

# Laura McKenzie Learning Centre Student / Parent Handbook



2024 - 2025

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## LAURA MCKENZIE LEARNING CENTRE SCHOOL VISION:

While honouring the Anishnaabe heritage of its students, the LMLC strives to provide a culturally appropriate well-rounded program that meets the needs of all students and encourages them to become lifelong learners who attain academic excellence and life balance in school, community and the world.

## LMLC SCHOOL DAY SCHEDULE AND ROUTINES:

### DAILY SCHOOL SCHEDULE

8:35-8:55	Breakfast Club & Supervision
8:55-9:00	Morning bell rings for entry
9:00-10:40	Learning Time
10:40-10:55	RECESS
10:55-12:00	Classes return
12:00-1:00	LUNCH
12:45-1:00	Lunch supervision
1:00-2:25	Learning Time
2:25-2:40	RECESS
2:40-3:30	Learning Time
3:30	DISMISSAL

The above schedule is based on a regular school day with average daily programming. The LMLC school staff members are not responsible for supervising students who hang around after school has ended, unless the students are attending extracurricular activities.

## LMLC SCHOOL CALENDAR

It is the policy of BIEA that LMLC follow an approved calendar that schedules the required instructional hours mandated by the Ministry of Education, with appropriate time for Professional Development and Curriculum days for staff. Please note that this year there is 186 instructional days with 7 Professional.

LMLC STAFF FOR 2024 - 2025

**Working together to make good things happen**

**LMLC Staff Directory**

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## CODE OF BEHAVIOUR/CONDUCT

### GOALS

The **Code of Behaviour/Conduct** has been established by LMLC to ensure:

- All members of this school community are treated with respect, courtesy and dignity.
- Teachers will have the opportunity to teach and that students will have the opportunity to learn.
- All students will have the opportunity to participate fully and safely in school, whether it be in the classroom, the school yard, special events, sports, extracurricular activities or school trips.
- The expectations for appropriate behaviour are identified and taught.
- The process for ensuring that these expectations are followed is consistent and familiar.
- Everyone will develop an appreciation of the impact of their behaviour, both positive and negative, on others.
- Students learn that rules, policies and procedures provide guidelines for behaviour, but that control of behaviour will be internalized as self-control.

### RESPONSIBILITIES

Everyone has the responsibility for ensuring the success of LMLC's Code of Behaviour. The general expectations are outlined below:

#### STUDENTS

- Treat everyone with courtesy, respect and dignity.
- Learn the rules.
- Complete assigned work.
- Act in a safe manner.
- Accept and follow the rules and regulations of the school.
- Accept responsibility for their actions.
- Use acceptable strategies to resolve conflict. If necessary, students will be taught appropriate alternatives for resolving conflict.
- Promptly respond to the instructions of supervising staff.

#### STAFF

- Treat everyone with courtesy, respect and dignity.
- Ensure that students and parents are aware of the policies and expectations of the school.
- Communicate with parents.
- Design strategies that focus on and acknowledge positive behaviours.
- Ensure that they address inappropriate behaviours.
- Maintain a consistent approach, acknowledging positive behaviours and addressing negative behaviours.
- Teach the students alternatives to negative behaviour. Please see complete code

**Parent(s):**

- Treat everyone with courtesy, respect and dignity.
- Ensure that students and parents are aware of the policies and expectations of the school.
- Discuss and reinforce the expectations with their son/daughter.

### **The Process for Addressing Inappropriate Behaviour:**

Staff and students will be responsible for identifying and addressing inappropriate behaviour. In a conflict situation:

- Supervising staff will intervene, and issue instructions designed to terminate the conflict.
- Students are responsible for responding immediately to those instructions.
- Staff will determine a time and location to provide an opportunity for resolution of the conflict or to deal with inappropriate behaviour.

