

*Forward together
in Faith and Knowledge*

**Weledah Catholic School
Information Handbook
2009-2010**

Weledeh Catholic School
Grades K - 8
5023 - 46th Street, P.O. Box 1650
Yellowknife, NT X1A 2P2

Phone: (867) 873-5591
Fax: (867) 873-8578
Email: wc_school@mail.ycs.nt.ca

Statement of Purpose

In our Catholic community, we will work together to discover our unique talents and develop a love of learning.

Weledeh Catholic School

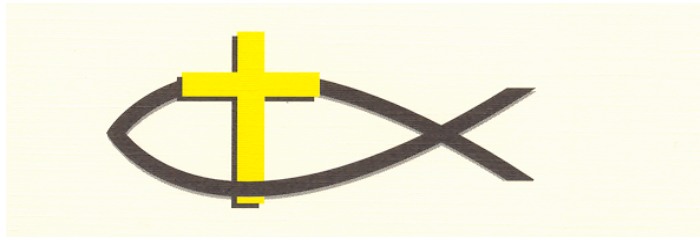
The name "Weledeh" tells us of the ancestry of people who were the original inhabitants of the present community. They lived around the Yellowknife River system and harvested the fish there. The word in its literal sense can be divided into two parts: 'wele' which means fish that were harvested and 'deh' which means river. When separated, these words have strong symbolic Christian connotations. The fish is the symbol of our Lord and the river is associated symbolically with water as the giver of life.

Our school colors are gold with black. Gold stands for the Holy Spirit. Our school symbol is the early Christian fish symbol, intertwined amongst a cross. The symbol brings together our school name and ties it to our Christian roots of Jesus being a fisher of people.

Our school mascot is LUPI -- the wolf, and our teams are known as the Weledeh Wolves. We wear white and black uniforms -- that have a logo of LUPI on them.

District History

The Yellowknife Catholic School Division was established July 11, 1951. The first school, for grade 1-9 was opened in 1953. Weledeh Catholic School (formerly St. Patrick Elementary) was opened in 1967. Ecole St. Joseph School was opened in 1978 and the new St. Patrick High School was opened in 1995. The new Weledeh School opened in 2001.



Principal's Message

I am pleased to welcome you to Weledeh Catholic School for a year of exciting learning opportunities. We are pleased to be maintaining some successful initiatives from previous years and making some changes to improve our focus on literacy. We are also thrilled to be able to improve our classroom libraries through the 3rd year of our 3 year \$150 000 Indigo Love of Reading Grant.

We will be continuing to offer the extension of Tlicho language or Core French as a 2nd language option for students in grade 1-3. As well this year, we will be continuing single gender classrooms in grade 7 and 8 Language Arts and Math. This will allow us to include teaching practices that have been shown through research to honor the manner in which boys and girls learn best. Weledeh Catholic is pleased to be able to continue to offer specialist teaching in a number of areas in middle school.

A warm and special welcome to all new students and parents. We hope that you will become an active member of the Weledeh Community. Study after study shows that one of the keys to consistent school improvement is the involvement of parents in all aspects of the school. We encourage you to volunteer in our school, either through one of the many program offerings we have, or in a way unique to the skills and talents you bring. Our Parent Advisory Committee meets monthly and they always welcome new members.

Every child has the right to an education that focuses on academic, social, emotional, spiritual, and physical development. We provide supports within the school to address all of these areas through such things as: trained specialty PE teachers, an art therapist, high quality professional development for staff, and an active and committed religious focus within the school throughout the year.

This handbook will provide you with some basic information about our operations at Weledeh Catholic School. If you require further information, or if there is other information that you believe would be valuable to include in this booklet, please feel free to contact me.

I encourage each of you to take an active role in the education of your child. As parents, you are the primary educators of your child. Parental involvement is key to ensuring that your child has a great school experience. If you wish to speak with me you can call me at 873-5591.

*Yours in education,
Merril Dean, Principal*

STAFF LIST*

(This list and these teaching assignments may change.)

