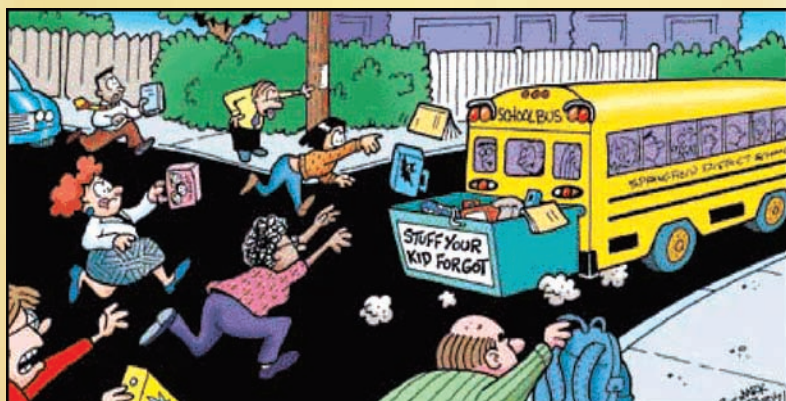




Kitigan Zibi Kikinamadinan

# *Parent Handbook*



*2006 • 2007*



# Table of Contents

## *Table of Contents*

Principal's Message.....	3
Parental/Guardian Responsibilities .....	5
Avenues of complaint.....	7
Something new at K-Z School .....	8
Student Responsibilities.....	9
Student Rights .....	9
Student Privileges .....	10
Respect for Self and Others.....	11
Student Awareness.....	13
Student with a Driver's Licence .....	13
School Cancellation Due to Storms.....	13
Lates.....	14
Bus Notes .....	14
Agendas .....	15
School Closure During the Day .....	15
Gym Clothing .....	15
Substance Use and Abuse.....	16
Bus Rules and Regulations .....	17
Recreation Periods (Recess).....	18
Cafeteria Procedures .....	19
Breakfast Program .....	20
Lunch Program.....	20
Allergies.....	20



# Principal's Message

## *Principal's Message*

**Kwey Kakina!**

**Greetings Everyone !**

The purpose of this handbook is to give parents, guardians, teachers and students a concise source of information on our school, its rules, goals and expectations. It is important that all of us who are part of the school become familiar with the rules and regulations.



Please remember that our school is a community. Let's make our community as pleasant, safe and efficient as possible.



**Shirley Whiteduck**  
**Principal**



# Parental/Guardian Responsibilities

## As a parent/guardian you should:

- Attend all reporting and information sessions for your child (ren).
- Attend all requested meetings by Principal and or teacher.
- Provide your current telephone/cell number, home address, work telephone number and emergency contact number.
- Understand and support the rules in the **Code of Student Conduct** and talk to your child about them.
- The **Code of Student Conduct** will be made available upon request or provided by the Principal.
- Make sure your child arrives at school on time every day.
- Not leave your child at school earlier than 7:55 am and no later than 3:30 pm (unless your child is attending an authorized after school activity).
- Contact the school within 24 hours after your child is absent to tell them the reason for that absence.
- Tell the school principal if you move.
- Work with school staff members to solve any discipline problems.



- Be aware that when your elementary level child arrives, he/she will immediately bring their school bags to their locker and then go outdoors until the bell rings or to the cafeteria for breakfast.
- During special events, there will be invited guests that will be giving presentations to the students during school hours.
- Students who attend Mokasige will leave the school at 12:30 and return at 3:15 to board the bus.
- Be aware that when parents are divorced or separated, both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court document limiting that access. If such a paper exists then the principal must have a certified copy. A non-residential parent has access to student records and information unless a court order prohibits such access.
- Be prepared to pay for any damage done to the School property by your child.
- **SIGN IN AT THE FRONT DESK** when you come to school before you go anywhere in the school and carry a visitor pass.
- Parents are asked to park away from the bus zone, to prevent confusion, traffic jams and for the safety of the students.
- Parents should meet their child (ren) at the front desk on a daily basis, to eliminate any accidents at a busy time of day.