### **The process for resolving the conflict is designed to:**

- Provide an opportunity for the students involved to present their viewpoints.
- Assist students to identify:
  - the degree of their responsibility in the conflict situation.
  - the positive and negative components of their actions.
- Teach alternate behaviours with the clear expectations that students will accept responsibility for using more appropriate behaviours in the future.
- Give the students ownership of the problem, actively involve them in determining a solution and, through this process, teach self-discipline.
- Assist staff in assigning the most appropriate consequence(s).  
A detention(s) may be assigned by the Teacher/Principal for a period of time to help rectify the inappropriate behaviour.

### **Consequences:**

In general, a progression of possible consequences for persistent inappropriate behaviour is outlined below:

1. A consequence determined by student participation through conflict resolution of an interview process by appropriate school personnel and parental involvement.
2. Anyone or a combination of the following:
  - Removal of privileges/detention(s) assigned; restitution for damages; behavioural contracts and counselling; police involvement; and/or removal from program.
  - In-School Suspension.
  - School Suspension.
  - School Expulsion

The above list of consequences is not definitive, nor would the consequences necessarily follow the steps in the order that they appear. For example, a student who deliberately injures someone could be suspended without having proceeded through the various steps. While it is the goal of the school to teach appropriate behaviours, **the safety of everyone must be given highest priority.**

Students are reminded that attending LMLC should be a rewarding experience for all students.

In the event of some misbehaviour, the Principal may suspend a student in accordance with the Ministry of Education. Suspension may occur for the following misbehaviours;

- Swearing at or threatening a member of the teaching staff
- Fighting
- Threatening students
- Frequent lateness and/or poor attendance
- Refusal to do the assigned work
- Constantly challenging the authority of the teaching staff
- Deliberately damaging school property
- Behaviour detrimental to the school or community.

A student and his/her parent/guardian can appeal a suspension within one week. While the suspension appeal is being considered by the Board, the suspended student will be expected to follow the terms of the suspension.

The final disciplinary measure, expulsion, will only be used for actions that are considered quite serious. The School Board will decide, after receiving recommendations from the Principal and/or Administrator and meeting with the student and his/her parent(s), whether a student should be expelled.

It is the policy of the BIEA that there will be zero tolerance for violence at LMLC. Any act that falls into this category will be dealt with by the Principal who may use disciplinary actions from

time-out to suspension (depending on the severity of the incident) and will always keep the parents informed. Verbal abuse is also a form of violence and will be dealt with in a similar manner as physical abuse.

At the beginning of the school year, each teacher and his/her students will decide on their own classroom rules with consequences. These ‘class rules’ will be clearly posted in each room and will be subject to review and revision. The teacher will have regular contact with parents/guardians on these matters to curb misbehaviour. Face to face meetings may also be used when necessary. Students will be expected to respect a ‘**keep your hands to yourself**’ policy. Play fighting is not allowed.

**Student Expectations**

Student Expectations:	Reasons:
<i>Attendance</i>	

<b>Student Expectations:</b>	<b>Reasons:</b>
- be on time, attend all classes every day	- develops good life-long habits - demonstrates commitment and responsibility
<b>Preparation for Class</b> - have necessary materials - be well rested and alert - be prepared to work constructively - participate in class activities and discussions - complete assignments, prepare for exams - accept responsibility for missed classes	- increases involvement - develops good work habits - develops a healthy work ethic - increases chances for success - develops commitment and a sense of responsibility
<b>Academic (In Class and Homework)</b> - complete assignments/tests within the acceptable time frame - independent homework is encouraged - correct & review notes, create study outlines	- increases chances of successful completion of the course - promotes academic success
<b>Dress Code</b> - Clothing that is excessively revealing or with inappropriate messages is not acceptable	- promotes a learning environment in which students and staff feel respected and secure
<b>Safe School</b> - intimidation, harassment (physical/sexual), threats; assault,  misbehavior, vandalism, theft and weapons will not be tolerated	- promotes a learning environment in which students and staff feel respected and secure - see information on bullying below

## BULLYING

Everyone at LMLC is committed to making our school a safe and caring place for all students. We will treat everyone with respect, and we refuse to tolerate bullying at our school. Bullying is when someone is **REPEATEDLY** exposed to **NEGATIVE** words or actions **INTENDED** to hurt and cause distress. This includes racial slurs, threats of physical harm, and sexual harassment.

