

Christian Island Elementary School  
119 M'rade Kegwin Miikan, Christian Island ON - L9M0A9  
Phone: (705)247-2011 Fax: (705)247-2403



School Handbook  
For Parents & Students  
2013

## **Welcome to Christian Island Elementary School!**

**This handbook has been created to help answer some of the questions you may have about your child attending school. However, if you have questions that aren't answered here or if you would like further explanation, please contact us. Our handbook is available online at the education website. [www.beausoleil-education.ca](http://www.beausoleil-education.ca) It may be updated throughout the year but usually only once at the end of each school year.**

**Research tells us that the most successful students at school have the involvement and support from family at home. If you would like to know more about how to support your child at home, please let us know. Although we have your child for approximately 8 hours a day, we need to work as a team to provide the best possible learning experiences. You are a very important factor influencing your child's success at school.**

**We officially report student progress three times a year: at the end of November, before March Break and at the end of June. Some of our older classes also are involved in Interim Reports that are really intended to keep you informed on how things are going between the terms. Of course, you may contact the school at any time to arrange to sit down with your child's teacher to discuss the progress he/she is making. The important thing is that we all stay in touch!**

**Our main focus at school is improving students' achievement levels in reading, writing and mathematics. To assist us, our grade 3 – 8 students write a series of tests in the Fall and Spring of each year called C.T.B.S. – Canadian Test of Basic Skills and EQAO – through the Education Quality and Accountability Office. Along with our regular assessment of student progress, the C.T.B.S. and EQAO test scores help us plan our teaching for the improvement of skills. Instructional practice is in line with current methods being used in provincially funded schools. Our staff visit local schools and participate in training sessions along with Simcoe County District School Board staff. Along with our classroom teachers, our special education teacher, librarian, and educational assistants, we are working hard to help students reach their potential in school.**

**Angela Johnson - Principal**

**2013 Staff at C.I.E.S.**

**Kindergarten – Mrs. Leanna Lewis**

**Grade 1/2 - Ms Elinor Rousseau**

**Grade 3 – Mrs. Joannie Sunday**

**Grade 4/5 – Mrs. Lori Monague**

**Grade 6 – Mrs. Nicky Dusome**

**Grade 7/8 – Ms Charity Jackson**

**Librarian – Mrs. Kathy Monague**

**Native Language Teacher – Ms Myrtle Jamieson**

**Native Language Teacher – Mr. Doug King**

**Special Education Teacher – Ms Marilyn Raaflaub**

**Reading Recovery Teacher – Mrs. Trudy King**

**NECE/Resource Teacher – Mrs. Fernie Copegog-King**

**Education Assistant – Mrs. Angela Williams**

**Education Assistant – Ms Marissa Monague**

**Education Assistant – Mr. Michael Lewis**

**Education Assistant – Ms Charlene Assance**

**Administrative Assistant – Ms Sara Monague**

**Custodial Staff – Mr. Mark King, Mr. Anthony Peters**

**Bus Driver – Mrs. Deanna Monague**

**Principal – Mrs. Angela Johnson**

## Student Handbook

### School Goals

*All staff members are committed to working towards meeting the objectives outlined below. These objectives represent our core values because they will be central to everything we do in our school.*

*It Is Our Main Aim That Students Will:*

- have a strong academic foundation when they leave our school*
- be confident in themselves as people and learners*
- be independent and self-motivated learners willing to take risks*
- be good problem-solvers and decision makers, able to meet challenges and take responsibility for their decisions.*
- have a sense of respect for themselves, their community, and their environment*

### Entrance Ages

- Junior Kindergarten: fourth birthday before December 31, of the current school year*
- Senior Kindergarten: fifth birthday before December 31, of the current school year*
- Grade One: sixth birthday before December 31, of the current school year*

### Illness, Accidents, or Injuries

*It is important that parents fill out the registration forms completely, including health card number, as well as cell phone numbers, so that we have all the necessary information on file. Please also notify the school of any changes to this information.*

*In a situation where a student is injured at school, an accident form is completed and kept on file, with the parents being notified if the injury is serious. Minor injuries (cuts, bruises & scrapes) are dealt with at school.*

