

Lakeview School Parent/Caregiver Handbook



2023-2024

Students + Family + Community + School = Nurtured Well-Being



Lakeview School Mission Statement:

We will create the safest learning environment that nurtures the spiritual, mental, emotional, and physical well-being of the students.

Students + Family + Community + School = Nurtured Well-Being



Principal's Message:

Aanii! Boozhoo!

I am so excited to begin another fascinating school year at Lakeview!

It is such an honour to be in an environment that focuses on the well-being of students, promotes collaboration and utilizes supportive resources.

Our educational team is prepared to interact and learn alongside each student. The teachers and assistants are quite eager to begin another learning journey with amazing students. We invite all parents/caregivers to be active in your child/ren's classroom and learning endeavours.

We will keep you informed of upcoming events through emails, the school Facebook group – LAKEVIEW SCHOOL, M'Chigeeng 2022, M'Chigeeng First Nation app, and handouts.

Anishinaabemowin and culture will be infused throughout our daily interactions. We will strive for ***bimaadziwin*** while continuously enacting and modelling the ***Seven Teachings***:

Nbwaakaawin – Wisdom – Wisdom is to be used for the good of all people – to cherish knowledge is to know Wisdom.

Zaagidwin – Love – Love is unconditional and must be given freely. When we give Love freely, it comes back to us – in this way it is mutual and reciprocal. Love is between all of Creation, humans and non-humans.

Mnaadendmowin – Respect – Respect is mutual and reciprocal – in order to receive Respect you must give Respect. All of Creation should be treated with Respect.

Aakdehewin – Bravery – Bravery is to face your foes with integrity and do what is right even when the consequences are unpleasant.

Gwekwaadziwin - Honesty – Be Honest in your words and actions. Be Honest first with yourself and you will more easily be able to be Honest with others.

Dbaadendizwin – Humility – Humility is to know yourself as a sacred part of Creation. You are equal to others.

Debwewin – Truth – Truth is speaking only about what you have lived or experienced.

I look forward to interacting with each of you as we journey together with the students in a wholistic manner, instilling pride, confidence, and integrity!

Miigwech!

Gayle Payette, Principal

Students + Family + Community + School = Nurtured Well-Being



Vice Principal's Message

Aanii kina wiya!

As we begin a new school year, I am excited and honoured to be a part of the administrative team here at Lakeview School.

As a member of our learning community, I look forward to supporting staff, students, families, and our community as we embark on a year full of rich learning opportunities. I believe we have one of the most effective instructional teams in the nation and know that our students benefit from the time and energy they put in to providing quality programming while infusing community knowledge as often as possible.

Keep an eye out for notices regarding school events. We welcome families and members of the community to support and enhance our learning program through the sharing of local knowledge.

Miigwech, baamaa miinwaa!

Travis Corbiere
Vice Principal

Students + Family + Community + School = Nurtured Well-Being



Balanced School Day:

The balanced school day supports learning in the classroom, promoting healthy eating and encouraging daily physical activity. The schedule is balanced to provide two nutrition breaks for students, allowing them to eat/snack more appropriately for the needs of their young bodies, increasing their concentration and energy levels. The balanced school day also offers longer periods of uninterrupted learning blocks and physical activity. There are two nutrition breaks each day, which are divided into snack time and recess.

Time	Activity
8:30	Entry / Breakfast Program
8:50	Announcements
8:50-10:30	Classroom instruction
10:30-10:50	SK-Gr. 3 Snack Gr. 4-8 Recess
10:50-11:10	SK-Gr. 3 Recess Gr. 4-8 Snack
11:10-12:50	Classroom instruction
12:50-1:10	SK-Gr. 3 Lunch Program Gr. 4-8 Recess
1:10-1:30	SK-Gr. 3 Recess Gr. 4-8 Lunch Program
1:30-3:10	Classroom instruction
3:10	Dismissal

Lakeview Meal Program:

Lakeview is very fortunate to have a meal program this school year! Breakfast will be served daily at 8:30-8:50. Lunch will be served daily for the second nutrition break. Students must bring a snack for the first nutrition break. Weekly menus will be provided at the end of each week. Please review the menu with your child/ren. In the case that your child/ren does not like what will be served, please ensure that they bring snacks.

Medical/Medication/Allergies:

Medical – Parents/caregivers must inform the school of any medical conditions that their child/ren have. All staff will be informed of these medical conditions.

Medication – Students that require medication during the school day must have a Medication Form completed by the parent/caregiver who must deliver the medication to the school. All medication will be properly secured and monitored.

Allergies – We continue to promote nut free policy at Lakeview School. Please continue to ensure that all snacks are peanut/nut free.