### Bullying includes:

- Insults, teasing, racial slurs, put-downs
- Destroys or steals personal items
- Unwanted touching, pushing, or physical assault
- Interfering with the victim’s friends
- Facial expressions, intimidation, threats, extortion
- Spreading rumors and gossiping
- Leaving people out, sending hurtful notes and/or emails

### Who is involved?

<b>Victim:</b> The person being bullied	<b>Bully supporter:</b> People who show approval by joining in or
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	Laughing
<b>Intervener:</b> Someone who helps to “put the brakes” on bullying	<b>Onlooker:</b> People who are present to watch or listen to the Bullying

**Tips to stop bullying:**

- Choose friends who treat you and others with respect.
- Think about the words, jokes and humor used by yourself and your friends.
- Report any bullying to an adult you trust.
- Refuse to be part of any form of bullying.

<b>Consequences</b>			
<p>The following consequences are designed to help students make decisions and exercise their rights while respecting the rights and needs of others.</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> <li>1. Interview with a teacher.</li> <li>2. Referral to Principal.</li> <li>3. Student contract.</li> <li>4. Suspension.</li> <li>5. Loss of privileges.</li> </ol> </td> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> <li>6. Loss of eligibility to represent the school</li> <li>7. Referral to special services.</li> <li>8. In-school community service.</li> <li>9. Restitution for damage or loss of property.</li> <li>10. Referral to police.</li> </ol> </td> </tr> </table>		<ol style="list-style-type: none"> <li>1. Interview with a teacher.</li> <li>2. Referral to Principal.</li> <li>3. Student contract.</li> <li>4. Suspension.</li> <li>5. Loss of privileges.</li> </ol>	<ol style="list-style-type: none"> <li>6. Loss of eligibility to represent the school</li> <li>7. Referral to special services.</li> <li>8. In-school community service.</li> <li>9. Restitution for damage or loss of property.</li> <li>10. Referral to police.</li> </ol>
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<b>Students Should Respect:</b>	<b>Reasons:</b>		
<p><b><i>Self</i></b></p> <ul style="list-style-type: none"> <li>- develop healthy personal values</li> <li>- demonstrate self-discipline</li> <li>- demonstrate appropriate communication skills</li> </ul>	<p><b><i>Self-Respect Promotes</i></b></p> <ul style="list-style-type: none"> <li>- personal growth</li> <li>- self-esteem</li> <li>- personal happiness</li> </ul>		
<p><b><i>Authority</i></b></p> <ul style="list-style-type: none"> <li>- remove hats and hoods while in the building</li> <li>- accept the authority of all teachers, staff and community volunteers during all school and school-related activities in process</li> </ul>	<p><b><i>Respect for Authority Promotes</i></b></p> <ul style="list-style-type: none"> <li>- a safe learning environment</li> <li>- a positive image of LMLC in the community</li> </ul>		
<p><b><i>Peers and Other People</i></b></p> <ul style="list-style-type: none"> <li>- be courteous and considerate</li> <li>- use respectful language and avoid verbal or physical harassment</li> <li>- solve problems in a non-violent way</li> </ul>	<p><b><i>Respect for Peers Promotes</i></b></p> <ul style="list-style-type: none"> <li>- a safe learning environment</li> <li>- a positive image of LMLC in the community</li> <li>- positive social relationships</li> </ul>		

