



Del Van Gorder School Faro, Yukon

Student Handbook 2014 - 2015



Home of the Falcons!

Principal's Message

August 15, 2014



Welcome back everyone - I can't wait to see all of you again and to meet our new students too. Once again, allow me to state how incredibly privileged I feel to have the opportunity to serve and to lead at our wonderful school. To our students – I am so proud of you all, especially of how you treat one another and how kind you are to every visitor. To my staff, thank you for your continued support (and patience!) as I navigate my way through each year's journey. To parents, thank you for entrusting the most precious people in your life to our care. My staff and I will endeavor to inspire, educate, and enthrall them all!

This year we have a couple of new staff members – so warm welcomes to Frank De Jong, our new music, drama, math, and woodworking teacher. Welcome also to familiar face, but new employee Heather Grantham, who will be working in the elementary as an Educational Assistant and also to Rachel Rodnunsky, who will be assisting in the library. With some new families moving here over the summer and more K-4's coming in than Grade 12's moving out, our school has grown again and we are projected to be at 57 students this year, up 5 students from last. I am writing this before the start of school, so let's see how this pans out!

This year we have a new daily bell schedule that I'd like to remind you of. School now starts at 8:45 and ends at 3:15. Lunch is also at a different time: 11:40-12:35. The school calendar will also hopefully be soon put online at (<http://www.yesnet.yk.ca/schools/dvg/index.html>) so you can access it wherever you have internet.

Take care everyone; I look forward to having another fantastic year!

Angela Magon (angela.magon@yesnet.yk.ca)

DVG Mission and Vision Statements

"Our mission is to dedicate ourselves to the development and success of the whole child as we foster a continual learning environment with our community and family partners."

At Del Van Gorder School we have a vision where:

- All students, regardless of background, gender, ethnicity or orientation are ACHIEVING and SUCCEEDING within a safe and caring, socially-just learning environment
- All students are recognized, affirmed, and celebrated
- The school, family, and community, in partnership with each other, collaboratively assume responsibility for the whole child

School Council

The School Council members are elected individuals whose job is to represent the parents' and community views on educational issues. They are also the important contributors to the Governorship and direction of the school. In general terms the functions of the council are as follows:

1. To review and modify, if necessary, school objectives, priorities, policies, and other matters required for the effective functioning of the school.
2. To provide a forum for parents to learn and make inquiries about the processes and procedures affecting their child(ren).
3. To provide a voice that reflects community attitudes and values as they relate to the education of their child(ren).

Council meetings are open to the public and usually take place on the first Monday of every month at 7 pm in the school. If you wish to bring concerns to the council or get further information on how you might become more actively involved, please call any member of the council.

Current Council Members:

Joy Hack	Member
Ted Baker	Secretary Treasurer
Julia Salo	Member
Mathew Went	Member
Tina Freake	Member

The council Chair will be elected from within this group shortly!

School Hours

School starts at 8:45 am and the first day of school is August 25st. Lunch now runs from 11:40-12:35 and school ends at 3:15. Supervision of students in the morning begins at 8:30. There is also a supervised lunch program.

The school office is open from 8:30 to 4:00 pm every school day. Please feel free to call (994-2760) if you have any questions or concerns.

The school is never closed due to weather. Please ensure that during winter months your kids come to school equipped to go outside with appropriate winter clothing (see clothing section for more details).

Staff

Angela Magon	Principal (+ Chemistry, Psychology, French, English)
Roxine Cull	Administration Assistant
Marilyn Fradsham	K-4/5, PE 1&2, French 3-5, LAT 1&2
Victoria Fitzpatrick	Grades 1,2
Kathleen Evans	Grades 3,4,5
Brenda Mitchell	Grades 6,7,8
Frank De Jong	Music, Drama, Woodworking, EA
Mario Magon	High School: Science, Math, PE, Socials, electives
Sandra Salt	Reading Recovery, Learning Assistance Teacher
Heather Grantham	Educational Assistant
Lorraine Wilcox/ Rachel Rodnunsky	Library Clerk
Diana Rogerson	Child Development Centre K-4 Program
Deb Cheater	Custodian
Bonnie Bowness	Head Custodian
Andy Blattman	Building Maintenance Worker