# Avenues of Complaint

## *Avenues of Complaint*

- Parents/Guardians who have a complaint about an incident involving their son/daughter or an unsatisfactory relationship between a teacher and their son/daughter, **MUST** follow this course of action.
  - 1) Talk to the teacher;
  - 2) If further discussion is needed, speak to the Principal;
  - 3) If still unsatisfied, contact the Director of Education (Anita Tenasco);
- Parent (s)/Guardian(s) are asked to come in to discuss their concerns in an appropriate manner by **appointment**. We prohibit the use of abusive/foul language and/or abusive misconduct.
- An appointment can be set up later, when parent(s)/guardian(s) are ready to meet with the principal in an appropriate manner to discuss their concerns.
- Depending on the severity of the situation and in order to ensure the safety of students and staff, the Kitigan Zibi Police may be asked to provide support in certain situations.



# Something New at Kitigan Zibi School

CYCLES - (QEP)

Quebec Education Program

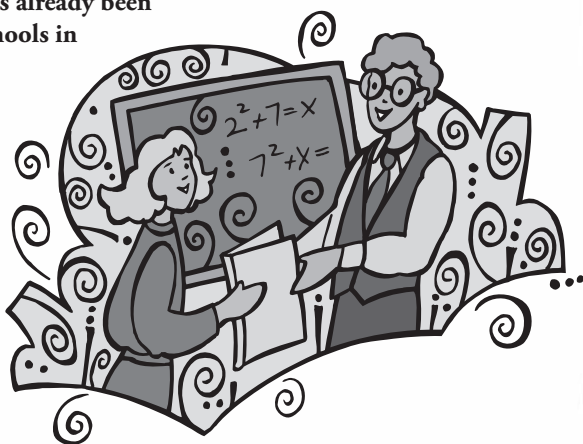
The Kitigan Zibi School has slowly started the new Cycle Program, which is following the Quebec Education Program.

This means that the old grades one and two are now known as Cycle One. The teachers in this cycle will be working together as a team to plan on the integration of content for the different subjects.

For example, in math, our students will be grouped according to their skills. Teachers will be taking responsibility for students not normally in their class. This creates group based learning on the students' different needs and tasks.

As a result, students from various classes would regroup with students from other classes with one of the teachers. This ultimately gives students the opportunity to work in interest groups regardless of homeroom class.

This program has already been used in other schools in Quebec and we needed to get on board with the project based program.

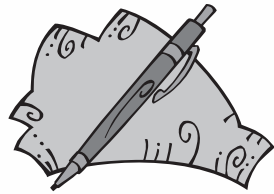


# Student Responsibilities

## *Student Responsibilities*

### **Responsibility**

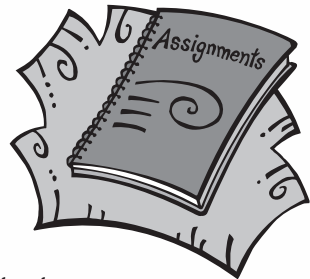
- ... to attend school on a regular basis and to be on time
- ... to complete all assigned work
- ... to bring the appropriate supplies to class
- ... to obey school rules and federal and/or provincial laws
- ... to respect the rights of others
- ... for your own actions
- ... to use appropriate language
- ... to respect school property
- ... to dress appropriately for school
- ... to see teachers about any work missed



## Student Rights

### **The RIGHT**

- ... to an education
- ... to attend a safe and drug-free school
- ... to freedom of speech and expression
- ... to privacy and free association
- ... to equal protection
- ... to not be discriminated against
- ... to due process of law in cases of expulsion



## Student Privileges

- Participation in athletics including
  - lunch hour activities
  - after school activities
  - out of school activities



- Field trips
- Attend the Graduation Ceremony
- Participation on any after school/lunch hour activity
- Free time in the Computer Lab



# Respect for Self and Others

**You are expected to be courteous and considerate to other students, school staff, visitors and any other persons in the building. Everyone has the right to a safe, secure environment.**



**An effective discipline policy in a school allows for an orderly environment in which learning can take place. Harassment of other students, damaging school property, bullying, fighting, use of tobacco or other substances, failure to respect teachers and any deviant behaviour that might cause injury to the student, self or to others will not be tolerated at the school.**

<b>Violation</b>	<b>Consequence</b>
Fighting	Automatic 1 day suspension (Loss of privileges for 1 week) Loss of monthly allowance
Defiance of Authority	1-day in school suspension (Loss of privileges for 1 week) Loss of monthly allowance
Damaging school property	1 day suspension and cost of restoring property (Loss of privileges-to be determined)
Assault	Automatic 3 day suspension or possible recommendation to the Director of Education for expulsion Loss of monthly allowance
Inappropriate Language	1 <sup>st</sup> incident: - Warning 2 <sup>nd</sup> incident: - Sent to Principal - Memo sent home 3 <sup>rd</sup> incident: - Detention (Loss of privileges for 1 week)

Violation	Consequence
Sexual Harassment	Automatic 1 day suspension Meeting with school counsellor Principal/Parent(s) and an apology letter. Referral to Social Worker if required.
Littering	After school suspension and cleanup detail.
Weapons	Immediately confiscate the Weapon. Call to parent/guardian. Automatic suspension (suspension can be anywhere from 1-10 days depending on the severity of the incident). Loss of monthly allowance
Messages on clothing	Meeting with Principal
Deemed offensive	Call home to Parent/Guardian
Inappropriate Clothing	Student required to make the necessary change.



