

# *Ignace School*



# Student Handbook

*Home of the*



Revised September 2015

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## Daily Schedule – Bell Times

PARENT/GUARDIAN – Please plan your child’s departure from home so that he/she arrives at school no earlier than 8:35 a.m., unless requested for specific teacher-supervised activities.

8:35 a.m.\_\_\_\_\_School opens – Supervision begins outside

8:55 a.m.\_\_\_\_\_Instruction begins for all students

10:10 a.m.\_\_\_\_\_Elementary recess & Secondary break

10:20 a.m.\_\_\_\_\_Elementary & Secondary instruction begins

11:35 a.m.\_\_\_\_\_Elementary & Secondary lunch

12:30 p.m.\_\_\_\_\_Elementary & Secondary instruction begins

1:45 p.m.\_\_\_\_\_Elementary recess & Secondary break

1:55 p.m.\_\_\_\_\_Elementary & Secondary instruction begins

3:10 p.m.\_\_\_\_\_Elementary & Secondary dismissal

NO SUPERVISION IS PROVIDED ON THE SCHOOL GROUNDS AFTER THE BUS LEAVES. For safety, students are required to leave the school and playground at dismissal.

TEACHER SUPERVISED ACTIVITIES are the only exception for being in the school after dismissal.

## Ignace School Mission

*Our school is working together to ensure all students are included in a safe and positive environment where they can acquire knowledge, skill, behaviours and attitudes needed to become responsible, contributing members of society.*

## Character Education

The following seven character attributes will guide behaviour:

### **Responsibility**

I am in charge of my words and actions.

### **Kindness**

I will be caring, thoughtful and polite and I will treat others the way I wish to be treated.

### **Respect**

I will treat myself and others with consideration.  
I will show consideration for my and others' belongings.

### **Humility**

I will equally celebrate others' successes as well as my own.

### **Bravery**

I will be strong in doing and saying the right thing.

### **Honesty**

I will be trustworthy, fair and truthful.

### **Wisdom**

I will strive to be aware, knowledgeable and show good judgment and learn from past experiences.

## Websites

**Check out the board website- <http://www.kpdsb.on.ca>** some examples of information that you will find are:

- School Year Calendar
- Transportation Information (Including Cancellations)
- Board Policies
- Media Releases
- K.P. Journal
- Educational Resources
- School Information
- Student Portal

**Check out our Ignace School website - <http://ignaceschool.kpdsb.on.ca>** some examples of information that you will find are:

- Monthly Calendar
- Monthly Newsletter
- Sports Updates
- Special Events
- School Council Information
- Photo Gallery
- Transportation Information (Including Cancellations)
- Library resources
- Educational links

## **Check out "School House" website – <https://schoolapps.kpdsb.ca/schoolhouse/login.aspx>**

Schoolhouse Student Information System is a secure, encrypted webpage which parents or guardians can log in to in order to access current student attendance, achievement and contact information. Schoolhouse aims to provide a convenient and effective way to monitor student progress at Ignace School.

To use Schoolhouse, parents or guardians must register an email address with Ignace School, then access the Schoolhouse site to create an account.

If your email address is already on file with the school, you are ready to begin - simply click the [Schoolhouse](#) link in the left-hand column of the Ignace school webpage.

If your email address is not on file, you must contact the school office at 934-2212.

Creating your Schoolhouse Account:

1. Contact the school and give them your email address.
2. When the email address is added to your records, you can go to the Schoolhouse page and click on "First Time Users"
3. The system will ask you for the email address that you have registered at the school. Enter the email and click Create Account.
4. The system will create a one-time temporary password for you and email it to you at that address.
5. Retrieve the email and then re-enter the site using this email account and temporary password. You will be prompted to reset your password: (In this case "Old Password" is the temporary one from the email). These passwords are encrypted during transport and storage, so no-one will have access to your password but you.
6. The system will now ask for a secret question and answer for you to retrieve forgotten passwords in the future. Choose a question that is reasonably secure and has a clear well-defined answer for you.

You can now log in and begin using Schoolhouse.

## **Student Code of Conduct**

This Code of Ethics outlines the philosophy of Ignace School regarding the treatment of individuals, the delivery of education and the values upon which all school policies are based. It is our intention that our school reflects a safe, secure, positive and caring environment.

Staff and students must be aware that they are "ambassadors" of Ignace School and the Ignace community and that, at all times, their conduct and deportment should reflect a positive image of the school and community.

Each individual is expected to:

- Be courteous, honest, polite, friendly, and supportive of others.
- Show respect for and be respectful and considerate of each other, school policies and school property.
- Refrain from the use of language that is offensive to others, including profanity and sarcasm.
- Refrain from comments or actions of harassment and discrimination.
- Follow school policies and procedures.
- Recognize that they have an important role and belong within the school and the community.
- Strive to improve skills and knowledge and aim for high standards of performance in learning/teaching.
- Participate in school activities by taking part in, coaching and supporting school organizations and teams.
- Develop good leadership skills.
- Respect the confidentiality of others.

