



Moosonee Public School



Parent/Student Handbook 2023-2024

Our Mission:

At Moosonee Public School we work together as Students, Educators, Parents and Community to create a safe learning environment that encourages all to achieve maximum growth.

Welcome to MPS!

At Moosonee Public School, we strive to provide a safe and caring learning environment that is inclusive and equitable for all. At MPS, there are many supports and resources available to our school community to ensure all students can embrace learning as part of our commitment to student well-being and achievement.

This handbook will provide valuable information about our school. If you think we have missed something important or you would like to provide some general feedback, we would appreciate hearing from you. Please call (705) 336 - 2365 and ask to talk to either the principal or vice-principal.

The health and safety of our students and staff remains our top priority for school start-up. Health and safety prevention measures will continue at MPS: hand washing/sanitizing and respiratory etiquette (sneezing/coughing into a tissue or elbow). Masks may be worn; however, this is at the parents/guardians/students' discretion, if requested masks are available at the office. If your child (ren) is sick to prevent the spread of illness, it is encouraged that they stay home until feeling better. MPS is equipped with commercial-grade HEPA air filtration units, which are in every classroom / office space to improve overall air quality.

Communication

The school website is up and running and will be continually updated with MPS news and events during the school year. Please check out the MPS website at www.moosoneepublic.ca

MPS uses a school email account: mpsnews2365@gmail.com where information is shared frequently from school to home; this account is reviewed daily by our administrative assistants. To contact the school, email our school account or call us by telephone at 705-336-2365. In addition, you can also reach us through social media using our Facebook or Twitter accounts (@MoosoneePSnews).

Student Nutrition Program (SNP)

MPS provides breakfast/snacks free to all students daily. Our SNP is sponsored by the Red Cross and President Choice's Power Full Kids Eat Well Program. Breakfast snacks are individually packaged and consist of items such as fruit, granola and breakfast bars, yogurt, cheese, raisins, and crackers. The Northern Fruit and Vegetable Program which starts in January and runs to June provides fresh fruits and vegetables to our K - 8 students weekly. These programs have a positive impact on our school community as it enhances well-being and achievement. A good breakfast boosts the physical, social and academic development of students by providing equal access to nutritious food.

Well-Being

At MPS, we incorporate wellness practices throughout the week that support the body, mind and emotions of students. These practices increase a student's sense of well-being, resilience and achievement.

- a) Mindful Mondays - Every Monday, students will hear quotes or sayings that can reduce stress, increase a student's ability to stay engaged and support positive thinking about themselves and others. An example is the power of yet! Students use 'yet' at the end of the statement: Instead of saying, "I can't do it"! It becomes "I can't do that, yet!" which implies that some things are worth waiting for and 'yet' allows for student success.
- b) Time-Out and Teaching Tuesday: Every Tuesday, mindful tips are given to encourage students to check in with their own mental well-being. Information and awareness of the monthly grandfather teachings are also shared with students.
- c) Wellness Wednesdays - Every Wednesday, tips on improving student and staff well-being are provided to the school community. Students perform an activity that releases 'feel-good' endorphins that prepare them for the day. Some activities can include a coloring page, practicing gratitude, singing, dancing, and/or going for a walk.
- d) Thankful Thursdays: Every Thursday, students reflect on what they are thankful for that pertains to their happiness in life (whether it is a person, thing or event/activity).
- e) Fitness Fridays - Continuing with increasing the feel good endorphins, every Friday, students commence the day with a physical activity. Being active increases your overall well-being and sets students in the right direction for the day. Fitness activities can include Just Dance, Go-Noodle, Simon Says and going for a walk.
- f) Student Support Resources: 2 Well-Being Counselors, Behavior Support Worker, Well-Being Team, and Community Agencies.

