



2015/2016

Range Lake North School Student Handbook



170 Borden Drive
Yellowknife, NT X1A 3R1
Phone: 867.920.7205
Email: rln@yk1.nt.ca
www.rln.yk1.nt.ca

Contents

Message From The Principal and Assistant Principal.....	3
School History	4
School Logo	4
Academic Programs	4
Specialty Programs	4
Support Programs.....	5
Athletic Excellence Programs.....	5
Intramural Sports	5
Extra-Curricular Sports.....	5
Exploratories.....	6
Pre-Kindergarten Program	6
Aboriginal Language and Culture	6
Assessment	7
The RLN Library.....	7
Daily Schedule	8
School Supplies	8
Homework	9
Health Services	9
Medical & Medications Information.....	9
School-Wide Positive Behavior Program	10
Discipline Policy	10
Lates and Absences	13
Injuries & Illnesses	13
Parent Volunteers	13
RLN Parent Advisory Committee.....	14
Parent-School Communication.....	14
Lunch.....	15
Nutrition.....	15
Weather	15
Field Trips.....	15
Special Events.....	17
Lost & Found.....	18
Bikes, Skateboards, Scooters, Roller Blades	18
Bussing	18
After School Program.....	18
Emergency Procedures	18
Fire Drills	18
Lockdown Drills.....	18
Cell Phones & Other Electronics	18
Internet & Technology Equipment Use.....	19
Student Clothing.....	22
Driveway Safety	22
Media Release.....	22
YK1 Request for Email Consent.....	23
RLN Staff – 2015/2016.....	24

This document will also be available on the school website
www.rln.yk1.nt.ca



Message from the Principal and Assistant Principal

Welcome back for another great year at Range Lake North School. We have lots to celebrate this year, including the continued growth of our school-wide Positive Behavior Program, our technology program, the Hockey and Soccer Academies, the pre-kindergarten program, and our continued focus on student achievement.

As a pre-kindergarten to grade 8 school, our students enjoy a safe and caring environment. Our older students take on leadership roles throughout the school and our younger students learn so much from these role models. It's a wonderful place to grow and learn!

We are excited to begin another new year. Please don't hesitate to call or stop in to say hello or share questions, concerns, or suggestions. We always look forward to hearing from you!

Sincerely,

Courteney Lizotte, Principal
Darryl Mitchener, Assistant Principal

School History

Range Lake North School opened in 1993 as a kindergarten to grade 7 school. Mr. Bill Ulrich was the Principal and Ms. Ronda Vandal was Assistant Principal. The following year, grade 8 was added. Range Lake North was celebrated as a high-tech school with a state of the art Technology Lab 2000, a computer lab, automated library system, and computers in every classroom. Fine arts, athletics, and academics were important focus areas.

Today, Range Lake North School continues to focus on technology, fine arts, and athletics through classroom, exploratory and athletic excellence programs. Intensive and Post Intensive French programs were added in 2008 and a Pre-Kindergarten program was added in 2009. Above all, Range Lake North School continues to support every individual student in their learning journey.

School Logo



The inukshuk symbol was chosen as a school symbol to signify strength and guidance. The term 'Hoyas' was borrowed from Georgetown University which uses the Greek and Latin phrase "Hoya Saxa!" to mean "What Rocks!"

Academic Programs

Range Lake North School offers a full academic program in English for Kindergarten to Grade 8 students. In all subject areas, we follow the curriculum prescribed by the NWT Department of Education, Culture, and Employment. Both the Mathematics and Language Arts curriculum are common to all western provinces. This means that your child is learning the same skills as a child in a similar grade in Manitoba, Saskatchewan, Alberta, British Columbia, or the Yukon. We also offer a Grade 6 Intensive French program, along with Post Intensive French in Grades 7 and 8.

Specialty Programs

Physical Education: Kindergarten to Grade 8 students attend regular Phys Ed classes. Students will need clean non-scuffing runners for the gym. Outdoor shoes are not permitted in the gym. Students also need a set of gym clothes, which can be a pair of shorts and t-shirt or other suitable gym clothing.

Fine Arts: The Fine Arts program focuses on the introduction of Drama, Dance, and Art. It will support the integration of Fine Arts into other subjects.

Music: The Music program focuses on singing and instruction in the use of mallet, percussion, and recorder instruments. There may be a fee for the purchase of a suitable recorder.

Band: Students in Grades 7 and 8 continue to learn about instruments by playing band instruments. Band instruments are available from the school.

Core French: Students in the English program in Grades 1 through 8 participate in the Core French program. This program combines song, conversation, crafts, and written work to provide students with a familiarity with the French language and an understanding of basic conversational phrases.

Technology: the Technology program offers students the opportunity to learn computer basics, coding, web tools, Google education apps, internet safety and robotics. Many of the projects are integrated within other class subjects. The Technology program offers students an opportunity to use a variety of technology to enrich their education at RLNS.

Support Programs

Range Lake North is an inclusive school. Our staff works hard to ensure that all children feel welcome and successful. Students are working at various levels and are following various programs. Students may be on a Regular Program, a Regular Program with Accommodations (for difficulty or enrichment), a Modified Education Program, or an Individual Education Program.

Program Support Teacher: Our Program Support Teachers (PST) work with teachers to support the diverse student needs in each classroom. The PST assist teachers in developing student support plans. The PST also oversee the assignment of Educational Assistants to students with needs and works with the administration team to plan and deliver staff professional development activities.

Counselor: A half-time Counselor works with classes, small groups, and/or individually with students in the areas of social skill development, conflict resolution, and emotional well-being. Teachers may refer students to the Counselor. If the Counselor deems it necessary to work with a child for an extended period of time, she will obtain permission from parents.

Instructional Coach: A half-time Instructional Coach works with the PST, admin team, and teachers to implement strategies and/or assessments in order to improve literacy & numeracy levels of all students.

