

Wikwemikong Pontiac School



Parent/Student Handbook

2016 – 2017

Pontiac School Contact Information

Ms. Mackenzie Sayers, Acting Principal

Ms. Marlene Kimewon, Secretary

Ms. Peggy Manitowabi, School Social Counsellor

Telephone: (705) 859-3133

Fax: (705) 859-2748

For more information go to our website at <http://www.wbe-education.ca/pontiac>
or follow us on twitter @pontiacschool

Wikwemikong Pontiac School Parent/Student Handbook 2016 - 2017

- Wikwemikong Board of Education -

Vision Statement

To promote lifelong learning and academic success guided by Anishinabe world views.

Revised: 26/03/10 – WBE #73-2010

Mission Statement

To provide quality education enabling community members to participate fully in any society by promoting a positive self-concept of our Anishinabe Nation.

Revised: 26/03/10 – WBE #74-2010

Guiding Principles

1. Honour and up hold the board's mission statement.
2. Encourage the participation of all community members in the educational process.
3. Continue to update the skills and knowledge of those individuals responsible for delivery of education
4. Will establish clear and fair policies that respect protocol and communication:
 - Through clarification of roles
 - Speaking with one voice
 - Adherence of policy making principles
5. Keep abreast of changes in Education and Environment by participating and liaising with local, regional, provincial, and federal education agencies.
6. Establish and maintain lines of authority.
7. Ensure community member's educational needs are met.
8. Submit an annual report to Chief and Council for acceptance.
9. Recognition of the need to have annual staff appraisals
10. Educational funds will be used for recognized and approved education programs.
11. Promote a healthy team oriented environment.

Dear Students, Parent(s), Guardian(s):

Welcome to Wikwemikong Pontiac School! We are looking forward to an exciting and successful year with you.

This handbook has been prepared to help you become familiar with Wikwemikong Pontiac School. It contains important information. We believe that knowing what is expected of you helps you do your best. We encourage parent(s)/guardian(s) and students to read this handbook together.

Your time here at Wikwemikong Pontiac School will be a very important part of your life. Our goal is for you to learn, grow, and achieve as much as possible while you are here at Wikwemikong Pontiac School and we will do everything we can to help you succeed. We hope that you will take pride in what you do, work cooperatively with the staff and other students, and always try to do your best. With a commitment to these goals, you will have a very successful school year.

Miigwech,

Wikwemikong Pontiac School Staff

School and Nutrition Hour

The **first Wednesday of every month** is early dismissal. Students are dismissed at 2:00 p.m. and **lunch on this day is at 12 noon (grades 7/8s) and 12:20 (grades 4/5/6)**. Regular school days lunch is at 1:00 p.m. to 1:40 p.m. Nutrition is served at 1:00 p.m. for grades seven and eight with a recess break at 1:20 to 1:40 p.m. Our grade 4/5/6 students have recess from 1:00 – 1:20 and nutrition from 1:20 – 1:40.

Student Registration/Contact Information

It is important as Parents/Guardians that you update the school with changes in telephone numbers, address and contact information. In case of school closure and emergencies, it is important to have current contact information.

Emergency School Closure

If there is a school closure make sure your child knows the procedure for your home including where they are to go for emergency dismissal. Telephone calls will be made by the school to parent(s)/guardian(s) to inform of a school closure. It is the responsibility of the parent(s)/guardian(s) to update the school with changes in phone numbers. **NOTE: Children will not be allowed to leave the school until we are able to contact the parent(s)/guardian(s).** The School Closure notice will be given at the Band Office; Radio stations 100.7 FM, 94.1 FM, and posted on the Board website <http://www.wbe-education.ca>.

Visitors to the School

All Visitors must report to the main office. You must sign in at the main office. The school doors are locked at all times, you must ring the buzzer next to the main entrance doors (or assisted entrance doorway near the gymnasium) and state your reason for the visit. The main office will call your child down if your child is being picked up from school and visitors/parents/guardians can wait for their child at the office. Having visitors wait at the office will ensure student safety and minimal disruptions to class instruction. Former students of the school will be advised that they are no longer registered students of the school and that they are required to follow the rules for visitors to the school.