Well-Being Team (WBT)

Our Well-Being Team (WBT) consists of our Mental Health Lead, Principal, Vice-Principal, Behavior Support Worker and our two Well-being Counselors. The WBT works alongside our MPS educators and community partnering agencies in creating circles of care around students in support of their well-being and academic achievement. The Well-Being Team works directly with Educators, Students, Parents/Guardians and Community Partners to deliver mental health promotion, prevention, group and intervention services that build skills in emotional regulation, anxiety reduction, coping, and stress management. The team provides consultation, early identification, direct social emotional skill teaching, evidence-based programs, support for high-risk students, outreach support to non-attending students and emotional/problem solving support. The team also provides mental health awareness training and engages in mental health promotion activities to help reduce the stigma of mental health and to promote resiliency and the protective factors in our students.

Student well-being focuses on using strength-based approaches to build resiliency in all of our students. Resilient students are able to cope with life challenges, develop healthy relationships with peers and adults, and to stand up to bullying behavior.

The services offered by our Well-Being Team can be accessed through our referral process. To refer your student to our services, parents / guardians can contact the school where a referral can be made through the admin team or through your student's classroom teacher. Referrals are brought forth to the weekly team meeting where the needs of the student are matched with available resources and / or the Well-being Team can support the referral to other Community Partners, if needed. A member of the Well-Being Team, usually the School Counselor, will reach out to parents / guardians to explain the area of concern and get your consent for service, for students under the age of 12. Parents / guardians will need to sign the form indicating the services you are consenting to and return it to the school.

Please note it is our goal to match the student to the right service at the right time. Our counselors will recommend cross-referrals to other board services or to community partners should the needs exceed what the school can provide. We can help you to make those connections.

IN CASE OF AN EMERGENCY

Please note that these services are not designed to be a crisis service and we do not operate on the weekends and beyond the school day. While we are committed to diligent monitoring of the email access routes, if you or someone you know is experiencing a mental health or substance use emergency, call 911 or go to your emergency department at your local hospital.

If you are not sure if it is an emergency, or just need to talk through the situation, consider reaching out to:

Telehealth Ontario at 1-866-797-0000

NAN Hope Mental Health Crisis Line: 1-844-NAN-HOPE (4673) also available through text and online chat.

Children and teens can speak with a counselor 24/7 by calling **Kids Help Phone** at **1-800-668-6868** or **texting CONNECT** to **686868**.

Connex Ontario is a central database for services available at **Connexontario.ca** or by telephone **1-866-531-2600**.

LGBT Youth Line call - **1-800-268-9688** or text **647-694-4275**

Moosonee Family Resource Centre- 24/7 crisis line and shelter for all women and children affected by abuse and violence or are in crisis. **1-705-336-2456**

Student Expectations

Moosonee Public School believes relationships are the key to safe, accepting and inclusive communities. As it is known that certain behaviors are not acceptable, it is our commitment to support prevention, intervention and response to any unacceptable behaviors.

Self-discipline, the most positive and effective form of behavior, should be exercised at all times. Positive behavior shows respect for and courtesy towards others and their property. It also reflects each person's self-respect.

Expectations for our School Community

All members of our school community must:

- Always be kind in their words and actions
- Respect and comply with all applicable federal, provincial and municipal laws.
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and their opinions
- Treat one another with dignity and respect at all times and especially where there is disagreement.
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the rights of others.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Seek assistance from a school staff member if necessary, to resolve conflicts peacefully.
- Respect all members of the school community, especially persons in positions of authority.
- Respect the needs of others to work in an environment that is conducive to learning and teaching.

Promoting Positive Student Behavior and The Use of Progressive Discipline

The promotion of positive student behavior is a primary goal of staff and it is our collective responsibility to establish a supportive learning environment through positive interactions between all members of the school community. MPS responses to and/or consequences for behavior will be dependent on the type of incident, circumstances, frequency, severity and consideration of mitigating factors, and will be responded to through the consistent use of progressive discipline.

Consequences for Behavior:

Logical consequences help staff to be fair and consistent as well as giving students the responsibility and positive control over their behaviour choices. Consequences will focus

on helping students to develop appropriate social skills, self-discipline and learn to accept responsibility for personal actions. Recognizing that every situation is different, the school staff will deal with unacceptable behaviour within the range of consequences which may include but is not limited to:

<ul style="list-style-type: none"> ● Notification to Parents/Guardians ● Restorative action (setting agreements, conversation) 	<ul style="list-style-type: none"> ● Loss of privileges ● Detention ● Conference ● Restitution ● Involvement of community or school resources ● In-School suspension ● Discretionary or mandatory suspension or expulsion from school ● Police Contact
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Restorative Practices: These practices seek to foster healthy behaviors and strengthen relationships. This is best achieved when teachers, students, parents and guardians learn to engage with one another in restorative ways and use restorative questions to resolve conflicts:

What happened?