<p><b><i>Property Including</i></b></p> <ul style="list-style-type: none"> <li>- school grounds, building, equipment, textbooks</li> <li>- parking areas</li> <li>- school-sanctioned event locations</li> <li>- computers and the Internet</li> </ul>	<p><b><i>Respect for Property</i></b></p> <ul style="list-style-type: none"> <li>- demonstrates respect for the student body and the appearance of the building</li> <li>- reduces costs paid for by the community</li> <li>- creates a positive atmosphere</li> <li>- reduces health and safety concerns</li> </ul>
<p><b><i>Health</i></b></p> <ul style="list-style-type: none"> <li>- do not be under the influence or in possession of alcohol, illegal drugs or other mood-altering substances on school property</li> <li>- smoke in designated areas</li> </ul>	<p><b><i>Respect for Health Promotes</i></b></p> <ul style="list-style-type: none"> <li>- maintenance of a healthy mind and body</li> <li>- the enhancement of learning</li> </ul>

## LMLC SCHOOL RULES

In addition to our Code of Behaviour, we have developed specific rules for our day-to-day operation of the school. As a staff, we have decided to make a list of specific rules that we can all consistently and fairly adhere to.

### PLAYGROUND RULES

- Students will stay in the school yard
- Students will swing only back and forth on swing set
- Students will not flip swings
- Absolutely NO hands on
- No riding bikes during recess
- Sticks, snowballs, and rocks stay on the ground
- Students will line up promptly at their door and wait for their teacher, when the bell rings
- No littering
- Students will slide down the slide properly
- Students will stay in the sight of supervision
- Students will stay off the rock wall
- Students will remain outside for the duration of the recess unless permission has been given to go inside by recess supervisor

### CONSEQUENCES

To address inappropriate student behaviour, we have decided to use a progressive discipline approach. This approach is as follows:

1<sup>st</sup> Offence – Warning

2<sup>nd</sup> Offence – 5 minutes against the wall

3<sup>rd</sup> Offence – Loss of next recess

### **INSIDE SCHOOL RULES**

- Students will use inside voices
- Students will remove hats/hood when entering the school
- Students will stand for part of the morning announcements
- Students are not allowed to run in the halls
- Students are to only bring healthy snacks/lunch to school
- No outdoor shoes beyond entrances
- No students allowed in the sports equipment room unsupervised

## CONFLICT RESOLUTION / CHAIN OF COMMAND

In our community's education system, problems of conflicts should be capable of being resolved in a fair and orderly fashion. Please proceed in this way

1. Meet with the person or persons you are having troubles with; if you do not feel comfortable meeting with the person or persons on your own, have someone you trust accompany you.
2. If there is no satisfactory resolution after a reasonable amount of time and effort have been spent looking for solutions, follow the chain of command i.e. meet with the Principal or Administrator and if still not satisfied meet with the Board Chairperson, and then the Board.
3. After allowing enough time and effort at each level of supervision for problem or conflicts to be resolved, continue to meet with the next level of supervisors until you meet the final level of supervision and/or solution.

### CHAIN OF COMMAND

- Teacher
- Principal
- Education Manager
- Board Chairperson
- BIEA

## REPORTING PROCEDURES

### (Ontario Student Record) SECURITY:

Student O.S.R.'s are to be stored securely in the school office filed in alphabetical order by teacher and grade. They will not be removed from the school. Ontario Student Records are kept in individual files in the school office. These records contain information that relates to the student's education. They are confidential. Students and parents will be made aware of the importance of these records and the rights of the parents to see them. These records are not to be removed from the office while the child is registered at the school. Others who may have access with proper documentation and identification include, educational assessment workers, Native Child Care Prevention Worker, Children's Aid and Officers of the Court.

## PROGRESS / REPORT CARDS

LMLC will use the Ontario Provincial Report Card. There will be three formal progress reporting periods during the school year.