Gifted Coach: A part-time Gifted Coach works with the PST, admin team, and teachers to support gifted students in the classroom through differentiated instruction. Some small group work outside of the classroom may also take place. The Gifted Coach assists with the identification of gifted students in the early grades.

Technology Coach: A part-time Technology Coach works directly with teachers and students to integrate technology with curriculum outcomes and classroom activities.

Athletic Excellence Programs

YK1's Athletic Excellence programs provide an environment where student athletes have the opportunity to develop their skills while fostering new relationships and building self-esteem. Range Lake North School offers a Hockey Academy program (grades 4-8) and a Soccer Academy program (grades 6 to 8). The programs focus on skills, character development, and team building. These programs take place during school hours.

Intramural Sports

Intramural sports take place during the lunch recess break every school day. A schedule will be set at the beginning of each school year in order to give each grade, from 4 to 8, a turn. A staff member supervises. Sports may include basketball, soccer, volleyball, etc.

Extra-Curricular Sports

A formal program of extra-curricular sports and tournaments exists in Yellowknife for students starting at grade 6. Sports include volleyball, basketball, soccer, badminton, cross-country running, and track & field. Games and practices take place outside of regular school hours, usually after school and on weekends. Range Lake North students are able to take part in these sports, providing they have parental/guardian permission, maintain their academic and behavioral standing, and provided that there are suitable coaches available. Students participating in extra-curricular sports will be required to pay a fee to cover expenses such as tournament fees. In order to ensure school jerseys are returned each student using a school jersey may be required to provide a \$45.00 deposit each time they are given a jersey.

Exploratories

Grade 7 and 8 students take part in Exploratories.

Objective: to provide well-rounded activities that are both authentically centered on Dene Kede elements, and to promote active healthy lifestyles.

December (1/2 days for 2 weeks)
March (1/2 days for 2 weeks)
May (1/2 days for 2 weeks)

A total of 8 class periods will be needed to complete the exploratory option for each week selected. A total of 24 periods will be needed over the course of the year.

Students will pre-select their option choices, ordering them in order of preference. Grade 8s will have first choice when sorting the students into their option. Some options will require fewer students to provide a more meaningful experience.

Pre-Kindergarten Program

Range Lake North School offers a user-pay Pre-Kindergarten (Pre-K) program for children who turn 4 in the year of their enrollment. The Pre-Kindergarten teachers are trained and experienced in the area of early childhood education. Each class may also have a classroom assistant, depending on the number of children in the class. An after school program is also available for Pre-Kindergarten students on a first come first served basis. Pre-K hours: 8:00 AM to 3:30 PM Pre-K After School program hours: 3:30 – 5:00 PM.

For more information, please see the YK1 Pre-Kindergarten Handbook, available in the office and on our website.

Aboriginal Language and Culture

Yk1 is committed to the enhancement and promotion of Aboriginal education to meet the needs of Aboriginal students and benefit all students. Range Lake North students take part in the Aboriginal Cultural Experience (ACE) program for culture camps and Dene Kede implementation according to this draft schedule:

Kindergarten – Dog Mushing (March)
Grade 1 – Plants and Berries Camp (September)
Grade 2 – Birds Camp (September)
Grade 3 – Traditional Games Camp (February)
Grade 4 – Eating & Food Camp (April)
Grade 5 – Earth Medicine Camp (May/June)
Grade 6 – Moose Camp (May)
Grade 7 – Winter Fishing Camp (January)
Grade 8 – Birch bark Canoe Camp (September)

Teachers also integrate the Dene Kede curriculum into various subject areas as appropriate.

Assessment

Report Cards: Report cards are distributed three times during the school year in November, March, and June. The YK1 report card is an 'outcome-based' report card. Your child will be assessed directly upon his or her achievement of the curriculum objectives. A 1 – 4 numerical assessment system is used in student report cards. The assessment numbers refer to the following:

U	Unable to assess
1	Not meeting grade level expectations
2	Approaching grade level expectations
3	Meeting grade level expectations
4	Exceeding grade level expectations

Reading, Writing, and Math Assessments: Every fall, each child is assessed with three separate assessment tools. The Developmental Reading Assessment (DRA) assesses each student's reading comprehension level. Teachers will also conduct a math assessment, and a District Wide Writing (DWW) assessment. The information gained from these assessments gives teachers information about each student's individual level in each of these areas. This allows teachers to differentiate their instruction accordingly.

Provincial Achievement Tests: YK1 uses the Alberta Achievement Tests (AATs) at the grade 6 and 9 levels. This is a standardized assessment tool, which provides information to the district, school, and grade level.

Intensive and Post Intensive French Assessment: Students in the grade 6 Intensive French and grade 7 & 8 Post Intensive French programs are assessed in the fall and spring in order to measure the progress of their French language speaking skills.

The RLN Library

We attempt to provide a library in which there is a climate of warmth and understanding along with the resources to meet the needs of students and staff both in terms of curriculum and individual interests. The library is able to provide areas for reading, storytelling and story sharing, browsing, as well as individual and class research.

The library operates on a flexible schedule. It is open to students throughout the day with their teacher's permission. Kindergarten to grade eight classes have regularly scheduled time in the library for read-alouds, class book exchanges, research, and reading. This is all dependent upon the class teacher's plan. Each class receives an introduction to the library and its procedures at the beginning of the year.

While we do not operate a fine system for overdue books, we do charge for lost materials or materials badly damaged. When a book is deemed 'LOST', (in discussion with the student), parents will be billed for it after several overdue notices are sent home. An overdue list is generated every time the class visits the library, which is once per 5 day cycle.

Daily Schedule

Range Lake North School follows a five day cycle with eight 40 minute periods per day for kindergarten to grade 8 classes. For the Pre-Kindergarten schedule, please see the Pre-Kindergarten Handbook.

