

# Pre-Cam School Handbook

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## **Mission**

To empower our children in a welcoming community filled with rich cultural and educational experiences.

## **Vision**

The students at Pre-Cam Community School will experience *mithopimatisowin (The Good Life)* supported by positive relationships being built in an environment where all are respected, valued, and accepted.

## **Values**

- Pre-Cam is safe and welcoming
- Classroom instructional time is valued with minimal interruptions
- Ongoing professional development and life-long learning is fostered, so that outcome-oriented instruction is student-focused, inclusive, relevant, and meaningful
- Students' physical, emotional, social, spiritual, mental, and academic needs are equally cared for and nurtured
- Student progress is recognized and celebrated
- Staff, parents, and community members work together towards the common goal of every student succeeding
- Every student becomes a contributing citizen and lifelong learner
- Students and staff meet each day with optimism and positivity
- Students, staff, and community are responsible, respectful, safe, and kind (The 4B's)
- We are committed to being good stewards of Mother Earth



# Principal's Message

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## Principal's Message

Dear Families,

Welcome back to Pre-Cam Community School for the 2021-2022 academic year. I am excited to be starting this new school year, optimistic that we can put COVID-19 behind us and get back to focusing on what we do best, educating children. We know how important it is for parents to be involved in their child's education and we are eager to be able to open our school back up to families and the community.

We are committed to providing a safe, positive, and caring environment for all our students and will live by our mission statement, **"To empower our children in a welcoming community filled with rich cultural and educational experiences."** We will continue with our many school, division, and provincial initiatives. As principal, I am dedicated to supporting our students, families, and staff as we work together to enhance and improve our students' achievements.

At Pre-Cam we strive to maintain strong communication with families and ask that you help support your child by reading through this handbook and other communication that we send. In this handbook, you will find the dates for school events, guidelines for student conduct, and other important information that your child's teacher will share throughout the school year. We will continue to send home our weekly school newsletter and teachers will continue to send their monthly class newsletters. We also share news on our Pre-Cam Facebook page and on our website. Please try to familiarize yourself with these platforms.

I hope that throughout the school year, you will feel free to come in and visit our school. If you wish to have a greater influence, I invite you to join the Pre-Cam School Community Council (SCC); volunteer in your child's classroom; or help with any or all of our Council sponsored activities. We build a better school when we work together!

All the best to you in the coming school year.

R. Kuppenbender

# 2021-22

## Pre-Cam Staff

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Principal	Ryan Kuppenbender	Teacher Assistant	Juliet Gundaya
Vice Principal	Joel Stange	Teacher Assistant	Jennifer Cheng
Pre-K (Pre-Cam)	Kelsi Ward	Teacher Assistant	Kimberley Plante
Pre-K (Kikinahk)	Tracy Flicek	Teacher Assistant	Pinky Rosco
Kindergarten	Melanie Potts	Teacher Assistant	Mary Jane Polido
K (French)	Katherine Daniels-Bender	Education Assistant	Peggy Simpson
Grade 1	Melissa Cross	Education Assistant	Kandi Boyes
Grade 1	Remelyn Bagaslao	Education Assistant	Sherry Jacobsen
Grade 1/2	Aleyna Morin	Education Assistant	Leo Delaney
Grade 1 (French)	Kaila Larson	Education Assistant	Jojie Balila
Grade 2	Abby McLeod	Education Assistant	Barb Moberly
Grade 2	Jarica Smith	Education Assistant	Leonila Unahan
Grade 2/3 (French)	Carissa Borthwick	Education Assistant	Samantha Plunz
Grade 3	Marla Fitzpatrick	Education Assistant	Daisy Cabalquinto
Grade 3	Sherrilee Voss	Education Assistant	Deborah Williams
Grade 3/4 (French)	Betty Dunning	Education Assistant	Anna Tusoy
Grade 4	Felicia Maurer	Education Assistant	Amy Ross
Grade 4	Jennifer O'Connor	School Social Worker	Amanda Bahnmann
Grade 4/5	Jason Smith	School Sup Worker	Claudette Anderson
Grade 5	Meghan Ford	C.S. Coordinator	Bryce Herperger
Grade 5	Amanda Hicks	Nutrition Coordinator	Deanna Craig
Grade 5/6 (French)	Megan Spence	Library Technician	Nikki Beaudin
Grade 6	Jo-Lene Everest	Admini Secretary	Tammy Watt
Grade 6	Jared Richards	Secretary/Reception	Michelle Powder
Physical Education	Chris Jolly	Maintenance/Cust.	Jerzy Dziak
Cree Lang. & Culture	Shannon Natomagan	Custodian	Ian Epa
Arts Education	Samantha Jolly	Custodian	Romelo Orola
Special Education	Lori Howe	Custodian	Ryan Nielsen
Special Education	Janet Warkentin	Covid Cleaner	Philip Rosco
Special Education	Henry Goertzen	Dental Assistant	Amy Laliberte
French Support	Katherine Daniels-Bender	Dental Assistant	Margaret Buck