- November - Progress Reports
- February – Term 1 Report Cards
- June – Term 2 Report Cards

## STUDENT PROMOTIONS

Promotion of students into their next year of education is a decision based on many areas. The student is considered according to current academic progress, attendance, age, social needs, term work, and general attitudes. Parents of any student required to repeat his/her grade will be contacted of that possibility by April of that school year. The teacher and parents will meet together at this time to discuss the future direction of programs for the child.

## EVALUATIONS

Teachers will use a variety of evaluation techniques, both objective and subjective. Students will be evaluated often and parents should seek feedback more often than the three report cards days.

## AWARDS

LMLC will host a monthly award assembly to celebrate those achievers from the previous month.

## MONTHLY VIRTUES

September – Respect	January – Humility	May – Honesty
October – Gratitude	February – Love	June – Wisdom
November – Courage	March – Forgiveness	
December – Kindness	April – Responsibility	

A variety of awards for subject proficiency, citizenship and overall achievement are presented annually at graduation.

Letter Grade	Achievement of the Provincial Curriculum Expectations
<b>A- to A+</b> <b>(80%-100%)</b>	The student has demonstrated the required knowledge and skills with a high degree of effectiveness. Achievement surpasses the provincial standard. <b>(Level 4)</b>
<b>B- to B+</b> <b>(70%-79%)</b>	The student has demonstrated the required knowledge and skills with considerable effectiveness. Achievement meets the provincial standard. <b>(Level 3)</b>
<b>C- to C+</b> <b>(60% - 69%)</b>	The student has demonstrated the required knowledge and skills with some effectiveness. Achievement approaches the provincial standard. <b>(Level 2)</b>
<b>D- to D+</b> <b>(50%-59%)</b>	The student has demonstrated the required knowledge and skills with limited effectiveness. Achievement falls much below the provincial standard. <b>(Level 1)</b>
<b>R (Below D- 50%)</b>	The student has not demonstrated the required knowledge and skills. Extensive remediation is required.
<b>I</b>	Insufficient evidence to assign a letter grade

## ATTENDANCE AND PUNCTUALITY

See appendix A

Regular attendance and punctuality are important for students to do well in school. Students should attend school regularly. Sickness, medical appointments and traditional ventures are understandable reasons for missing school.

If a student is going to be late or absent, the parent should phone and inform the school by 9:15 a.m by calling the school at 705-237-8982 ext. 0, so he/she can be marked accordingly. A note may explain an absence, but will not necessarily excuse or approve an absence.

Attendance will be taken in classes daily in the morning and in the afternoon. The Education Administrative Assistant will contact the parents of any student that is unaccounted for.

Unaccounted absence of three (3) consecutive days will be referred to the Principal. The Principal will contact the parents and come up with a satisfactory solution.

## PROGRAM OF STUDY

It is the policy of the BIEA that LMLC follows the Ontario Curriculum with culturally appropriate adjustments in the delivery of the program. Our school offers educational opportunities to fit each student's individual needs and abilities. Curriculum agrees with provincial guidelines. New programs and projects are encouraged if the Principal feels they would be useful. They would be reviewed to ensure suitability.

The contents of each program are open to examination by the parent/guardian. An appointment can be made with the Principal if there are any questions or suggestions regarding programs.

When parents ask for more details about the books and materials that are being used, the child's teacher will explain in detail and show the parents the materials that are being used.

### **NATIVE LANGUAGE - Patsy Turner**

Native Language classes will be held 5 days a week for 35 minutes each. These classes will be using the Temagami dialect of Anishinaabemowin. Developing student knowledge about the Ojibway language and culture is an essential part of student learning. It is an integral part of increasing a student's positive self-image by promoting awareness and an appreciation of one's cultural heritage. We are taking a strong approach to integrate culture into curriculum, TFN specific. Learning opportunities related to the rich Bear Island cultural history will be supported and encouraged. Parents/Elders in the community are always welcome to share their knowledge of life on TFN past, present and future.

## **DAILY PHYSICAL ACTIVITY**

LMLC is committed to maintaining a healthy way of life through daily physical activity in order to improve the physical and mental health of staff, students and volunteers.