The morning bell rings at 8:30 am for students to come into the school. Students then have time to remove outerwear, organize materials for class, make their way into class, by 8:35 AM, where they will listen to the morning announcements, and have their attendance taken before the 8:40 AM bell.

There is a morning and afternoon recess of fifteen minutes each for Kindergarten to grade 6 classes. Grades 7 and 8 classes have a morning and afternoon indoor break of 10 minutes each. All grades have a 25 minute outdoor recess, from 11:35 AM to noon, before they eat lunch, from noon to 12:20 PM.

Students return to their homeroom classes for 5 minutes at the end of the day to organize homework assignments and agendas. The final bell of the day rings at 3:15 PM.

Complete daily schedule:

8:10-8:30 am	Bus area & Playground Supervision
8:30 am	Entrance Bell
8:30-8:40 am	Homeroom
8:40-9:20 am	Period #1
9:20-10:00 am	Period #2
10:00-10:15 am	Morning Recess (Grades K – 6)
10:05- 10:15 am	Morning Break (7-8)
10:15-10:55 am	Period #3
10:55-11:35 am	Period #4
11:35-12:00 pm	Lunch Recess
12:00-12:20 pm	Lunch
12:20-1:00 pm	Period #5
1:00-1:40 pm	Period #6
1:40-1:55 pm	Afternoon Recess (Grades K – 6)
1:45-1:55 pm	Afternoon Break (7-8)
1:55-2:35 pm	Period #7
2:35-3:10 pm	Period #8
3:10-3:15 pm	Homeroom
3:15 pm	Dismissal Bell
3:15-3:30	Bus area Supervision

Special lunchtime and after-school activities may be offered during the school year. These may include Choir, Extra-Curricular Athletics, or Clubs.

School Supplies

Yellowknife Education District No. 1 asks parents to provide basic school supplies for their children. To assist with this a list of preferred materials for each grade level will be provided to parents and local businesses. It can also be found on the school and District websites.

Students in grades 4 – 6 may also be required to purchase a recorder. The recorder can be purchased through the school in order to obtain the appropriate model. Students in Grades 7 and 8 will play a band instrument. Instruments may be borrowed from the school.

Families who may have difficulty providing any of these supplies or equipment are asked to speak to the school Principal.

In accordance with section 4.1 of the Education Act, Aboriginal students with proof of treaty rights status will be reimbursed for the cost of their school supplies. Please complete the form available in the school office, show the student's status card and have the school Finance and Admin. Assistant complete the school sections. The form is then to be submitted with any receipts to the YK1 District Office for payment.

Homework

Homework is generally not assigned at the Kindergarten to Grade 3 levels. Instead, a home reading program is encouraged to strengthen the development of reading skills and vocabulary. There may also be occasions where homework is given if a child needs reinforcement or catch-up. Time spent on homework should not exceed at total of 10-15 minutes on any evening.

At the Grade 4 – 6 levels, some formal homework may be assigned for a total weekly time of up to 2.5 hours or half an hour per evening. Once a term students may have a major project that will take extra time and work at home.

At the Grade 7 and 8 levels, students may expect up to 7.5 hours of homework weekly.

Health Services

The school has a designated Public Health nurse who carries out the health program designated by the Yellowknife Health and Social Services Agency. This includes hearing tests, immunizations, vision screening, Kindergarten screening and teacher referrals.

Medical & Medications Information

Please notify the school of any special medical conditions or emergency treatment that may be required for your child. Staff will be informed as appropriate. All staff are trained in the use of Epi-Pens. Some staff have First Aid training.

Medications:

Parents are asked to notify the school of any special medical conditions or emergency treatment that may be required for their child(ren). Staff will be informed and training arranged as appropriate. All staff will be trained in the use of Epi-Pens. The school has staff members that have first aid training.

Administering medications: If students require medication to be administered at school parents must complete the YK #1 form that must be also be completed and signed by the physician and parent if the medication is a prescription drug (this includes Epi-Pens and inhalers).

If non-prescription medication is required, the same form must be provided but is signed only by the parent. The Finance and Admin Assistant (Secretary) has been designated by the Principal as the person to administer medications (except Epi-pens and inhalers) for our school. With the exception of rescue medications (Epi-Pens and inhalers) **ALL** other medications must be kept in the office under lock and key with the appropriate forms. Per YK #1 policy, the above noted form must be provided to the school before school staff is able to administer medications. These forms are available at the school office. The form is not necessary if parents bring in the medication to administer it on a dose by dose basis. A record of medication administered is kept in the office.

Epi-pens: Staff will make a note on the medication form when EpiPens and/or inhalers are used by the student. Staff should also note when Epi-pens and/or inhalers expire so that parents can be advised if a replacement is needed.

Anaphylactic Allergies: some children have anaphylactic allergies to foods, insect stings, etc. Please make the school aware if your child has such allergies. Where appropriate, classrooms may be designated as 'peanut-free,' 'nut-free', 'fish-free, etc.'

Head Lice: Head lice is common in school-age children. A good indicator of head lice is constant itching of the scalp. It is a parent's responsibility to check their child's head regularly for lice. For more information on how to check for lice, a brochure is available on the school website. If staff

becomes aware of a student in their class who have lice they will contact the parent and ask that it be treated immediately. Please notify the school office if you find your child has lice. A letter will be sent home to all parents in the class to advise that there is a case of lice in the class.

School-Wide Positive Behavior Program

At Range Lake North, we practice PBIS (Positive Behavior Instructional Strategies). PBIS is about Social Responsibility and Academic Achievement. There are three areas of PBIS: The systems that support teachers, the practices that support student behavior and the data that supports decision making.

The cornerstone (expectations) for RLNS are:

Rocky's Rules: R2C2

- Be Respectful
- Be Responsible
- Be Compassionate
- Be a Community Member

Respect and Responsibility are the legs we stand on.

Compassion and Community are the arms that join us.