# School Program

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Pre-Cam Community School offers a kindergarten to grade six program.

It is a dual track school, providing an English and a French Immersion program.

Our students also receive instruction in Cree Language and Culture, Arts Education, and Physical Education.

Our School Social Worker and our Student Support Worker team together to provide a liaison between home and school and are available to assist parents with their concerns.

We have a Community School Coordinator and a Nutrition Program Coordinator that help to provide nutritional snacks, emergency meals and additional learning opportunities for our students.

We also offer a Pre-K program at Pre-Cam and at Kikinahk Friendship Centre in partnership with Aboriginal Head Start.

# Important Student Procedures

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## Bell System

Bells will ring at the following times:

8:50 AM.	Students enter school
8:57	Classes begin
10:10	Staggered Recess (15 min)
10:45	End of Recess
12:00 PM.	Lunch
12:40	End of Lunch
1:55	Staggered Recess
2:30	End of Recess
3:43	Students dismissed

## Student Procedures

- Students **must not** leave the school grounds during the hours of 12:00 and 12:40 PM, except those who go elsewhere for lunch. Students who come on the bus **must have** a note from their parents to leave the school at noon.
- Students who walk to school are requested not to arrive until 8:40 AM **and** 12:30 PM if they go home for lunch.
- Students are required to walk their bikes on the playground from the fence to the bike racks. No bikes should be ridden or walked on the parking lot. All students who bring their bikes must bring a lock to secure their bike for the day.
- Students are required to remove footwear, caps and hoods upon entering the school.
- Students may use the school telephone **only** in case of emergencies such as illness, lost lunch, or for a ride if they missed their bus. They must get permission from their classroom teacher.
- Students must play outside during breaks when weather permits.
- Eating sunflower seeds and chewing gum are not allowed anywhere in the building or on the school grounds.
- Everyone is encouraged to be cooperative and courteous at all times. When there are problems, students and teachers meet together to try to solve them. We try to make the school a happy place to be.

# School Bussing

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School bussing is contracted to NorthWinds Bus Lines Limited. Please direct any questions and concerns regarding bussing to the contractors. Their telephone number is (306) 425-2629.

**Please note:** All Pre-K and Kindergarten students will be bussed to and from school.

**Riding on the bus is a privilege!** It is the responsibility of the bus driver to transport the students safely to and from school and it is the responsibility of the students to ensure that they follow a certain code of conduct while on the bus. Students are required to remain seated on the bus and follow the rules for safe travel.

## **Rules for Bus Safety**

- School rules apply on the bus. Behaviour on the bus is an extension of acceptable school and playground behaviour. This would include no physical assaults, no profane language, no teasing or taunting, no spitting, no marking of or damaging property (buses) in any way.
- Students must line up for buses in an orderly fashion and remain a safe distance back from the bus.
- When students get on the bus, they must do so in an orderly fashion. They are to find a seat and remain there. No kneeling on or changing seats is permitted while the bus is in motion.
- Eating on the bus is not allowed.

