

# Chief Matthews Sk'adaa Naay

(CHIEF MATTHEWS SCHOOL)

## Student Handbook

### 2020-2021




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Family:

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## **If you have a question or concern:**

First...call the teacher

Next... Call the principal

Then... Request a meeting

Finally... Submit a formal written letter

# Sk'adada Leeygas – School Staff

**Principal:** *Da.a xiigang* – Noise in the Housepit – Mike Hart

**Learning Assistance Teacher:** *Kun Gwanaad* – Whale meat sacred from last potlatch – Sherri Burton

**K-4 Instructor:** *Nang Duunaas* – Youngest One – Bernice Jones

**Kindergarten Teacher:** *Guud Skada 'Leegaa* – Eagle Teacher – Suzanne Collison

**Grade 1 Teacher:** *Jaad Kuyaas* – Precious Woman – Roxanne Edgars

**Grade 2 Teacher:** Hannah Thorlakson

**Grade 3 Teacher:** *Nang Yahgudangaas*- Respectful one- Calvin Westbrook

**Grade 4 Teacher:** Denise Husband

**Grade 5 Teacher:** Barbara Elduayen

**Haida Language Teacher:** *kaayhlt'a xuhl* - Shining Star - Rhonda Bell

**Haida Language Assistant:** *K'uuk Skujuwaas* – Kind Hearted - Darlene White

**Haida Language Elder:** *guudee naan* - Grandmother Eagle - Marilyn Collison

**Education Support Worker:** Jessica Hunter

**Education Support Worker:** *Kaa Xungalaa* – Fast Walker – Myra Russ

**Education Support Worker:** *Guudee Jaad* – Eagle Woman - Joan Davis

**Education Support Worker:** *K'alaaga Jaad*- Ambitious/Smart Woman- Jana McLeod

**Education Support Worker:** *Xyee Dagwiias*- Strong Wings- Jennica Bell

**Education Support Worker:** Courtney Bell

**Education Support Worker:** Shelby Collinson

**Education Support Worker:** Kayla Davis

**Education Support Worker:** Robert Davis

**Education Support Worker:** Shelby Collinson

**Education Support Worker:** Annika Ingram

**Education Support Worker:** Megan Setso

**Education Support Worker:** Kathleen White

**Custodians:** Jennifer Jones, Dean Edgars

**Front Desk Clerk:** *K'ajuu Kuyaas*- Precious Singer- Carrie Carty

**Bus Driver:** Timothy Davidson

## Chief Matthews School Vison

- Create a safe, fun, and positive learning environment
- To inspire cultural confidence through experiential learning and high expectations
- To develop a balance between traditional and contemporary skills
- To create life-long learners who will be contributing members of Haida Gwaii

## School Day

8:30 am	Students start to arrive/Supervision begins
9:05 to 10:20 am	Class Time
10:20 to 10:35 am	Recess
10:35 to 12:00 pm	Class Time
12:00 to 12:45 pm	Lunch
12:45 to 2:55 pm	Class Time
2:55 pm	Dismissal

## School Arrival/Departure

The Health Centre Breakfast program begins at 7:45 am and runs to 8:30 am. Students taking part in the breakfast program should go directly to Chief Matthews School after doing so.

Attendance is taken shortly after the first morning bell. Any students absent, names are sent to the office, where the secretary phones home to find ensure students safety. i.e. if student is walking to school and has not arrived.

## Bus Schedule

8:45 am	Pick up students from Tahayghen in New Masset
9:00 am	Drop off students at Chief Matthews School
3:00 pm	Pick up students from Chief Matthews School/Annex

Lesahé



# Recess/Lunch

**Xuyaasdluu akyaa hl naanguu** – When it's sunshining, everyone play outside.

**Tsuu gadawaasdluu, anaa hl naanguu** – When it's stormy outside, play inside.

All students are to go outside at recess periods unless a note is sent daily from the parent/guardian. Children will remain indoors during inclement weather.