Range Lake North students are taught to show R2C2 in all settings of the school, classroom and playground. School-wide systems define, teach and practice school-wide expectations. It monitors and acknowledges prosocial behavior. PBIS provides instructional consequences for problem behavior. Data is collected on behavior that is used in decision making.

Discipline Policy

Despite our proactive approach to student behavior, there are times when children make mistakes and disciplinary action is required. Our students are still learning social skills and the importance of good citizenship. We believe that mistakes are opportunities for children to learn from.

Minor behavior issues are generally handled by staff immediately when the behavior occurs and in a way that promotes learning and has logical consequences. If minor behavior issues continue, parents will be contacted, and the student may be referred to the Principal or Assistant Principal.

Minor behavior concerns may include, but are not limited to:

- Hands on behavior
- Name calling
- Teasing
- Disrespectful behavior
- Destruction of school property
- Refusal to follow directions of a staff member

Major behavior issues will be referred immediately to the Principal or Assistant Principal. Parents will be informed of behavior that warrants their immediate attention.

Major behavior concerns may include, but are not limited to:

- Throwing objects
- Punching/kicking/fighting
- Swearing
- Stealing
- Misuse of social media/electronics
- Sexual behavior
- Chronic minor behavior
- Bullying

Consequences of major inappropriate behavior may include:

- Loss of Privilege – This could mean not being able to attend school dances, extra-curricular sports activities, other special events, or recesses.
- Repayment – If a student damages property or materials, payment may be necessary.
- In-School Suspension (ISS) – The student is not permitted to be with classmates in the classroom for a half or full day. The student works in the office.
- Out-of-School Suspension (OSS) – The student is not permitted to attend school for a specified number of days and may only re-enter after a meeting between the student, parents, and Principal or Assistant Principal. A copy of the suspension letter is placed in the student's file. **A formal suspension, in compliance with the Education Act (subsection 35(1) – see below), is issued when a student interferes with the personal safety of students and staff and whom interfere with the delivery of the curriculum.**

35. (1) A principal may suspend a student from school for:

(a) persistent opposition to authority;

(b) habitual neglect of his or her responsibilities under this Act or the regulations;

I the intentional damage or destruction of school property;

(d) the use of profane or abusive language;

(e) consuming or being under the influence of alcohol or non-medicinal drugs on school premises; or

(f) conduct that, in the opinion of the principal,

(i) interferes with the work of other students or school staff,

(ii) is injurious to the physical or mental well-being of other students or school staff, or

(iii) creates a situation that constitutes a seriously harmful influence on other students or school staff.

The length of the suspension, in compliance with The Education Act, is issued in accordance with the severity of the offence and the history of the particular student.

Re-entry: Ideally, students are in their class learning with their peers and teachers. When a student has been removed from class, it is important to have a re-entry plan. When creating a plan, consideration is given to the length of time the student has been away, which classes they have been away from, the severity of the incident and the context of the event.

In the case of a major incident, a meeting with the parents, teacher and/or principal should be held in order to create a support plan for future success. The school counselor may also be involved in attending the meeting and/or creating the support plan.

The teacher should communicate with the principal and parent about the success of the support plan. Modifications to the plan will be made as necessary.

Follow-up: The principal will send follow-up information to the teachers involved once the situation has been dealt with by the office. Specific information will be emailed to those involved.

In the case of a minor incident, a student who has completed a Reflection Form will have returned it, signed, to the office before rejoining their class.

Some students are unable to consistently make good choices. Various supports may be necessary such as a behavior plan. Other staff may assist such as the school counselor. Parent involvement may be required.

Bullying

Much of the research on bullying to date has followed a 3-part definition developed by Dan Olweus who was the first to undertake a systematic study of bullying in the 1970's in Norway.

Olweus explains bullying as "when a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons." (Olweus, 1991).

Bullying has three components – all must be present

1. It is an intentional negative act that causes harm.
2. It is repeated. The repetition may be by one individual constantly picking on another or it can involve a larger group, maybe a whole class, harassing one individual.
3. There is a desire for power or control over another. Usually one person has a distinct advantage of power over the other. The power differential may be a result of a number of advantages, for example, size, strength, age, social status, number of supporters, etc.

Definition in Kids Language:

Bullying is when people are mean to someone or hurt them on purpose and do it over and over again.

Bullying is not:

- A fight between two equals
- A random act
- A single incident, even if that act is a hit, punches, insult, tease, etc.
- An accident which causes harm
- Bad behavior between individuals

The four most common types of bullying are verbal, social, physical and cyber bullying.

Physical Bullying: pushing, spitting, shoving, hitting, kicking, threatening with a weapon, defacing property, stealing

Verbal Bullying: mocking, teasing, name-calling, dirty looks, intimidating phone calls, racist, sexist or homophobic taunts verbal threats, coercion, and extortion

Social Bullying: gossiping, setting up for embarrassment, spreading rumors, exclusion from group, racist, sexist, homophobic alienation setting other up to take the blame, public humiliation

Cyber bullying: using the internet, email or text messages to threaten, hurt, single out, embarrass, spread rumors or reveal secrets about others

In order for bullying to stop adults must get involved.

Guidelines for dealing with Bullying Incident at School:

Any incident reported to a school staff member that appears to fit the bullying definition will need immediate attention. The following outlines the steps to take in dealing with a potential bullying incident:

1. The incident needs to be investigated thoroughly. This means talking to all parties involved – including witnesses. Record the facts. This can be done by one or more adults but all reports must go to the principal. Keep the records. A school may wish to create a standard form for recording reported bullying incidents.
2. Inform the parents that an incident has happened and is being investigated.
3. The principal will decide on the consequence. This should be a collaborative decision which may involve other administrators, school counselors, sometimes classroom teachers.

Involve law enforcement authorities if appropriate. Consequences will vary with each situation but will reflect the severity of the incident.