## **Bus Disciplinary Action**

At the discretion of the bus driver, students who do not respect these rules will be kept off the buses for a minimum of 2 days. The actual length of the suspension may be extended at the school level. The Bus Lines will notify parents and the school of any bus suspensions.

# Discipline Policy

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## Rationale

Proper behaviour by all students is essential for student safety and a climate in which learning can take place. As a staff, we endeavour to provide an environment where students are responsible, respectful, safe, and kind. We cannot tolerate behaviours, which disrupt this environment, and therefore we have developed procedures for dealing with students whose actions are not respectful, cooperative, or whose actions threaten their own safety or the safety of others.

## Consequences and Procedures

Supervisors are to be giving warnings on the playground first. If the behaviour becomes inappropriate (extreme or repeated behaviour) a playground report is filled out and given to the Vice-Principal. The Vice-Principal will keep a record of the reports received and the following consequences are followed in a six-week period:

- 1. First report:** one lost recess for the student
- 2. Second Report:** one day's recesses lost for the student
- 3. Third Report:** two days' recesses lost for the student as well as a **note summarizing playground problems sent home to parents.**
- 4. Fourth Report:** three days' recesses lost for the student and the Vice-Principal will set up a meeting with the classroom teacher, student, and Vice-Principal to **develop a plan of action to avoid further problems.**
- 5. Fifth Report:** four days' recesses lost for the student.

The Vice-Principal (or Principal) may:

1. Place the student in a **social skills development program**, which takes place at recess. **Under some circumstances with extreme behavior, a student may be placed in this program before the fifth report.**
2. Contact the **parents** or guardians to come in **for a meeting with the student, the classroom teacher, the Vice-Principal (and/or Principal), and the supervisors who reported the student.** The object will be to develop a plan of action.
- 6. Further report:** five days' recesses lost and student will be dealt with according to plan.

In **cases of extreme behaviour**, the student may be placed at any point in the process at the discretion of the Administration. Also, at the discretion of the Administration, the student may be given an **In-School Suspension** (1/2 day or more) or an **Out of School Suspension** (1/2 day or more).

If a student has not received a report in the past six weeks, a report is normally treated as a first report. This gives students an incentive for appropriate behavior.

Non-compliance with the Discipline Procedures will result in one or more of the following (at the discretion of the Principal and/or Vice-Principal):

1. further loss of recesses
2. detention (after school, recess, or over the noon hour)
3. in school suspension
4. not being allowed to return to school until a meeting of parents, the student, the School Social Worker, and Administration where the student presents his/her plan for appropriate behavior
5. out of school suspension

# Noon Hour Lunch Policy

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All our students are invited to remain at school for lunch. If you choose to have your child remain for lunch, please note you must provide your child with a lunch. With this choice also comes the reminder that “**Staying at school for lunch is a privilege**”, which may be suspended for constant misbehaviour.

When eating lunch at school, students must stay in their own rooms and follow posted expectations until the 12:17 dismissal to playground. Students are requested not to eat their lunches during recess.

Supervisors are hired by NLSD to ensure that all students who stay for lunch have a safe, healthy environment. Students are required to respect noon hour supervisors.

The Education Act states that pupils are accountable to any person appointed by the Board of Education for the purposes of supervision (section 151-3).

The procedure for noon hour discipline is as follows:

- **First Report** - student will receive a warning from Administration
- **Second Report** - a letter will be sent to parents summarizing problems
- **Third Report** - student will be suspended from eating lunch at school. Students in grades one and two will be suspended from eating lunch at school for a period of two weeks and students in grades three to six for a period of one month. Parents will be contacted by telephone and by letter. If a child has not received a report for the previous six weeks the report is normally treated as a first report.

In **cases of extreme behaviour** during lunch hour, the student may be placed at any point in the process at the discretion of the Administration.