It shall be the policy of LMLC that all members of the school community are expected to demonstrate and participate in a commitment to daily physical activity (DPA). All students will receive 20 minutes of DPA daily.

Physical activity is an essential component of our walking a good path - which supports healthy schools. When we are out of balance it is usually due to an unequal focus in all areas. Research has shown that daily physical activity has led to an increase in personal wellness, learning, self-esteem and has lessened mental illness.

## **SPECIAL EDUCATION - Anastasia Cywink**

Every school-aged child is entitled to education according to his/her individual needs and abilities. Some students may require additional support services, in order to meet the learning requirements of some subjects. Teachers will anticipate learning variations and will address students' needs by providing appropriate programming. The student may be referred for considerations for additional assessment. Once a student is referred, appropriate diagnostic evaluations will be done in order to develop an Individual Education Plan (I.E.P.). This **I.E.P.** should be on file with the teacher; parents will also be provided with a copy.

The overall objectives of an I.E.P. are the same as those of the regular curriculum.

Anastasia Cywink is the Special Education Teachers for the 2024-2025 academic year. We will work diligently with your child and teacher to ensure IEP goals and objectives are being met, professional testing is being done and IPRC's meetings are being conducted.

If you detect your child to have an area of need that needs special consideration, please meet with your child's teacher and the Special Education Teacher to discuss your concerns. Our goal is to offer quality special education services to your child that will help prepare them for lifelong learning.

## **I.P.R.C**

The Formal Identification Placement Review Committee (I.P.R.C) will recommend placement, staffing requirements, and programming material for the child. For students who have an exceptionality, the I.P.R.C. will review the identification and placement at least once in each school year.

## **PSYCHOLOGICAL SERVICE REFERRALS**

These will normally be made only after a School Team meeting and the appropriate documentation has been completed by the teacher.

## RIGHTS AND RESPONSIBILITIES

### PARENTS

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents of the students at LMLC have the **right** to:

- Have, through the Parents Group, a non-voting representative on any hiring committee organized by BIEA
- Be able to meet with the Principal and the other members of the teaching staff at a mutually agreeable time
- Be given access to their child's school records
- Visit the classrooms from time to time to gain an understanding of the workings of the school with advance notice to the Principal/teacher
- To exclude their child from a particular school outing that is deemed unsuitable for their children. A suitable alternative assignment may be given.
- Have input about the program of study and to participate in any evaluation of the program\*\*\*\*\*

Along with these rights, parents will have certain **responsibilities**. Parents fulfill these responsibilities when they:

- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Make sure their child is neat, properly dressed and prepared for school
- Ensure that their child attends school regularly and on time
- Inform the school by 9:15 a.m. about their child's absence or late arrival
- Become familiar with this handbook and school rules
- Encourage and help their child follow the rules of behaviour.
- Help school staff deal with disciplinary issues involving their child
- Encourage homework completion
- Be a positive learning role model for their children
- Volunteer to support the activities at LMLC
- Encourage nightly reading at home



## HEALTHY SCHOOLS

### HEAD LICE

Head lice infestations are common in school children, are not associated with serious disease and are not a sign of poor hygiene. These facts include:

- head lice infestations are a common occurrence, particularly in primary schools.
- about 23% of primary students have head lice at any one time
- anyone can catch head lice regardless of their age, sex, or how clean their hair is
- head lice move from one person's head to another **via hair**
- head lice do not survive long when they are off a human head
- head lice do not live on furniture, hats, bedding or carpet
- head lice have built up some resistance to head lice treatments

Head lice can be an ongoing problem but is not a major public health concern as it does not spread disease. They can be a community concern because of the nuisance and discomfort surrounding infestations and spread. To decrease the incidence of head lice among school children we ask that you check your child's head regularly for the presence of live head lice. Please do not send your child to school if you suspect head lice. Early detection and appropriate treatment will significantly reduce lice in our school. The school will have the local community health representatives from the Doreen Potts Health Centre conduct head checks from time to time throughout the school year.