4. It is important for the offender to be removed from situations where they would represent the school, or from any leadership roles they may play in the school for a period of time.
5. Administration will work with other school staff and parents to monitor the situation for any future occurrence and to give support.
6. School staff will need to be informed. Administration will use discretion in sharing details of the situation.
7. The school counselor will establish regular contact with both victim and offender to help each understand the incident, their involvement in it and how to prevent future bullying incidents.

In the end the victim needs to be assured the incident was taken seriously and a consequence was given that would deter the offender from repeating the offense. It is not necessary or always advisable to have victim and offender reconcile. This may be a long process.

Lates and Absences

If your child will be late or absent from school, **please phone the school office at 920-7567** to let us know. We require this information for attendance records. If you plan a family trip or your child will have a long absence during school time, please advise us in advance as this enables teachers to prepare for the absence, and makes it possible for us to enter the information in our attendance system.

If you will be emailing this information to your child's teacher please also cc the office, at rln@yk1.nt.ca, so that we are all aware of the absence. This is particularly helpful if your child's teacher is away (off sick for example) and does not see your email (substitute teachers do not have access to teacher email).

Punctuality and regular attendance are very important for successful learning and for establishing good habits. If punctuality and/or attendance become an issue for your child, your child's teacher may speak with you about it and offer suggestions for improvement.

Injuries & Illnesses

Please keep your child home if she or he is sick (eg. has a fever, is throwing up or has diarrhea and/or unexplained rashes. Children who are sick are unable to function well in school and are also a source of infection for other children. Your child will recuperate faster at home.

Normally, children who are too sick to go outside for recess are too sick to be at school. However, there are occasions where children cannot go outside. In this case, please contact your child's teacher and she or he will make arrangements for your child to sit in the office with a quiet activity during recess.

If your child becomes sick or is involved in an accident at school, we will contact you. **Please ensure that your contact information is kept up to date** and that you have names of emergency contacts on file with us. If parents or emergency contacts cannot be contacted, the school will take whatever action is deemed necessary in the best interest of your child.

Parent Volunteers

Parent volunteers are always welcome at Range Lake North! Classroom teachers welcome the assistance of parents with activities such as cutting and pasting materials, listening to students read, reading to students, working with small groups, and a variety of other activities. Classes frequently need a parent or two to accompany them on field trips. And of course, parent drivers are always in high demand. Please note the following requirements:

If you would like to volunteer to drive children on school related activities, please complete a request for driver's abstract form and Forms A & B (available from the school office) and submit it to the school. The office staff will submit the request your driver's abstract to the GNWT, Department of Transportation, Licensing Office. There is no cost to you. The school reserves the right to not use a driver that does not have a clean driver's abstract.

All **volunteer drivers must also provide the school with a current (and original) Criminal Records Check (CRC) each school year.** The forms for this are available from the local RCMP office. A CRC will also be required if you accompany a class on an out-of-town or overnight trip. The office can provide a letter of request for you, if one is requested by the RCMP. New forms (abstract request, CRC, etc.) must be submitted each school year.

RLN Parent Advisory Committee

For those parents who wish to get more involved, we encourage you to join the RLN Parent Advisory Committee (PAC). The PAC meets monthly with school administration to discuss school issues, school improvement initiatives, and PAC initiatives. The PAC has worked hard in past years to fundraise money through events like Family Fun Night in order to purchase new playground equipment, a stage and other school materials.

Parent-School Communication

Our goal at Range Lake North School is to keep parents well-informed of school and classroom activities as well as specific issues or concerns regarding your child(ren). No matter how hard we try, we know that communication can always be improved. **Please help us with this by ensuring your contact information (phone numbers, home address, email address, etc.) is current** and communicating with us whenever necessary. We welcome your input, suggestions and your insight. Please note that if you would like to change the email address we use to communicate with you we will need to have a new anti-spam form completed.

Please help us to ensure the safety of your child by keeping us informed of any medical, dietary or other information pertaining to the well-being of your child.

You can expect to receive information from the school in the following ways:

September Open House and Parent Information Meetings: Please see the September school newsletter for the date of this event. During this evening each classroom teacher will also host two 20 minute sessions to introduce him or herself to parents and to explain classroom expectations, routines, programs, etc. This is your chance to meet the teacher and have your child(ren) show you their school. We look forward to seeing you there.

Teacher updates: Each teacher will send out regular updates to parents, either on paper or via email. These updates will include important dates, classroom activities, and so on.

Phone calls: You will always receive a phone call from the school if your child is injured, sick, or involved in a serious discipline issue. You may also receive periodic phone calls from teachers with specific information regarding your child.

School newsletter: Our goal is to publish *The Range Report* home on the first Thursday of each month. It contains a monthly calendar of events, and information about school activities, sports, student leadership, and more. Watch for photos of students in action! The newsletter will be emailed and posted on the school website.

Assemblies: Assemblies usually take place as indicated on the school calendar. Assemblies may include recognition/celebration of student/school accomplishments, presentations by guest speakers and class performances. If your child is involved in an assembly, you will be notified in advance.

Morning Announcements: Daily events and activities are communicated on the morning announcements. Student birthdays are also announced. If you prefer not to have your child(ren)'s birthday announced please let the office know.

School and District Websites: General information can be found on the school website: rln.yk1.nt.ca and the YK1 District website: yk1.nt.ca.

Lunch

We are pleased to provide students with the privilege of remaining at school for lunchtime.

We understand that parents may occasionally wish to allow their child(ren) to leave the school grounds for lunch. In those instances, please pick your child up **or** send a **signed and dated note** (hand delivered or emailed) indicating your permission for your child to leave school grounds for a specific day. For safety reasons we cannot accept permission by phone.

A note must be written each time your child leaves school grounds if you intend to only give permission once in a while.

Parents may also give written permission (as indicated above) for their child(ren) to leave school property for lunch for the entire school year.

If returning late from lunch becomes an issue parents will be contacted by the teacher/school.