*In the case of illness, parents/guardians are contacted so arrangements may be made.*

*Parents/guardians are responsible for arranging for transportation home or to the health centre.*

*\*\* In case of extreme medical emergency, when parents/guardians are not available, a staff member will accompany the student to the hospital\*\**

## **FLU & COLD SEASON**

**The flu and cold season is now upon us! Already many students and staff have been ill and had to be away from school. Please help us keep the spread of germs to a minimum by keeping your children home when they are ill. Encourage your child to get into the habit of washing hands. Throughout the school we have hand sanitizers for student use. This is a good time to revisit good personal hygiene habits for everyone!**

## **Attendance Policy**

- 1. All students who have reached the eligible ages to enter school (as defined above) have a right to attend school.**
- 2. Parents are responsible for ensuring their child's school attendance. Sections 116, 117 of the Education Act and sections 114, 119 of the Indian Act talk about the responsibility of parents to have their child attend school. In the case of chronic absences or lateness, parents will be contacted by the school and asked to meet with the principal. As part of this meeting, the principal shall seek parental permission to engage the assistance of community resource personnel should the problem persist. Should the parent refuse to allow such assistance and the problem remains unresolved, the principal shall contact Child & Family Services to report the concern.**
- 3. The following are acceptable reasons for missing school:**
  - Death in Family**
  - Illness**
  - Medical Appointments**
  - Off island extra curricular activities**

**Attendance will be recorded daily at 9:00 am and 1:50 pm. It is the responsibility of the parent/guardian to contact the school if your child will be absent.**

- 4. Students who will be leaving early MUST present a note or parent/guardian must call before students are permitted to leave. Younger students should be picked up by a parent or designate.**

### **Homework Policy**

*Over the past several years, there has been considerable debate over the value of homework, particularly at the elementary school level. At our school, unfinished school work from the day is usually expected to be completed at home for the following day. Generally speaking, completion of assignments should only take a short time. This year, teachers will be assigning homework on a regular basis. The homework may be such things as learning spelling words, learning numbers facts and other things that require only supervision on your part. Whatever is assigned will be clear as teachers will have already reviewed their requirements with students beforehand. Please help by providing a location at home where homework can be completed.*

### **Behaviour Policy**

*The Beausoleil Education Authority believes that there are several principles that underlie all grade level behavioural expectations. These include:*

- A. Polite and respectful language is to be used in the school, the yard at all school functions.*
- B. Hands are to be kept to oneself – no fighting, pushing or physical contact is acceptable.*
- C. Smoking at school is prohibited for staff and students, due to health and safety concerns.*
- D. Respectful behaviour is expected towards staff, students and visitors. Respectful use of the building and materials is the standard for everyone.*
- E. Alcohol and drugs are not permitted at school. The police will be called if necessary*
- F. Students and staff are to contribute towards the safety & upkeep of our school by reporting any vandalism or damage and maintaining a clean environment. i.e. no littering or graffiti. Police will be called in the case of vandalism or break-ins.*
- G. Students and staff are expected to respect others' property. Any theft will result in parental contact and criminal action where necessary.*
- H. Students are expected to be properly dressed for school. Particularly during warm weather, students should be dressed appropriately for school, not for the beach! No sex, drugs/alcohol related or foul language on clothing is acceptable. Students will be sent home to change their clothes if needed.*

## **Field Trips**

*From time to time throughout the school year, students will be involved in class trips. These trips are usually organized to provide experiences that wouldn't otherwise be available here at the school. Students require signed permission to take part in class trips. If there is a cost involved for a trip and you require some assistance, please let us know. It is BEA policy that no child should be left out of a field trip because of financial difficulties. While on school trips, students are ambassadors for our school. Please review with your child the school's (and yours) expectations while away from the school.*

