



# ***Ocean Man Education Centre Parent and Student Handbook***

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Name: \_\_\_\_\_

## **SCHOOL HISTORY**

Project being done by Journalism 20 Class

## **PURPOSE FOR A PARENT AND STUDENT HANDBOOK**

This parent and student handbook was prepared to provide parents with an overview of the important role and responsibilities they play in their children's education. Parents need to know what is expected of their children in school. Parents are the first and most important source of education and support for their children. Parents are encouraged to be involved in a very intentional way in their children's education.

Students need to know the boundaries and expectations required to be a successful student. This hand book provides students with the educational expectations they need to meet in terms of school attendance, personal effort and commitment to learning.

## **MISSION STATEMENT**

To protect the rights, intelligence, education, and abilities wrapped in a culturally relevant education system with adaptations in classroom programming where Nakota ways of knowing to strengthen the Nakota identity.

## **SCHOOL VISION STATEMENT**

We will enhance the student's ability to be independent thinkers, learners, and doers by developing the whole child as a positive functional member of our society.

## **SCHOOL MASCOT**



## **OPEN DOOR POLICY: HOME AND SCHOOL COMMUNICATIONS**

Ocean Man Education Centre has an open-door policy and encourages parents and/or guardians to come to the school and enjoy some time with us. We encourage parents/guardians to visit and take an active part in the life of our school. Volunteers can assist the staff in a variety of ways such as being a guest speaker, trip chaperone, reading buddy, and much more. Please feel welcome to help. Contact anyone at the school for further information

## **EXPECTATIONS OF STUDENTS**

Every child has the right to an education, therefore, in exercising this right, it is the duty of every child to follow the rules and regulations while attending Ocean Man Education Centre.

### **Students Must be expected to:**

- Respect all persons and property. [No theft, no vandalism.]
- Speak to everyone in a respectful manner.
- Attend school regularly.
- Be on time for classes. Don't be late.
- Be diligent in studies.
- Keep the school neat and tidy.
- Practice all school safety rules.

## **SCHOOL HOURS**

School doors will be unlocked at 8:30 a.m. Please ensure that your child is not arriving at School earlier. Our teachers begin student supervision at 8:30 a.m.

## **STUDENT SCHEDULE**

### **Pre-K and Head Start**

8:30 a.m.—School Doors Open  
9:00 a.m.—Morning Classes Begin  
10:30 a.m. — Recess  
10:45 a.m. — Recess ends  
12:00 p.m. — Head Start Age 3 are dismissed, picked up by parents/guardians  
12:00 p.m. — Noon Break  
12:45 p.m. — Afternoon Classes Begin  
2:00 p.m. — Pre-K age 4 are dismissed, taken home by teacher

### **Elementary- Kindergarten to Grade 5**

8:30 a.m.—School Doors Open  
9:00 a.m.—Morning Classes Begin  
10:30 a.m. — Recess  
10:45 a.m. — Recess ends  
12:00 p.m. — Noon Break  
12:45 p.m. — Afternoon Classes Begin

2:00 p.m. — Recess  
2:15 p.m. — Recess ends  
3:30 p.m. — Afternoon Dismissal for students

***Middle School – Grade 5 to 9***

8:30 a.m.—School Doors Open  
9:00 to 10:00 – Period 1  
10:00 to 10:10 – break  
10:10 to 11:15 – Period 2  
11:15 to 11:25 - break  
11:25 to 12:20 – Period 3  
12:20 p.m. to 1:00 p.m. — Noon Break  
1:00 p.m. to 2:10 – Period 4  
2:10 – 2:20 - break  
2:20 – 3:20 p.m. – Period 5  
3:20 p.m. to 3:30 p.m. – Wrap Up  
3:30 p.m. — Afternoon Dismissal for students

***High School – Grade 10 to 12 – on Block System so 2 classes per Block – 5 Blocks/Year***

8:30 a.m.—School Doors Open  
9:00 to 9:30 – Teacher Office Time – student help if needed.  
9:30 to 12:20 – Class 1  
10:10 to 11:15 – Class 1  
12:20 p.m. to 1:00 p.m. — Noon Break  
1:00 p.m. to 3:30 – Class 2  
3:30 p.m. — Afternoon Dismissal for students

**INSTRUCTIONAL TIME**

The students day is broken into a number instructional blocks of time that are called Periods in your school. It is necessary for the students and teachers to use the time to teach provincial curriculum, use traditional land-based curriculum where and when it is appropriate use in conjunction with each other.

