. Because of the large and diverse area of our playground, we have created supervision teams consisting of five teachers and/or paraprofessionals. **Be sure to drop off your child at school after supervision starts at 8:05 am and to pick your child up before the end of school supervision at 3:20 pm.**

SCHOOL SECURITY

The school is equipped with several security cameras (i.e. main entrance, outside basement washrooms). All outside doors are kept locked except for the main one. All visitors, including parents are required to report to the office and then sign in to obtain a visitors pass before proceeding to your child's class. Parents are asked to sign their child out at the office if there is a need to leave the school during school hours.

École Whitehorse Elementary School Parent Handbook

FIELD TRIPS

Field trips and excursions within the community and surrounding environment enhance classroom discussions and activities. Field trips provide opportunities for meaningful introductions or closure to certain units. They also allow students to learn in different circumstances. Field trips are an integral part of the curriculum, have pedagogical objectives and involve all students.

Regulations are in place for extended and overnight field trips. Parents will be informed when these are to occur and a signature for the specific trip will be required. Funds are available through fund raising and the school council to help offset the cost of these trips. Parents sign **one permission** sheet at the beginning of school year allowing their child to participate to walking fieldtrips in downtown area and trips to the Arts Centre, Mt McIntyre and Canada Games Centre.

LEAVING THE SCHOOL GROUNDS

Students are expected to remain on the school grounds during school hours. If parents are picking up their child early, please check in with your child's teacher and sign your child out at the school office so your child is accounted for. If arrangements to leave the school differ from the child's usual routine, written permission is required from parents and the administration. Requests to ride a different bus are handled case by case. Please contact Standard Bus at 456-3210 for approval. Sending a note with your student after approval is received is always a good idea. In late spring until the end of the school year, grade 7 students may be granted the privilege to leave school grounds over Friday lunch hours, with parent & teacher permission.

- Teachers may not give students permission to leave the school grounds during the school day.

BEHAVIOUR AT SCHOOL

An important part of the school's culture is its rules, regulations, and disciplinary practices. Positive discipline in a school is the result of a partnership between the school and the home. The school acts as an extension of the home and tries to develop a structure which creates a positive learning atmosphere and protects all children from harm. It is expected that all students will behave in a socially responsible manner.

École Whitehorse Elementary School recognizes its role as a partner in the development of pupils' lifelong habits in terms of personal accountability, self-discipline and understanding of responsible social behavior. We strive to:

- Engage parents in maintaining their children's socially acceptable behavior.
- Provide opportunities for students to learn to make informed choices and decisions.
- Provide opportunities for students to learn a variety of non-violent conflict resolution strategies.
- Create a learning and living climate which fosters the growth of confidence, self-esteem and pride in one's ability to self-regulate behaviors and work habits.
- Provide our students with opportunities to demonstrate positive responsible behavior.
- All students want to be successful, so we need to "catch them" being good.
- We need to teach students that rules are based on concern for them, then the process will become personal - remember, students don't care how much you know until they know how much you care.
- Teach through Second Step, and teacher modeling the skills for conflict resolution.

STATEMENT OF PURPOSE

- To establish and maintain safe, caring, and positive environments for purposeful learning.

École Whitehorse Elementary School Parent Handbook

- To establish and maintain collective rights and responsibilities among individuals.
- To clarify expectations for student behavior while at school, while going to and from school, and while attending school functions.

ÉCOLE WHITEHORSE ELEMENTARY RULES

- Be respectful.
- Be responsible.
- Be safe.

CODE OF CONDUCT

These are the things I do to make my school a better place for myself, other students and staff:

- I respect myself by eating healthy food, having good personal hygiene, being physically active and having a positive attitude.
- I always use respectful words with other students and the staff of my school.
- I have a respectful attitude towards everyone in my school.
- I am polite and I cooperate.
- I respect the personal space, the needs and differences of everyone.
- I always avoid violent or aggressive behavior.
- I will avoid including violence in my stories and drawings.
- I always avoid all forms of bullying.
- I respect my school, both inside and out.
- I try to bring lunches which don't make much garbage.
- I always tidy up after eating my lunch.
- I never bring food or beverages (except water) into the gymnasium.
- I never chew gum in the building.

I always try to do my best at school:

- I always arrive on time.
- I am ready to work in class and I bring the required materials.
- I complete assigned work on time and to the best of my ability.