If your child forgets his or her lunch, he/she will be asked to phone you. If it's not possible to get a last-minute lunch to your child or to make other arrangements, there are emergency snacks in the office that students may choose from.

Nutrition

Please help us reinforce good nutrition with the items of food you send to school with your children. Please note that pop, energy drinks, chips, candy, and gum are not permitted at school, except on special occasions.

Weather

Outdoor recesses are important parts of the school day. When the weather is extremely cold or wet, children will stay indoors during the scheduled recesses and play quietly in their classrooms. Weather is monitored daily during the winter months. Students are allowed indoors before school and during recesses when the temperature is -30 C or colder or when the temperature combined with wind chill equals -30 C or colder.

It is important to always dress appropriately for outdoor recess in the winter. Jackets, snow pants, warm boots, mittens, and hats are requirements in this climate.

Field Trips

An important part of any educational program is learning outside the classroom. Classes will go on field trips at various times in the school year. Students gain so much from these experiences.

At the beginning of the year parents are asked to sign an Annual Field Trip Consent which covers all field trips within city limits and all Aboriginal Language & Culture Camps arranged by YK1. Parents will be notified in advance when students will be going on these trips.

When transportation is necessary, parents will be asked to help out. To be a volunteer parent driver for YK #1 please see the requirements in the *Parent Volunteers* section of the handbook. Without these documents on file parents cannot drive students other than their own child. Volunteer drivers will also be asked to show up to date insurance and driver's license, to the teacher, on the day of the trip.

For trips that involve air transportation, overnight stays, or travel outside of Canada, parents will be asked to sign additional permission documents.

By agreeing to field trip consent parents/guardians are agreeing to the following:

Parents/guardians understand that the Yellowknife Education District No.1 (the "District") arranges for students/children in the District to participate in local field trips, tours, off-campus activities, athletic events, Aboriginal Culture Camps and/or other excursions ("field trip"), which, in the opinion of the District, have definite educational, athletic, or cultural value.

(1) The District, through the relevant school, will advise parents/guardians in writing of the following particulars of any field trip *two weeks, if possible, and at least three school days, at minimum*, prior to the intended date of the field trip:

- Destination
- Arranged supervision
- Dates and times
- Transportation plans
- Risks associated with the field trip
- Costs, if any,
- Phone # where the teacher can be reached for more details about the trip

(2) Parents/guardians have the right to advise the District, through the relevant school, in writing, *at least two school days* before the commencement of any particular field trip, that you do not consent to the student participating in the field trip, in which event your consent and authorization will be considered as withdrawn for the particular field trip and the student shall not be allowed to participate in such field trip.

(3) The consent, authorization and waiver shall be in effect for the current school year only, and include all "Day Trips, Ground Transportation" field trips.

Parents/guardians understand that any medical information requested would be collected for the purpose of student safety during field trips, including student athletic events (which are generally considered to have an inherent element of risk of injury despite all safety precautions).

Parents/guardians are required to make the school/chaperones aware of any allergies/medical conditions/concerns in advance of the field trip.

Students' are responsible for adhering to the following Code of Conduct:

- participate in a responsible and cooperative manner during the trip
- comply with the requirements of the school's student code of conduct;
- be prepared for the particular type of field trip (Le., wear appropriate clothing and footwear to be prepared for possible seasonal weather variances);
- advise the field trip leader of any health concerns or dietary restrictions;
- bring any equipment, food, drink, sunscreen, etc., as listed on the field trip information sheet;
- be accountable to the field trip leader and all supervisors;
- complete all academic activities related to the field trip before, during, and after the trip in a satisfactory manner; and,

Conduct for All Field Trip Participants:

All field trip participants shall conduct themselves in a manner consistent with the school's code of conduct, the District's beliefs, and in a manner befitting representatives of Yellowknife Education District No .1. Field trip participants shall be aware of local laws and customs that may impact their conduct and decisions while at the destination.

The use of alcohol, illegal drugs, or un-prescribed prescription drugs, or the misuse of prescription drugs by all participants (field trip leader, supervisors, students) is strictly prohibited at all times during the duration of the field trip, and applies to all field trips regardless of the circumstances, the age of the participants or local laws, customs and culture, and shall apply to the field trip leader and supervisors, whether or not students are present. The purchase and/or possession of any prohibited or restricted items are not permitted.

Parents'/Guardians' Responsibilities

Parents/Guardians are responsible for:

- returning the signed field trip permission form to the school by the required deadline;
- advising the school of any health concerns or dietary restrictions;
- assessing if the level of risk associated with the trip is appropriate for their child;
- ensuring their child is at the school or meeting place for field trip departure and arrival;
- attending any parent/guardian information meetings regarding the field trip, if applicable;

ensuring their child is appropriately dressed for seasonal weather conditions, and that the child brings the required equipment, food, drink, fees etc; and, reinforcing with their child the importance of appropriate behavior while on the field trip

Special Events

Various special events take place during the school year. Please watch the school newsletter (the Range Report) for dates.

Fall Open House: Come visit us during the Fall Open House. The annual Open House is a chance for families to meet the staff, visit the classrooms, and tour the school.

Family Dances: There are two family dances every year, a Halloween dance and a Valentines dance. Join us for dancing, food, and fun. There is an admission cost. Children must be accompanied by an adult.

Middle School Dances: Middle school dances are open to students in grades 6 to 8. There is an admission cost. At some middle school dances, students will be allowed to invite a guest from another school. They must fill out a guest form (available from the school office) and hand it in to the office by the deadline. The Principal will call the school that the guest is attending to make sure they are approved to attend. Once the doors close at a dance, no one else may enter and anyone who leaves will not be let back in. Watch the Range Report for middle school dance dates. Proceeds raised from family and middle school dances go toward school activities or charities.

Concerts/Showcases: Performance is an important aspect of the music, band and fine arts programs. Students proudly show their performance skills at these special events. Please show your support of all our students by remaining for the entire performance.