Students + Family + Community + School = Nurtured Well-Being



Attendance:

Studies show that missing 10 percent of the school days (i.e., 18 days) is a signal that a student will be chronically absent again the following year. Research also indicates that poor attendance in the first month of class can predict chronic absence for the school year. Given these early warning signs, a formal partnership referred to as ARISS (Assessing Resources for Improving Student Success) has been formed between the school and community partners working together to prevent chronic absenteeism. This partnership will support our families and learners to ensure that children receive a good foundation in education to ensure their success in the future.

If a child is going to be absent or late, parents/caregivers are expected to contact the school (email, text, telephone) immediately. The school will contact families that have not notified the school directly to ensure the child's safety and wellbeing. Attendance is tracked daily using codes for excused absences and unexcused absences. As needed, information will be shared with families regarding the support services available to ensure good attendance at school.

Accidents/Illnesses:

Children that are presenting with a fever, bad cough, sore throat, earache, head lice, or any contagious illness must be kept at home. Please inform the school as soon as possible.

In the case of an injury at school, first aid will be administered, and parents/caregivers will be notified. Depending on the severity of the accident, notification may be a telephone call, text message, email or a copy of the accident form sent home with the child.

Parental/Caregiver Support:

Parents/caregivers want the best education for their child/ren and we recognize that you are your child/ren's first and lifelong teachers. Lakeview School values the partnership between school and home involvement is a contributing key to student success. Please maintain regular contact with the classroom teacher(s) and the principal or vice principal.

Here are some habits to consider which will encourage your child/ren to fulfill their responsibilities at school and at home

- Set a consistent time for homework completion.
- Provide a quiet place to work and study.
- On a daily basis, discuss what your child/ren are learning at school.
- Read together and discuss what has been read.
- Encourage your child/ren to seek assistance at school when it is required.

Students + Family + Community + School = Nurtured Well-Being



Busing and Safe Arrival:

School transportation is a privilege. Ignoring bus rules and safety practices may result in bus privileges being withdrawn.

- Students should be at their designated pick-up location on time. Buses will be making their pick-ups between 8:00-8:20 a.m. ***All students will be picked up and dropped off at their designated location only. Any other arrangements are the responsibility of the parents/caregivers.***
- Parents/caregivers must contact the school directly for any alternate arrangements (e.g., if someone else has permission to pickup or for early pickup). Please connect prior to 2:45 so that sufficient notice can be provided to classroom teacher.

Bus Cancellations:

- If buses are unable to safely travel the roads due to weather conditions, buses will be cancelled. Notices will be emailed, posted on Facebook, and be aired on radio stations 100.7 FM and 94.1 fm. Please note that when the Rainbow District School Board busses cancel for the Manitoulin area, we will cancel as well.

For students are dropped off at school, please do so between 8:30 and 8:45.

Parents / Visitors

All parents and other visitors to the school are required to announce themselves at the main office.

The secretary, principal or office staff will assist all parents and school visitors. A sign-in book is available at the front office.

Observations in the classrooms by parents are supported by the office. These arrangements must be made through discussion with the principal and the teacher.

Parent's Council

We are aiming to form an *Adult Caregivers Engagement Strategy (ACES)* or parent/caregiver advisory group to assist in the planning and organizing of community/school related events. We will be looking for teacher volunteers.

Home-School Communication

Students + Family + Community + School = Nurtured Well-Being



- ❖ Handbook – A parent/caregiver handbook will be distributed during the month of September.
- ❖ Letters – All letters to parents, guardians, etc. must be approved by the principal.
- ❖ Monthly Newsletters – Will be submitted to M'Chigeeng Communication.
- ❖ Social Media – Lakeview School, M'Chigeeng 2022 and M'Chigeengers on Facebook.
- ❖ Student Agendas – Primary students receive an agenda to be used as a communication tool with parents. All other grades must determine communication strategy and notify the principal of that strategy (e.g., Reminder App., etc.)

School Closures:

In the event of any school closures due to weather or any other situations, notices will be emailed, posted on the LAKEVIEW SCHOOL, M'Chigeeng 2022 Facebook group, and aired on 100.7 and 94.1. In the event of early school closures during the day, parents/caregivers will be contacted directly by telephone. Please ensure that your contact information is up to date.

Fire Drills:

It is necessary that there be at least five (5) fire drills in the school year. The principal will record the dates on which the drills were held.

At the start of the school year, students are to be notified by teachers of fire drill procedures and primary/secondary exit routes.

During fire drills, teachers must take their daily registers and check to see that all pupils are accounted for in the subsequent line-up outside.

Hold and Secure and Lockdown Procedures

School and/or M'Chigeeng Administration may implement a Lockdown, a Hold and Secure or a Shelter in Place for a variety of reasons. It is important to understand that teachers and staff are trained in these procedures to ensure that our students are safe and secure at all times. Our procedures are based on provincial and law enforcement standards.