What were you thinking at the time?

Who has been affected? In what way?

What do you think needs to happen to make this better?

Before and After School Program for Kindergarten Students JBEC Tikinagan Daycare offers a before and after school program for ELK students. Please contact Cecile Small if you have any questions pertaining to before or after school care at 705-336-2913, ext: 5618.

Routines & Procedures

1. Fire Drills & Emergency Evacuation Plans:

School wide drills for Fire & Emergency Evacuations are held throughout the school year. Details for our school's Fire Safety Plan, Bomb Threat Plan and Lockdown/Dangerous Intruder Plan can be found in the School Emergency Plans & Procedures Manual. This Manual is available upon request.

2. Attendance:

1) Attendance is taken every day by 9:00 am and by 1:45 pm by classroom teachers.

2) Attendance is recorded every day and phone calls and/or emails made to the homes of all students both morning and afternoon to inform and inquire why their child(ren) are absent from school. **Parents are requested to inform the school as soon as possible if your child is going to be late or absent.** Students who arrive late must obtain an "Hooray You're

Here!"slip from the office before entering class.

****Attendance Matters - Every School Day Counts!****

3. Busing

Bus safety is extremely important for all students and following all bus safety procedures will ensure that students are arriving safely to and from school. Cooperation and consideration are the keys that make travel on the school bus safe and comfortable.

The following bus safety procedures are required to be followed by students:

1. Follow the School Bus driver and monitor's instructions.
2. Remain in your seat while the bus is in motion.
3. Respect the safety of others on the school bus.
4. Speak quietly and use acceptable language.
5. Respect the property of others.
6. Do not eat or drink on the school bus.
7. Keep your bags, feet, arms and bodies out of the aisles.
8. Keep all of your body parts, including arms, hands and head inside the bus.
9. Never throw anything out the bus window.
10. No pushing, fighting or shouting.
11. Respect the bus - it is a privilege to ride the bus so please take good care of it!

The school bus is considered to be an extension of the classroom and students are responsible to school administration for conduct on the bus.

Please note - Students are to follow bus safety expectations while riding the bus to and from school. Bus infractions will be reported to the principal and consequences will be given to students if they are not adhering to bus procedures. Consequences may include a verbal warning, parent/guardian contact or suspension from the bus for a specified period of time.

Parent/Guardian Busing Reminders:

- For safety reasons, students are permitted to have one pick-up and one drop-off point.
- Requests for students to be picked up and dropped off at another location can be made only if the change is permanent. **The request must be made at least one day before the change.**
- Student misbehavior is subject to progressive discipline and can lead to suspension or expulsion from the bus
- Parents/Guardians are responsible for the safety and conduct of their child(ren) to, from and while at their bus stops.

- It is the responsibility of the parent/guardian to ensure that their child(ren) are not left unattended at a bus stop when school bus transportation has been canceled.
- Email, twitter, school website and school Facebook page will be used to notify all of any transportation updates during the school year.

5. Entry and Dismissal

MPS doors are opened at **8:30 am** to receive students **as the bell rings at 8:45 am**. Students enter the school via their designated doorways, remove their footwear and proceed to their classrooms. Dismissal time begins at **3:05 pm**. After the dismissal bell, staff exit the school with their students.

Morning Entry: Buses park in front of the school and students exit the bus and proceed to their designated door for school entry.

After School Dismissal: Buses park in the arena parking lot and await school dismissal. Classes will walk to the bus loading zone for students to get on the bus.

6. Retaining Students after Regular Dismissal

Students can be requested to remain in class after regular dismissal to complete work, to receive extra help or guidance, to serve detention for improper behavior or to participate in a supervised activity or club. Parent/Guardian/Caregiver(s) will be contacted by the classroom teacher so they can be informed of why their child(ren) is/are remaining after school.