- Attend regularly and punctually. Always be prepared for class.
- Dress in a neat, clean and appropriate manner that reflects personal pride and respect.
- Show respect for and/or appreciation of others. Respect the beliefs and opinions of others.
- Assume academic responsibility for schoolwork and work missed during absences.
- Exercise self-discipline and strive to do the best in every aspect of school life.
- Exercise safety in the school and in the school yard.
- Think critically, act critically, and be accountable for actions taken and understand what is and is not acceptable behaviour.
- Ignace School is requesting that elementary students no longer bring their birthday invitations to school to distribute.

## Dress Code

Students must recognize that school is preparation for the work force and they should dress appropriately.

- Students are expected to dress in a neat and clean manner.
- Top apparel must cover bottom apparel at all times (no bare midriffs).
- Revealing clothing is inappropriate and makes others uncomfortable.
- Pictures or writing on clothing must not be offensive to other students or staff. This includes profanity and statements that promote sexual harassment, racism, and drug/alcohol promotion.
- Footwear must be worn. We request that you purchase indoor shoes without black soles, as they mark the flooring.
- We appreciate the fact that parents/guardians normally send their children to school dressed in a tasteful and appropriate manner.

## Rules

These rules are few in number but *must* be followed to protect everyone and to maintain a positive school atmosphere.

### **Students at Ignace School shall not:**

- Be physically and/or emotionally abusive, or socially exclude others.
- Bring to school or use on school property laser lights, drugs, alcohol, ammunition or weapons of any sort.
- Verbally threaten others, use profane or abusive language, make discriminatory remarks, offensive gestures or harass others.
- Destroy, remove, deface or damage school property or the property of others.
- Defy authority.

## Bullying

Bullying can take many forms. It can be:

PHYSICAL – hitting, shoving, stealing or damaging property.



VERBAL – name calling, mocking, or making sexist, racist or homophobic comments.

SOCIAL – excluding others from a group or spreading gossip or rumours.

ELECTRONIC – (cyber bullying) spreading rumours and hurtful comments through the use of e-mail, cell phones, social networks and text messaging.

If you have any concerns about bullying please contact the school. Additional information about bullying can be found on the Ministry of Education website @ [www.edu.gov.on.ca](http://www.edu.gov.on.ca).

## Harassment

Students are advised that the school will not tolerate any incident of harassment by any person while at the school or while involved in any school sponsored activity.

Harassment are inappropriate comments or conduct, (verbal or physical) related to race, ancestry, place of origin, gender, colour, or status, which is directed at an individual by another person or group who knows, or ought reasonably to know, that it is unwelcome. Students may view or obtain a copy of Policy 709 from the Keewatin Patricia District School Board website: [www.kpdsb.on.ca](http://www.kpdsb.on.ca).

## Smoking

Smoking is not permitted on school property. This includes the buildings and school grounds. Students found smoking on school property may be suspended from school.

Information from the Northwestern Health Unit states: "Due to the harmful and deadly effects of tobacco products, and legislation from the Ministry of Health and Long Term Care, the use of tobacco products is not allowed on any Keewatin Patricia District School Board property. According to the Smoke-Free Ontario Act (2006), smoking is not permitted on school property. This includes school buildings, parking lots or fields. Individuals can be fined up to \$305.00 if found holding lighted tobacco or smoking on school property. On a first offence, a warning may be issued followed by a letter to the Northwestern Health Unit and Tobacco Enforcement Officer (TEO). On a second offence the TEO will fine the offending individual by issuing a Provincial Offence Notice. Individuals found using any tobacco product on school property may face disciplinary action including suspension from school.

## Alcohol and Drug Use

The use of alcohol or drugs by any student on school property or attending any school activity is strictly prohibited.

Students found in possession of either, or who have been proven to have consumed either, are subject to school suspension and/or legal charges as per board policy and/or The Ministry Code of Conduct.

## The Keewatin Patricia District School Board Policy Statement #319:

*It is the policy of the Keewatin-Patricia District School Board that the use of designated substances by students will not be tolerated in order that schools can create and maintain a safe and healthy environment in schools and all school-sanctioned activities.*

*The Keewatin Patricia District School Board will cooperate with students, parents, and families, including addiction service providers through prevention education, discipline procedures and assistance for students with problems regarding substance use and abuse.*

### Care of School and Property of Others

Ignace School has the reputation of being one of the cleanest and best maintained schools in the system. It is important that students have pride in their facilities and equipment and realize that they are responsible for the cost of repairing damage whether it is deliberate or accidental.