Important School Dates 2014 -2015 School Year

August 25, 2014	School Start – first day of school
Monday August 18, 2014	Discovery Day, no school
Monday September 1, 2014	Labour Day, no school
October 1, 2014	School closes at 11:40 am
October 2 & 3, 2014	PD days – no school
Monday October 13, 2014	Thanksgiving Day, no school
Tuesday November 11, 2014	Remembrance Day, no school
December 22' 2014 to January 2' 2015	Christmas Break, no school
Monday January 5, 2015	School Start Date
Friday January 30, 2015	PD day, no school
Friday February 20, 2015	Heritage Day, no school
March 16-27, 2015	Spring Break, no school
March 30, 2015	School Start Date after Spring Break
Friday, April 3, 2015	Good Friday, no school
Monday April 6, 2015	Easter Monday, no school
Monday May 18, 2015	Victoria Day, no school
Friday June 12, 2015	Last Day of School for Students
Monday June 15, 2015	Last Day of School for Teachers

Important School Dates 2015-2016 and 2016-2017 School Year

In 2014, the DVG School Council was empowered to choose a 3 year calendar. These are the important dates for the following 2 school years that follow are:

August 26&27, 2015	Summer Academy (Teachers only)
August 31	PD Day (in school planning)
September 2	School Start – first day of school
October 12	Thanksgiving Day, no school
November 11, 2015	Remembrance Day, no school
December 21 to January 1	Christmas Break, no school
January 4, 2016	School Start Date
February 26	Heritage Day, no school
March 7-11	Spring Break, no school
March 25 & 28	Good Friday and Easter long weekend, no school
May 23	Victoria Day, no school
Friday June 10, 2016	Last Day of School for Students
Monday June 13, 2016	Last Day of School for Teachers

August 24&25, 2016	Summer Academy (Teachers only)
August 29	PD Day (in school planning)
August 30, 2016	School Start – first day of school
October 10	Thanksgiving Day, no school
October 14	YTA PD Day, no school
November 11, 2016	Remembrance Day, no school
December 19 to January 2, 2017	Christmas Break, no school
January 3, 2017	School Start Date
February 24	Heritage Day, no school
March 23-31	Spring Break, no school
April 14 & 17, 2017	Good Friday and Easter long weekend, no school
May 22	Victoria Day, no school
Friday June 10, 2016	Last Day of School for Students
June 13, 2017	Last Day of School for Teachers

Assessment and Reporting

Proven Tips for Success

The following list is a short list of things that parents and students can do to improve academic success:

Student:

- be on time → being only 5 minutes late a day adds up to a year of lost school over a K-12 journey
- come to class prepared and organized
- ask questions and participate;
- keep up with homework
- if absent ask for missed work;
- keep a calendar/organizer and use it
- plan ahead

Parents:

- getting your children to school on time and serving them a good breakfast are critical
- foster the concept that learning is important;
- be aware of all aspects of your child's schooling – ask questions
- be involved at the school → attend events to show interest
- celebrate your child's success
- help your child budget time to manage and limit activities

Elementary School Program (K-8)

Terms:

Grades K to 8 are broken down into three terms; at the end of each term a progress report will be issued. Report cards will be issued in November 28, March 13 and June 12.

Assessment may include assignments, homework, projects, presentations, in-class behaviour and effort, and tests. The purpose of assessment is as follows:

1. provide students with the opportunity to assess their learning and adjust effort to improve knowledge and skills;
2. provide information to parents on the academic progress of their child in a meaningful way;
3. provide teachers with a tool to accurately identify areas of strength, as well as areas in need of improvement in teaching practices so that adjustments can be made to build success;
4. provide information that will assist in providing the best achievement levels possible for every student;

Primary Student Evaluation:

Primary level students are progressively evaluated on a system of performance indicators. Promotion at the end of year is done by grade. The indicators are as follows:

