

*M'Chigeeng First Nation Education Department*

# **LAKEVIEW SCHOOL PARENT HANDBOOK**



**2017-2018  
School Year**

## **VISION**

*“To become the premier elementary school in Ontario.”*

## **MISSION**

*“As the staff of Lakeview School we will create the safest environment that nurtures the spiritual, mental, emotional and physical well being of the students.”*

## **Principal’s Message 2017-2018**

Aanii Parents, Students, and Staff:

Welcome back to a new school year, 2017 - 2018! I trust everyone has had a wonderful summer break with lots of opportunities to enjoy numerous activities with friends and family. The staff and I are looking forward to providing an exciting, productive, and successful school year for everyone!

As you may be aware, I will be fulfilling the duties of Principal for this upcoming year. I would like to wish Mr. Neil Debassige well as he takes this year to focus on his own personal commitments. Mr. Debassige will be missed, as he has taken our school to new heights, and under his direction, we are well on our way toward becoming the premiere school in Ontario. Mr. Debassige has assured me that he will be in and around the school to assist in various activities and programs throughout the year.

In the front office you will find our secretary Ms. Rhonda Debassige, new Vice Principal Ms. Gayle Payette, and myself, Mr. John Roy. Speaking for the staff, we look forward to educating your children, and appreciate that you are entrusting them to our care. This is a privilege we accept with great responsibility and will continue to always work toward maintaining your trust. Together with the spirit of open communication, the staff at Lakeview School look forward to working with you to build a strong, supportive school community so that our students will continue to gain confidence in their own abilities.

Our work will continue to develop confident learners in all grades, while building greater pride, knowledge, and understanding of our culture and language. I feel that we have the expertise within our school and First Nation further develop our strengths as Anishinaabe people, while enhancing our students’ skills in this ever-changing world of technology.

Please accept this as your personal invitation to come in and visit our great school. We have always had an open door policy, and Ms. Payette or myself would be happy to discuss any concerns or input that you may have to share in order to make our awesome school, even better!

Respectfully,

Mr. John Roy OCT  
Ontario Principal’s Qualification (2010)

## **THE SEVEN GRANDFATHER TEACHINGS**

Lakeview School recognizes, honours and follows the traditional cultural teachings of Anishinaabe people. Many Anishinaabe people use these seven basic principles as their guide on how they live. The teachings known as the “Seven Grandfathers” are as follows:

### ***Nbwaakaawin (WISDOM)***

*To cherish knowledge is to know wisdom. Wisdom is given by the Creator to be used for the good of the people.*

### ***Zaagidwin (LOVE)***

*Love is unconditional. When people are weak they need love the most.*

### ***Mnaadendmowin (RESPECT)***

*Have respect for all that is. All of creation should be treated with respect. You must give respect if you wish to be respected.*

### ***Aakdehewin (BRAVERY)***

*Face the foe with integrity. To do what’s right even when the consequences are unpleasant.*

### ***Gwekwaadziwin (HONESTY)***

*Always be honest in word and action. Be honest first with yourself, and you will more easily be able to be honest with others.*

### ***Dbaadendizwin (HUMILITY)***

*You are equal to others, but you are not better.*

### ***Debwewin (TRUTH)***

*Speak the truth. Do not deceive yourself or others.*

### LAKEVIEW SCHOOL BALANCED SCHOOL DAY

The Balanced School Day schedule is an initiative to support learning in the classroom, promotes healthy eating and encourages daily physical activity. The schedule relies on a day that is nutritionally balanced for students, allowing them to eat/snack more appropriately for the needs of their young bodies, increase their concentration and energy levels and offer longer periods of uninterrupted learning/teaching blocks and physical activity.

Your child will have 2 nutrition breaks each day - divided into snack time and playtime. Students will not need more food - they do need the same amount packed differently into Nutrition Break #1 and Nutrition Break #2.

<b>Time</b>	<b>Activity</b>
<b>8:30am</b>	<b>Entry/Snack</b>
<b>8:40am</b>	<b>Opening Exercises</b>
<b>8:45 – 10:25am</b>	<b>Classroom Instruction</b>
<b>10:25 – 10:45am</b>	<b>BREAK #1 (JK/SK-Gr.3 Nutrition Break / Gr.4-8 Recess)</b>
<b>10:45 – 11:05am</b>	<b>BREAK #1 (Gr.4-8 Nutrition Break / JK/SK-Gr.3 Recess)</b>
<b>11:10 am – 12:50pm</b>	<b>Classroom Instruction</b>
<b>12:50 – 1:10pm</b>	<b>BREAK #2 (JK/SK-Gr.3 Nutrition Break / Gr.4-8 Recess)</b>
<b>1:10 – 1:30pm</b>	<b>BREAK #2 (Gr.4-8 Nutrition Break / JK/SK-Gr.3 Recess)</b>
<b>1:35 – 3:15pm</b>	<b>Classroom Instruction</b>
<b>3:15pm</b>	<b>Dismissal</b>

**\*\*Please Note: Every Wednesday early dismissal at 2:15pm\*\***

### ANISHINAABEMOWIN

Ojibwe Language and cultural teachings are being integrated into the school's curriculum. Students, parents, teachers and staff are all encouraged to support and speak the Ojibwe Language at all times.