Lost & Found

All personal property should be clearly labeled with your child's name. Lost & Found boxes are placed throughout the school. Students and parents are reminded to check regularly for their belongings. The Lost & Found boxes are emptied periodically and after a brief display of the items the contents are donated to charity (parents and students will be notified of the display dates).

Bikes, Skateboards, Scooters, Roller Blades

Rolling to school is encouraged as part of an active and healthy lifestyle. However, bikes, skateboards, scooters, roller blades, and Heelys must not be ridden/used on school grounds. They must be walked/carried once students arrive on school grounds. Bikes must be stored and locked in the bike racks at the front of the school. They cannot be locked to the railings. Skateboards, scooters, roller blades, and Heelys must be carried to the student's locker or coat hook and kept there until the end of the day.

Bussing

Bus passes are available through Cardinal Coachlines. For more information please contact them at 873-4693.

After School Program

After school care for Kindergarten to Grade 9 students is provided by the YWCA. Please contact them at 873-4293 for more information. After school care for PreK students is offered through the school.

Emergency Procedures

Fire Drills

We practice evacuating the school 6 times each school year, as per the instructions of the YK Fire Dept. Before October 15th and after April 15th we evacuate to the soccer field. Classes line up on the field, teachers take attendance, and the school Finance and Admin. Assistant verifies that everyone is accounted for. Between October 15th and April 15th we evacuate to the school gymnasium where we follow the same procedure.

During a fire drill, students must remain calm and silent. Classes will walk calmly to the evacuation location. Running is not permitted. Students cannot cover their ears with their hands. It is important that everyone be calm, alert and listening for important instructions. You never know when it might be a real emergency!

Fire alarm pulls are located throughout the school. There is a fine for false alarms and disciplinary action will occur if a student falsely pulls an alarm on purpose.

Lockdown Drills

We also have a school lockdown procedure that would be used in the case of a natural disaster outside the school, a dangerous animal or situation outside the school, or a dangerous person or situation inside the school. The lockdown procedure is intended to make the school secure and put all students and staff in safe locations. We practice the lockdown procedure at least twice per year. Parents/guardians will be notified when we will be doing a lockdown drill.

Cell Phones & Other Electronics

We recognize that students today carry cell phones, however cell phones and other personal electronic devices can be distracting in the classroom and can be lost or stolen. If students have personal cell phones/electronic devices at school, they must follow these conditions:

- **The cell phone/electronic device must be turned off when in the school (from 8:10am – 3:15pm)**

- The cell phone/electronic device must remain in the student's locker and should not be carried around by the student
- If a student chooses not to follow the guidelines a verbal warning will be given, their phone/device will be taken by a staff member and returned at the end of the day
- If it happens a second time, their phone/device will be taken by a staff member and will be returned at the end of the school day
- If it happens a third time their phone will be taken by a staff member and will only be returned to the student's parent/guardian
- If it becomes a chronic problem, a meeting will be arranged between the Principal, student, and the student's parents in order to determine a solution.

There will be times when electronic devices, particularly iPods or iPads, may be permitted in the classroom for a specific purpose as determined by the teacher. The teacher will discuss the rules of use with students at that time.

Internet & Technology Equipment Use

Technology equipment (computers, laptops, tablets, etc.) are an integral part of the educational program at Range Lake North School and are utilized to support curricular objectives in a computer lab or classroom setting. The Range Lake North School Local Area Network (LAN) enables students to share printers, save files on a master server, and access programs. In addition, Internet access allows students to explore thousands of libraries, databases, museums, and other repositories of information worldwide. YK1 makes every effort to block student access to inappropriate websites. However, some material accessed through the Internet may still contain items that are illegal, defamatory, inaccurate, or potentially offensive.

Acceptable use Agreement for Internet/Computers/Other Electronic Resources:

The Board of Trustees, Administrators and Educators of YK1 recognize the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the YK1 encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the YK1 and its schools. A computer/technology agreement will be sent home for you and your child to complete.

The Internet is an unregulated, worldwide vehicle for communication and information for students and staff. While best measures are taken by the Information Technology Services department (ITS) it is impossible to fully control what is available. Therefore, YK1 adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources either on YK1 owned equipment or personal equipment.

The term **staff** refers to all YK1 employees who have a requirement or need to use any YK1 computer or other electronic technology device.

The term **user** refers to everyone who has a requirement or need to use any YK1 computer or other electronic technology device/service.

YK1 Rights and Responsibilities

It is the policy of YK1 to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, YK1 recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, YK1 retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account from the network for abuse of equipment or violation of the computer use agreement.

3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to the YK1-owned equipment and, specifically, to exclude those who do not abide by YK1's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. YK1 reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of YK1.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by YK1 is a privilege and an opportunity that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Personal computers, PDAs, mp3 players or similar devices, cell phones, digital cameras, and hand-held computing devices owned by the user may be used on school premises in accordance with the acceptable uses listed in this document.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of YK1. This pertains to YK1-owned (wired or wireless) or personally owned devices (wireless) using the YK1 network connection.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
5. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, YK1 will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited unless approved by YK1 as part of the learning objectives.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on YK1-owned computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the ITS Manager or school administrator), or files dangerous to the integrity of the local area network is prohibited.
11. Use of personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked at school. This use shall include devices connected to the cell phone network.
12. The YK1 network may not be used for downloading entertainment software, videos, audio files or other files not related to the mission and objectives of the school or YK1. Approved files downloaded are not for transfer to a user's home computer, personal computer, or other media.
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution is cited and the owner is given credit.
14. Transmitting school materials for unethical purposes such as cheating.
15. Use of the network for any unlawful purpose is prohibited.
16. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
17. Playing games is prohibited unless specifically authorized by a teacher for instructional/educational purposes.
18. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), streaming audio or video or Internet Radio is prohibited unless specifically authorized by the ITS Manager.
19. Uploading or otherwise posting photos or videos outside of the YK1 network is prohibited unless the photos or videos are for educational purposes and have been authorized by the school administration.
20. Connecting a personal device to any wired network connection or internal wireless connections is prohibited. Guest wireless has been supplied for this purpose.
21. installation of any YK1 or school licensed software (i.e., Microsoft Office, Adobe products, etc.) on a personal device is prohibited. The properly licensed installation of software on a personal device is the responsibility of the device owner.