Students are expected to:

- Refrain from defacing or vandalizing school property/equipment.
- Pick up litter in the halls or on the school grounds, even if they were not the ones who did the littering.
- Report to the school administration any theft, accidental damage, or vandalism they are aware of.
- Respect the property of our neighbours by not littering or loitering in these areas.

### Consequences of Misbehaviour

The consequences for student misbehaviour will be matched to the seriousness of the offense. The following list outlines possible consequences of misbehaviour:

- 
1. *Restorative Practice is an essential component of repairing relationships and damage at Ignace School.*
  2. *Speak to student / verbal reminders*
  3. *Problem solving / Reflection sheet*
  4. *Review Code of Conduct / Character Attributes*
  5. *Note in agenda to parents/guardian*
  6. *Reinforce / Reward improved behavior*
  7. *Watch instructional video*
  8. *Phone call to parents / guardian*
  9. *Parent/Guardian meeting*
  10. *Time out*
  11. *Loss of Classroom Privileges*
  12. *Behaviour Contract*
  13. *Detention*
  14. *Consultation with School Specialists (e.g.: guidance, spec. ed.)*
  15. Internal suspension – students will work in a supervised area away from other students.
  16. External suspension – more serious offenses may result in external suspension, transfer to a different program, or expulsion. The terms of these consequences are governed by the *Education Act/Ministry Code of Conduct/Board Policies*. The Parent(s)/Guardian(s) will be notified.
-

## Attendance

Regular attendance at school is necessary in order for a child to succeed academically. Students under the age of 18 are legally required to attend school. When a student has been absent from school, a note or phone call to the office is required explaining the absence. The note must be dated and signed by a parent/guardian.

If you know your child will be absent for more than three days, please notify the classroom teacher and/or office. Homework will be arranged upon request. Chronic absenteeism will be referred to the Board Attendance Counselor.

All students are to be punctual for class. Students who are late miss out on valuable instruction and interrupt the learning of others.

The Keewatin-Patricia District School Board and Ignace School agree that regular attendance is essential. The learning that takes place through interaction with the teacher and other students is critical to the learning process. Poor attendance may contribute to the student being unable to receive a credit. Students are required to give the reason for their absence to the office before obtaining an admit slip to reenter class. This can be done by receiving suitable documentation to verify the absence, either by receiving a note stating the day(s), the time and the reason or phone call from the parent/guardian stating the same.

Acceptable reasons for absences are:

- School sponsored activities
- Prolonged illness (doctor's note)
- Bereavement
- Family Trip that has been approved by the administration prior to the date of absence

Unacceptable (Truancy) reasons for absences are:

- Sleeping in/missed the bus
- Haircuts/Concerts/Shopping
- Skipping out/Working
- Personal reasons when the student is not willing to give a reason.

NOTE: By law, students who are less than 18 years of age must attend school, unless they have obtained their Ontario Secondary School Diploma.

## School House

"School House" is a web-based program that allows parents and guardians to follow-up on their child's attendance. If we have your email address on file, you can log on to the following website:

<https://schoolapps.kpdsb.ca/schoolhouse>.

Enter your email address as Username. If first time user, you need to click the link to create an account. Once you create an account, your password will be emailed to you. Log in again and use your password. You will be prompted to change it and choose a secret question.

## Access to the School

Parents and visitors are required to report to the main office upon entering the building (Section 305-Ed Act Reg. 474 – Access to School Premises Regulations). Please see a member of the office staff when visiting the school. Schools are required to lock all outside doors; the main entrance door is equipped with a buzzer system which includes a monitor and speaker. This requires all parents, students and visitors to use the main office entrance when entering the school.

## School Phone

**The school phone is to be used by students for emergencies only.** Students are not to use this phone to make arrangements to visit friends or to call for rides home after school. Parents/Guardians are urged to make all necessary arrangements with their child (ren) before coming to school. When possible, please avoid calling to have special messages/instructions given to your child, as it disrupts classroom instructional time.

There is a public phone located by the main office that may be used by students when they are not in classes. Phone cards may be purchased at the main office for face value.

## Cell Phones

In order to avoid distractions from learning and instruction, students are not to use cell for personal matters during class time. If there are urgent messages in which parents need to contact their child they can call the main office.

## Personal Items

We strongly encourage students to keep valuables such as jewelry, MP3 players, cell phones, handheld gaming devices and/or any other irreplaceable items at home. When such objects are misplaced or broken students become upset.

## Lockers – Secondary

All students are assigned lockers, the Board, through its employees, reserves the right to enter and search any or all lockers and their contents.

Upon the acceptance of the assignment of a locker, the student acknowledges that the locker is the property of the Board and that the Principal, or designate, may enter and search the locker and its contents at any time, without prior consent of the student.