### BREAKFAST PROGRAM

A healthy snack consisting of yogurt, milk and/or fruit are available to all students.

### VOLUNTEERS

Lakeview School is always open to having volunteers in the school. Please contact the office or your child's teacher for more information. School volunteers may be required to complete a criminal background check by local police office.

### VISITORS TO THE SCHOOL

Lakeview School is equipped with a security system whereby a person entering the school must ring the buzzer and be seen by someone in the office. For safety precautions, all visitors are required to use the main entry system and sign in at the main office.

### CONTACTING THE SCHOOL

Any concerns you have about your child at/during school should be addressed with the teacher and principal. Call the school and leave a message for the teacher and/or ask to speak to the principal. Teachers cannot leave their classroom to speak to a parent on the phone but will return a phone call by the end of the day.

Parents must contact the school **directly** if arrangements are to be changed daily/weekly for their child. A note in the child's agenda is also recommended.

Issues the school should be made aware of are: medical conditions, family circumstances (custody issues, changes at home i.e serious illness in the family), glasses, learning issues, anything exciting for your child i.e. new baby at home.

## ATTENDANCE

If your child is going to be absent, the parent is expected to call or provide a note to the teacher explaining the reason for the absence. If we do not receive a telephone call or a note, then the school will contact you.

## BUSSING & SAFE ARRIVAL

School bus transportation is a privilege. Ignoring bus rules could result in this privilege being withdrawn. Students who are bussed to school should be at their designated pick up location on time. Students will remain on their bus until the 8:30am bell. Please do not drop students off before 8:30am.

***All students will be picked up and dropped off at their designated location only. Any other arrangements are the responsibility of the parent/caregiver.***

## ACCIDENTS/ILLNESS

If your child has a fever, bad cough, severe sore throat, earache, head lice or any other contagious disease they should be kept home. If in doubt, check with a doctor. Should your child get sick at school, the school will contact you and if medical assistance is required, the school will make necessary arrangements. In the case of an injury at school, first aid will be administered by a supervisor/school staff. Parents will be advised as soon as possible. Please provide the school with your child's OHIP number and an alternate contact in the event the school cannot reach you.

## MEDICATION/ FOOD ALLERGIES

### **MEDICATION:**

Students that require medication during the school day must have a Medication Form completed by the parent/guardian. Do not send medication to school with your child.

### **FOOD ALLERGIES:**

We encourage parents/guardians to send foods to school without nuts or nut products, as some children are severely allergic to them. Please refer to packaging content before making your child's lunch so not to

mistakenly include these items. Lakeview School promotes a peanut-safe school, however, we cannot guarantee a nut-free environment.

***It is very important that we create the safest environment possible when it comes to health concerns of our students.***

## PHYSICAL EDUCATION

Physical education is part of the regular school program. A doctor's slip is required to excuse a student from physical education. For hygienic safety and fire drills, it is necessary that a second pair of running shoes be kept at the school for indoor use.

## SNOW STORMS & SCHOOL CLOSURES

During the winter months, there is always the possibility of inclement weather. If the buses are unable to safely travel the roads, the busses are cancelled for the day. An announcement will be made over the local radio stations (94.1 FM, 97.5 FM & 100.7 FM). Also, **if Rainbow Schools' busses cancel our busses cancel**. The school will remain open for classes and students. If students are dropped off they **must** be picked up at the end of the day as well as busses will not be running. In the event of an early closure parents will be notified via the telephone. Please provide school with contact number.

## PROGRESS REPORTS/REPORT CARDS

One progress report and two report cards will be issued during the school year. The Progress report will be mailed home in October. The first semester Report Card, reports will be mailed home in January. The second semester Report Card, reports will be mailed in June.

### **LIBRARY**

The library located at Lakeview School is open Monday to Friday for community members from 2:30 to 3:30p.m. except for Wednesdays. Evening hours TBD.

### **HOMEWORK & STUDY SKILLS**

If your child does not complete their assigned work throughout the day, they may be assigned homework. Check your child's student agenda for more information regarding assigned work to be completed.

### **LEGAL REPORTING PROCEDURE**

If teachers have reasonable cause to believe that a student is being abused, they are **bound by law to report** suspected child abuse or neglect directly to the police or local child protective service agency (MFN Child & Family Services).