Disclaimer

1. YK1 cannot be held accountable for the information that is retrieved via the internal network or Internet.
2. Notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. The ITS Manager and System administrators have access to all mail and can monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. YK1 will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions or caused by your errors or omissions. Use of any information obtained is at your own risk.
4. YK1 will not be held responsible in any way for theft, loss or damage to personally owned equipment brought into any YK1 premise.
5. YK1 will not be responsible for any technical support required on personally owned devices.
6. YK1 makes no warranties (expressed or implied) with respect to:

- the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
- any costs, liability, or damages caused by the way the user chooses to use his or her access to the network

7. YK1 reserves the right to change its policies and procedures at any time.

Student Clothing

Students are asked to wear indoor shoes while at school. This helps to keep our floors clean, dry, and safe.

Inappropriate messages on clothing are not permitted. This includes, but is not limited to, insignias, symbols, adornments, or words that may promote the use of controlled substances such as drugs, alcohol, or tobacco, vulgar words, pictures, or drawings, phrases or pictures of a sexual nature or phrases or pictures that are derogatory regarding any person's ethnic background, national origin, religious belief, sexual orientation, or disability or promotion of any group or philosophy which advocates violence or disruption.

Underwear or undergarments must not be visible. Visible cleavage or open shirts are not permitted. Clothing cannot be see-through. Spaghetti straps, open backs, bare midriffs, or muscle shirts are not permitted. Short shorts or skirts are not permitted. When students stand straight with their hands at their sides, the skirt/shorts must, at a minimum, reach the tips of their fingers.

Driveway Safety

Space is limited in the driveway and parking areas at Range Lake North School. Safety is priority at RLNS. Please help us to keep the drop-off/pick-up area at the front of the school safe by obeying all parking and driveway rules. There is limited parking at the front of the school.

Parking is not permitted in the front drop-off/emergency/bus access area.

By-Law officers may, at the discretion of the Fire Chief, be monitoring this area.

Only staff vehicles are permitted in the back (staff) parking lot.

We really appreciate your help in keeping students, staff and visitors safe!

Media Release

Yellowknife Education District #1 (YK1) and Canadian Parents for French (CPF) seek your support in their effort to highlight and celebrate student accomplishment, success and participation in a wide range of learning experiences. YK1 and CPF request your permission to include pictures and/or video/audio clips of your child, as well as his/her art and/or classroom project work, and/or members of your family while attending YK1 events in future publications/media/social media.

Photographs as well as audio or video recordings for various publications may be taken throughout the year in the schools and at various events by YK1 and CPF staff or volunteers as well as external media personnel. Your child and/or family members may appear in one or more of the photographs and/or recording and may be used in publications, by the media and in social media (such as the school newsletter, website, FaceBook page, Twitter, the school info TV in the atrium, etc.).

YKI and CPF ask permission to use photographs and recordings including your child and/or family members in its publications/media. These materials may be used by the District and/or CPF for educational, promotional and informational purposes and be published in brochures, websites, various forms of social media, school calendars, posters, radio clips, video/cd/dvd, etc. In addition, external reporters may publish the photographs and/or recordings through their appropriate media channels (newspaper, radio, TV and social media). Permission is granted via the media release section found on the YK #1 consent form and in the YK #1 registration forms.

YK1 Request for Email Consent

We now require your consent in order for Yellowknife Education District No. 1 (YK1) and its schools to continue to keep you up-to-date electronically on the latest school/school board news and events) after July 1, 2014, when Canada's new Anti-Spam Legislation came into effect).

YK1 and its schools want to continue to keep you informed about relevant school/school board related news, information items and updates, events, meetings, professional development, products, services, announcements and similar activities, through email or other electronic communications. Communication may also contain school related offers, registration fees, tickets, advertisements, promotions or similar information.

Please note: once given, consent will be on-going from year-to-year unless otherwise indicated by the parent/guardian. Please remember to complete a new form if your email address changes.

RLN Staff – 2015/2016

K	Annabel Newmaster
K	Victoria Budgell
1	Kari Anderson
1	Roberta Pyke
2	Jackie Hawthorn
2	Kristan Thompson
3	Brendan Callas
3	Kim Hemstreet
4	Kathy Lippert
5	Chelsea Upton
5/6	Andrew Austin/Joanne Townsend
6 IF	Josiane Asselin
7 PIF	Heather Jelinski
7/8	Mike Mansfield
8 PIF	Robyn Stewart
Core French	Jaime MacKay
Intensive French	Jean-Charles Theriault
Fine Arts	Kelsey Howard
Music	Marilyn Morrison
Phys. Ed., Hockey & Soccer	Scott Daniels
Technology	Darryl Mitchener
Intensive French Coach	Josiane Asselin
PST/French Coach	Jodi Lee-Lewis
PST	Kari Anderson
Counselor	Yasemin Heyck
Literacy Coach	Brenda Johnson
Principal	Courteney Lizotte
Assistant Principal	Darryl Mitchener
EAs:	
Dawn Marie Ashlie	Elaine Medernach
Jesse Crosby	Karin Stinson - EA & Librarian
Liane Chenkie	Maggie Cracknell
Pre-K:	
Teacher	Jennifer Kravitz
Assistant	Kelly Steele
Teacher	Joelle Brown
Finance & Admin Assistant	Pat Thagard
Office Support/ PreK Lunch relief	Wendy Hall
Head Custodian	Bob Bartlett
Evening Custodain	Romeo Juntilla