The following procedures will be followed:

- Only assigned lockers may be used and only locks purchased from the school are permitted for use.
- Lockers should be kept locked and tidy at all times.
- Combinations must be kept confidential.

- New school locks will be sold for the price of \$5.00 each. They can be purchased from the main office at any time. You can also buy used locks for the price of \$3.00.
- Students must use school purchased locks if locks are required.
- We strongly recommend that students from grades 4-12 use a lock.

## Insurance

The property insurance carried by the Keewatin Patricia District School Board does NOT cover loss of personal effects of students or staff while located at the school or while on school sanctioned trips and activities. Any loss of personal effects will have to be claimed through the parents' homeowner's insurance.

The school administration strongly recommends that students do not bring valuables or large sums of money to school. Students are strongly encouraged to have a lock on their locker and not share their combination with others.

## Student Accident Insurance

The Keewatin-Patricia District School Board does not provide accident insurance for student injuries. For your convenience, the Board makes available through the school on a direct mail plan, a Student Accident Insurance Policy from the Reliable Life Insurance Company.

Participation in such a program is voluntary and costs are to be paid by the parents or guardians. Coverage may include:

Dental expenses (resulting from an accident)

Major bodily injury benefits

Fracture or dislocation benefits

Special disability benefits

Paralysis benefits

Accidental death benefits

Life insurance options

The coverage is especially valuable if a student participates in co-curricular activities, sports, or is enrolled in the outdoor education program. The Keewatin Patricia District School Board recommends that parents/guardians give serious consideration to purchasing this low cost insurance for the protection of their children.

## School Dances

Dances will be organized and operated by the Student Council and their Staff Advisor. Secondary dances are not open to Elementary school students. Secondary students may not attend Elementary dances. The O.P.P. may be informed of dances. School dances are open to Ignace School students and approved guests only. Students who are under suspension are not permitted to attend dances. Guest invitations for non-students are allowed under the following conditions:

- Each student may invite one guest by placing the name of the guest on the "Invitation List" in the office.
- Individuals 21 years and older are not permitted into school dances.
- No invitation will be approved if it is not on the list before the designated time.
- The school administration reserves the right to deny access of any guest.
- The student who sponsors a guest must accompany their guest to the dance and are responsible for the conduct of their guest.

Students who have not paid the school activity fee may not be granted admission to dances. All students must remove their coats/jackets/hats upon entering the school. Students suspected of being under the influence of alcohol or drugs will not be granted entry to the dance. Doors may be locked 60 minutes after the beginning of the dance. Your name should be on the late list if you need to come after that. The stage is out of bounds for all students except those who are responsible for the music. Students will not be allowed access to their lockers.

NOTE: If a student is suspected of being under the influence of alcohol or drugs, parents and/or the police will be contacted.

## Assemblies

Assemblies may be held at various times during the school year to provide students with opportunities to participate in activities or events that would not normally be available to them. It is important that students behave in such a manner that brings credit to the school and community.

## Freedom of Information

The Municipal Freedom of Information and Protection of Privacy Act, 1989 places requirements on institutions regarding the collection, use and disclosure of personal information.

Parents are informed by a letter of non-publication at the beginning of the year. It is the policy of this school to:

- Display students' work publicly on bulletin boards, etc.;
- In the event of an accident causing injury or damage, disclose personal information to the insurer of the Board;
- Invite the media into the school to photograph and publicize school events;
- Acknowledge achievements/events in the newspaper;
- Videotape classroom activities, school plays, concerts and special events.

## Safe Arrival Policy

**Parents/Guardians will inform the school of their child's absence before 9:00 a.m. on or before that day.**  
**Please contact Ms. Ferrara at 934-2212 ext#0**

**Parents/Guardians have a responsibility to ensure that up-to-date information on home, work and emergency numbers are available and updated at the school office.**

Your child's teacher will send home a *School Index Card* that should be updated and returned to school with your child. Please inform the school of any updates or changes to this vital information.

Please ensure that the name and number that you provide the school with your Emergency Contact person is reliable/available. We should be able to reach this person at all times. In case of an emergency, your child may be released in the care of this person.

Teachers will inform the office when a student is absent in the morning or after lunch. When a child, in grades K-6, is not accounted for, the school will make every effort to contact parents/guardians or their emergency contact. Where all reasonable attempts to verify the student's absence are made, and the student remains unaccounted for, the principal will make a determination regarding the next steps to be taken.

## **Safe Dismissal Policy**

Parents/Guardians of children in grades JK – 4, must come into the building to pick up their child(ren) from the classroom or office, whether it be, pick up for an appointment or when they are sick. They will not be allowed to meet you outside for safety reasons.

## **School Closure**

In the event that the school closes due to inclement weather, your child(ren) will not be dismissed early without knowledge of the parent or the designated contact person. It is important that current emergency contact information is given to the office.