These are the core curriculum that is required to be taught from grade 1 to 12: English language arts [reading, writing, spelling, grammar], mathematics, science, arts, physical education, science, social studies, and practical and applied arts is based on 95 hours of instruction per subject over the course of a 10 month school year.

Student literacy, mathematics and the sciences receive the most focus in a school year.

In high school all curriculum subjects are given a grade designation: examples English Language Arts 10 is grade 10, Biology 20 is a grade 11 subject and Native Studies 30 is a grade 12 subject. There are specific technology courses offered in grades 10, 11 and 12 that focus on computer literacy, use of computers to prepare students with future job skills. Students must pass 24 required subjects to meet provincial graduation requirements.

In OMEC, there is a greater concentration on literacy, math, sciences I grades 1 through 9.

Students from grades 1 through 9 take eight subjects per year.

Land-based learning is a process to include indigenous content where and when appropriate. Land-based learning provides students with local knowledge that is important to their

relationship with the land, their language and culture. It does not replace provincial requirements.

Your child's report card tracks their progress from grade 1 to the end of grade 12. Every school maintains a personal cumulative file on the student's attendance, academic history and personal information relevant to the student.

## **SCHOOL CLOSURE**

School closure will be closed for holidays, Teacher Professional Development Days, Indigenous Holidays, band days and Staff Meetings. A school calendar has been prepared and sent home to all families.

School may be closed on short notice due any of the following with the approval of the Portfolio Holder:

- Public health order
- Student / staff safety
- Weather / road conditions – if temp of -30 with windchill of -45 or colder the school will remain closed for the day. This call will be made by 7:00 a.m. the morning of at the latest
- Community emergency

Parents / guardians will be contacted in the event of an emergency school closure is needed during the school day. Students will not leave the school until, it is confirmed, they have a safe place to go to.

Buses and van driver will be notified not to pick up students.

Parents will be contacted about any emergency closures.

## **RECESS POLICY**

Students are expected to go outside at recess times. In the event of a temperature and/or wind chill of -20 or other unreasonable weather conditions, students will be allowed to stay indoors. Students may stay in if they have a medical reason to remain indoors.

Students must have a pair of indoor shoes for gym class and indoor recesses.

## **ATTENDANCE POLICY**

Regular attendance is expected of all students.

Students that do not attend regularly, participate in class or complete their work have a greater chance of not completing high school. Not completing high school limits post-secondary opportunities and future career options.

Parents are expected to call the school and inform the school when and why a student is absent.

## **TYPES OF EXCUSED ABSENCES**

1. Illness – verified by phone call, text, or note from parent/guardian.
2. Medical or Dental appointment – Verified as above.
3. Court/Legal – verified by phone call or court document.

4. Compassion – Immediate Family
5. Extended absence – approval granted by parents, teacher, and Administration and documented.
6. Special circumstances – Verified by phone call discussed with teacher and principal.

For the school to consider an excused absence, student and parent/guardian MUST:

- Telephone call or text by 10:00 a.m. on the day of student's absence.
- A note from the parent/guardian as per reason of absence.
- Other methods as arranged between the parent/guardian and the principal.
- School sponsored activities such as field trips, tournaments, etc. will be cleared by the teacher and Principal.

### **ILLNESS DURING THE SCHOOL DAY**

A student who becomes ill at any time during the school days needs to obtain permission from his/her classroom teacher prior to going to the office. A student may not go home due to illness without the permission of a parent or guardian, or other adult as listed as the emergency contact on the student information form. Permission may be granted over the phone.

### **ILLNESS**

Sick children should **not** attend school until their health has improved and no longer considered infectious. These symptoms may include but not limited to things such as fever, cough, chills, muscle aches, headaches, running nose, etc.