## **Building Rules and Procedures**

- 1. Fire drills will be held 6 times a year as per the Fire Code. Students are to leave the building in an orderly fashion, walking, not running, and line up at the designated area with the teacher. Students are to remain outside until the Principal has signalled the "All Clear". They are then to return to class in an orderly and quiet way. It is important that students have an extra pair of shoes ("inside shoes") at school so that they have something on their feet for emergency situations.*
- 2. The school will have 2 Code Red drills during the school year. This is a drill whereby students practice what to do in the case of an emergency at school.*
- 3. Telephone use is restricted to staff only, except in case of emergency. Students require teacher's permission to use the phone. Phone calls to students will not be permitted except in emergency situations.*
- 4. Bicycles brought to school must be parked against the outside fence, and are not to be ridden once the student has arrived at school.*
- 5. Students are reminded that the washrooms are there for their use, and are to be used properly, maintaining cleanliness and good repair. Permission from a teacher is required for students to use the washrooms.*
- 6. Once at school, students are not permitted to leave the yard to go to the store unless a signed note is brought in from a parent or guardian.*

### **School Closure**

**While infrequent, situations do arise that necessitate school closure. Such situations include:**

- Loss of water or power for more than one hour.**
- Health hazard.**
- Severe weather.**
- Large scale illness.**

**At all other times, every attempt will be made to have the school open and operating on a regular basis.**

### **Lunch**

**Continuing this September, the school will operate under a balanced school day schedule. This means that the lunch break is at 1:00 – 1:50 p.m. Students who will be eating at school will eat in the gym or other designated areas within the school. They will be supervised by staff at this time. We do ask that children come with a healthy bagged lunch. There are microwaves for heat ups but does generally take a long time. If you require your child to have a hot lunch (soup, etc.), the use of a thermos is best. Students staying for lunch must stay on the school property after eating unless they have a signed note by a parent, giving permission to be off school property. Please indicate on the information forms being sent home if your child will be staying for lunch.**

### **Cultural Activities**

**Although our focus remains in the areas of literacy and numeracy, we will continue to provide programs and activities at school that have a First Nation focus. In past years we have made hand drums and shakers and will be continuing to look for special projects throughout the year. Several of our classes will be working with units of study specifically designed for their cultural content. Sometimes, as a part of an activity, smudging may be involved. If you prefer that your child not be involved in smudging, please indicate this on the information sheet being sent home or call and speak to the school secretary. We will honour your wishes.**



## **Balanced School Day**

**Research in education has shown that children require more time with fewer interruptions during the day. In fact, researchers tell us that 100 – 120 minute learning blocks is the most productive for children. Research also tells us that there is a lot of time spent in schools that is not instructional time. (coming inside from recess, etc.) In fact, someone even went to the trouble of calculating that a school operating with a balanced school day would have an extra 26 2/3 hours of additional instructional time in a year!**

**Block 1 – 9:00 a.m. – 10:40 a.m.**

**Nutrition Break – 10:40 a.m. – 11:00 a.m.**

**Recess – 11:00 a.m. – 11:20 a.m.**

**Block 2 – 11:20 – 1:00 p.m.**

**Lunch & Lunch Recess 1:00 p.m. – 1:50 p.m.**

**Block 3 – 1:50 p.m. – 3:30 p.m.**

**What are the benefits? If our focus for students is to make improvements in their achievement levels, the Balanced School Day provides more instructional time with fewer interruptions. By creating a time as a nutrition break, we can better monitor what kids are eating. If students are eating inside, there will be less garbage outside. In fact, students would not be permitted to take food out. If students need to be away in the afternoon, they will only have missed 1/3 of an instructional day. (if you need to be on the 1:00 p.m. boat, take your child out a little early to make it)**

## **Safe Arrival**

**During this past year we initiated a Safe Arrival Program at our school. Many parents made good use of the program, calling in to the school and leaving a message about their child being absent or being late for school. We will continue to run the program. Simply call the school 247-2011 and leave your message indicating your child's name and their teacher and the fact that he/she will be away that day. New Safe Arrival forms will come home early in the new school year for you to fill out. Please return them as soon as possible.**

### **Computers**

**Students at the school are using computers more each year. The older students in particular are preparing assignments on computers and researching using the internet. Students are made aware that the internet is only used for appropriate purposes and that certain sites are forbidden. i.e Facebook, etc. If we find students who abuse this privilege, they will not be permitted to use the internet here at school. Please make sure you reinforce this with your son/daughter.**