# Student Awareness

## *Student Awareness*

Violation	Consequence
Possession of electronic devices being used during class time	Immediately confiscate the electronic device
Driving without a licence	The principal will notify the Parent/guardian or the Police
Leaving School grounds	The Principal will be notified immediately

# Student with a Driver's Licence

## *Student with a Driver's Licence*

- Must provide a photocopy of their licence to the Principal.
- Must provide a photocopy of the insurance to the vehicle, which they are driving.
- Must follow the rules and speed limit according to the "Band By-Law # 10 - Highway Safety."

# School Cancellation Due to Storms

## *School Cancellation Due to Storms*

In case of a snow or ice storm, the Kitigan Zibi School, Mokusige, as well as the Pakinawatik School will be closed. Radio announcements on CKWE will provide information about the school closure. The radio station will be notified by the Principal as soon as possible to advise the community.

# Lates

## *Lates*

In some instances, even in good weather, buses may be delayed. Students will be sent directly to their classes to join their peers. The principal will be informed of continuous late slips and she will be contacting the parent.

# Bus Notes

## *Bus Notes*



- The parent/guardian shall call the receptionist before 1:30 p.m. if your child will be getting off the bus other than the regular designated bus stop.
- There should be (1) one principal or main location for the school year. On rare occasions, however, your child may be permitted to get off the bus at a secondary location. The secondary location must remain the same for the entire school year.
- Parents are asked to complete and return a form to advise the school of the principle and secondary locations where your child will be getting off. If the locations should change throughout the year a new form needs to be filled out.
- If a young child is being dropped off and it is noticed that he/she is home alone on more than one occasion, please be advised that Social Services may be contacted.
- Students will not be allowed to get off the bus at the Youth Center.
- Parents who are separated should provide a schedule to the school of visitation periods and where their child will be getting off the bus.



# Agendas

## Agendas

- In order for students to develop good study habits, they will be encouraged to use agendas that will be available to them (Grade 4-5-6 will be provided with an agenda). High school students can purchase their agenda in the school supply room at a *low cost*.
- Home assignments are tracked because they *do count* for marks and these agendas help in keeping a student informed.



# School Closure During the Day

## School Closure During the Day

Sometimes it may be necessary to close the school in order to get children home before weather conditions become severe. The teachers and secretary will use the phone numbers to call home that is given in the registration forms. Parents who will not be in the home when children arrive should make alternate arrangements for the care of their children on such days. Parents should notify the school of these changes before winter.

**Hopefully, we can work together to ensure a safe winter for all our children.**



# Gym Clothing

## Gym Clothing

- Parents must provide their child (ren) with sneakers specifically for gym classes.
- If girls are wearing skirts for class, they should bring a change of clothing (shorts) for gym.
- Personal items such as a (towel, comb, deodorant) may come in handy during this time.

# Substances Use & Abuse

## Substances Use & Abuse

The Kitigan Zibi Education Sector strongly believes that cigarette/cigar/ pipe smoking/tobacco chewing/alcohol/ and illicit drugs are harmful and deadly substances. Therefore any use of any of these substances is not permitted within the school facilities including on school grounds and during school field trips.

Violation	Consequence
Smoking of tobacco	Meeting with Principal Call to Parent/Guardian Detention Loss of monthly allowance
Possession of alcohol, Large amounts of Prescribed medications Illicit drugs	Meeting with Principal Call to Parent/Guardian Automatic 3 day Suspension Recommended meeting with Social worker/NNADAP worker Report Incident to the Police Loss of monthly allowance
Selling or trafficking of illicit drugs	Meeting with Principal Report incident to the Police Automatic Suspension and/or Expulsion Recommended meeting with Social/NNADAP Worker Required attendance & completion of treatment program Loss of monthly allowance



# Bus Rules & Regulations

## *Bus Rules & Regulations*

Children who misbehave on the bus distract the driver, thereby endangering themselves and others. The contractors, Russell & Pearl Cote, will be working with the school to ensure the safety of the passengers. Students who need to be reminded of school bus rules will be dealt with immediately.

