



# *Elsie Fabian School*

1000 Target Road Fort McKay, Alberta TOP 100

Tel: 780-828-0107



Parent Handbook

Dear Parents:

We are pleased to provide you with a handbook that has information that is important to you as a parent. We have included the foundational pedagogy (way we teach) so that you will know how we are planning and guiding your children to have success within our school setting.

Our task as educators is to help prepare them to become healthy members of society. We hope our approach will make the teaching and learning environment inviting to your children and to the youth of Fort McKay.

We want the students to develop a strong identity. Our goal is to develop strong literacy and numeracy skills to help them move forward to choose the different careers and training they desire.

**Tansi!**

**Kiwî-kwîcimitinawaw kakîyaw kiyawaw onîkikhohmawak “ayamihatak oma masinahikan”.**

**Tapwî macika kîstawaw kanistohtînawaw tanisi isiwîpinkîyahk ohta kiskinahamatokamikohk.**

**(nîhiyaw nitokîmowin)**

**Nuwets'j tîkwí efts'dáldj heł ěgháladá dazá nuwets'j sekwí ha. Hotiyé efts'ets'edí sa nuwets'j yatíé ha, nuwets'j dēne ch'aní chu núnéné ha, harelyú ?ená chu Dēnēsufíné dené bēbá.**





## **Elsie Fabian**

Elsie Fabian was born on December 15, 1942 in Moose Lake, Alberta and passed away in the Northern Lights Regional Hospital in Fort McMurray on May 10, 2013. She was the 4<sup>th</sup> Eldest of 14 children born to Phillip and Victoria McDonald. Elsie had 3 children: Elissa Marie, Rebecca Lynn and Bryce Jason.

Elsie worked hard all her life first for GCOS as a labourer where she put every bolt on the railing on the Bridge to Nowhere. At the age of 44 Elsie went back to school at Keyano College and got her Business Administration Diploma. Elsie followed in the footsteps of her father Phillip McDonald (Hereditary Chief) and her sister Dorothy McDonald-Hyde who was the first elected female Chief in Alberta by serving as a Councillor for the Fort McKay First Nation for 2 terms.

She was honoured with a Regional Aboriginal Recognition Award for her Leadership in 2002 this was one of many awards, (through the years) she received in her lifetime.

Elsie was very passionate about Education and had a 25-plus service record working passionately as the Chairperson of the Fort McKay School Local School Board Committee. She was also a member of the Northland School Division No. 61 Board of Trustees. This was a position that Elsie held from the inception of an elected Board of Trustees for Northland School Division No. 61 in 1983 through to 2007 when her health no longer permitted her to participate and contribute at a level that she had been accustomed.



During her time as a Local School Board Chairperson and as a member of the Board of Trustees for Northland School Division Elsie was an outspoken advocate for the children of Fort McKay School and an equally supportive advocate for education for the children of the Northland communities. This was not only evident through Elsie's participation at Trustee meetings but was equally obvious through her participation on Committee meetings and her advocacy through numerous meetings with Alberta Education personnel and Elected Officials.

Conversations with former colleagues of Elsie always elicit positive and fondly reflective memories and stories, accentuated with smiles and chuckles.

"Elsie Fabian was well loved by all who knew her and worked with her during her time with Northland School Division. I was one of those people who spent a lot of time with Elsie she was one of the most committed people who worked with me on language programming for the division when I worked as Supervisor of Native Programs for Northland School Division."