Sign In/Sign Out Book

A sign in/out book is to be filled in by the parent/guardian when picking up student. Students will not be allowed to leave the school if they are not signed out by parent/guardian. **Your child will not be called down to the office until you have arrived to pick up him/her.**

Lunch

At Pontiac we are providing a hearty and filling snack in the morning to each student daily. Parents/Guardians please pack your son/daughter a lunch daily. This will avoid interruption of valuable instructional time. **If a student must have their lunch delivered, items must be clearly labelled with student's full name and teacher's name and left at the main office**

Telephone Use

To ensure that student's instructional time is free of interruption, we discourage parents/guardians from calling and sending messages to students via telephone. We make every effort not to disturb class time except if it is an emergency. **The school telephones are business and emergency use only. Please ensure prior arrangements have been made before they come to school.**

Transportation by Bus

Bus drivers have a serious responsibility for the safe conduct of passengers on the bus. Students may have their transportation privileges removed if their behaviour is unacceptable. Transportation for after school activities is the parents' responsibility. **Students who are not regular bus students will not be allowed on the bus.**

Student Medication

Students may be permitted to take medication at school or at school sponsored activities on a temporary or regular basis when necessary. The school is not permitted to dispense medication without written permission of the parent/guardian and/or physician/nurse practitioner. All medication to be administered by the school is to be brought to school by the parent. All medication will be administered in the office except in emergency situations.

Written instructions of the physician/nurse practitioner are required for all requests to administer prescription medication. Such instructions must include the name of student, name of the medication, dosage, frequency of administration and any special instructions, along with the medication delivered in a clearly labelled pharmacy container or original tamper-proof non-prescription container, which has on it the student's name, the physician's or nurse practitioner's name and phone number, the dosage (quantity and frequency), and any possible side-effects, cautions, and actions to be taken should a side-effect occur. Medication not picked up by the parent within five school days of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the school.

Dress Code Guidelines

Students are expected to dress in clothing which is neat, clean, not distracting and that also fosters a safe and respectful learning and teaching environment. The following expectations have been carefully considered and although they are subjective, the staff deems them necessary and reasonable.

- Hats, hoodies including any type of head gear are not to be worn within the school and need to be removed upon entering the building.
- Students should dress in clothing that is appropriate for a school setting (ex. Sensible length shorts/skirts/dresses, no sheer clothing, etc).
- Student clothing cannot display symbols that exhibit drug paraphernalia (drug and alcohol culture), is sexually explicit, incites hatred or biases, identifies student with gang involvement and/or is inappropriate apparel as identified by the school.

Non-educational Items

Non-educational items are distracting to students who own them and other students. Some items may prove to be a safety hazard. The items may also present a temptation to other students to take or misuse them. Non-educational items are not allowed in the school such as: beauty aids, collector cards, skateboards, personal electronic devices, matches, lighters, tobacco and tobacco products, weapons or replicas of weapons, including

clothing that is deemed inappropriate. Any or all items will be confiscated and will be returned only to the parent/guardian. If brought in inadvertently, the student can bring them to the office for safe-keeping and we will do our best to care for them but of course the school will not assume responsibility should items be lost or damaged.

School Supplies

Textbooks are provided for the student's use and are expected to last for a reasonable period of time. Restitution for lost or damaged books may be requested from the parent. **Students are expected to purchase basic supplies.** Each teacher will provide their students with a complete list of supplies to be purchased during the first week of classes.