Also, at the discretion of the Administration, the student may be given an **In-School Suspension** (1/2 day or more) or an **Out of School Suspension** (1/2 day or more).



# Attendance Policy

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The school shares the belief of the Board of NLSD that the goals of education can be met only through regular attendance. Where a pupil is not attending regularly our policy will be applied and the procedures in place will be followed.

A problem-solving approach and the principles of consistency, fairness, and flexibility will be used throughout the process.

Every pupil shall attend school regularly (Education Act [1995], Section 156) **except** as provided for in the exceptions (Education Act [1995], Section 157) and the exemptions from compulsory attendance (NLSD Policy H-15).

**Parents and guardians are expected to notify the school regarding student absence.**

# Anti-Bullying Policy

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Incidents of bullying or teasing that are reported to the classroom teacher or supervisor will be forwarded to the Vice-Principal if they are repetitive or of an uninvited and serious nature.

Three steps will be applied in each situation.

- **First Report:** Vice-Principal will meet with the student, issue a warning, and provide information about teasing/bullying and the harm it does. A phone call home may occur if deemed necessary.
- **Second Report:** A phone call and follow up letter will be sent to parents detailing the teasing/bullying incidents. An information sheet regarding preventing bullying/teasing will be sent home. The student will lose recess time from the playground and will work in the library on a bullying questionnaire and worksheets regarding bullying behaviour.
- **Third Report:** The student will be removed from the classroom and may serve an in-school or out-of-school suspension (1/2 day or more) depending on the severity of the situation. A parent meeting will take place before the student returns to class. Upon return, the student will enter the Social Skills Development Program.

# Student Cell Phone Policy

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In order to accommodate the growing parental concerns about student safety while traveling to and from school, Pre-Cam Community School will allow students to possess cell phones provided the following rules are strictly adhered to:

## **CELL PHONE USAGE:**

- Out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other use OF CELL PHONES ON SCHOOL PROPERTY IMMEDIATELY BEFORE AND AFTER SCHOOL IS STRICTLY PROHIBITED.
- Such use will result in confiscation and possible out-of-school suspension and loss of cell phone privileges.
- The use of camera phones is strictly forbidden anywhere on school grounds. **Such use may also be in violation of the criminal code.**
- **At no time (during the school day)** are students permitted to carry an exposed cell phone on their clothing.
- Phones should be stored in student backpacks or given to their teacher (cell phones are to be **turned off** while in the student's possession at school).
- If a phone goes off on school property or is used between the above mentioned hours we will adhere to the consequences below:

**First offense** - cell phone will be taken and the student can pick up their phone at the end of the day from administration.

**Second offense** - cell phone will be taken and the parent can pick up their phone from administration.

**Third offense** - one day out of school suspension and the parent can pick up their phone from administration.

**Fourth offense** - three day out of school suspension and cell phone will be taken.

- Parents should continue to call the school for any emergency situations and we will contact your son/daughter. **Do not try to contact your child by cell phone.**
- It is permissible for students to use their cell phone outside of the school grounds at anytime; however, during class field trips students are bound by the rules of the school. Teachers may use discretion and on lengthy trips (out of town) allow students to use cell phones **ONLY** for parental contact.

**Pre-Cam Community School is not responsible for any lost or damaged cell phones.**

# Children's Dental Program

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Pre-Cam's Children's Dental Program offers preventive and restorative services for school age children. It is delivered out of the school by the Saskatchewan Health Authority.

It has a staff of two, Amy Laliberte, our Dental Therapist, and Margaret Buck, our Dental Assistant.

Services are provided to school aged children from Kindergarten to Grade 6, *who have a current Consent for Participation form*. They include:

- Exams
- Fillings
- Simple extractions
- Stainless steel crowns
- Sealants
- Flouride varnish

**For more information, please call 306-425-8590**

# Extra-Curricular Club Policy

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Extra-Curricular Clubs are an extension of the instructional program. All club coordinators are expected to review with students and send home a copy of the “**Student Fair Play Code**” for parents to review before their child participates in any club activity.