If a child is identified to have Head Lice at school, contact will be made and that child will be sent home. A note or phone call from the Doreen Potts Health Centre will entitle that child back to class.

### SNACKS / LUNCHES

All students are encouraged to eat healthy and are asked to only bring nutritional food to school. LMLC will provide a breakfast daily at 8:35-8:55 in the school gym, and 1 snack will be provided from DPHC in the afternoon.

All students who live off the loop are welcome to stay for lunch, please provide a bagged lunch.

### ALLERGIES/MEDICATION

It is the parents' responsibility to inform the school of any serious health problems (i.e., allergies, asthma, etc.), any expected protocol regarding medications, and any emergency contact numbers. All allergies must be supported by a Dr.'s note.

**ILLNESS**

PLEASE keep your child at home if they are sick. We will be monitoring absenteeism due to illness and working closely with DPHC to monitor illness within the community. If there are concerns about illness spreading rapidly, we will need to take precautionary measures.

**MEDICAL NEEDS**

The Principal will see that first aid supplies are available in the school. A well-stocked first-aid kit will also be stored in the main office and there will also be one that will accompany the students during any of their field trips. If an injury occurs, staff members will deal with it and, if necessary, seek the assistance of DPHC or some other group or person qualified to handle emergency medical situations. The parents/guardians should be contacted as soon as possible. The parents/guardians should be fully informed about any injury sustained by his/her child. An injury report must be completed by the person supervising at the time of the incident.

**WEATHER**

Extreme weather conditions are those where temperatures are extremely cold or extremely hot or where the UV index is high.

Weather temperature of -25 degrees Celsius with the wind chill factor and 30 degrees Celsius are considered extreme. On days like this, we will consider a shortened or indoor recess. Students are expected to come to school dressed for outdoor play and prepared to be outdoors after lunch.

**CHILD WELLBEING – Child Abuse – Duty to Report**

Child and Family Services recognize that each of us has a responsibility for the welfare of children. Section 72 of the Act states that the public, including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to the children's aid society (CAS). The Act defines the phrase "child in need of protection" and explains what must be reported to the CAS. It includes physical, sexual and emotional abuse, neglect, and risk of harm.

**Who should report child abuse and neglect?** Anyone who has reasonable grounds to suspect that a child is or may be in need of protection, must promptly report the suspicion. Even if you know a report has already been made about a child, you must make a further report to the CAS if there are additional reasonable grounds to suspect that the child is or may be in need of protection. [CFSA s.72 (2)]. You must report directly to the CAS. You must not rely on anyone else to report on your behalf. [CFSA s.72 (3)]

**Where to report?** If someone has reasonable grounds to suspect that a child is or may be in need of protection, they must make a report directly to the CAS.

**ELECTRONIC DEVICES AND SOCIAL MEDIA**

Use of electronic devices and social media will adhere to the expectations of this code of conduct:

- The use of cell phones and electronic devices will not, in any way, interfere with teaching conducted by the staff, and/or the learning of any student(s) during the school instructional day;
- The use of cell phones or other devices for any purpose other than to enhance school learning is **not** permitted. Telephone calls, text messaging, games, taking pictures and other functions are not permitted at any time other than the designated times or on school grounds with permission and supervision from the classroom teacher and/or school administration (include designated times and places);
- Cell phones or other devices need to be stored in a secure location, pocket, purse, backpack, etc. They are **not** to be visible unless permitted by the teacher.
- The use of camera phones or other devices is not allowed, especially in private areas such as, washrooms, dressing room areas, buses or classrooms. Camera phone violations may be considered a criminal offence.
- Any phone communication during the instructional day will take place only through the use of school telephones and, only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). Parents/Guardians should continue to contact their child/children through the normal school channels for any emergency situation.
- Possession of a cell phone and/or other electronic devices by a student is a privilege which may be denied to any student not abiding by the terms of this code. Students shall be personally and solely responsible for the security of their cell phones and/or other electronic devices.
- Responsible use of media is expected of all members in the learning environment (staff, teachers, students, volunteers, parents) when taking photographs, videos, film or sound recordings;
- Written consent for publicly posting any form of the above-mentioned media is required of staff, teachers, students, volunteers and parents to ensure the privacy rights of the individual(s) are respected.