Chief Matthews School Lunch Program will begin in Wednesday September 5<sup>th</sup>. Supervision is provided and students are expected to cooperate with the supervisors.

Student General Rules:

- Stay seated during lunch hour period. *xiigan hl tl'uuwaang.uu*, all sitting still
- Use conversation level talk – No shouting. *guuslaas hl suu.uu*, all talk quietly
- Leave table & floor around your place in a clean condition. *tlaskunaa.uu*, all clean up

Failure to follow lunch rules or disrespectful behaviour will result in the following sequence of steps:

1. On the spot guidance from the Lunch Supervisor
2. Student/Lunch Supervisor/Teacher conference.
3. Teacher/Parent Conference.
4. Removal of privilege to eat at the school.

# School Supplies

School supplies have been purchased by Chief Matthews School and will be provided to all students as needed throughout the school year. Supplies will be shared in the classrooms between the students supporting a community atmosphere. Please do not send in any supplies other than gym runners and backpacks.

# School Notices

School newsletters are sent home within the first week of each month. Each notice and/or permission form will be sent home with the older sibling. *\*\*If you would prefer the newsletter to be emailed to you, then please call the school to provide your email address.*

# Bicycles/Roller Blades/Scooters

**K'asgat sk'at'aang.sdluu gam naanguu** – Don't play with it during school time

Students that ride their bikes/scooters to school are to park them in the designated areas and are not to ride them during school hours.

# Lost and Found

**Ginn angaa hl kyaang k'aalang.** – Write your name on your things.

Parents are encouraged to ensure that your child's name is written on all personal belongings.

# Dress

**gan tla' k'iinagahl, dress warm**

Children must be dressed appropriately for outdoor weather everyday as outdoor activity is scheduled daily. It is highly recommended that your child wears boots and has an extra set of clothes at school.

# Yaalang Club (Parents Club)

**T'alang hlgang.gulaa.saang, iitl'aan tadee 'laasang.** – We'll get to work, we'll have a good year.

The Yaalang Club welcomes new and returning faces back for another school year. Parents you have a voice in your children's education. Together we can meet the needs of Chief Matthews School and make it the best it can be. Check out the Parents Library section. Parents can sign out the books. Drop by and see the selection of books. Your continued support is needed and everyone is welcome to attend our parents club meeting, which are the first Tuesday of each month, 6:30 p.m. School Library, Child care is provided. See school calendar for dates. Let's continue working together and have another great year!

Makame



I am feeling misjvet

## Your Child's Sleep Needs

**Why we Sleep:** Sleep helps your body and brain develop and grow. Your brain needs sleep so you can remember what you learn, Pay attention and concentrate, solve problems and think of new ideas.

**Your Body needs sleep so your:** muscles, bones and skin can grow, muscles, skin and other parts can fix injuries, body can stay healthy and fight sickness.

**Adee hl guhlahl** – Think about it.

*Does your child get enough sleep at night?*

Children need:

- 1-3 years old: 8 to 12 hours of sleep with 1 nap per day
- 4-5 years old: 8 to 12 hours of sleep and may take 2 naps per day
- 5-8 years old: 12 hours of sleep
- 9-11 years old: 11 hours of sleep










*When you get enough sleep you can:*

- Pay attention better in school
- Be creative & think of new ideas
- Fight sickness so you stay healthy
- Be in a good mood
- Get along with your friends & family
- Solve problems better

*Without enough sleep you can:*

- Forget what you've learned
- Have trouble making good choices
- Be grumpy and in a bad mood
- Have trouble playing games & sports
- Be less patient with friends & family
- Have trouble listening to parents/teachers

# Aayee ahl liidadang - Reading with Children

-  **Sang waadluwaan hl liidadaa** – Read every day
-  Read for at least 15 minutes every day.
-  Make praise a part of reading. **Gan hl laadii** – Be nice
-  Don't exert pressure or make negative remarks.
-  Whenever possible, let the child decide what you will read.
-  Take turns reading to each other. **Giisdluu 'waa saang?** – Who's turn is it?
-  Ham it up! Use different voices.
-  Keep the story moving. Help with difficult words to maintain the flow.
-  Most important, this is a special time for you and your child to spend time together. Make it fun and enjoyable for both of you.