- E – exceeds expectations
- S – meets expectations
- R – requires support to meet expectations
- P – shows improvement in meeting expectations
- N – not meeting expectations

Grade 4-12 Student Evaluation:

86 – 100%	A	outstanding
73 – 85%	B	very good
67- 72%	C+	good
60 – 66%	C	satisfactory
50 – 59%	C-	needs improvement: minimally meets grade level expectations
Any percent	"I"	Incomplete and/or does not meet grade level expectations - no credit given. Any student that still holds an "I" by the end of the course will have the mark converted to a failing grade.
<50%	F	Fail

High School Program (Grades 9-12)

The secondary school courses this year are: Chemistry 11, Chemistry 12, Physics 12, Science and Technology 11, Science, Social Studies 10, PE, English, Music, Film and Drama, Woodworking, Psychology 12, and Math 9-11. We are also planning on taking students on a week-long trip to Dawson City this September to take academic, trades or art courses with students from Ross River, Mayo, Carmacks, Dawson City, Old Crow, and Pelly Crossing.

Semesters and Terms:

The secondary students in Grades 9 through 12 are on a hybrid semester and linear timetable. This means they take two 80 minute classes in the morning that change midyear. In the afternoon, they take 4 classes of 40 minutes all year long.

Semester One: August 25, 2014 – January 16, 2015

Reports: November 7, 2014 (End of Term 1, Semester 1)
January 23, 2015 (Semester 1 Final Report)

Semester Two: January 19, 2015 – June 12, 2015

Reports: April 17, 2015 (End of Term 1, Semester 2)
June 12, 2015 (Yearend Report Card)

School Fees

A student fee of \$20 per student per year is charged to cover extra programs and activities offered by the school that are not covered by the school's budget. This includes: skating and swimming fees, field trip costs (gas for the bus, meals, accommodations), school food programs (snack fruit, community meals, class baking), etc. Parents who wish financial assistance for this fee can contact the office for options.

General School Rules

School rules are in place to allow all students and staff to have the ability to share in the benefits of our school community. To share these benefits, students and staff must feel safe and secure in an environment promoting a positive learning atmosphere. Any student who chooses to ignore or break a rule acts against the best interest of all. An offending student may lose privileges that are enjoyed as a part of the school community. At DVG we have high expectations for all.

General Expectations of Students

- ❖ attend regularly and be on time
- ❖ respect the school rules, respect each other, respect yourself
- ❖ complete all assigned work
- ❖ work to the best of ability
- ❖ be courteous towards fellow students, staff and visitors
- ❖ come to school neat, clean and reasonably dressed
- ❖ respect school property including books and equipment
- ❖ refrain from all abusive language

By law and for obvious health reasons, no person is to smoke within 5 meters of the school property.

Please note: Due to some severe allergies to smoke within our school community, we will ask any student who comes to school in clothes that smell of smoke to change into something else or they will be sent home.

Detention and Suspension Policies

Detention Policy

Detention is a school-applied consequence for a breach of school rules. In most cases a teacher will assign a detention to be served on the day the detention is given. As a consequence to more serious behavior, the administration may apply multi-day detentions.

Suspension Policy

Suspensions are not taken lightly and are a consequence of last resort. Suspensions work on the principle of an escalating consequence intervention. Suspensions may range from 1 day in-school suspensions, to out of school suspensions ranging from 1, 3, 5 or 10 day intervals. The duration of a suspension depends on the severity of the infraction and frequency of the infraction. Behavior that may merit a suspension or even expulsion includes but is not limited to:

- Excessive use of Profanity
- Arson
- Dangerous weapon possession
- Fighting
- Theft
- Assault
- Vandalism
- Possession of drugs or alcohol
- Under the influence of drugs or alcohol
- Abuse of technology
- Harassment (verbal or physical)
- Willful defiance of rules or teacher's requests

Lunch

Lunch break will take place between 11:40 noon and 12:35 p.m. Students participating in the supervised lunch program should bring self-contained lunches that don't need to be cooked or reheated. If a hot lunch is desired at school, a thermos can keep food hot until lunchtime. For students returning to school early from lunch at home, supervision of the playground begins at 12:10 pm. Del Van Gorder School has been peanut free in the past, but as we no longer have a student with life threatening peanut allergies, peanuts are no longer banned from the school.