Lockdowns:

Lockdowns occur when there is imminent danger within the school or immediately outside the school. Once a school is placed on lockdown, all staff and students will remain in a locked location until the situation is resolved. During a Lockdown, students are not permitted to leave the school and parents are not allowed to pick-up students for any reason.

Students + Family + Community + School = Nurtured Well-Being



Hold and Secure:

Hold and Secure may occur if there is an emergency in our community, which is not an immediate threat. Hold and secure announcement will be made if necessary. In this situation, all doors to the school are locked and regular classroom operations continue. During a Hold and Secure students are not permitted to leave the school and parents are not allowed to pick up students up for any reason.

Shelter In Place:

Shelter In Place may occur when there is an environmental threat from outside of the school. Shelter in place announcement will be made if necessary. Examples include inclement weather or release of toxic fumes from a nearby accident. Students and staff will remain inside the school building and continue normal activities within the school. Shelter in place is over once we are informed that the outside threat is no longer an issue.

Key points of a Lockdown / Hold and Secure / Shelter in Place:

- **Do not call the school, text or call cell phones.**

In a Lockdown situation, silence is important. Phones must be put on silent mode and not answered. Ringing or vibrating phones may alert an intruder to the whereabouts of students or staff. Staff need to support students to follow the process, stay where they are and ensure the safety of all.

- **Do not come to the school.**

Roadways need to be kept clear for emergency vehicles. Vehicles can slow police and other emergency responders from getting to and securing the area as quickly as possible. People around the school could potentially become targets or be confused by first responders as suspects.

- **Rely only on information that comes directly from the Police, the school or M'Chigeeng Administration.**

Please keep in mind: incorrect information can often circulate during an event and can cause unnecessary stress and concern or, in extreme cases, compromise the safety of staff, students and responders. Some situations may also require that information be withheld until the situation is resolved. The school or M'Chigeeng Administration will send out information when it is safe and warranted.

Students + Family + Community + School = Nurtured Well-Being



Lockdown Procedure:

Emergency Response Plan – Lockdown Procedure

WHEN an Incident occurs that threatens safety of staff/students.

NOTIFY principal (designate) / Office and relay necessary information.

Keep flow of information going if needed.

Office will confirm situation and get as much information as possible.

Principal or designate will announce – “LOCKDOWN, LOCKDOWN, LOCKDOWN” over the PA.

Staff will indicate LOCKDOWN Procedure.

The principal or designate will CALL 911 and describe incident and stay on the line until POLICE arrive.

Command and control will be assumed by POLICE upon arrival.

Instructions will be made accordingly by POLICE.

Classroom doors must be locked, windows & curtains closed.

Students and teachers gather in a non-visible area of room and remain silent.

Take attendance and report any missing students to the office.

OutingsT:

Classes will be planning field trips with educational expectations. Permission slips will be sent home for parents/caregivers to sign.

Outings within M’Chigeeng will require one permission form at the beginning of the school year to be signed. Classroom teachers will keep parents/caregivers informed of all outings.

Reporting Periods:

- One progress report and two report cards will be issued during the school year. Progress reports will be handed out on November 17, 2023. Term 1 report cards will be handed out on February 10, 2024. Term 2 report cards will be handed out on June 28, 2024.

Parent/caregiver interviews will be scheduled after the progress report and firstterm report cards.

Remedial Support / Special Education:

Lakeview School provides remedial education and services based on the premise that:

- All students have a right to quality education.
- All students are an integral part of society, entitled to respect and dignity.
- The variety of needs of exceptional students can be best served by a continuum of support.
- Communication and interaction amongst remedial education and regular education personnel must be ongoing and goal directed.

Students + Family + Community + School = Nurtured Well-Being



- All 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 Remedial 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 personnel. Lakeview School has been able to create a safer, more structured and specific learning environment based on the learning needs of our student population.

Individual Education Plan (IEP):

An IEP is a written plan describing the education program and/or services required by a particular student, based on a thorough assessment of the student's strengths and needs that affect the student's ability to learn and demonstrate learning. This is a legally binding document that is a working document and schools are required to provide each service and piece of equipment that is written in the IEP. As a parent/caregiver, you can decide whether to have your child assessed. These tests might include measures of specific school skills, such as reading or math, as well as more general developmental skills, such as speech and language. The IEP should be reviewed annually to update the goals and make sure the levels of service meet your child's needs. However, IEPs can be changed at any time on an as needed basis. If you think your child needs more, fewer, or different services, you can request a meeting and bring the team together to discuss your concerns. The IEP process is complex, however, it's also an effective way to address how your child learns and functions. If you have concerns, please ask questions about the evaluation findings or the goals recommended by the team. You know your child best and should play a central role in creating a learning plan tailored to their specific needs.