Grade 4, 5 & 6

School Bag/pack sack
Pens (red and blue), Pencils and Eraser
Scissors
Solar Calculator
10 Duo-tangs
Pencil Crayons
Lined paper – 3 hole punched

8 notebooks (stapled type)
Math compass & protractor
Pencil case
Rulers
Gym shoes (non-marking)
Gym Gear (shorts/track pants & top)
Lunch Bag with Tupperware for food
Water Bottles

Grades 7 & 8

School Bag/pack sack
Pens (red and blue), Pencils and Eraser
Scissors
10 Duo-tangs
Pencil Crayons
Lined paper – 3 hole punched

8 notebooks (stapled type)
Solar Calculator
Math compass & protractor
Pencil case
Rulers
Gym shoes (non-marking)
Gym Gear (track pants /shorts & top)
Lunch Bag with Tupperware for food
Water Bottles

Homework Policy

Homework reinforces what has been taught in class, prepares the student for up-coming lessons and helps students develop self-discipline, responsibility and organizational skills. Parents are the key to making homework a positive experience for their child. Therefore, we ask parents to make homework a top priority, by providing a quiet work environment, and praise. Parents are encouraged to contact the school if necessary for guidance in problem areas.

All grades are to have homework assigned by the respective teachers. The grade 4 & 5's should have a minimum of thirty minutes of homework each night. The grade 6's and 7's and 8's can expect thirty to sixty minutes of homework in preparation for high school. We encourage families to become active in activities that foster student success and we encourage families to read together, have dinner together, play outside together and get a good night's rest.

Students in grades 4/5/6 will receive agendas and be expected to write down homework assignments in their agendas. Parents will be asked to sign the agenda when their child has completed the homework assigned.

Health Unit

The Nurse and community health workers will be visiting our school upon request. Vaccination will be given to the Grade 7s and 8s. It is mandatory that students have vaccinations up-to-date. Workshops and information sessions are held throughout the year at the school's request.

Nutrition

Our school is **Peanut Free** for the Safety of other Students within the School. **Students will not be allowed to eat their lunch if it contains Peanuts. Please pack healthy lunches for your child daily.**

Simple Solutions to Balanced School Day Nutrition Breaks

Something is new in the way your child will eat at school!

This is a great opportunity to talk with your children about what food choices will be best for their nutrition breaks at school. They should understand the importance of planning nutritious, satisfying mini-meals to help them reach their full potential throughout the school day.

Balanced school day nutrition breaks offer at least 20 minutes in the morning and again in the afternoon, to sit and eat a nutritious mini-meal.

It is important to remember that children on the balanced school day timetable need the same amount of food during the day as other children do. What's different is the timing of when this food is eaten.

Will this change mean more work, or worry for you? NO WAY!

Aim for at least 3 of the 4 food groups in Canada's Food Guide to Healthy Eating for each break – Grain Products, Vegetables and Fruit, Milk Products and Meat and Alternatives. Be sure to involve your children in the planning/packing their food for the day. They are more likely to eat what is packed when they contribute to the choices.

Planning Tips...

- Sandwiches can be cut in half and wrapped separately – one half for each break.
- Foods that are packed in a thermos may be hotter and taste better if they are eaten during the first break
- Cold foods like juice and yogurt can be frozen to help them last to the second break.
- For younger children you can mark #1, #2 on reusable containers to help them divide their food.

Pack'em Safely...

- Pack foods like deli meats, tuna, egg salad and milk with a small freezer pack in an insulated bag.
- Freeze juice boxes and yogurt to help keep these and other foods cool.
- Prepare meat sandwiches and other foods to be kept cold the night before. Leave them in the fridge overnight to chill well.
- Make sure hot foods are steaming hot when they go in a thermos.
- Use fresh ingredients or leftovers that are not more than one day old.
- Clean lunch bags, food containers, water bottles and all utensils every day.
- Food wrappings should not be reused as they can carry bacteria.

Simply Put ...

Chocolatey granola bars, yogurt covered fruit nuggets and other special goodies are fun treats every now and then. Menu planning will be a lot easier if your child learns early on that these treats are "sometimes foods" and not the best choices for every day. Few children get enough vegetables and fruit each day. Try to include one of each every day. Locally grown produce in season is the most nutritious and economical choice.