### **Physical Education**

**Our students participate in regular phys. ed. classes. Students should be wearing, at a minimum, clean running shoes in the gym. If they do not have shoes at school, they will need to take part in bare feet. This is a safety factor. Older students in particular should get used to changing into gym clothes for phys. ed. as they will have to in high school. Our grade 1 – 8 classes will have two of their phys ed classes at the rec centre, now that the bus is in operation.**

### **Snack Program**

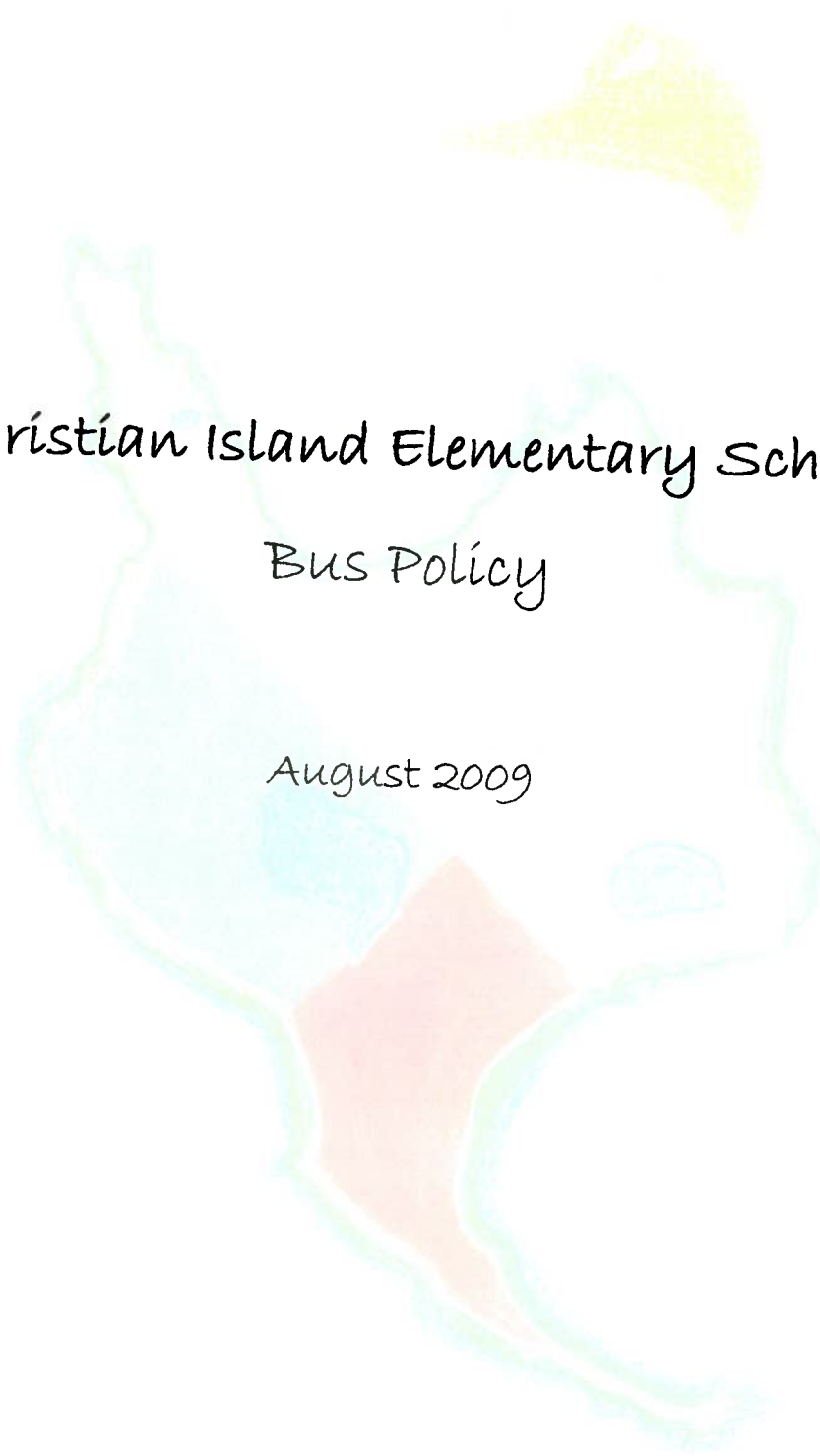
**Thanks to the financial support from the Health Centre, we are able to continue offering a snack to all of the children each day. Other partners include Eat Well To Excel, who provide some funding. Snacks are provided at the nutrition break, just before first recess in the morning and include a drink, fruit or vegetable and crackers with cheese. We are looking for help – approximately ½ hour a day just before our recess. If you can help us out for one day even, please contact us at the school.**