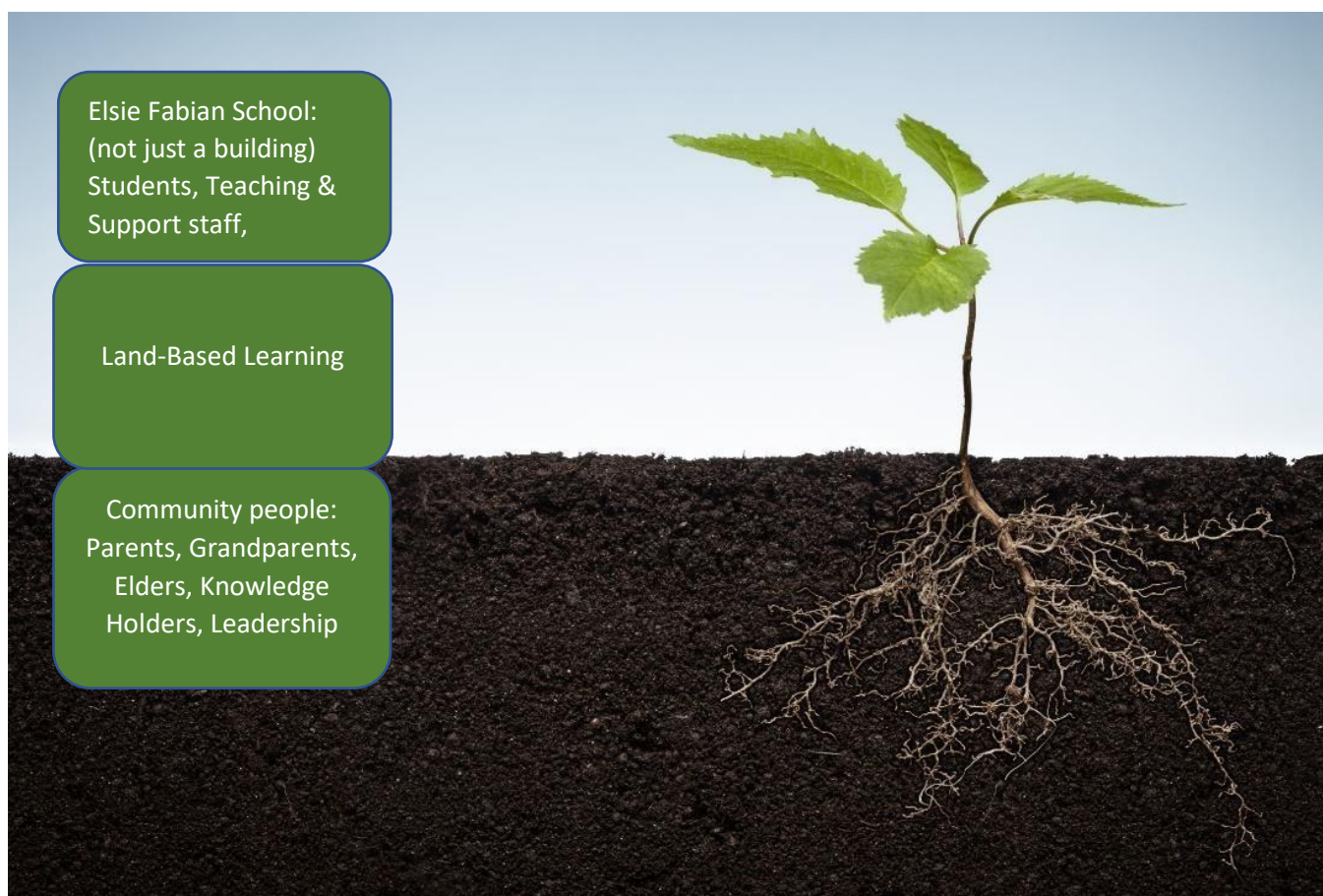
(Dr. Barb Laderoute)



## Building on a *Foundation of a Mighty Tree* for School Programing and Delivery

Every school begins with a foundational philosophy that allows them to build, initiate and develop school programing that is meant specifically for their school population. For the Fort McKay students the school has adopted what they are calling a land-based education plan that guides them with principles that reflect the community.

Indigenous-led, land-based learning is a foundational part of the Elsie Fabian School to re-engage Fort McKay youth in learning important aspects of their own education: building community connectedness, revitalizing Dene and Cree language, and gaining cultural knowledge & confidence.



By using cultural on-the-land teachings combined with the provincially required school subjects (math, science, language arts, and social studies, art, phys. ed., and computers) we may reinforce not only land learning experiences but gain provincial grade level expectations in a complimentary manner.

It is important to note that the school's land-based education program (LBE) is not only designed to promote cultural connectivity with the youth, but just as important, the adults and Elders within the community.

This is a critical component of the Land-based Education program; by strengthening the participation of the parents and grandparents within the school, it will ensure the program's success and potential for on-going community enhancement and growth.