Any student who cannot adhere to the code may lose the privilege of participating in the activity either temporarily or permanently.

A warning will be given before a student is removed and parents will be contacted by the coordinator before a student is removed from the club or a special event

## Student Fair Play Code

- **Active Living:** Improve and maintain fitness willingly during **Exercise** programs. **Participate** regularly with a positive attitude.
- **Skillful Movement:** Give my best effort to **improve** skills in a wide variety of activities. **Work** independently without direct supervision; show leadership.
- **Relationships:** **Respect** others; control disruptive behavior and emotions. Play **fair**, play by the rules, and play for fun. **Co-operate**, share willingly, and show teamwork. **Safely** keep equipment in control, use space awareness. **Listen** to explanations, watch demonstrations, and follow directions.

# Parental Involvement

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## **Ways parents can help:**

- Please ensure your child has all the necessary supplies for school and please put names on all supplies, clothing, and footwear. It is not uncommon to see a dozen pairs of identical shoes!!
- Students **must** have indoor runners (**non-marking**) to wear in class and for gym activities. Outdoor footwear must be removed at the entrances to keep halls clean and dust free
- Your child should be dressed appropriately for the weather at all times. We like to get them outside for a few minutes during each break.
- For children who ride the buses and stay at school for lunch, we ask that parents help to ensure these privileges are not abused. It is never pleasant to have to discontinue a privilege because of misconduct.
- Parents should encourage children to read to them and also help students take care of all school books, including library books, that are taken home. Books that are lost or damaged beyond repair will be charged to parents of the students responsible.
- Classroom parties are limited to two or three per year. The help and support that parents give to these is greatly appreciated.
- **We ask for parents' cooperation by not bringing students to school before 8:45 a.m.** especially during cold winter. **School doors open at 8:40 a.m.** and supervision begins at that time unless buses arrive earlier, although we try not to let any students wait outside in cold weather.
- Please discourage your children from bringing expensive toys or money to school unless requested to do so by the teacher for a specific reason.
- Parents are asked to phone the school's attendance line (**425-2486**) when students will be **late or absent for any reason.**
- If parents wish to phone teachers, please try to do so outside of class time. You may phone and leave messages with our school secretaries at any time.

## **Contact Information**

- If your address or telephone number changes during the year please let the school know immediately. **These are used in cases of emergencies.**
- Please ensure you prearrange all details such as lunch plans, after school arrangements, getting home on rainy days, etc. with your child **before** they come to school in the morning. It can be very unsettling for students not to know what their after school plans are.

# School Community Council (SCC)

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## Goals of the SCC

- To foster channels of communication between parents, students, teachers, and community members through active involvement in discussions influencing the learning program of Pre-Cam Community School.
- To provide a forum at which ideas related to the education process can be presented, information can be shared, and the Community School Council members can provide feedback or initiate plans of actions relating to: school policy, school practices, school philosophy curriculum offerings and community involvement.

## Who we are?

- 5 Elected Members consisting of parent and community members that are elected at our annual AGM in September
- Appointed(Permanent) Members that include: the principal, a teacher, a representative from the LLRIB, the school community co-ordinator and any other permanent members as deemed necessary

## What we do?

- Organize events (SCC Lunch & Learn's)
- Fund school programs and events (Literacy, Nutrition, etc.)
- Provide feedback on school policies and programs
- Attend monthly meetings (1<sup>st</sup> Wednesday of the month)
- Volunteer at school events (Family Literacy Night, etc.)

# Visitor Sign In Protocol

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## Visitors

- We ask that all visitors report to the office at the main entrance upon entering the school.
- All other doors will be locked at 9:00 AM and 1:00 PM. This is a safety and security measure as it is important for us to know who is in the school at all times.
- If you are picking up your child outside of dismissal hours, please report to the office and we will call them down for you.
- **All** visitors are asked to sign the Guest Log in the office.