### **Monthly Awards**

**Each month, students in each class are presented with special awards. Student of the month awards are given to a student in each class who has demonstrated a particular attribute of the Seven Grandfather's Teachings. Attendance awards are given to students who have had perfect attendance for the month and Native Language awards are presented to individuals who have worked hard in NSL class that month. We encourage parents and community to come in to our assemblies to present these awards to their son or daughter and will continue with this practice again this year. We encourage all students to value these awards that are given throughout their school years and to place them in a special location at home. (photo album, folder, etc.) They can also include any other awards they have received.**

### **Extra Curricular Activities**

**Staff at the school offer a variety of extra curricular activities throughout the year. These activities vary depending on staff interests and take place during the school day at recess and lunch times, as well as after school. Students are made aware of the activities through announcements and at our assemblies. It is important for them to be involved in some activities so they view school life from another perspective and interact with staff in a different venue. Our Student Council will be offering activities for the primary children this year. This will be an opportunity for them to demonstrate positive leadership in the school.**



Christian Island Elementary School

Bus Policy

August 2009

The driver of the bus is the person immediately responsible for the safety and welfare of the students while boarding, riding or departing from the bus. The opportunity for bus transportation is a privilege requiring good conduct and courtesy from all students riding on the buses. Bus drivers are given the same authority as teachers in the exercise of student control under their responsibility. When the behavior of any individual affects the safety and welfare of the other passengers, driver, and vehicle, steps must be taken to correct this behavior.

The bus will be considered as an extension of the classroom. Students are subject to discipline guidelines the same as set out at CIES.

Eligibility for CIES school bus transportation shall be within one kilometer (1 km) distance radius from the school, as set out in the bussing route (2009). All JR Kindergarten students will be transported to the school prior to the start time of 8:30 a.m.

### **1. Policy - School Bus Rules and Regulations**

- 1.1 The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.
- 1.2 Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities (BEA OR CIES). School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
- 1.3 Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his or her regular bus stop.
- 1.4 Each student may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver.
- 1.5 Outside of ordinary conversation, classroom conduct must be observed. Students are expected to maintain appropriate and respectful behavior toward the driver, monitor, and peers. No abusive, vulgar, or threatening language (verbal or written) or gestures will be tolerated.
- 1.6 Students are to assist in keeping the bus clean by keeping their waste off the floor. Students must also refrain from throwing refuse out the windows. To help keep the bus clean, no food or drink is to be consumed on the bus.
- 1.7 No person shall smoke or light matches on any school bus. Students who violate this law will be reported to the parents and proper authorities.
- 1.8 No student shall at any time extend his or her head, hands, or arms out of the windows, whether school bus is in motion.

- 1.9 No student shall open a window on the school bus without first getting permission from the school bus driver.
- 1.10 Students must see that they have nothing in their possession that may cause injury to others such as sticks, breakable containers, any type of firearms, straps, or pins extending from their clothing. Also, no animal is permitted on the bus except for "seeing eye" dogs.
- 1.11 Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- 1.12 No student will be allowed to talk to the bus driver more than necessary.
- 1.13 No student shall sit in the driver's seat, nor shall any student be located to the immediate left or right of the driver. At no time shall more than two (2) students occupy the first seat on the right side of the bus.
- 1.14 Students are to remain seated while the bus is in motion, and they are not to move on the bus until it has come to a full stop.
- 1.15 Students must leave the bus in an orderly manner and must obey the orders of the school bus driver/monitor. They must not cross the street until given consent by the school bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.
- 1.16 Students must cross the street at least 10 feet in front of the school bus and never behind it.
- 1.17 Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
- 1.18 Self-discipline will be exercised by students at the bus loading area. Students will refrain from pushing and shoving other students.
- 1.19 Students who have to walk some distance along the street to the bus loading zone, where practicable, must walk on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.
- 1.20 Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- 1.21 In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
- 1.22 Parents and legal guardians of students causing damage to school bus will be held responsible for proper reimbursement to the Beausoleil Education Authority. Parents will

be afforded the opportunity to make restitution within thirty (30) school days.