### **Dene and Cree Language Programing**

As a part of the land-based education program and the desire to connect to the community; the Dene and Cree language is a crucial part of this approach. The culture of the people is wrapped around the languages and is certainly important to the philosophy and the development of the identity of the youth and children that are served by the Elsie Fabian School.

As Indigenous people we know that language is certainly key to the values and beliefs and the way of life that is reflected by the community people of Fort McKay. The elders and community people who transmit their way of life to the youth and children bring with them the language patterns, routines and meaningful dialogue that happen in the homes. This dialoguing happens more in homes that have maintained and developed their mother tongue, be it Cree or Dene but even those people who do not have fluency still transmit strong language patterns and cultural values to their own extended families that come from their mother tongues.

The Dene laws listed below were not shared initially in the English language but in the Dene language so what we have is a translation/interpretation and meaningful sharing of what we understand these laws to mean.

The Cree people also carry their values and beliefs in their mother tongue and the language that is used in the home is usually conversational dialoguing. Stories, in the past were shared with children and what many fluent speakers experience is the use of texts that are specific to

storying. The use of text; text patterns are small meaningful units that serve as a frame and provide a context for the speaker and learner. Freda Ahenakew uses texts consistently in her work with Cree teaching and she talks about this in her work titled, *“Cree Language Structures: A Cree Approach”* (Pemmican Publications Inc. 1987, p. 168).

Storying and text patterns are mentioned as a part of the land-based education philosophy that is used for program delivery and development at the Elsie Fabian School. This is mentioned as “acimowina” that the Cree people use in their socializing and visits.

The value placed on language instruction at the school helps the community people and the students of Fort McKay recognize that what they bring to the school is important to the teaching and learning philosophy of this foundational approach. This valuing validates the language. French people fully validate their language by recognizing it as an official language.

### **Extended Family, Kinship, Relationships are all part of the Land-Based Curriculum**

Kinship, extended family, and relationship building is all part of the land-based curriculum. This holistic approach allows the educators of the Elsie Fabian School to work from an understanding that everything is connected and this unspoken connection is reflected in the Cree and Dene way of life in the community of Fort McKay.

The Dene laws listed just above define the importance of relationship building with all the people in the community and love, honor, respect, and sharing are all mentioned as key indicators required for developing strong human qualities that shape our children and youth to be happy citizens on the earth. This respect also extends to the creation and the earth and how the cycle of life is affected when we do not practice this law effectively in our lives.

As a part of the land-based curriculum the educational philosophy recognizes that we work from seeing complete systems and that all creation is essential to the parts. This land-based educational plan based on the foundational learning of the mighty tree; is integrated and interconnected to the laws of the Cree and Dene; and the recognition that we are all part of a complete system that works together as a family.



The acknowledgment of the past, present, and future guide our youth and children and these learnings come from the stories told by the elders as well as the “acimowina” the sharing of daily events from the community people. We, as Indigenous people understand the importance of the social relations of family, friends, and relations within our communities. This is kinship and it reaches out not only to our communities but also to our environment and to the others in the world.

As we have noted all aspects of this foundational philosophy are inter-related and tied together to form a strong pedagogy that will work for the Fort McKay children. Elsie Fabian was a strong advocate of education and she supported the school in every possible way to promote success for the children and youth of Fort McKay. She worked tirelessly with language education and she supported all initiatives to revitalize the mother tongue of Dene and Cree in her community.

### **Land Based Learning Guided by Community: Cree and Dene Way of Life**

This land-based education curriculum approach is guided by the community through the laws and ways of life practiced by the Cree and Dene people of Fort McKay. The Dene Laws that are specific to this way of teaching include the following:

- Share What you Have:** Share all the big game you kill with those who don't have any and take only what you need.
- Help Each other:** Help the poor, sick and Elders, who are in need; Visit them, give them food, cook for them, and help them with firewood and whatever needs to get done. When there is a death in the family go to the family right away; help the widows as much as possible and take care of the orphaned children.
- Love Each other:** Treat each other as brother and sister; as though you are related. Help each other and do not harm anyone.
- Be Respectful:** Be respectful of elders; do not run around when an Elder is eating; sit down until they are finished.
- Sleep at Night** Everyone should sleep when darkness falls.