I am concerned about personal safety:

- I do not push, shove or bump others.
- I never throw dangerous objects.
- I never bring dangerous material or objects to school.
- I never bring cigarettes or other illegal substances to school.
- I walk my bike and carry skateboards and scooters while on the school grounds.

I always dress appropriately:

EWES does not have a detailed dress code. We expect students to dress in a way that is appropriate for a school setting and that their choices respect our goal to foster a community that is inclusive of diverse identities.

- I can wear clothes of my choice.
- I am responsible when I wear clothing that does not restrict my participation in school activities.
- I am respectful when I wear clothing without pictures or words that are violent, hateful, sexist or racist.
- I am responsible when I wear clothing that does not advertise or display alcohol, drugs or other illegal substances or activities.

École Whitehorse Elementary School Parent Handbook

- I am safe when I wear indoor and remove my outdoor footwear upon entering the building.

I use technology appropriately:

- I am aware of the rules concerning the use of computers in the school and I follow them.
- I never use my cellular phone at school. I keep it turned off and safely stowed away.
- I leave my electronic devices at home, including iPods, cell phones, DS games.

THESE SCHOOL RULES APPLY AT SCHOOL, ON THE SCHOOL BUS, WHILE A CHILD IS GOING TO AND FROM SCHOOL, AND WHILE STUDENTS ARE INVOLVED IN EXTRA-CURRICULAR ACTIVITIES.

CONSEQUENCES

Effective discipline should be a matter of learning, so consequences should be selected on the basis of “what we need to teach the child.” The primary purpose is learning appropriate behaviors.

Minor infractions which occur in the classroom will be dealt with by the teacher as deemed appropriate. Students should be made aware of the Code of Conduct and the consequences for failing to comply, and have the opportunity to have their side of the situation heard and considered before consequences are decided.

For repeated or more serious offences, the administration and parents will be involved. As this is a French immersion school, minor conflicts will be resolved in French. As necessary, further discussions may be continued in English.

POSSIBLE CONSEQUENCES

(These may or may not be in a sequential order).

- **Verbal warning** – a reminder that a behavior is inappropriate and appropriate replacement behaviors are provided.
- **Verbal reprimand** – a more serious verbal reminder with consequences attached.
- **Minor detention** – loss of recess or part of a noon-hour privilege.
- **Major detention** – loss of free time or noon-hour privileges of one or more days.
- **Phone call home** – used in conjunction with most consequences to ensure parents are informed and involved.
- **Formal interview with student** – a scheduled meeting to discuss issues.
- **Relocation** – student temporarily moved to a supervised location to complete work.
- **Formal removal** – removal from a class with re-admittance based upon specific conditions.
- **Assigning restitution** – yard clean-up, removing graffiti, repairing damaged property, etc.
- **Interview with parents** – to ensure two-way communication, done at any stage.
- **Counselling** – receive behavioral support, parent informed
- **Student contract** – agreement regarding behavior, work habits, or other areas of concern
- **Loss of privileges** – ineligible for extra curricular groups, field trips, etc.
- **In-school suspension** – student does all required work in a supervised area away from his peers.
- **Suspension or dismissal from school** – temporary removal from programs, class, school bus or school property for a specific period; parents are notified and a meeting is held before return to school; terms for appropriate behavior are developed upon re-admittance.
- **Positive Behavioral Support Plan** – written for student by School Based Team
- **Safety Plan** – written for student by School Based Team.

École Whitehorse Elementary School Parent Handbook

The school has developed Behavior Management Guiding Principles to help parents, staff and students to understand how decisions are made with regards to discipline and conflict resolution. Please see the website for the full document: <https://www.whitehorseelementary.com/policies-guidelines>

RESPONSIBILITIES FOR A HEALTHY SCHOOL

Teacher:

- To teach in accordance with the guidelines of the department of education.
- To take an active role in helping to form the direction of the school.
- To further the strengths and address the weaknesses of the students.
- To make an active commitment to one's personal professional development.
- To become familiar with the various school routines and policies.
- To work towards creating an open school that encourages and welcomes parent participation.

Parent:

- To ensure regular attendance.
- To ensure punctuality.
- To understand and review with your child the expectations of the school in areas pertaining to the academics as well as behavior.
- To become informed regarding the direction of the school.
- To support your child through encouragement and understanding.
- To take an active interest in your child's learning.
- To work with the school to help solve problems as they arise.