If buses are instructed to leave earlier than regular dismissal time, you or your emergency contact will be notified by telephone. In the event that every effort to make this contact has failed, the principal will make a determination regarding the next steps to be taken.

## **Emergency Preparedness Plan**

In the event that we are required to evacuate the building for an extended period, all staff and students will report to one of the temporary relocation sites:

- Arena
- Local Churches
- Northwoods Motor Inn
- Royal Canadian Legion Hall

Students will walk to these temporary locations under the supervision of their teachers and administrators. Parents are requested to meet their children at the temporary location, rather than attempting to come to the school during an emergency situation. Students are not to go home or try to telephone or text their parents/guardians. Parents/guardians will be informed by an appointed staff member of the place where their child is. If you have any questions or concerns about this procedure please contact the school.

## Fire Alarms

Ignace School has 6 fire drills throughout the school year. Students must move quickly to the nearest fire exit. A sign above the door in each classroom indicates the direction of evacuation. Students must remain well away from the school until the Principal/Vice-Principal/designate gives an all-clear signal.

## School Lock Down

Ignace School has a lockdown procedure. There will be two lockdown drills throughout the school year as mandated by the Ministry. It will be used if there is a need to protect students' safety. Please reinforce with your child(ren) that it is their responsibility to follow directions during a crisis. Any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. In almost every incident of major violence at a school, it was later learned that a student(s) had prior knowledge of what was going to take place but failed to tell anyone. The "code of silence" must be broken in these types of situations. During a lockdown, cell phones are not to be used by staff or students unless communicating vital emergency information (excessive cell phone use in other violent incidences has shut down access to vital communication lines).

## Allergies

Due to the increasing number of individuals who are allergic & sensitive to perfume, colognes, spray deodorants and aerosol spray, these items are NOT permitted in the school. Students are required to use a stick or roll-on deodorant at school.

## Public Health Services

The Northwestern Health Unit provides information to assist teachers in promoting health and preventing illness. The Public Health Nurse provides school based immunization clinics and connects with the school to stay informed on and address current risks, such as communicable diseases and injuries. The Public Health Nurse and/or Health Educator may interact with students to address risks and to offer risk reduction measures.

Please notify the school immediately at 934-2212 if your child is absent from school with one of the following communicable diseases or nuisances:

Chicken Pox	Diphtheria	Measles (Red or German)
Whooping Cough	Mononucleosis	Ringworm
Hepatitis	Head Lice	Dysentery
Scarlet Fever	Scabies	Hand, Foot, & Mouth Disease
Influenza	Impetigo	Mumps
Meningitis	Pink Eye	Fifth Disease
Molluscum Contagiosum	RSV	

If you wish to contact the Public Health Nurse for information regarding any of the above communicable diseases, please phone 934-2236.



## Parent Volunteers

Ignace School welcomes parent volunteers within the school community. Volunteers enhance the quality of education for students and provide opportunity for community involvement in our school. We welcome all parents to work within classrooms assisting students and staff.

Volunteers are asked to sign an "Oath of Confidentiality". All volunteers who are required to work alone with students, who work with students for an extended period of time, or who accompany students on overnight trips, must submit a "criminal reference check which includes vulnerable sector screening". Please contact the classroom teacher or the principal for more information.

## School Council

Ignace School believes that successful education involves the active participation of the school, the home and the community. The Ignace School Council plans to meet monthly for this purpose. The School Council is an advisory body. School Council Members represent the whole school community. Their efforts focus on improving the school community and the learning opportunities for students.

We encourage all parents to attend School Council Meetings and to become involved in our school community. Presently, the School Council is attempting to recruit active parents and community members. Please contact the Ignace School office at 934-2212 for information regarding the next School Council Meeting. Come out and get involved in your community school!

## Communication

Efficient communication between school and home is important to your child's success at school. Staff members welcome both formal and informal communication from parents regarding students.

Encourage your child to complete his/her homework. If you wish to contact a teacher at Ignace School, please call the office at 934-2212 and make an appointment rather than dropping in during teaching time. This will allow the teacher to give you his/her undivided attention to students and prevents disruption of classroom teaching.

All Parents, Guardians and Visitors are required to report to the main office upon entering the building. (Section 305-Ed. Act Reg. 474 – Access to School Premises Regulation) Please see a member of the office staff to make your request for access to our facility.

We encourage all staff and parents to maintain open lines of communication between the home and school. Please feel free to communicate any successes or concerns your child has shared with you.

## Riding the School Bus

Riding the bus to and from Ignace School is a privilege and inappropriate behaviour on the bus can result in

the removal of this privilege. Parents/Guardians are encouraged to review the Board policy document, *Rules of Conduct for Students on a School Bus*, with your child(ren), which is available from our Board website.