**Work during the Day:** Do not run around or laugh loudly when it gets dark.

**Be Polite** Do not harm anyone with your voice or actions.

**Do not argue:** Do not hurt anyone with your power. Don't show your anger.

**Young Girls** Do not make fun of each other, especially in the matter of sex.

**Young Boys** Do not make fun of older men and women.

**Behave Respectfully:** Be polite to each other.

**Pass on the Teachings:** Elders are to tell stories of the past.

In this way young people learn how to behave with examples.

They will learn how to use storytelling to pass on values and beliefs.

This storytelling keeps the circle of life alive.

**Always Be Happy:** The Creator has given you a great Gift: Mother Earth.

Take care of her and she will always give you food and shelter.

**Prepare the children for a good life by teaching them in this way  
It is your responsibility**

*Staff of Elsie Fabian School 2022-2023*



Christine Gullion  
Director of Education



Sherry Tremblay  
Administrative  
Coordinator



Coral Boucher  
Post Secondary  
Coordinator



Star Grandjambe  
Post Secondary Assistant



Didi Grandjambe  
Receptionist



Nicole Serafinchan  
Education Support  
Coordinator



Ms. Arleyne Eldridge  
Vice-Principal



Mrs. Beverly O'Leary  
K5 Teacher



Mrs. Simone Auger  
Grade 1 Teacher



Mrs. Tiersa Kejick  
Grade 2 Teacher



Mrs. Ranelle Sylvestre  
Grade 3 Teacher



Mrs. Kristy Fitzherbert  
Grade 4 Teacher



Ms. Carleen Spencer  
Grade 5 Teacher



Miss Erin Humphrey  
Grade 6 Teacher



Mr. Kyle Bourdeau-  
Gibbons  
Grade 7 Teacher



Ms. Ronita Giroux  
Grade 8 Teacher



Miss Samantha Sampson  
Grade 9 Teacher



Mr. Ashton Janvier  
Dene Language Teacher





Mrs. Eunice Beaver  
Cree Language Teacher



Mrs. Monique Bentley  
Music Teacher



Mrs. Nicole Fitzpatrick  
Physical Education Teacher



Miss Kimerica Parr  
Inclusive Education



Miss Amber Ward  
School Counsellor



Elissa Whiteknife  
Parent Liaison



Mrs. Charity Alook  
Literacy Specialist



Micah Fiddler-Berteig  
Literacy Assistant



Angela Woods  
Land based Manager



Ruby McKay  
Land Based Assistant



Dayle Hyde  
Librarian



Lori Lynn Champagne  
Education Assistant



Jessica Egullion  
Education Assistant



Bailey Grandjamb  
Education Assistant



Junior Poulin  
Education Assistant



Ismay Gould  
Education Assistant



Doris Wellon  
Education Assistant



Brendan McKinley  
Education Assistant



Bernadine Dillon  
Education Assistant



Ken Alook  
Education Assistant



Dana Patterson  
Education Assistant



Scotty Lacorde  
Education Assistant



Shenoah Crockett  
Education Assistant



Reanna Whiteknife  
Education Assistant



<b><u>EDUCATION ASSISTANT</u></b>	
Sheila Vibar	EA

<b><u>KITCHEN STAFF</u></b>	
Rose Beaton	Head Cook
Rachel Richards	Assistant Cook
Tisha Whitford	Assistant Cook
Jeffery Grandjambe	Assistant Cook

<b><u>CUSTODIAN STAFF</u></b>	
Fallon Howe	Custodian Lead
Cory Powder	Custodian
Shayden Janvier	Custodian
Joel Bouchard	Custodian

<b><u>BUILDING OPERATORS</u></b>	
Brenda Ganter	Building Operator
Stuart Tourangeau	Building Operator

School Bell Times

8:00 AM	Staff arrives
8:15 AM	Students begin to arrive
8:30 AM	Classes begin
10:30 AM	Body Break (recess)
11:45-12:00	lunch
12:00-12:30	Body Break lunch recess)
12:30 PM	Classes resume
2:00-2:15pm	Body break ( recess)
3:30 PM	Classes end - Hometime