Leaving the Schoolyard

For safety reasons students are required to remain in the schoolyard from the time they arrive at school until the time they are dismissed at the end of the school day. Exceptions are made if a student is picked up at the front office by a parent or guardian. **If students leave school property without permission, the office will contact the parents and notify the Wikwemikong Tribal Police.**

Hallway Expectation

Students must have consent to be in the hallways during class time, follow staff directions, walk at all times, behave in an orderly fashion, speak in a moderate voice, keep hands, feet and objects to self, and to keep moving on the right side of the hallway to avoid congestion. Students who do not have teacher consent will be sent back to their assigned classrooms. This applies to all students without exception; students coming to the main office must have teacher consent to leave class. Students who violate or abuse hall privileges may be subject to progressive discipline.

Playground Expectations

Students are expected to keep area clean, put trash in trash cans, return equipment to proper place, follow staff direction, behave in a way that maintains safety, not leave school property to retrieve equipment without staff permission, and stay in the designated area. Food and drink should not be taken outside. Ample time to eat and drink is provided in the Nutrition break. Our school has a hands off policy so please remember to **keep hands, feet and objects to yourself.**

Public Display of Affection

Public displays of affection are inappropriate during school hours. Such displays detract from a positive academic atmosphere. Kissing and other physical displays are not appropriate at school.

Bicycles

Bicycles are to be parked and locked in the designated area located in the yard behind the school. The school is not responsible for stolen bikes.

School Library

Students are asked for their co-operation in maintaining the books and in keeping the school library clean and tidy.

School Social Counsellor

Counselling services is available at the school for the students. Referrals for counselling may be made by the students, and/or parent(s)/guardian(s), teachers and other personnel involved with our students. The School Social Counsellor also provides Character Education such as “**Roots of Empathy**” programming. **Roots of Empathy** program is an evidence-based program providing social and emotional programming which results in greater emotional understanding, an increase in pro-social behaviour, and a decrease in incidence of bullying and aggression.

Drug Abuse Resistance Education (D.A.R.E.) and Knowledge, Issues, Decisions and Supports (K.I.D.S.) may also be offered at our school. These programs are led by the Wikwemikong Tribal Community Liaison Officer. The D.A.R.E. program is more than just drug prevention education; it teaches students good decision making skills to help them avoid high-risk behaviour to ensure they grow up healthy, safe and secure. D.A.R.E. is much more than a substance abuse prevention education. This program gives students the skills they need to avoid involvement in drugs, gangs, and violence. The K.I.D.S. program is an interactive way of engaging students in conversations about matters important to them, including making healthy lifestyle choices, creating and maintaining healthy relationships and effective use of social media. The program was developed by the OPP as a tool for officers to use to talk to young people about the decisions and choices they may need to make and what supports are available to them.

Aboriginal Shield Program is offered at our school through the Rainbow Lodge Centre for Grade 7 & 8 students. The Aboriginal Shield Program enables Aboriginal youth to gain a sense of cultural connection and pride, while learning to make informed healthy lifestyle choices about drug use and related activities.

Testing

Math, reading and writing assessments are given periodically to verify that students are learning the materials and to set learning goals for each cycle. CAT-3 Testing will occur in May to assess the progress of the students. Grade 6 students will also be involved in the provincial EQAO testing process.

Literacy

Literacy in Wikwemikong Board of Education is very important. All classrooms from Kindergarten to grade 8 have a 100 minute literacy block each morning. The literacy block is built on a balance between reading and writing that allows students to receive the teaching needed in order to succeed, and that allows students to work at a level that is not frustrating for them. Children read and write each day independently and in group settings (both large and small). Students also participate in shared and individual writing activities each day. Additionally, listening and speaking are also emphasized in this integrated language approach. The goal of Balanced Literacy is to help children become readers and writers who enjoy and value literacy.

Physical Education and Gym Rules

All students are expected to participate in Physical Education activities unless they bring a medical slip stating that they are unable to participate for some medical or traditional reasons. Keep in mind that Physical Education is an important aspect of school life as it helps develop and maintain physical fitness as well as provide a basis for enjoyable activities that can be followed through in later years. **Students are expected to wear proper gym wear (gym shorts, track pants/T-shirt) and proper gym shoes. This is for safety reasons.**

Extra-Curricular Activities/School Trips including Year End Trips

We will be following certain criteria for participation in these activities. These activities are part of school life and participants will be expected to follow rules that are applicable to school.