7. IMPORTANT: Moosonee Public School is a Nut and Scent Free School for all staff and students. Please take this into account when preparing snacks for your child; **we have children and staff with severe allergies to nuts and perfumes**. If your child has allergies or asthma, please notify the school office.

Nuts/Peanut - Free: include peanuts, tree nuts or any item which has, may contain traces of, is manufactured in a facility that contains nut/peanut ingredients.

Scent-Free - means unscented, odorless or fragrance free. No perfumes or scented aerosols are to be used in school.

8. Bicycles

For everyone's safety, students are to walk their bicycles upon entering the school grounds and walk their bicycles on to school property. **Parents should ensure that their child's bicycle has a locking mechanism to prevent theft.** The school will do its best to protect against theft and damage; however; **the school is not responsible for stolen or damaged bicycles.**

9. Violent Incident Reporting

By law, the school must report to the police acts of violence committed by **students twelve (12) years of age and older**. Records of these acts must be placed in the students O.S.R. (Ontario Student Record) and be filed there for a period of **three (3) years**.

10. Accident Requiring Medical Attention

The health and well-being of our students is paramount and upon a student being injured in such a manner that the school determines medical treatment is required; the following procedures will be followed:

- a) The student's parent will be contacted
- b) 911 will be called if required
- c) If an ambulance is not required and the parent is unable to pick up their child, the school may transport the child to the clinic. Parents should be aware the Clinic usually requires a parent/guardian to be present prior to treating a minor child.
- d) An Accident Report will be kept on file in the office.

General Information

A. School Memos and Student Permission Forms

Student permission forms have been distributed to all students on the first day of school. These forms require your consent and are to return to your child's teacher at your earliest convenience.

- a) **Walking Form** - permission to go with their class on excursions in the neighborhood (walking distance from the school)
- b) **Permission to Leave at Nutrition Break** - if your child will be leaving the school at nutrition break time(s), they need your permission to do so.
- c) **Documentation of Learning** - if your child can have their photo or video taken and used in class, online or not
- d) **Use of the Internet** - your child will be online for academic purposes e)
Allergy/Medical Form - are there allergies or medical notes that we need to know to help keep your child safe.

Other school outings which entail transportation services require individual consent forms and classroom teachers will send this home as needed during the school year. As well during the school year, take home letters will be sent or emailed by the office and/or classroom teachers. Please read these take-home letters carefully for they usually contain information about happenings occurring at our school.

B. Homework

Parents and students should be aware that the Ontario Curriculum Guidelines

require the regular assignment of homework for all students. Teachers will endeavor to inform parents of homework deadlines.

Homework has several objectives:

- *To foster independent study
- *To reinforce skills taught in class
- *To bring home and school together

Homework provides parents and guardians with an opportunity to see the tasks their children are learning at school. Students should become accustomed to a reasonable amount of homework as a regular part of their academic day.

C. Lost and Found

Our Lost and Found Centre is located under the front stairs. Parents and students are encouraged to check the Lost and Found for lost items. **At the end of each term, any unclaimed items will be donated to agencies for yard sale.**

D. School Council

The Moosonee Public School Council is an advisory group of elected parents, educators and appointed community members. This group acts as an advisory body which provides advice to the school board through the Principal. **If you are interested in being a part of this year's school council, please contact Ms. Zelau at 705-336-2365.**

E. Parking:

Parents are reminded that **parking between the signs in front of the school is prohibited.** The area in front of the school must always be clear (free of vehicles) in case of an emergency and as a bus loading zone.

F. Telephone Calls:

If you wish to speak with your child's classroom teacher, leave a message and it will be placed in the teacher's mailbox. You will be contacted when the teacher is available at their earliest convenience.