## Curriculum

The Curriculum used from Kindergarten through Grade 5 will be the British Columbia Provincial Curriculum, with particular attention placed on basic skills and on the implementation of Haida content. Teaching methods that focus on the child and accommodate individual learning rates will be used to encourage educational success.

## Xaadaas Kil – Haida Language

*iitl' kil sk'adee sang iits'aang*, our language is hard to learn. *xaadaas kil sk'adee gamy an.wull.anggang*, it isn't easy to teach our language. *lagaan waadluwaan t'alang gyaandagan*, we do our best. *giin t'alang isdaas, iitl' gulaangang*, we like what we do.

Haaw.aa, Naan kuyaas: guudee naan: eagle grandmother – Marilyn Collison and k'aayhlt'a xuhl: shining star – Rhonda Bell and Darlene White K'uuk Skujuwaas

# K-4 (Preschool) Program

9:05 am to 1:05 pm Class in Session

Nursery Registration for 2018-2019 School Year. Requirements:

- Child must be four (4) years old on or before December 31, 2018
- Provide a copy of the child's birth certificate at registration.
- Child must be able to use the washroom unassisted.
- Child is required to bring a nutritious snack and drink everyday.
- Child must dress appropriately for outdoor activities everyday.
- Child must have indoor shoes without laces and they are to be kept at school.
- Child should have a bag large enough to accommodate large books and snacks.
- Nursery children are invited on most of the school-wide field trips; however, parents must arrange for their child's own transportation and adult supervision.

# Kindergarten Program

9:05 to 2:55 pm Class in Session **LOCATED AT CMS ANNEX (359 Eagle Avenue)**

Kindergarten students will attend full day.



## School Rules

1. No hurting anyone on the inside or outside. **Tl'a waadluwaan gan hl 'laadii** – Be nice to everyone
2. You can't say You can't play.  
**Daman hl gan kinguu** - Be Safe  
**Ginn waad'luwaan t'ii yahdaa.uu** - Be Respectful  
**Gan hl gan k'anguangdii** - Be Kind  
**K'alat.ga tlaa gudgiidaa** - Be Responsible

## Discipline

Discipline requires the support of the parents and guardians. The following are the procedures taken when discipline is required:

- On the spot guidance and pupil teacher conference.
- Appropriate consequence or restitution.
- Conference with parent/guardian or other significant family member.



# Bus Safety

For the safety of your child, please observe the school bus rules. Students are subject to school discipline while being transported on school buses, to and from school and on extra-curricular activities.

## Safety and Conduct

*Children are expected to:*

1. Wait until the bus has come to a complete stop before boarding or exiting the bus.
2. **Xiigan hl thluwang uu stlaan hl daman king.** Remain seated at all times when the bus is moving.
3. Keep head, hands, and other parts of the body within the bus at all times.
4. **'lanaa kil hl gyaandaa** – Use inside voices.
5. Refrain from eating, drinking pop, and chewing gum while on the bus.
6. **Bus driver.ga hl gyuust'aa.uu** – Listen to the bus driver. **Laa.uu k'ulaagang** – He is the boss.
7. Keep aisle ways clear of all bags and debris.

Please observe the no parking bus zone in front of the school when dropping off and picking up students. We also request that you use the provided parking areas when doing so. This will assure a safe and orderly flow of traffic.

## *Consequences for school bus incidents*

Students are expected to behave as if they are in school while riding the school bus. The consequences for incidents while riding the school bus are as follows:

**First Offence:** *sgwansang*, one - Verbal warning by the driver. Parental contact which will be recorded by the driver and forwarded to the principal.