Supervision

Staff members and substitute teachers have the full authority of the administration at all times whether on formal supervision duty or not. School rules and expectations apply to all school activities and outings including field trips and extracurricular activities.

Supervision of students is provided by staff members before school (starting at 8:30), recess break, lunch time, and after school (until 3:30 pm).

Visitor Policy

Parents and community members are encouraged to visit the school. Students are also welcome to bring visiting friends (school aged) to school with advance permission of their teacher. We request, however, that all visitors to the school enter through the front entrance and check in at the office before proceeding toward the classrooms.

Student Vehicles

Students are asked not to park or ride motorized vehicles (ex. quads, snowmobiles, cars, etc.) on school grounds for liability reasons. This includes the back fields and access road. Students with motorized vehicles are asked not to give rides to other students without the permission of that child's parents.

Leaving School Policy

Except when students leave for lunch, any student that needs to leave school grounds during school hours must sign out at the office. This includes students who are picked up during regular school hours by parents. Students under the age of 16 are not to leave school grounds without the permission of their teacher or parent (implied consent to leave for lunch is granted automatically). Students aged 16 or older may sign themselves out. However, without a valid reason to do so, this will be counted as skipping class and consequences will be applied. Students are not to leave the school grounds at recess break without permission of the Principal.

Please note: Primary students (Kindergarten-Grade 3) can only be picked up by parents or by their officially designated alternative. Please contact the office if you have not yet designated other individuals who can pick up your children in these grades.

Forbidden Items

School is a place for learning and as such, mobile electronic devices, which interfere with the learning of others, are not acceptable in class. The use of digital devices, such as mp3 players and laptops, is at the discretion of the classroom teacher and students must have permission for their use beforehand. For safety reasons, students are not to walk down the hallways or be on school grounds (outside of their class) with headphones on or ear buds in. Cell phones, in particular, have no place in the classroom. All cell phones must be out of sight and turned off while the student is in class or they will be confiscated and returned to the student's parents. If parents need to contact their child during the school day, we ask that they phone the office (994 - 2760) and a message will be forwarded to the student.

For obvious reasons, no student is to bring guns, knives or other items to school that would typically be construed as weapons. Students are also forbidden to bring non-prescription drugs, alcohol or tobacco onto school property.

Students are also forbidden to bring pets to schools for reasons of allergies, liability, and sanitation requirements. Students are also cautioned to avoid bringing valuable items or breakable toys to school. The school takes no responsibility for items that are lost or destroyed on the premises.

Clothing

The appropriate clothing for school, for the most part, has been left to the discretion of parents. Clothing should be clean and relatively scent free (as scents are becoming an increasingly more common cause of headaches and allergic reactions). Students may not wear clothing that promotes violence, alcohol or drugs, has inappropriate language on it or suggests promiscuity (as determined by the teacher or Principal). Clothing should also meet a standard of modesty appropriate for school. Students wearing inappropriate attire will be asked to remove the clothing and to wear something more suitable.

Students and visitors should also refrain from wearing hats in the hallway or hoods over their heads for safety and security reasons. Students are to wear appropriate footwear at all times inside the building in case there is a reason requiring a quick evacuation. Students are required to have inside only footwear for PE and to avoid tracking mud, dirt and salt over the school carpets.

In winter time when the temperature is warmer than -25°C then students in Kindergarten through Grade 8 may be outside for recess and lunch (up to 30 minutes at a time). Please ensure that your child comes to school with appropriate gear for this weather (ex. snow pants, warm coat, gloves/mittens and boots).

Textbooks

Textbooks are assigned to students by their teacher. There is no cost for textbook use; however, a lost or damaged book is the responsibility of the student and they will be assessed a replacement or damage fee. No new textbook will be issued until the fee is paid. Refunds will be given if lost textbooks are found and returned to the teacher.