1.23 Students are not to run errands between the bus stop and their home.

1.24 No student shall throw anything at, on, or in a school bus or in anyway that interferes with the safe operation thereof.

## **2. Discipline**

School bus transportation is a privilege, not a right, and is an extension of the school system. Students' misconduct at a bus stop or on a bus will be sufficient reason to discontinue providing bus transportation to those students involved and may result in other discipline pursuant to the student behavior code, student handbook, or other rules and regulations of the Ontario Ministry of Education.

2.2 The driver shall report to the Principal any violations of the student bus code, stating student's name, school attended, date and nature of the violation. The Principal shall in turn report the violation to the Beausoleil Education Authority.

2.4 The Principal and Director of Education shall jointly investigate the violation and if substantiated, the student shall, for a first offense, be given a verbal warning. Also, a letter from the Principal shall be mailed to the student's parents or legal guardian advising them of the violation and warning that a second violation of any nature shall be Just cause for suspension of the student's riding privileges. Depending on the nature of the behavior, a student may receive a suspension of their bus riding privileges rather than a warning or such discipline as is consistent with the student behavior code, student handbook, or other rules and regulations of the Beausoleil Education Authority.

2.5 Procedure to be followed in the event of a bus rule infraction:

1. The following behaviors will not be tolerated on the school bus:

- a. Fighting;
- b. Throwing materials on the bus;
- c. Destruction of property;
- d. Possession or use of alcohol, and/or illegal drugs, knives or other items deemed dangerous by the principal;
- e. Possession or use of cigarettes;
- f. Defying and disobeying the bus driver;
- g. Use of foul language;
- h. Harassment, bullying, or otherwise creating a hostile environment;
- i. Creating any other disturbance deemed dangerous by the principal and the bus driver; and/or
- j. Not staying seated while the bus is in motion.

2. Behavior that creates a safety hazard resulting in suspension is distinguished from other infractions resulting in a warning on the first offense.

Students who create a safety hazard by their behavior on the bus by engaging in any of the listed behaviors as noted above (a to j) will be denied bus privileges. The bus driver will report in writing any of the above activities to the Principal. The principal will investigate the incident, provide the student an opportunity for an informal hearing with parents and/or guardians in attendance if possible to determine if an infraction occurred and if the infraction indeed caused a safety hazard.

The Principal will notify the parents of the incident, and suspend the student's bus riding privileges for up to three (3) days as determined by the principal in addition to any accompanying suspension from school that may result from violation of the school's alcohol/drug, tobacco, weapons, or other policies. The suspension of bus riding privileges will begin the day following the principal's determination, or the day of the student's return to school following the suspension from school, whichever is latest.

3. Students who cause other problems on the bus will be given one verbal warning by the bus driver, who will notify the principal in writing. The principal will meet with the student to review the warning and will notify the parents of the warning. Behavior that results in a second incident will be reported by the bus driver in writing to the principal. The principal will investigate the incident, meet with the student, and if a determination is made of an infraction, the principal will notify parents of the incident and will suspend the student's bus riding privileges for up to three (3) days. A third violation will result in suspension up to five (5) days. A fourth violation will result in suspension for the remainder of the school year up to June 30.

4. This policy applies to all students waiting for buses in the school yard, at bus stops and encompasses transportation to and from all school-sponsored activities.

5. Students on a special education Individual Education Plan (I.E.P.) shall also be required to abide by this policy. Discipline of special education students will comply with special education discipline procedures including an informal hearing, determination by the student's I.E.P. Team as to whether transportation is a related service need of the student and whether the student requires accommodations on the bus or an alternate means of transportation.