Identification, placement, and review committee (IPRC):

An IEP will be developed for each student that 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 remedial program. It will outline the program and services required to meet the student's needs and how the program will be monitored and delivered. The involvement of the parents is needed in order to develop the best possible IEP; however, a parent can waive this process and will be notified of this development and the status.

Health Center Information – Student Health:

Head lice

Students + Family + Community + School = Nurtured Well-Being



Checks will be done a minimum of three times a year. If necessary, random screening checks will be done when the need arises. If a child is found to have head lice or nits, they will be sent home that day and 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 must be presented to the school office upon return to school.

Immunizations at school will only be provided with parental/caregiver consent.

- Influenza/flu vaccination will be scheduled, and parents/caregivers will be notified.
- Grade 7 students – Hepatitis B vaccinations – a series of two needles will be scheduled two months
- Grade 8 students – dTAP (adacl) vaccination – one needle scheduled in April.
- Mantoux screening – two step screening – one will be scheduled with follow up in two to four weeks.

classroom physical will be provided which involves vision screening, hearing, scoliosis assessments, height and weight assessment.

Student Dress Code:

We encourage students to dress in comfortable clothing that gives them a sense of pride and a sense that they are prepared for learning.

- Tops, must cover the entire midriff.
- Shorts, skirts or dresses must reach fingertip length when their arms are at their side.
- Clothing must not have language or representations which depict violence, gang affiliation, profanity, discrimination of any kind or which demeans an individual or group. Halter tops, tank tops, spaghetti strap tops (narrower in width than three fingers), tube tops, half t-shirts, tops with cut outs, short shorts/skirts/dresses, low necklines front or back are not permitted.
- Upon entry, ball caps, toques and other hats/hoods are to be removed.
- Undergarments must be always covered.
- Inside shoes are required for daily wear in class and for physical education classes.
- Any other type of dress that is deemed inappropriate by the principal or designate will be addressed.

Mobile Devices:

A mobile device policy has been approved by Chief and Council. All parents/caregivers will receive a copy to review and sign. Please review this policy with your child/ren.

Discipline and Safe School Policy:

Students + Family + Community + School = Nurtured Well-Being



The Safe School Policy is our guideline to handling 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
- d) Trespass to School Property
- e) Vandalism and Theft
- f) Weapons/Replicas
- g) Illicit Substances i.e., alcohol and drugs, etc

Consequences for Misconduct:

Effective discipline of students is enhanced by cooperation between the school and parents/caregivers.

In the event of student misconduct, a phone call, home visit, or formal conference at the school may be initiated with the parent/caregiver 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 student to reach an agreement regarding the behaviour.
2. When student behaviour disrupts the class, the student may be withdrawn or excused to a supervised alternate location to complete their assignment. Such withdrawal will be temporary. If a prolonged withdrawal is recommended, the parents/caregivers will be contacted.
3. Privileges may be removed, such as recess or access to bus transportation.
4. Parents will be advised of detentions via incident report, text, email, or telephone call.
5. A conference will be held with the student, parents/caregivers, teacher, administrator and/or support staff to develop a plan regarding the student's behaviour (behaviour safety plan – strategies, support systems).
6. In some instances, a contract may be used when specific behaviour is required of the student. The students and parents/caregivers are required to compensate for any damages to school or bus property.
7. As a 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)

Students + Family + Community + School = Nurtured Well-Being



- Physical assault
- Verbal assault, weapons on school property (including but not limited to: guns, pellet guns, starting pistols, model guns, knives, bats, sticks, pepper spray)
- Misconduct as defined in the Safe School Policy.

The principal has the authority to suspend students from one to twenty days as outlined in the Safe School Policy and Education Act. Parents/caregivers will be notified immediately of a suspension.

The principal may involve the police or child and family services, as outlined in the Safe School Policy and Education Act.

It is the parent/caregiver's responsibility to ensure the student stays away from school property while on suspension. A meeting with the student, parent/caregiver and principal is mandatory before returning to regularly scheduled classes.

Anishinaabemowin:

Ojibwe Language and Cultural Teachings are being integrated in the school's curriculum. Everyone is encouraged to support and speak Anishinaabemowin as much as they can.

Physical Education:

Physical education is an important part of the regular school program. A doctor's note 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 school for indoor use. If support is required to obtain inside shoes, please notify the school so we can assist.

Lakeview School Administration Contacts:

Karlee Demera – Secretary – secretary@lakeviewschool.ca
705-377-4988

Travis Corbiere – Vice Principal – travisc@lakeviewschool.ca
705-377-4988

Gayle Payette – Principal – gaylep@lakeviewschool.ca
705-377-4988
705-368-6434