**School Calendar 2022-2023**

**August 2022**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2022**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2023**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**March 2023**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**April 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>First &amp; Last Day for Teachers</b>
<b>Civic Holiday</b>
<b>First &amp; Last Day for Students</b>
<b>Stats / School Breaks</b>
<b>Thanksgiving Day</b>
<b>No School</b>
<b>No School for Students</b>
<b>Land Based Learning &amp; PD</b>
<b>Christmas Day</b>
<b>For Staff</b>
<b>No School</b>
<b>Teacher Convention</b>
<b>Non-Operational Day</b>
<b>No School</b>
<b>Elsie Fabian School Grand Opening</b>



## Student Responsibilities

Section 31 of the *Education Act* states that a student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- (d) respect the rights of others in the school
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- (f) comply with the rules of the school and the policies of the board
- (g) co-operate with everyone authorized by the board to provide education programs and other services
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

## **Student Behavior and Discipline Policy**

Students are expected to follow the school discipline policy.

- While travelling to and from school
- During all times at the school
- While involved in school activities (this can be off school property)
- While on school property
- Beyond the hours of school operation if the behavior detrimentally affects the welfare of individuals or the governance, climate, or efficiency of the school.
- On school field trips
- On land-based activities

## DISCIPLINE POLICY - ELSIE FABIAN SCHOOL 2022/23

<b><u>Minors</u></b>	
<b>These behaviours are handled initially by the classroom teacher or supervising teacher, but are referred to the administration if they become chronic.</b>	
Behaviours	Actions
<ul style="list-style-type: none"> <li>● Defacing school property</li> <li>● Excessive talking</li> <li>● Failure to complete assigned work</li> <li>● Inappropriate behaviour during assemblies/school sponsored activities</li> <li>● Inappropriate clothing</li> <li>● Inappropriate displays of affection</li> <li>● Inappropriate hallway behaviour</li> <li>● Inappropriate internet sites and/or print material</li> <li>● Inappropriate language</li> <li>● Inappropriate use of personal equipment</li> <li>● Lateness</li> <li>● Lying</li> <li>● Matches/Lighter</li> <li>● Non-compliance</li> <li>● Pushing on school property</li> <li>● Teasing and/or derogatory remarks</li> <li>● Throwing foreign objects</li> <li>● Unprepared for class</li> <li>● Use of unapproved electronic devices during class instruction</li> </ul>	<p>Step 1:</p> <ul style="list-style-type: none"> <li>● Verbal reminder to the student of the expected appropriate behaviours.</li> </ul> <p>Step 2:</p> <ul style="list-style-type: none"> <li>● Verbal reminder to the student of the expected appropriate behaviours.</li> <li>● Home contact made by the teacher.</li> </ul> <p>Step 3:</p> <ul style="list-style-type: none"> <li>● Move directly to Step 1 of Majors.</li> </ul>



**Majors**

**These behaviours are immediately referred to the administration.**

Behaviours	Actions
<ul style="list-style-type: none"><li>● Bullying</li><li>● Defiance</li><li>● Endangerment of Self/Others</li><li>● Fighting</li><li>● Inappropriate representation of school</li><li>● Non-Emergency Fire Alarm</li><li>● Overt sexual behaviour</li><li>● Possession and/or use of drugs and/or alcohol</li><li>● Possession of weapons</li><li>● Selling drugs and alcohol</li><li>● Theft</li><li>● Sexual Harassment</li><li>● Skipping</li><li>● Smoking</li><li>● Vandalism</li><li>● Verbal Aggression</li></ul>	<p>Step 1:</p> <ul style="list-style-type: none"><li>● Referral to Administration.</li><li>● In school suspension</li></ul> <p>Step 2:</p> <ul style="list-style-type: none"><li>● Out of school suspension.</li></ul> <p>Step 3:</p> <ul style="list-style-type: none"><li>● Meeting with Elder’s Committee Behavior contract.</li></ul> <p style="text-align: center;">*Days of suspension are designated by administration</p>

## Cell phone Use Policy

1. Cell phones may be used on school grounds before school and after school.
2. Cell phone use is prohibited in classrooms, washrooms, and school offices, unless otherwise  
Stated by a teacher.
3. During the instructional day, cell phones must be turned in at the beginning of the day.
4. Cell phones must be placed in lockers, backpacks, or other location away from the students and their desks during tests and assessments.
5. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.
6. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to:  
cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.
7. Students and their parents must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.