**Second Offence:** *sdang*, two - Parents will be contacted and sent a written report warning that the next incident will result in suspension of bus riding privileges. The principal will record the incident, action talk or meet with the parents.

**Third Offence:** *hlgunahl*, three - Parents will be contacted and sent a written report from the principal suspending bus-riding privileges for three school days. A parent meeting will be arranged.

**Fourth Offence:** *sdansang*, four - Parents will be contacted and sent a written report from the principal suspending bus-riding privileges for five school days. A meeting with the driver, parents, student and principal will be required before the student may resume riding the bus.

**Fifth Offence:** *tleihl*, five - Parents will be notified and sent a written report suspending bus privileges for one full month. A meeting of the driver, parent, student and principal will be required before the student may resume riding the bus.



## Sti'gang – Illness

**Dang st'isdluu, anaa tl'a iijang.** – When you are sick, stay home!

If a child is too ill to participate actively in normal school activities or would be a threat to the health of the other children, s/he should be kept at home until s/he is well enough to participate. When your child needs to be out because of illness, we request that you inform the school. For safety reasons, the front desk clerk will phone to find out why the student is absent. If a child has been home ill and a parents wishes the child remain indoors after s/he returns to school, then the parent should send a note requesting this. If illness occurs at school, the home or alternate number will be called so that the child can be picked up or sent home. Injury; in the event of an injury at school, first aid will be administered followed by immediate medical attention, if necessary. The home will be notified as soon as possible.

## Xil – Medication

Every effort should be made to have all medication taken at home. If it is unavailable and the student must have medication during school hours, the parent/guardian of the student should contact the Principal at Chief Matthews School. Special arrangements will be made for the medication to be held by a supervisor until time for the student to self-administer. Prescription and non-prescription medications should be taken directly to the office as soon as the student arrives at the school. A medication administration form, available at the front desk, must be filled out by the parent/guardian. All medication must be in original containers, labelled with child's name, type of medication and directions for dispensing.




## Head Lice Policy

Students found to have head lice and/or nits will be sent home at the end of the day with a phone call informing the parent/guardian. Parents are to remove all lice/nits from child's hair before returning to school. Head re-checks are done once student returns.

# Emergency Response Plan

Introduction: This plan has been prepared to protect the lives of the children, staff and visitors at Chief Matthews School during any time of emergency or disaster.

Aim or Purpose of this Plan: The aim of this plan is to provide Chief Matthews School with 'easy to follow' procedures in the event of an emergency or disaster. This is an ALL HAZARDS approach. The plan addresses 3 types of emergencies:

-  TYPE A: An emergency specific to the school that prohibits re-entry to the building
-  TYPE B: An Earthquake
-  TYPE C: A Community Evacuation caused by a tsunami, or other disaster

## ***Type A: School Specific, Re-entry Prohibited***

A type A Emergency is one that is specific to the school and prohibits re-entry to the building such as fire, bomb or a poisonous substance leak and will require the support of other community services such as police, fire and/or medical. The following procedures are to be carried out:

- Pre-arranged Assembly Point: Old Massett Village Council front sidewalk. The front desk clerk will do a walk through to ensure everyone is evacuated.
- The school will be evacuated by general fire drill procedures. Attendance is taken to ensure all students have been evacuated; missing students reported to the principal.
- If school can be re-entered, the school bell will sound.
- If school cannot be re-entered, staff and students will proceed to the Old Massett Community Hall.
- Students released to parents or guardians.
- Notification of when the school will be re-opened will be put on channel 14 and/or CBC Radio.