If there are **changes to drop-off and pick-up locations for your child, please call our Board's Transportation Department at 223-1256.**

## Cancellation of Buses

Notification of bus cancellation due to inclement weather is broadcast on CBC Radio, CKDR (Dryden) and the Board's web site (<http://www.kpdsb.on.ca>). Parents are encouraged to listen or check for cancellation messages prior to telephoning the board, school or the bus driver.

## General Rules of Conduct for Students while on the Bus

The privilege of riding the school bus may be withdrawn if a student is guilty of any misconduct that is a threat to the safety of himself or others on the bus.

While riding on the bus, the students are responsible to their Principal. The bus driver, under the Principal's jurisdiction, will have the authority to control and discipline students being transported. If a teacher is in charge of a group, he/she will be responsible along with the driver. Students will observe the following rules of conduct while traveling on a school bus:

- Arrive at the pickup point 5 minutes prior to pick up time.
- Smoking is prohibited while on the bus.
- Use appropriate language at all times.
- Keep arms and head inside the bus at all times.
- Take seat promptly and remain in seat until arrival at destination.
- Keep books, lunch boxes, etc. out of the aisle.
- Noise and horseplay can be very distracting for the driver.
- Don't throw things while on the bus.

The driver shall report students who misbehave on a school bus to the student's Principal.

## Life Threatening Medical Conditions

The Transportation Department of the Keewatin-Patricia District School Board requests that parents contact the transportation department if their child uses bus service and has any type of potentially life threatening medical condition. We suggest and strongly recommend that parents develop a contingency plan should a medical emergency occur on the bus requiring the use of an epi-pen or administration of any other medication.

## Special Education (I.E.P.)

The Special Education Program is designed to recognize the needs of exceptional students. Students that are identified as exceptional have an Individual Education Plan (IEP). The Special Education teacher will contact parents of students with an IEP those that may need an IEP.

## Counseling Services

In consultation with parents, students may be referred for counseling through services provided by the Keewatin-Patricia District School Board in the areas of attendance, behaviour and social needs.

Our Student Counsellor provides counseling services on a weekly basis at Ignace School. For more information please contact your child's teacher or Mrs. Davenport, Vice-Principal.

## OERB and Homework Help

As Ontario's learning object repository, the Ontario Educational Resource Bank (OERB) offers a growing number of free digital learning resources to teachers and students, from Kindergarten to Grade 12. There are thousands of resources, including units, lesson plans, activities, maps, and interactive learning resources, which are:

- created by teachers for teachers.
- offered in convenient formats including Microsoft Word, PowerPoint, PDF and Flash.
- aligned with the Ontario curriculum.
- searchable by grade, course/subject, strand, overall expectations, learning style, author, file format, and keyword.
- derived from and designed for both the public and Catholic systems.
- easy to access and use.
- downloadable and modifiable.

OERB website: [resources.elearningontario.ca](http://resources.elearningontario.ca)

Username: [kpdsbstudent](#)

Password: [oerbs](#)

Homework help on line tutor (Grades 7-10): [homeworkhelp.ilc.org](http://homeworkhelp.ilc.org)

ILC on line tutors grades (9-12): [ilc.org](http://ilc.org) (look for "Ask a teacher")

## Ontario Student Record

The Ontario Student Record illustrates the progress of each pupil by noting such details as schools attended, subjects studied and achievements obtained. Students and their parents or legal guardians have the right to access the record, the right to challenge the information stored in it and the right to appeal the information in its contents. An appointment is required in order to review the contents, this may be done by contacting the school office 934-2212.

Should a student transfer to another Ontario school, the OSR is forwarded to that school (upon written request by the receiving school). Information contained in the OSR may not be divulged to non-school personnel except by the written consent of the parent or a student who has attained the age of 18 years.

## Netbook Information

The Keewatin Patricia District School Board provides students with access to digital technology for the purpose of enhancing classroom teaching and learning. KPDSB strives to promote responsible global digital citizenship when students use both Board-owned and non-Board owned devices. It is essential for each user to recognize his/her responsibilities with such access and to adhere to the terms on the agreement form. Violation of these terms may result in discipline such as loss of access, suspension or expulsion as deemed by the school's code of conduct and the Ontario Safe School's Act.

## Elementary Information

### Entering the School

Elementary students enter the school from the rear playground entrance.

Students are to remain outside until the bell rings. Parents/Guardians are asked not to escort their child to their lockers prior to the bell, as supervision is provided outside on the playground at this time and not inside.

### Lunch Hour Procedures

Staying for lunch at Ignace School is a privilege and inappropriate behaviour can result in the removal of this privilege. For safety and supervision reasons students who eat lunch at school are required to stay at school for the entire duration of the lunchtime. Any regular lunchroom student requires a signed note from their parent to leave school property during the lunch hour. Elementary students will eat their lunch in Gym 1 under the supervision of the lunchroom supervisors.