### **UNACCEPTABLE ABSENCES**

Absences for all other reasons (i.e., slept in, missed bus, working, etc.) will be recorded as unacceptable absences.

### **CHRONIC ABSENTISSM**

1. Teachers/Principal will contact the parent/guardian to discuss the student's attendance after 3-5 absences for elementary and high school.
2. Should absences continue, a conference between the student, Principal and parent/guardian may be scheduled to explain the consequences of continued absences. A future success plan will be determined.
3. Long absences jeopardize a student's chance to graduate. Students and parents need to be aware of the consequence of truancy and excessive lates.

### **LATES**

Any students who come to school late or is late for class at any period of the day is expected to report directly to the class. If a student is detained by a teacher or other personal the homeroom teacher should be notified.

## **HOMEWORK FOR STUDENTS WITH AN EXCUSED EXTENDED ABSENCE**

If a student is to be absent for more than three days, he/she must let the school know. Each teacher will prepare any work missed during that time. It is understood that an extended absence may affect the student's mark or evaluation of the course.

## **LEAVING SCHOOL EARLY**

Students who become ill or who must leave for any reason during the day must report to and let the office know before leaving the school. They will be allowed to use the office phone to contact the parent/guardian to inform them that they are leaving and to arrange for transportation.

## **HOMEWORK**

If a student is absent for one or more days, the school recommends that the teachers give parent/guardian homework, and it shall be ready by three-thirty that day.

Teachers may assign homework on a daily basis. Assigned homework will vary from grade to grade. Homework at senior grade levels is not uncommon.

## **ACADEMIC INTEGRITY: CHEATING**

Honesty and responsibility are key to values at Ocean Man School. Students are expected to pursue their studies with these values in mind. Cheating negatively affects these values. These are some points that are negative values:

- Using or possessing unauthorized information as one's own in exams.
- Gaining unauthorized assistance in exams.
- Cheating on results, labs, shop projects or reports.
- Representing the work of another as one's own.
- Using unfair mechanical or technological equipment to advantages.
- Aiding another student's dishonesty.

Parents/guardians will be informed of any breaches of academic integrity. To avoid confusion students should check with their teachers regarding their expectations.

## **TECHNOLOGY USE BY STUDENTS**

Students that bring any form of electronic device do so at their own risk. The school does not accept responsibility for their damage, loss or theft.

Technology when used for instructional purposes has a place in the classroom. School technology will not be used as a personal entertainment device.

Laser pointers are prohibited at school as they pose a danger to student safety.

Each teacher will follow appropriate rules for their classrooms as well as school regulations regarding technological equipment.

## **A. Computer Use:**

Ocean Man School has many computers available for student use. Use of computers is governed by the following Ocean Man School Acceptable Policy.

Computer use is available to all students by using their USER ID and Password. Students may obtain assistance with their passwords from their teacher and the office.

Game playing from discs and memory sticks are not allowed.

Students may use their own USER ID and must not share their passwords with other students. Violation of these rules may lead to loss of computer privileges, although a student is enrolled in a computer class. (This also includes chat rooms, face book, and instant messaging)

Please be guided by the following principals when using a school computer:

- Use the equipment for educational purposes only
- DO NOT produce or view any offensive material.
- Respect all copyright issues.
- Care for the equipment better than your own.
- Do not modify any hardware or software in any way.
- Be environmentally friendly and avoid wasting paper.
- Do not store any executable files on the system.

Students who abuse their computer privileges will be responsible for any costs incurred to the school because of their actions and will also lose computing privilege in the school.

## **B. Internet Acceptable Use Procedures:**

- Access to the internet is an individual privilege, not a right. Any student who violates these guidelines or any other code of conduct outlined by the school will have her/his access removed for such period as is deemed appropriate by a teacher, or school administration.
- Generally, a student's conduct on the internet is governed by the same expectation that guide his/her behavior at school.
- Access to the internet should be provided under the supervision of a teacher or responsible adult.
- All incidents of accessing inappropriate material will be handled according to the behavior policy in place and Acceptable Use Procedures and individual school guidelines.
- Students will not use the internet for the purposes other than those requested by the teacher. Commercial usage of the internet is not permitted.
- Students will not create, distribute, download or save any text, sounds graphics or other material which is obscene, harassing, racist, malicious, fraudulent, or libelous.
- Students may not attempt to read, copy or change files or passwords that belong to other people, wither locally or on the internet.
- Parents or guardians who do not want their son/daughter to use the internet at school my let the school know in written form.