### **PARENTAL SUPPORT**

Parents want the best education for their children and are children's first and life long teachers. Lakeview School values the partnership between home and school and recognizes that parental involvement is the key to success in school. Parents can help support Lakeview School by encouraging students to fulfil their responsibilities towards the school, other students and themselves. Reinforcing homework at home is an important factor of success at school for your child. Here are some helpful tips that will help your child develop good study habits:

- Set a consistent time when homework will be done each night.
- Provide a quiet place away from distractions
- Have your children practise math, reading and writing skills daily.
- Talk to your child about what they are learning in school.
- Read together with younger children.
- Let your children help you in reading and writing, recipes, newspapers, letters, shopping lists.
- Encourage your children to ask the teacher for help if they find the work difficult or confusing.
- Keep in touch with the teachers and call when you have a question or a concern.
- Check that homework is completed.
- Praise and encourage children.

### **STUDENT DRESS CODE**

Students are expected to be neat and clean and to dress appropriately for the season and school activities, keeping the following in mind:

- ✓ Clothing that refers to drugs, alcohol, sex, violence or that is racist, sexist or in any way deemed vulgar is not acceptable.
- ✓ Upon entry, ball caps, toques and other hats are to be removed at lockers and are not to be put back on until dressing to go outside.
- ✓ No undergarments are to be purposely showing.
- ✓ Running shoes are to be the non-marking type.
- ✓ The length of shorts and/or skirts is not to be shorter than walking or sports shorts.
- ✓ Any other type of dress that is deemed inappropriate by the principal or designate will be addressed.

### **FIELD TRIPS**

When the school schedules a field trip away from the surrounding area, a permission slip form will be required.

## **DISCIPLINE & SAFE SCHOOL POLICY**

The Safe School Policy is our **guideline** to handling issues that jeopardize school safety.

Disciplinary action will be taken according to the procedures set out under the following headings:

- a) Intimidation, Harassment and Threats
- b) Assault: Physical and Sexual
- c) Student Behaviour: Co-curricular Events
- d) Trespass to School Property
- e) Vandalism and Theft
- f) Weapons/Replicas
- g) Illicit substance, tobacco, alcohol

## **CONSEQUENCES FOR MISCONDUCT**

Effective discipline of students hinges on cooperation between the school and the parents/guardians.

In the event of student misconduct:

A phone call, home visit or formal conference at the school may be initiated with the parents/guardians to discuss the specific behaviour of the student and steps to be undertaken to correct it.

The following is a list of consequences that may be used:

1. A teacher will speak with the students to reach an agreement regarding the student's behavior.
2. A conference is held with the student, parents/guardians, teacher, administrator and/or support staff to develop a plan for changing the student's behavior.
3. Where student behavior affects the class, the student is withdrawn to a supervised alternate location to complete his/her assignment. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, the parents/guardians would be contacted.
4. Privileges in the nature of access to playground, extracurricular activities and/or bus transportation are removed.
5. The students and parents are required to compensate for any damages.
6. Detentions. Parents will be advised of detentions via phone call or disciplinary notice.
7. In some instances, a contract may be used when specific behavior is required of student.
8. Last resort: At the discretion of the principal, students may be assigned to an in-school or out-of-school suspension.

## **SUSPENSIONS**

Students may be suspended from school for the following: chemical use/abuse (tobacco, alcohol, controlled substances), physical assault, verbal assault, weapons on school property (weapons may include, but are not restricted to: guns, pellet guns, starting pistols, model guns, knives, bats, sticks, pepper spray) or misconduct as defined in the Safe School Policy.

The principal (or vice-principal) has the authority to suspend students one day or up to twenty days as outlined in the Discipline and Safe School Policy. Parents/Guardians will be notified immediately of a suspension.

The principal may involve the police and/or Child and Family Services.

It is the parent's responsibility to ensure the student does not return to school property while on suspension. A meeting with the student, parent/guardian and principal is mandatory before returning to regularly scheduled classes.



## **FIRE DRILLS AND LOCKDOWN PROCEDURES**

Throughout the year we will be practicing Fire Drill Safety and Lockdown Procedures. For this reason it is important that children have indoor and outdoor shoes.

## **PARENTAL CONSENT**

Throughout the school year, there may be times when your child's photo will be taken to recognize student activities and achievements. **Please inform the school if you do not wish to have your child's photograph publicized in school events.** Examples of promotional events are news releases, school and system wide newsletters, brochures, posters, videos, Internet information, newspaper coverage, radio broadcasts and television footage.