General rules of behaviour for the lunchroom are:

- Students shall remain seated at the benches until their lunch is eaten.
- Students must ask permission from the lunchroom supervisors to leave the gym, for any reason.
- Students are responsible for cleaning up their eating area and placing all garbage in the proper containers.
- Excessive noise is to be avoided.
- Students shall show proper respect to other students and to the lunchroom supervisors.
- Students will leave the lunchroom when dismissed by the lunchroom supervisor.
- Except in severe and inclement weather, students will go outside after they have eaten.

Failure to comply with the rules of behaviour for lunch hour procedures may result in the following:

- a) First offense – lunchroom supervisors will deal with the misbehaviour and record the incident.
- b) Second offense – vice-principal and/or principal may interview student, and contact parent.
- c) Third offense – lunchroom privileges may be withdrawn.

## Healthy Students Policy

Elementary students are not to bring pop, sugar drinks, candy, chocolate bars or chips to school. The Ministry of Education has placed restrictions and regulations on the types of food that can be sold in school. These regulations address the amount of sugar, salt and fat that can be sold in schools. The Ministry allows for 10 days throughout the school year in which special treats can be sold. We want our students to be healthy, to be able to regulate their behaviour and to be ready to learn. Junk food is not healthy and does not help our students to be calm and ready to learn. We appreciate that many parents do ensure that their children are sent to school with healthy snacks and we thank you for this.

### Playground Rules

1. Students are to swing in a back and forth motion only.
2. Students are to get off the swing carefully (no flipping/jumping off the swing)
3. Students who are not swinging are to be standing on the grass area.
4. Students are not to play any games which involve physical contact.
5. Students are to eat snacks at the picnic tables or on cement area only.
6. Students are to park their bike at the bike stand. Students are to remain away from the bikes.

### Play Structure Rules

1. Feet first down the slide. No climbing/walking up the slides.
2. Students are not to be on top of the monkey bars.
3. No running on equipment.
4. One person on the slide at a time.
5. No food or drink on the equipment.
6. No use of other equipment when on structure (i.e. skipping ropes, balls...)
7. No pushing, pulling or shoving on/or around the structure.

## Secondary Information

### Prior Learning Assessment and Recognition (PLAR)

Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Where such learning has occurred outside Ontario classrooms, students enrolled in Ontario secondary schools and inspected private schools may have their skills and knowledge evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the Secondary School Diploma. This formal evaluation and accreditation process is known as Prior Learning Assessment and Recognition (PLAR). PLAR procedures are carried out under the direction of the Principal, who grants credits.

## Cooperative Education (COOP)

Cooperative education allows students to earn additional credits in a subject through a work placement in the community. The program involves the following elements:

- An individualized learning plan based on curriculum expectations for a course and job-specific expectations of the related placement
- Monitoring students' progress by a teacher
- Opportunities for students to analyze their out-of-school experiences and integrate them with in-school learning

## Community Involvement Hours

Students must complete a minimum of 40 hours of community involvement activities prior to graduation. This initiative is intended to encourage students to develop an understanding of civic responsibility. The requirement is to be completed outside the student's normal instructional hours. Each student must maintain a record of his or her community involvement activities. Community hour placements must be approved by administration before commencing work.

## Specialist High Skills Major (SHSM)

A SHSM is a type of ministry-approved specialized program. A SHSM allows students to focus on knowledge and skills that are of particular importance in certain economic sectors, and to obtain certifications recognized in those sectors, as they work towards meeting the requirements for an Ontario Secondary School Diploma (OSSD). Students who graduate with a SHSM designation on their diploma are prepared for success in a particular sector and in the postsecondary destination of their choice, whether it be apprenticeship training, a college or university program or the workplace. Ignace School offers a SHSM in the transportation sector.

## Dual Credit Courses

Certain high school courses are designed as "dual credit courses". If a student successfully completes the requirements of one of these courses, he/she may receive a High School credit and a College credit.

## Ontario Youth Apprenticeship Program (OYAP)

Students interested in an apprenticeship can participate in the Ontario Youth Apprenticeship Program (OYAP). Students in Grades 11 and 12 can earn credits towards their secondary school diploma while accumulating hours towards the completion of an apprenticeship through cooperative education.

## Pathways

All schools in the Keewatin Patricia District School Board have developed program pathways for all students. Program pathways is a term that not only refers to the combination of courses and supports that make up a student's educational program, but also to the underlying purpose that motivates students in their choice of courses. Program pathways are designed to lead students to a particular destination – such as the workplace, college or university. The choice of a particular pathway is not an irreversible decision. Programs pathways have built-in flexibility so that changes can be made without disrupting a student's progress or self-esteem.