G. Visitors

Parents and guardians are always welcome to visit the school. Please report to the school office where office personnel will inquire as to your visit. If you want to see your child or pick them up for an appointment, the administrative assistants will call your child's classroom and have the child come to the office. **Visitors are prohibited to go to any classrooms unless accompanied by office personnel. This is required to ensure the safety of our students and staff.**

H. MOOSONEE PUBLIC SCHOOL TECHNOLOGY USE STANDARDS FOR STUDENTS

The purpose of the internet is to support research and education by providing access to extensive resources. These Technology Use Standards along with the student expectations provide the standards to help students exercise personal discretion and responsible choices. If a student does not follow the direction of their teacher, the student's internet privileges may be lost. A form will be sent home requesting parent/guardian consent for students to use the internet for academic and educational purposes only.

I. Do You Have A Concern About Your Child's Education?

Education is a shared responsibility involving the home and the school and it can be strengthened by open communication between the two. Please follow these steps if you have a concern about your child's education:

1. Contact the classroom teacher and discuss the situation.
2. If the situation has not been resolved, contact the Principal, Wanda Zelau at 705-336-2365 or email w.zelau@moosoneepublic.me and request help in dealing with the matter.
3. If the situation still has not been resolved, contact the Director of Education, Angela Tozer at 705-336-2300 or email angela.tozer@mdsab.ca

J. Daily Schedule

8:30 am Doors open for entry.

8:45 am Bell rings to begin the instructional day, morning announcements and homeroom routines.

8:55am First Period

9:35 am Second Period

10:15 am Third Period

10:55 am **First Nutritional Break**

***10:55 am - 11:15 am: ELK - Grade ³/₄: Outdoor Recess**

Grade 4 - Grade 8: Snack/Lunch

***11:15 am - 11:35 am: ELK - Grade ¾: Snack/Lunch**

Grade 4 - Grade 8: Outdoor Recess

11:35 am Fourth Period

12:15 pm Fifth Period

12:55 pm **Second Nutritional Break**

***12:55 pm - 1:15 pm: ELK - Grade ¾: Outdoor Recess**

Grade 4 - Grade 5: Snack/Lunch

***1:15 pm - 1:35 pm: ELK - Grade ¾: Snack/Lunch**

Grade 4 - Grade 8: Outdoor Recess

1:35 pm Sixth Period

2:15 pm Seventh Period

2:55 pm Homeroom Instruction

3:05 pm Dismissal

K. MPS School Team CT (Classroom Teacher), ECE (Early Childhood Educator), EA (Educational Assistant)

Grade/Role - Teaching Staff
ELK A - Danni Vella (CT), Paula Chakasim (ECE), Victoria Nesrallah (EA)
ELK B - Jill Lauzon (CT), Suzanne McComb (ECE), Reegan Hunter (EA)
Grade 1 - Brittney Crawford (CT)
Grade ½ - Abby Dellandrea (CT), Kyrsten Turner (ECE)
Grade 2 - Christa Westerman (CT), Sheila Wesley-Harrison (EA)
Grade 3 - Brittany Spurrell (CT), Joy Nesrallah (EA)
Grade ¾ - Victoria Ranger (CT), Carmen Cheechoo (EA)

Grade 4 - Veronica Shortt (CT)
Grade 5 - Stella Koostachin (CT), Tabitha Wabano (EA)
Grade 6 - Walter Soroko (CT)
Grade 6 - Cameron Ethington (CT), Jenn Tozer (EA)
Grade 7 - Brenda Mueller (CT), Sheila Lee (EA)
Grade 7½ - Skye Irving-O'Grady (CT)
Grade 8 - Michael Anderson (CT), Karen MacIntyre (EA)
Special Education Resource Teachers - Erica Nahrgang (P/J) Kathy Gunner (J/I) and Kelly Tomatuk (P/J/I)
Primary Literacy/Numeracy Teacher - Marissa Griese
Indigenous Education Lead/Experiential Learning - Stephanie Gunner
Library Resource Teacher/ TELT - Katelyn Atlookan
K-¾ Cree Language Teacher - Mary Jane Storey
Gr. 4-8 Cree Language Teacher - Jacqueline Spence
Music / ELK Prep - Carinna Pellett
Well-Being Counselor - Susanna Klumpenhauer
Well-Being Counselor - David Harris
Behavior Support Worker - TBD

Administrative Assistants - Verna Quachegan, Rohini Thumu/Justine Crawford
Vice Principal - Andrea Haule
Principal - Wanda Zelau