If students violate the school's cell phone policy, the following may occur:

First Offence:

The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.

Second Offence:

The student's cell phone will be confiscated and held in the main office until

the end of the school day. The student's parents will be contacted to pick up their child's phone.

**Third Offence:**

The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will be prohibited from bringing their cell phone back on school grounds for two weeks.

\*Administration reserves the right to adjust these consequences on a case-by-case basis if needed.

For example: Extreme behaviors that break the law or engaging in bullying or harassment or other students may result in



## **LOCK DOWN PROCEDURE**

The classroom door should be locked at all times.

The door can be kept open but when you close it, it should be in locked mode.

Cover any glass windows that do not have blinds.

Talk to students about lockdowns to your class.

Inform them that it is like a fire drill, and just like fires are extremely rare we have to practice for them.

We also have to practice lockdowns for the same reason.

Procedure:

You will hear on the paging system: "This is a lockdown, I repeat, this is a lock down."

At this time, you will close your doors, turn out the light and have all children move behind a furnished area of your classroom. Inform students to be completely quiet.

Have your cell phone on silent mode. Text administration in a group text - identify yourself - and tell your student status. Example "This is Simone Auger, grade one teacher, I have all my students plus my EA Jessica". Report any students out of your class.

Admin will respond with who will look for the missing child. When the lockdown is over you will hear on the intercom: "The lockdown is over, the lockdown is over, please resume your classes."

At this time, you should talk to your students about their performance during the lockdown and be encouraging.

All staff must check in by cell phone with administration.

## **VISITORS IN SCHOOL POLICY**

The health, safety and well being of our children and staff is of the utmost importance to the school. The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors and parents/guardians.

### **Signing in Procedures**

It is essential that our procedures for signing in and out of the school are followed by ALL visitors.

Exemption to Visitor Requirements: Parents or visitors who have been invited to visit school as part of a scheduled open house, Teacher interviews, special event, scheduled performance by the school or class, or other adult participants in organized and school approved activities during off school hours are exempt from requirements.

### **Visitors**

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or student currently enrolled in the building.

#### **General Procedures**

- All visitors must report to school reception to sign in.
- All visitors must drop off items in the office to be delivered to the classrooms by reception personnel.
- All visitors who need to attend any area of the school must ask for a visitor badge that must be always worn in the school. These visitors must be accompanied by a staff member while in the school.
- All visitors need to read fire drill procedure card.
- Visitors will sign out when they leave the building.

## **Illness/Allergies**

To aid us in the protection of your child's health and safety, please make the office aware of and up-to-date information on any special health considerations (including allergies and asthma)

If a student becomes ill during the school day the classroom teacher will notify the office. The reception will assess the student and see if the illness requires them to go home. If it is deemed that the child should go home the parent will be notified and the student will go home accompanied by their parent, guardian or emergency contact.

It is important that the school is made aware of any students with asthma or allergies. They should also be informed of the severity of their condition, and any actions or treatments that are required if they have a reaction. An EpiPen must be kept at the school for any students that require one. If a student has an inhaler the teacher should be informed of the proper usage required. For safety reasons staff will be informed of all students with allergies and asthma.

## **Accidents**

Any child injured at school is administered First aid. If the injury is a minor bump or scratch it will be looked after in the school. If the injury or illness is more serious, parents will be contacted immediately. Because of this it is very important that you **provide the school office with your up-to-date home, work and emergency phone numbers.**

An accident report will be filled out in both minor and major injuries and phone calls will be made home.



## **Medications**

If a student must take medications during school hours and a parent can not be at the school to administer the medication, the medication can be administered under the direction of the principal. Parents need to send a written permission for medication to be administered. A record of medications given will be kept in the office.

For safety reasons all medication with the exception of inhalers and EpiPens will be kept in a locked cabinet in the office. EpiPens and inhalers will be clearly labelled and kept in the office. If a student goes on a field trip the EpiPens and inhalers will be kept with the teacher or field trip supervisor.

## **Lateness**

Classes begin at 8:30 a.m. If a student arrives late, they must use the front door and sign in at the office.