## **CELL PHONE USE**

The school discourages students bringing cell phones to school. Cell phones that are being used inappropriately will be confiscated and given to the student at the end of the day.

The school is not responsible for their loss, theft or damage.

## **HEALTHY LIFESTYLES: DRUG FREE ENVIRONMENT**

All Ocean Man School buildings and property are drug and alcohol-free zones.

Smoking/Vaping is not allowed on school property and grounds.

The consumption and possession of alcohol or drugs is unacceptable on school property during any school sponsored activity.

Consequences for students use or possession of illicit substances may include notification of parent/guardian and/or notifying the police, suspension from school.

## **NO BULLYING POLICY**

Bullying is a serious lack of respect for others and will not be tolerated. Bullying is defined as the use of aggression, intimidation, or cruelty with the deliberate intent to hurt another person physically or emotionally. Bullying causes pain and stress to the victim and the victim's family. Bullying is never justified and is not excusable as "kids just being kids" or similar rationalizations, the victim is not responsible for being a target of bullying. Bullying includes use of the cyber bullying via the internet. Bullying will not be tolerated, and the school discipline policy will be followed.

Ocean man School has adopted an anti-harassment policy to make sure that our school is safe. Behaviors such as fighting, threatening, intimidating, bullying, or harassing other students are unacceptable and will not be tolerated. Students who act in this manner will be subject to removal from class and school as needed.

We believe every student and staff member has a basic right to feel accepted, comfortable, and safe. Every effort is made to create a warm and welcoming school environment.

Should conflict arise, students are expected to try to work out their differences in a reasonable and a peaceful manner. Staff will mediate between students as needed.

## **WEAPONS**

If a student is found to be in possession of a weapon of any kind, parents/guardians will be notified immediately.

The weapons shall be confiscated.

The principal will determine if the RCMP need to be dispatched to the school to address the concern.

An assessment will be made by the school team, Principal and Portfolio Holder to determine what corrective measures will need to be put in place for student and staff safety.

## **RESPECT FOR PROPERTY, SCHOOL, AND COMMUNITY**

Please make every effort to be a good citizen both in school and in our community. It is important for students to accept responsibility for maintaining a clean, pleasant, and healthy environment. This includes students treating buildings and school grounds with respect and care. The following are expectations for our students:

- Talk to each other with respect and use appropriate language. Swearing and coarse language will not be tolerated. We have zero tolerance of swearing in and around the school, as this shows a lack of respect for the school, fellow students and community.
- Intimate displays of affection are not considered appropriate school behaviors.
- Students are responsible for taking care of their personal property. Students should not bring large amounts of money or valuables such as jewelry to school. The school does not have an insurance policy on students.
- All acts of vandalism, theft and damage must be reported to a staff member, teacher, or school administration. Necessary action will take place.

## **CLOTHING SCHOOL DRESS**

School dress should reflect good taste and judgement. Clothing should be neat, clean and inoffensive. Students are required to have a set of inside shoes and outside shoes. Hoods and bandanas are not to be worn in school.

## **DISASTER EMERGENCY PLAN**

The school has disaster emergency plans for lock down procedures, fire, prairie fires, explosion, rabid animal, chemical spills, sewer gas, school invasion, epidemic and blizzards. All staff will have this plan and be familiar with them.

## **LOCK DOWN PROCEDURES**

Ocean Man Education Centre has School safe Plan.

Each school year, the school will run two school lockdowns to ensure that students and staff know what to do in the event they ever needed to have the school locked down.

In the event of a school emergency, threat breach of security either to total school population or a specific child / child each classroom door will be closed and locked immediately. A verbal alarm will be issued by one person who is designated by the principal. The children will be given further instruction by the teacher in charge. Doors will stay locked until it is deemed safe by the Administration.

The RCMP will be called when a school lockdown is initiated.