Lockers

Lockers will be assigned to each student by their homeroom teacher. Lockers are the property of the school and the contents of the lockers are subject to school inspection at the discretion of the teachers and principal. The school is not responsible for items lost from a locker.

Attendance and Sick Policies

Regular attendance is extremely important to any student's academic success. Many studies have shown a direct relationship between attendance and academic achievement. Students absent from school for any reason are responsible for requesting and completing work missed during their absence. When a child is going to be absent from school, please notify the office, as much in advance as possible. If you need to pick up your child from school at an unusual time, please come to the office and we will get your child from class. It is best to check with the office about appropriate times to do this.

Student attendance is checked every day and parents are called if a student is absent from school without notice. When students are absent from school (for whatever reason), they miss important learning experiences and opportunities in the classroom. Thus, at the teacher's discretion, a student that has a significant number of absences (ex. 5 or more in the same month) or a substantial amount of unfinished work, may be asked to stay after school. This time is meant to give learning support to help students catch up on missed learning, and is not a punishment. Parents and students will be given advance warning (no less than 24 hours) before a student will be required to stay after school for learning support. Free after school tutoring is available for students who fall behind in their work or need additional assistance.

DVG Sick Child Policy

1. Parents have the option of keeping their child home from school when they feel their child is too sick for school. If the child is frequently absent due to sickness (ex. missing more than 20% of the school year), the school will suggest that a doctor is consulted to determine the reasons for the illnesses.
2. If a child tells their teacher they are sick and want to go home or lie down, then the staff member must proceed to treat the child's claims as true, unless there is a very good reason

not to believe the child. This is for the school's liability, as well as for the child's own well-being. Please discuss this with your child, as it is not something to be abused.

3. The school has a right to suggest to parents that their children are too sick to be at school. If a child comes to school and the staff feel that the child is too sick to be here:
 - a. The Principal or the Administrative Assistant will attempt to contact the parent/guardian to see if the parent is willing/able to pick the child up.
Or
 - b. The child's teacher may choose to put the child in the medical room and inform the Principal and the Administrative Assistant
Or
 - c. The Principal (or designate) will consult with the Medical Clinic if conditions (a) and (b) are not feasible or appropriate.
4. In cases of conflict between the parent and teacher/staff member over whether a child should be sent home from school and what constitutes "too sick" for school, the Principal will consult teacher, parent, and appropriate medical personnel to make the judgment for next steps.

Communication Home

Due to our many (often daily) interactions between staff and parents, communication between the school and home has been easy to achieve. However, more formal delivery of information is provided through our monthly school newsletters, which are sent out in the first week of each month via email unless parents have asked for a paper copy instead. Please ensure the office has your current email address. Report cards can also be sent out in electronic format. Please contact us if you would like your child's report sent by email. Some teachers also send home their own classroom newsletter, notices, communication books, or use a class website for additional communication. If you have a wish to speak to any staff member, please also don't hesitate to approach us. We would love to speak to you about what is going on at school!

The school official website can also be found by googling "Del Van Gorder School" or going to <http://www.yesnet.yk.ca/schools/dvg/index.html>. The website has loads of useful information, as well as school pictures.

Homework Club

Homework Club usually starts up by the end of September and is a free after school tutoring and academic enrichment service funded by Yukon Education. The club runs Monday-Thursday for an hour after school unless notified otherwise and is open to students in Grades 1-12. Attendance can be arranged in advance or the student can simply drop in. When students have missed a lot of school and/or are very behind in their work, they also may be assigned to go to Homework Club.

Emergency Preparedness

The fire alarms will sound in the event of the need for an immediate school evacuation. The major collection point of all evacuations is the Faro Town Office. Six fire evacuation drills will be performed each school year to practice and re-enforce the fire drill procedures. In addition, two Lock Down drills and an Earthquake drill will take place for students within the school year. In the event of an emergency, the school website: <http://www.yesnet.yk.ca/schools/dvg/> has information for parents on how to proceed.