### **Shelter Safe:**

1. "Shelter Safe" 3 times on the PA
2. Staff and students proceed to designated safe space.
3. Staff lock doors and close curtains
4. Quiet until "Lock down is over" announcement

\*Front Desk Staff: lock front and back door\*

## ***Type B: An Earthquake***

During an Earthquake, if we can feel it, then follow safety procedure, assuming crash position. Remain in crash position until Freon Horn is signaled to evacuate the school. Depending on the strength of the earthquake there are several separate procedures that we may follow:

1. Non-Evacuation Procedures (Slight tremor, no damage, notification that tsunami warning, advisory, or watch is not in effect)
  - Evacuate to pre-arranged assembly point, Old Massett Village Council front sidewalk. The front desk clerk will do a walk through to ensure everyone has evacuated.
  - The school will be evacuated by general fire drill procedures. Attendance is taken to ensure all students have been evacuated. Any missing students will be reported to the principal.
  
2. Evacuation procedures: Refer to the following section “A Community Evacuation caused by a tsunami, or other disaster”

## ***Type C: A Community Evacuation caused by a tsunami, or other disaster***

***In the event of an evacuation the Pre-arranged assembly point is – Evacuation Site 13km out of town towards Port Clements.***

***The following procedures will take place in the event of the following notifications:***

### **TSUNAMI WARNING:**

- Parents picking up their child(ren) must do so at the back parking lot. Front door will be locked.
- Students will be loaded onto Teacher vehicles first (if bus is delayed).
- The bus will be loaded with students by classes with the youngest first, and sent to the assembly point for dispersing.
- Once students are loaded on the bus, they **MUST** stay on the bus.
- As soon as the vehicles are ready for transport the bus and car(s) will proceed to the Evacuation Site, 13 km out of town, where in-safety, the job of matching child and parents can take place.
- Teachers will organize and record the dispersing. Any students that are not matched with their parents will remain under our supervision until contact is made.
- Assigned staff will proceed to Family Center to assist with evacuation procedures.

### **TSUNAMI ADVISORY AND WATCH:**

- Upon a **Tsunami Watch**, the school bus will be directed to stand by in front parking lot of school;
- Students will proceed to their regular classrooms during a watch.
- Students will gather their belonging and place near their seats. Teachers will get as prepared as possible. The teachers will then inform the students of what could happen next.
- Any parents that wish to pick their child(ren) up may do so through the central office of the school. A record of those students will be kept.
- \*Totes will be loaded on assigned staff vehicle.

*Terms that are used during dissemination of earthquake and tsunami information include:*

**Tsunami Warning Message:** *This is the highest and most serious level of tsunami notification.* Warnings are issued when there is imminent threat of a tsunami or confirmation of a tsunami wave. When communities are issued a warning, local emergency plans should be activated and public safety actions taken. Such actions are likely to include the immediate evacuation of at-risk coastal areas and restricting access to emergency response routes and coastal beaches. Warnings are updated as conditions change.

**Tsunami Advisory:** *The second highest level of tsunami alert.* Advisories are issued due to the threat of a tsunami that has the potential to produce strong currents dangerous to those in or near the water. Significant inundation is not expected for areas under Advisory but coastal regions prone to damage due to strong currents may be at risk. Appropriate actions by emergency management personnel may include closing beaches and evacuating harbours and marinas. Additionally, local officials may opt to move boats out of harbours to deep waters, if there is time to safely do so.

**Tsunami Watch Message:** This is notification based on early seismic information that provides advanced alerting to areas that could be impacted if a tsunami has been generated. When communities are issued a Watch, local emergency plans should be activated, and local authorities should prepare for possible evacuation in the event that their area is upgraded to a Warning.

**Tsunami Information Message:** This is awareness notification. Tsunami information messages may be issued based only on preliminary seismic information without confirmation of a tsunami wave. These types of messages are issued as a means of providing advance alert to areas that could be impacted by a tsunami.

**Tsunami Cancellation Message:** This cancellation message is issued when a Warning or Watch message has been issued but where damaging waves have NOT been generated.

**Tsunami All Clear Message:** This is issued when a tsunami has been generated and the threat of further tsunami is over. This message is to advise stakeholders that the tsunami event is over and no further waves are expected.