- Be respectable at all times
- Show Pontiac pride by responding courteously to all those involved
- Remain in designated area with supervisor
- Misbehaviour will result in disciplinary action. Students may lose privileges to participate in or attend an activity as per the following criteria:

The student will not be allowed to participate if:

1. He/she has accumulated 3 or more incidents in that term
2. He/she has had an Out of School Suspension during the term
3. Poor attendance
4. Falling behind in academics

Other Services

Sometimes situations arise which require professional help beyond that available in the home or school. The school works co-operatively with other agencies such as Nadmadwin Mental Health Clinic, Kina Gbezhgomi Child and Family Services, Prevention services and Rainbow Lodge. Whenever help is needed from these agencies, parents should either contact these agencies personally or contact the principal of the school as we can provide support in the referral process.

At Pontiac school we provide an opportunity for students to participate in various ceremonies (including smudging) as part of our commitment to introducing our students to Anishinabe world views (as stated in the WBE vision statement). If you do not wish your child to participate (or they do not want to) they will not be required to and will be provided with an alternative learning opportunity during the designated time frame. If your child has an allergy that is affected by smudging, please let the office know so that we can ensure your child's safety.

The Parent Council

The Wikwemikong Pontiac School values parental involvement and welcomes you to join the Parent Council. The Parent Council is an advisory body acting as a forum for our schools:
Responsibilities:

The Parent Council will:

- (a) Provide ideas and opinions to assist principal in making decisions regarding the school and its students.
- (b) Focus on all issues (The Parent Council will not include discussion about individuals-parents, students, staff or board members.)
- (c) Provide advice on actions to be taken.
- (d) Act as a liaison between the school and the parents.
- (e) Recruit parent volunteers for school activities.

In an advisory capacity:

- Assist in developing and review the Parent/Student Handbook
- Community use of school facilities
- Extra-curricular activities in the schools
- Methods of reporting to parents and community
- Respond to school achievement levels

Wikwemikong Board of Education

1.2 ATTENDANCE POLICY EDUCATION PACKAGE FOR PARENTS

PREAMBLE:

It is important for academic, intellectual, social and emotional growth that students attend school on a regular basis, and attend school on time and stay at school for the duration of the school day. There are always reasons for an absence or late arrival, but chronic absenteeism or habitual lateness is detrimental to students.

All absences must be verified (letter or phone call from parents, doctor's note, etc.)

Time for School

How do frequent absences affect my child's school work?

- ✚ Having a good education will help give your child the best start in life. Children aged six to 16 are required by law to attend school regularly. It's your legal responsibility as a parent to make sure this happens.
- ✚ Important learning occurs every day at every level. Frequent absenteeism leads to gap in a student's skills and knowledge base.
- ✚ Absenteeism is detrimental to student grades and achievement. This is a problem in itself, and can also lead to other problems such as student frustration and inappropriate behaviour.
- ✚ Students who are frequently away from school fall behind their peers and require "catch-up" time. That can hurt a student's self-esteem and can lead to a cycle of further absenteeism. It can also affect the student's promotion and graduation.
- ✚ Excessive absenteeism can increase social isolation. A child who misses school a lot stands out from the rest of the students at school and misses opportunities to develop socially.
- ✚ Absenteeism harms the student's ability to establish better communication with teachers.

- ✚ Patterns establish themselves early in life. Frequent absenteeism in the early grades is a predictor of truancy in high school. Studies show that truancy is linked to dropping out of school, a failure to graduate, youth crime and reduced employment opportunities.
- ✚ Students who attend school consistently and on time develop better socially, establish better communications with their teachers, and acquire important life habits such as dependability, self-sufficiency and responsibility.

What can parents do to encourage good school attendance?