School-to-work program pathways will provide a combination of appropriate and integrated collection of courses and experiences that will prepare students for employment immediately on leaving secondary school. This type of pathway provides students with the opportunity to complete OSSD or OSSC requirements, meet the entry level requirements of a specific industry, develop employability and industry-specific skills and obtain experience in the workplace.

School to college/university pathways will provide a combination of appropriate and integrated collection of courses and experiences that will prepare students for further studies at a post-secondary institution. This type of pathway provides students with opportunities to complete OSSD requirements.

## **Ontario Student Transcript (OST)**

The Ontario Student Transcript is contained in the Ontario Student Record. The Transcript is a record of courses successfully completed, the marks obtained and credits earned towards the requirements of the Ontario Secondary School Diploma, the Ontario Secondary School Certificate or the Certificate of Accomplishment.

Student Transcripts are necessary for entrance to all post-secondary courses/programs. The school provides this service free of charge for graduating students.

Since 1999, schools have been required to provide a complete record of students' performance in grade 11 and 12 courses. Under this requirement, both successful and unsuccessful attempts at completing Grade 11 and 12 courses will be recorded on the OST.

The OST will include:

- All Grade 9 and 10 courses successfully completed by the student, with percentage grades obtained and credits earned.
- All Grade 11 and 12 courses completed or attempted by the student, with percentage grades obtained and credits earned.
- Identification of compulsory credits, including credits that are substitutions for compulsory credits identified by the ministry as diploma requirement.
- Confirmation that the student has completed the 40 hours of community involvement.
- Confirmation that the student has successfully completed either the Ontario Secondary School Literacy Test or the Ontario Literacy Course.

The OST will also include a record of achievement of exceptional students who have alternative learning expectations in an individualized, non-credit program.

## **Date of Full Disclosure**

If a student (including a student with a completed IEP) withdraws from a Grade 11 or 12 course within five instructional days following the issue of the first provincial report card, the withdrawal is not recorded on the OST.

If a student withdraws from a grade 11 or 12 course after the date of full disclosure their current mark (at the time of withdrawal) will be recorded as an incomplete on their OST. This does not apply to grade 9 and 10 courses.

## **Guidance/ Counselling Services**

Guidance counsellor(s) can be of invaluable assistance to every student in the school. Counsellor(s) are available to meet with students and/or their parents during the school day to discuss their concerns in regards to personal, educational, and vocational counselling. Counsellor(s) are able to offer information concerning prerequisites, courses and placement for entrance to colleges, universities and other postsecondary facilities.

## **Co-curricular Activities/Sports**

A well-rounded student should find time to participate in some aspect of the school's co-curricular life. Information regarding the participation of all students in the school's clubs, teams and other activities will be announced at the start of the school year and throughout the school year.

The Principal has the right to declare any student ineligible for any team or activity. Students may be declared ineligible as a result of drug or alcohol use and/or serious abuse of school policies.

Students are reminded that they are "ambassadors of the school" at all times and that they should behave in such a manner that reflects well on the school and community.

The NORWOSSA-Court Sports Schedule can be found on the Ignace School website!

## **Clubs and Committees**

A host of clubs and committees successfully engage students and staff at Ignace School. A few examples are the Graduation Committee, Student Council, and Athletic Committee. Listen for announcements about club sign ups. Anyone who wishes to form a new club should contact the school office.

This year's Student Council will work hard to plan as many activities as possible for the school year – but they need your help. Get active! Take part! Let them know what kind of events you want. Help make this a great year.

## **Missed Work Due to Absence**

1. It is the student's responsibility to get missed work when absent. The student will do so at an appropriate time arranged with the teacher.
2. It is the student's responsibility to catch up on any work missed as quickly as possible.
3. If the student misses a test or quiz due to an absence, they must make arrangements with the teacher.

## **Late Assignments**

After other interventions have been unsuccessful, the teacher may consider the deduction of marks for late assignments. If a student does not submit work by the due date a five percent deduction per day may be applied. Teachers may assign zero if a student fails to complete an assignment.



## **Academic Dishonesty**

Teachers may assign zero for cheating, truancy and plagiarism. Some examples of cheating include copying information from a website or book, copying or “borrowing” another student’s assignment/work, seeking answers on a test, etc. Plagiarism is using another’s language, thoughts, ideas or expressions without notation. Students are reminded that academic dishonesty is serious. Incidents of cheating and plagiarism will be brought to the attention of administration.

## **Evaluation**

Ignace School issues reports cards four times a year for students in Grade 9-12: November, January, April and June. Marks are based upon tests, projects, presentations, essays, experiments, assignments and examinations, as required by the Ministry of Education guidelines. Academic progress reports will be sent home for each student as listed on the school calendar and our monthly calendar