- There is to be no horseplay at bus stops. One slip at the wrong time could cause serious injury.
- Students should wait for their bus at a safe distance from the roads.
- Bus drivers must be able to listen for signs of danger so excessive noise is not allowed.
- Students must stay seated in their assigned places until the bus comes to a complete stop.
- Inappropriate or bad language will not be tolerated.
- The bus driver is in full charge of the bus and the students. She/he must be obeyed.
- Do not extend any part of your body out of the bus.
- The throwing of objects from the bus can cause accidents.
- Buses must be kept safe and clean. Any damage will be paid for by the parents/guardians.
- After leaving the bus, students must cross the road at least 10 feet in front of the bus. Look both ways.
- The buses cannot wait; students must be on time.
- No students shall cause a disturbance or harass another student entering, leaving, or travelling on the bus.



**Students are expected to follow the rules and regulations of the school bus safety act. Failure to follow these rules and/or listen to the driver can lead to the following steps:**



- 1) Misbehaviour on the bus will be reported to the principal by writing and will be dealt with immediately.
- 2) If a student is given a second official misconduct report then that student will be suspended from travelling on the bus for a period of time. If this does occur, the Education Sector will not provide any other means of transportation for the student.

**Once again, the school policy empowers the Principal along with the School Bus contractors to suspend bus privileges at any time depending on the severity of the situation.**

## Recreation Periods (Recess)

Recreation periods are held so students can get a break from their work and socialize with one another, and get some fresh air and activity.

We provide supervision so they can have this break. They should go outdoors to receive the maximum benefits of this period. Students should be dressed so they may enjoy outdoors in all seasons. We will have to go outside in all weather conditions, such as winter and spring (wet seasons). Occasionally, your child's jackets, mitts, hats will be put in the dryer so that your child can have access to dry clothing for the remainder of the day.

If there is a good reason for your child to remain indoors during this period, a note from home should be provided to the teacher at all times. Students will be assigned some work to do to occupy them during such a time. Students are sent out unless we have a written or telephone request to the contrary.

At certain times throughout the year, outdoor footwear must be removed before proceeding into the school. Indoors shoes should be worn at all times ... to maintain health and safety. (Eg. wet feet, fire drill). We recommend a spare pair of footwear be left in the lockers for the school year.



In extreme heat (+20 and over), students will be kept indoors due to the UV rays and in the winter (-20 and lower), students will be kept indoors due to cold weather.

## Cafeteria Procedures

### *Cafeteria Procedures*

**In order to provide a quiet environment to socialize with friends and teachers, the students must respect each others' space and talk in a low tone. Parents will be given a monthly menu from the cafeteria staff.**

- 1) Hot lunches must be paid on Friday each week/monthly.
- 2) Warm-ups must be brought to the cafeteria before 9a.m. each day.
- 3) There will be scheduled times for eating lunches.
- 4) Students will not be dismissed until their area is neat, orderly and clean.
- 5) Students will be reimbursed for the hot lunches that were missed.

**At special events, wild meats and culturally related foods will be available whenever possible.**

## Breakfast Program

### *Breakfast Program*

Students, who did not have time for breakfast at home, may do so when they arrive at school. Cereal and milk is available in the cafeteria until 8:20 each morning.



## Lunch Program

### *Lunch Program*

Kitigan Zibi School has always had a model program for the breakfast, snack and hot lunch that is available daily. There was always a no junk food policy such as: McDonalds, packaged bars, gum, candy, fruit roll ups etc.



## Allergies

### *Allergies*

This school is a peanut free zone. If your child has other allergies that we need to be aware of, please inform the school as soon as possible. We will then inform the staff so they would be aware of the allergy.





We hope that this  
handbook will be a  
friendly tool for all of us  
to work in harmony.

My appreciation & thanks to Jenny Tenasco for  
providing you the information in the handbook.  
What a great idea! Job well done.



In closing, may I wish you and your  
family a very successful year.

With best personal regards,



Shirley Whiteduck  
Principal



41 Kikinamage Mikan  
Maniwaki, Quebec  
J9E 3B1

T. : 819-449-1275  
F.: 819-449-5503

© Parent Handbook 2006 • 2007