Parents will be notified of the days there will be a practice lockdown.

## **FIRE DRILLS**

Fire drills are held periodically. The places of exit are clearly marked in each classroom. Please ensure your child(ren) always have indoor shoes in the school. Schools should have 6 fire drills per year, including one in January or February.

## **BUS RULES**

After boarding the bus, students are to proceed to their seats as assigned by the bus driver and remain there unless told to move by the driver. Students must remain seated while bus is in motion.

All students must wear seatbelts when transported by passenger vans or private vehicles.

No student may leave the bus on the way to or from school except when permitted to do so by the driver or written permission from parent is handed to the driver.

The student shall not misbehave on the bus and must obey the driver promptly and respectfully. Vandalism, rudeness, or profane language shall be reported to the principal and/or bussing councilor by the bus driver.

In the wintertime, students shall wear sufficient clothing to protect them from the weather in the event of a delay on the road.

Objects shall not be thrown out of the bus, and the student shall not extend any limb or other part of his or her body out of the bus.

The students shall endeavor to be on time, both at school and at the pick-up point. The bus driver will WAIT ONLY 2 MINUTES past the scheduled time of pick up.

## **WINTER BUSING POLICY**

Our busing policy for winter is that the buses will not run when the temperature is –30 degrees or colder with a wind-chill of –40 degrees. Early dismissal will take place for the following reasons: heavy snowfall, blowing snow, icy road conditions. The decision for school closure will be made by Ocean Man Bussing Councilor, Principal, and bus drivers.

## **ACADEMIC REQUIREMENTS**

In Saskatchewan all students in grades 10, 11 and 12 are required to earn 24 high school credits to graduate. To graduate a student must pass all 24 credits with a minimum of 50%. Parents and students must meet with the high school teachers to review their child's progress towards meeting graduations requirements. Regular attendance, completing one's work and assignments and passing tests is essential. A positive attitude towards school and teachers will help students graduate.

## **POST-SECONDARY EDUCATION**

High students should start post-secondary planning when they begin grade 10. Students will have access to career planning. The post-secondary coordinator is available to help students plan for their future.

## **PARENT CONSENT FORMS AND PROCEDURES**

Parents will be required to sign a parent consent form covering a variety of reasons, including approving the school staff to take the students on field trips / school events outside of the band. A reminder will be sent home to the parent/guardians before the trip.

## **PARENTAL COMPLAINT PROCESS**

Parents are encouraged to:

- a. Call the teacher to arrange a time to meet to discuss their concern about their child at school.
- b. If the teacher does not have the authority to address the concern the parent is to contact the principal.
- c. If the principal does not have the authority to address the concern the parent will need to go the Education Portfolio Holder.

## **PARENTAL VOLUNTEERS**

All parental volunteer who will be supervising students, driving students to school activities or coaching students in after school sports shall be required to have a Vulnerable Sector Search. A Vulnerable Sector Search is intended to ensure that staff and volunteers have not been convicted of crimes related to children.

A vulnerable sector search is available from the nearest RCMP detachment.

The school must request a vulnerable sector is undertaken.

## **INTERSCHOOL ATHLETICS**

Preference is for a staff member to coach school teams. A parent coach may be used, but under the general supervision of a teacher.

Transportation to interschool competitions will be by either school bus or band van. Private vehicles are discouraged as the owner may not carry sufficient liability insurance.

Parents may drive their own children. Any other children accepting rides will need to be covered by the vehicle owner's insurance policy.

## **PARENT COACHES**

Parents who volunteer to coach or transport pupils need send a note to the Principal indicating their interest and skills they would bring to coaching. The parent must provide a vulnerable sector search after that have been approved by the Principal in consultation with the Portfolio Holder.

### CODE OF CONDUCT

The students, staff and community of Ocean Man Education Centre provides a safe and positive place for learning.

Our goal is to respect self, others and community. We encourage all to strive for success in all we do in life. We strive to honor our community with a positive outlook and respect for all. Our successes come with hard work and dedication to our education.



**B**

Believe

**O**

Optimism

**B**

Brave

**C**

Culture

**A**

Awareness

**T**

Trust

**S**

Success