Parents have the primary responsibility in ensuring that their children attend school regularly, and on time, right from the start. Here's what you can do.

Set the right example

- ✚ The more you value school, the more your child will too. Talk to your child about his/her progress, and celebrate his/her school successes.
- ✚ Help your child with homework and assignments.
- ✚ Provide a home environment that encourages learning and curiosity.
- ✚ Show interest in your child's education by attending school events and parent-teacher interviews, volunteering at school, and communicating with your child's teacher.

Create the right routine

- ✚ Set realistic and consistent schedules and rules at home, including getting ready for school.
- ✚ The night before school, do whatever is necessary to avoid a morning rush, such as setting out clothes, packing lunches, organizing backpacks and setting them by the door.
- ✚ In the morning, have a routine so that the child knows what's expected-washing hands and face, getting dressed, making the bed, and eating a healthy breakfast.
- ✚ Avoid distractions that eat away at your preparation time, like TV and video games.
- ✚ If you're running late all the time, set your alarm to get up earlier or move bedtime up.

Deal with reluctance to attend school

- ✚ If your child resists going to school for no apparent reason, talk to him about any possible problems with the school, teacher or other students.
- ✚ Don't give in to your child's coaxing, pleading or threatening and keep him/her at home-that creates a bad precedent.

Make appointments wisely

- ✚ If you have to make an appointment for your child, arrange it outside of school hours, or if that's not possible, at the very beginning of the day or end of the day. Avoid midday appointments.

Work with the school

- ✚ If your child is ill or must be absent from school for a legitimate reason, inform the school.
- ✚ If absenteeism or lateness is becoming a problem, co-operate with the school to correct it.

Student Code of Behaviour

Will be strictly a Guideline only, individual student needs will be taken into consideration.

Each student will receive a copy of the Student Code of Behaviour. Please review the code with your child. A complete understanding of the expectations will ensure a pleasant, healthy and safe environment for every child. The code of behaviour was developed by the students, staff and parents of our school and is reviewed every year. At Wikwemikong Pontiac we follow the Wikwemikong Board of Education's "Safe Schools Policy" which is kept on file at the school. This policy ensures a safe environment for all students with a "zero-tolerance" towards any aggressive and abusive behaviour in its many forms.

Wikwemikong Pontiac School, with the help of the parents, staff and students has adopted the following as a statement of behaviour. It is our hope that the school can provide learning opportunities that meet the needs of all students, so they can acquire the skills, knowledge and values to help them live full productive lives in school and in society.

Students have the right to instruction in an atmosphere conducive to learning and free from disruption. With this privilege come certain responsibilities shared by the students, parents and teachers.

Students have the right to be treated with respect. The importance of self-respect and self-worth must be stressed. If students feel good about themselves, they will feel more confident about their abilities to cope with their schoolwork and environment.

The principal and staff, by example, shall be role models for the students in dress, behaviour and professional attitude.

It is hoped that the code of behaviour will be just and consistent for all and that individual disciplinary actions will be carried out by keeping in mind the age, circumstances, and actions of the students.

The primary responsibility for discipline lies with the parent. Therefore Pontiac School will continue to communicate with parents/guardians in order to improve co-operative disciplinary "efforts." **The 2016 – 2017 Agenda** provided to the students will be the primary means of communication between the teacher and parent/guardian. Please consult the agenda on a regular basis.

To assist in this process we recommend that the Parent/Student Handbook be reviewed by the parent/child and by the school personnel with each class. (This should be completed at the beginning of school in September, return from Christmas Break and return from March break).

The Student Parent Handbook is given to each student to ensure an orderly environment in which to learn and participate in school activities. Students will make mistakes from time to time and it is our hope that the student will take responsibility for his or her mistakes and accept the consequences for their actions. By no means can every situation be covered in this handbook. Remember there is no substitute for common sense when it comes to appropriate behaviour. The administration reserves the right at all times to address or present disciplinary plans of action as they arise through various situations.

If you have a question as to what you should do in a situation, please feel free to ask the principal, teachers, counsellor or other staff.