## **Absences**

If your child is going to be absent from school, please call the office at 780 828-0107. When you know in advance that your child will be absent from school, please call the office and inform them of the upcoming absence.

If your child is ill, they should be kept home. This is important to stop the spread of flu or covid. Homework packages can be made for students who are to be absent more than one day. These packages can be delivered to the home if a parent can not pick them up. Covid tests are available at the office if needed.

## **Leaving School Early**

Students who leave the school during the school day for an appointment, illness, or any other reason must:

- Bring a note from home or have the parents call the school
- Register in the sign out book at the office

Students will not be sent home without any prior knowledge of their parent or guardian. It is important for every student to know that once they arrive at school, they may not leave the school building without first signing out from the office.

Students are expected to leave the school promptly at dismissal time unless staying for an after-school activity that their parents have been informed of.

## **Recess**

There is a fifteen-minute body break in the morning and afternoon, along with a forty-five-minute lunch hour. Students should use this time to fill water bottles and use the washroom.

All students are expected to go outdoors at recess time unless it is determined that there will be indoor recess. Please ensure that your child is dressed appropriately to go outside. Indoor recess will be called when it is a temperature of -15 (combined temperature and wind chill), or it is snowing or raining very hard.

## **Field trips**

Field trips are important to our school. They extend the classroom learning, are part of land-based learning and provide students with hands-on experiences that directly support their studies. Field trips may include in community as well out of community experiences. Transportation will be provided by school bus.

Parents will be notified of field trips and a signed parent consent form is required before a student can participate in an off-site field trip.

## **School phones**

The school telephone is a business phone. Students are permitted to use the phone.

Calling your child or teacher at school

If you need to talk to your child's teacher, call before or after school. If you need to talk to your child call at recess or lunch. Messages can also be given to the school secretary, and they will give the message to your child.

It is important that you confirm any changes in transportation or drop offs at wellness before the end of the school day.

## **Assemblies**

Assemblies are held every Wednesday. During the assembly birthdays for the week are announced as well as Feather awards (caught doing good). A drum honor song follows the announcements. Month end awards are held at the first assembly following the end of the month. These assemblies also honor students of the month and perfect attendance awards. Special assemblies are held during the year and parents will be invited to these assemblies.

## **Reporting School Progress**

Student progress is formally reported through parent-teacher conferences and report cards.

Report Cards

Report cards supplement communication with parents by providing a written summary of student growth. Ongoing progress can also be viewed through School Cloud parent portal.

## **Parent Teacher conferences**

We encourage all parents to attend parent-teacher conferences in the fall and in the spring. Students should attend these conferences to show their parents their work and take part in discussions.

Parents can also contact their child's teacher for a phone call or to arrange an in-person meeting.

## **Using technology at the School**

Every student in the school has a registered network ID and password. Students in K5 to grade 3 have iPads to use and students from grades 4-9 have Chromebooks. Students have access to learning apps and goggle classroom. Students need to show proper care and consideration when using the iPads and Chromebooks.

## **Eating at School**

We are a **NUT FREE** school. Please do not have your child bring nuts or nut products in your child's lunch or snacks.

### **Meals Provided**

Students receive breakfast and lunch at the school. Menus for the month are posted on the school website as well as on our Elsie Fabian School Facebook site. The menu is posted outside the cafeteria and students can get a copy at the office.

Students in K4 to Grade 3 eat lunch in their classrooms and students from grades 4-9 eat lunch in the cafeteria. Students are expected to eat lunch and behave appropriately. They are expected to clean their area, throw away their garbage and put their trays, cutlery and dishes in the proper area.

Students are welcome to bring their own lunch if they wish. There is a microwave in the cafeteria for them to use.

## **School Attire**

Students should dress in a manner that shows self respect and respect for others. Clothing should not display inappropriate slogans, or bad language. The length of skirts, dresses or shorts should be mid-thigh or longer.

## **Extracurricular activities and student leadership**

There are a variety of activities that students can be involved in. These include drumming, beading, volleyball, basketball, floor hockey, golf, choir, guitar, junior trappers

Leadership activities include Junior Chief and Council, lunch helpers, and supervision helpers

## **School website**

<https://www.fortmckayededucation.ca/>



# Roots of our Reason