## **ADULT CAREGIVER ENGAGEMENT STRATEGY (ACES)**

It takes a whole community to educate a child. At Lakeview, we believe that the education of our youth is a shared responsibility between home, school, and community. The involvement of our First Nation membership from parents to volunteers and community leaders is an integral ingredient for student success. We welcome and encourage the development of community relationships at the school and on our Adult Caregiver Engagement Strategy. This group of devoted parents takes an active role in recommending programs and initiatives for the Lakeview student population.

Working in an advisory capacity, the ACES provides input and makes recommendations to the Education Committee via the Principal on a wide variety of topics. For example, the ACES may have input on school renovations, provincial testing results, anti-bullying programs, cultural inclusion ideas, and student code conduct to name a few.

The ACES is designed to enhance the learning environment for students by engaging them at Lakeview School. The ACES provides a regular opportunity for members to network, share ideas, offer input and expand the horizons of Lakeview learners. The intention of ACES membership is also to enhance the positive communication that goes on between home and school.

By becoming involved on the ACES you will:

- Be a contributing member in educational issues
- Be valued for making a contribution to community and student success
- Be a good role model
- Contribute to shared decision making and goal setting
- Have influence in education at the school, committee, and provincial level
- Make a difference in the education of your child and other children in your community

## **SPECIAL EDUCATION**

Lakeview School provides special educational programs and services based on the premise that:

- All students have a right to quality education
- All exceptional students are in integral part of society, entitled to respect and dignity
- The variety of needs of exceptional students can best be served by a continuum of support
- Communication and interaction amongst special education and regular education personnel must be ongoing and goal directed
- All exceptional students share in the responsibility for learning and in the planning of their program, based on maturity and ability

Lakeview School has the benefit of a unique approach to Special Education. There are many ways in which our children learn and some of those ways require a support system of teachers, teacher assistants and other resource personnel. Lakeview School has been able to create safer, more structured and specific learning environments based on the learning needs of our student population with programs like Special Education Resource, our Aanj Maa Taa (AMT) Program.



### **INDIVIDUAL EDUCATION PLAN (IEP)**

An IEP will be developed for each student who has been identified as having an exceptionality through an Identification, Placement, and Review Committee (IPRC) within 30 days of the student's placement in the special education program. The IEP will be reviewed and updated throughout each school year.

An IEP is a written plan that describes the strengths, needs, and specific expectations of an exceptional pupil. It will outline the program and services required to meet student needs and how the program will be monitored and delivered. The involvement of parents is required in order to develop the best possible IEP. The Special Education Resource Teacher (SERT) will contact you for involvement.

### **IDENTIFICATION, PLACEMENT & REVIEW COMMITTEE (IPRC)**

The IPRC meets to decide if a student should be identified as an exceptional pupil, and, if so, the placement is identified that will best meet the student's needs. Once identified as exceptional, an IPRC meeting takes place each year. Invitation's to participate in the IPRC will be made by the SERT early fall and spring.

### **HEALTH CENTRE INFORMATION – STUDENT HEALTH**

Head-lice checks will be done a minimum of three times a year. **August, January & March.** If necessary, random screening checks will be done when the need arises. If a child is found to have head-lice or nits, he/she will be sent home that day. A Community Health Representative must assess your child before returning to school (this can happen as early as the next day). A notice of this check up must be presented to the school secretary upon your child's return to school.

Immunizations due at school: will only be provided subject to Parental consent returned to school prior to scheduled immunization dates.

Influenza/flu vaccination: will be scheduled in October/November for all grades.

Grade 7 students: Hepatitis B vaccinations - a series of two needles, two months apart, will be scheduled for December and February.

Meningococcal vaccination - one needle will be scheduled in April.

Grade 8 students: dTAP (adaccl) vaccination - one needle will be scheduled in April.

Mantoux screening: two step screening, one will be scheduled in February; follow up one will be scheduled 2 - 4 weeks later.

Other - Classroom physical: involves vision screening, hearing, scoliosis assessments; height and weight assessment. This will be completed for all grades within the school scheduled early October.

### **CELL PHONES**

It has come to our attention that students have been using cell phones at school for purposes other than learning support. Our concern at school regards the misuse of phones and cyber bullying. In an effort to curb this and enable more time to maintain focus on lessons being delivered, we are going to continue with a cell phone/device management plan:

1. Leave phones or personal devices at home,
2. Hand cell phones or devices in to the classroom teacher at the beginning of the day, where they will be turned off by the students, and then locked in a safe place to prevent usage during class or social time. The devices will be returned at the end of the day, prior to dismissal.

We strongly advise that this cell phone/device management plan be followed to ensure the success of all students and to prevent misuse. If the students do not choose one of the above-mentioned options, we will be confiscating the phone for the day, and parents/guardians will have to come in to collect their child's electronic device.

If there is an emergency and students need to contact their parents/guardians throughout the day, they will be provided with a note from their teacher to call home using one of the phones in the main office.