## DRESS CODE

Students are expected to dress in a tidy and modest manner that follows the seasons/weather outside and are age appropriate.

Hats or hoods are not permitted to be worn inside the school unless special circumstances are noted with the principal and/or teacher.

Clothing offensive to any race is not permitted. Clothing should not be a distraction to others. Clothing that promotes alcohol, drugs, vulgar language, tobacco products or violence is inappropriate in the school.

All students are required to have a pair of indoor shoes which have non-marking soles.

## FIELD TRIPS

There is much to be learned beyond the classroom environment. Teachers are encouraged

to initiate projects involving learning beyond the confines of the school, within the limits of the school policy and budget.

Student field trips encompass a variety of student related events outside of the school boundaries. Field trips will be relevant to the school curriculum and will be within the student's range of understanding. They include outdoor education, subject excursions, cultural visits or any other school related function off school property.

For field trips, prior approval of the Principal is required. Once a trip is approved, the following considerations must be made:

**Field trips within the community:**

- Contact with the parent will be made, communication will be made before the excursion stating where, when and why the excursion will be made with any additional instructions regarding lunches, etc.
- When available, if a child is not permitted to attend a field trip; they will be appropriately supervised at the school

**Field trips outside the community:**

- Permission forms will be signed by parents for each field trip outside of the community. Forms will be issued by the classroom teacher in advance.
- A letter will be sent home notifying the parents of the trip's purpose, a basic itinerary including dates, times, method of transportation, and any additional information.
- Students on the trip will be accompanied by responsible adults who will act as supervisors.
- The school administration will ensure all reasonable efforts are made regarding the safety of students on the trip.
- When available, if a child is not permitted to attend a field trip; they will be appropriately supervised at the school

During school trips, school rules and regulations will apply. Students will obey school rules and regulations and respect authority of the teachers and supervisors on the trip as they would at school.

LMLC will cover the cost of each educational field trip and planned class activities, within budget guidelines, unless otherwise indicated by the classroom teacher to parents/guardians.

Only LMLC students registered in the class may participate in that class's school field trip.

## LOST AND FOUND

The cupboards under the front display holds all lost and found articles. These cupboards will be emptied throughout the school year; however, contact will be made and students will have an

opportunity to browse through the items left behind.

## HOMEWORK

It is expected that all students arrive at school each day ready to learn and willing to put their best effort into completing all tasks and assignments that are required of them. Homework provides learning opportunities, such as self-discipline, task commitment, time management, responsibility, independence, initiative and problem solving. A consistent body of research shows that regularly assigned homework, diligently worked on by the students, contributes to improved students' achievement and more consistent academic success.

We at LMLC feel it is reasonable to expect about 10 minutes per grade of homework (i.e., a child in Gr. 2 can expect 20 minutes).

## AGENDAS

All students at LMLC are provided agendas at the beginning of each year. The classroom teacher will decide how the agendas will be used throughout the year. Please assist your child by checking their agendas daily.

## TECHNOLOGY

### SMART T.V's

These are now set up in all 4 classrooms. Teachers may continue to incorporate the use of the Smart T.V's into their everyday lessons.

### **Chrome Books**

Chrome Books can be found in the Grade 1-4 Classroom

### **MAC BOOKS**

MacBooks can be found in both the junior and intermediate classrooms. Each one of these students have a laptop to use during the school day.

### **IPADS**

IPads can be found in JK-SK class.