Student:

- To attend school regularly.
- To arrive at school on time.
- To always try to do your best in all activities.
- To always be respectful of all adults in the school.
- To always be respectful of one another.
- Take an active part in ensuring that our school is free from all forms of violence.

ÉCOLE WHITEHORSE SAFE SCHOOL POLICY

Prevention

We will work together to build a safe and caring school where students are taught to recognize, refuse, and report bullying behaviors. The following definition, developed by students and staff, is used to identify bullying:

Bullying is unfair. It can be physical, verbal or social. It is any behavior that leaves you feeling hurt, frightened, threatened or left out on purpose. Bullying is intentional.

Based on the philosophy that bullying is due to immaturity and lack of empathy, our prevention program aims to build maturity and to teach empathy by:

- Providing excellent role modeling of calm and positive language, self-control, and acceptable problem solving steps;
- Direct teaching of problem solving steps and anger management through the Career and Personal Planning curriculum and classroom teacher follow-up;

École Whitehorse Elementary School Parent Handbook

- Direct teaching on the subject of bullying –definition, difference between bullying and fighting, skills for refusing bullies, how to report an incident, and the importance of not retaliating;
- Implementation of programs specifically aimed at reducing violence including bullying such as Steps to respect, Second Step, and Talking about Touching;

Our **Safe School Policy** can be found on our website: www.whitehorseelementary.com

SCHOOL BUS POLICY

Many of our students come to school by bus. The school bus is seen as an extension of the school and while the children are on it they are under our supervision. Please direct concerns you have regarding the schedule directly to the Student Transportation Officer at 667- 5172. To contact the bus company about concerns or lost items, call Standard Bus at 456-3210

BUS SAFETY RULES (Standard Bus)

RULES:

1. Obey the driver at all times.
2. Respect each other at all times.
3. No loud noises.
4. All body parts and objects remain inside the bus.
5. Remain seated and face forward.
6. No eating, drinking, or smoking on the bus.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR:

1. Verbal warning.
2. Conference with driver
3. Move to seat assigned by driver.
4. Incidence report sent to the principal.

When an incident report is sent to the Administrative Team, they will investigate the complaint by talking to the child (children) involved. It may be necessary to find witnesses to corroborate an incident or to confirm that there is a mistake.

As the majority of our students ride the bus, it is important that they understand clearly what is expected of them when doing so. The students are expected to get on and off the bus in an orderly fashion, and remain seated at all times while the bus is in motion. Students are expected to afford the same courtesy to the bus driver that they would to any adult in our school or their parents. School bus drivers will report any incident occurring on the bus to one of the members of the administrative team or the teacher on bus duty. Following a report, the following steps will be taken (pending the seriousness of any incident, the administration may choose to alter the consequences):

1. For the first incident, the parents will be contacted by a letter from the school,

École Whitehorse Elementary School Parent Handbook

2. For the second incident, the parents will be contacted by a letter from the school indicating that if the student receives another infraction, he/she will be suspended from riding the bus.
3. A third infraction will result in a one-day suspension from the bus.
4. A fourth infraction will result in a two-day suspension from the bus.
5. A fifth infraction will result in a one-week suspension from the bus.
6. A sixth infraction will result in two-week suspension from the bus.
7. Any subsequent infractions will result in a suspension from the bus that is at the discretion of the school administration.

BUS LOADING ZONE

Please, it is absolutely important that if parents are picking up their children at the end of the school day, they must pick up their children on the right side of the school parking lot (drop off area only so do not leave your car). If you are planning to get off your car, please park on Black Street, on 3rd avenue or in Independent parking lot.

BUS PERMISSION SLIP

For safety and security reasons, students are not allowed to change buses. Bus tags are mandatory to ride the bus.

ITEMS NOT PERMITTED ON THE BUS:

- Lighters or matches
- Knives or sharp objects of any kind
- Skis or ski poles
- Snowboards
- Hockey sticks
- Animals
- Skates MUST be covered by skate guards and enclosed in a back pack or canvas bag
- Skateboards MUST be enclosed in a zippered bag
- Scooters MUST be folded and enclosed in a zippered bag
- Baseball bats MUST be stored safely with the driver at the front of the bus
- Baseballs, footballs, baseballs, etc. MUST be kept in a back pack or canvas bag
- Cellphones safely stowed and turned off

École Whitehorse Elementary School Parent Handbook