Merril Dean	Principal
Liz Baile	Assistant Principal
Melissa Marsollier	Secretary
Sandra Profit	Secretary
Teresa Lachowski	Kindergarten
Sharon Barlott	Kindergarten
Rachel Gauthier	Grade One
Clara Redvers	Grade One
Carrie Monks	Grade Two
Sarah Morton	Grade Two
Melody Parker	Grade Three, Primary French
Catherine Son	Grade Four
Gizelle Gaudon	Grade Three/Four
Maria Anthony	Grade Five
Seana Stewart	Grade Five
Will Vickers	Grade Six
Jenny Reid	Grade Six
Lori Bailey	Grade Seven, Middle School LA
Trent Hamm	Grade Seven, Middle School Science/Health
Amy Wilkinson	Grade Eight, Middle School Math
Nathan McGrath	Grade Eight, Middle School Social/Religion
David Murphy	Math 3/ Gr. 5/6 Language Arts
Tamara Statchook	Essentials
Lillian McOuat	Music
Cathy James-Cutler	Student Support Teacher/Early Intervention
Missy Glover	Student Support Teacher
Gina McLean	Dogrib/Language
Tina Zoe	Dogrib/Language
Gail Klassen	Core French
Uli Nolting	Physical Education
Scott Roos	Band Teacher
Carmel Sullivan	Territorial Treatment Centre
Joyce Karau	Library Technician
Monica Kreft	School Art Therapist
Judy Whitford	Do'Edaezhe Facilitator
Derek Pluchinski	Mentorship/CLW Facilitator
Patti Male	Speech Language Assistant
Sonja Hunt	Class Assistant
Anita Metcalfe	Class Assistant - TTC
Shari Driscoll	Class Assistant
Renee Lefrancois	Class Assistant
Emily Cook	Class Assistant
Catherine Son	Class Assistant
Jaimie Chetwynd	Class Assistant
Monica Leonardis	Class Assistant
Caines/Sullivan	Four Plus Program

Attendance Procedures

Regular daily attendance is imperative for students to have a quality education. Our school works hard at ensuring students attend regularly. If students are absent, parents are asked to call the school and report the absence at 873-5591. As a school we try to contact parents of students who are absent who have not been excused; however, this is not always possible. If you have concerns regarding your child's attendance please call the front office.

Band

Band is a mandatory class at the grade 6 level and an optional fine arts class in grade 7 & 8. Our district does have band instruments for student use in class and arrangements may be made with the band teacher to borrow them for at home practice, however, because instruments are shared borrowed instruments MUST be returned to the high school band room before class begins each day. School instruments are carefully cleaned and sterilized at the end of each class. The band teacher can provide information on instrument rental/purchase programs.

Behavior and Discipline

The school discipline policy encourages student to respect the rights and dignity of others. Staff will work to establish a positive school climate. Parents are asked to assist the school by providing a positive learning environment. By working together as team, we can contribute positively to the development of our students. If your or your child have concerns please talk to your child's teacher.

Books, Lockers, Supplies and Personal Property

If textbooks are lost or damaged, they must be paid for before new books are supplied. Text costs can range between \$30 - \$100 so it is important that all school books are taken care of and treated responsibly.

Lockers are property of the school and we reserve the right to open and inspect lockers at any time, without permission of the user. Only school locks may be used on lockers.

You will be given a list of supplies, which you must purchase yourself. You will need all these supplies in order to be fully prepared to do your work. As the year goes on make sure you continue to purchase supplies, paper, pens, etc., as you need them.

The School accepts no responsibility for personal property. Take care of your things. We recommend that students DO NOT bring game boys, CD players, cell phones or other expensive electronic equipment to school. Teachers may make classroom rules that do not allow the use of electronic games.

Electronic games that allow instant messaging ARE NOT allowed in school at any time.

On occasion we may offer our students the opportunity to take part in extra curricular fieldtrips. Students will be asked to bring in money to pay for these events.

Bussing

Cardinal Coachlines has the contract for bussing. If you have any questions or concerns regarding the bussing procedure, we ask you to direct your inquiries directly to Cardinal Coachlines at 873-4693. If your child does not get off the “home” bus as planned, please call Cardinal immediately.

Career Exploratory Program – Middle School

Weledeh is again pleased to announce that we are offering Exploratory and Career and Technology Study courses. Students will be able to select one unit of interest for each round. The Exploratories program offers three rounds of options each consisting of a twelve week block. Students are asked to choose their options for each round based on the courses offered per round. Student choices will be final and they will not be able to switch courses between rounds.

As part of Exploratories offerings at Weledeh, it is possible for students in grades 7 & 8 to receive high school credit for C.T.S. towards their High School Graduation Certificate. Career and Technology Studies (CTS) is a program designed for NWT middle school students to help to:

- * investigate career options and make effective career choices*
- * use technology (processes, tools and techniques) effectively and efficiently*
- * prepare for entry into the workplace or further learning.*

Exploratory options may include: Hair Graphics, Small Engine Mechanics, Engineering Lab, Computer Operations/Keyboarding, Aboriginal Leadership, Safety and the Young Worker, Food Studies, Construction, Cosmetology, Biomechanics, and Active Living. Offerings may change from year to year.

Students may take some of these classes through the Kimberlite Career and Technology Centre (located across 44th St. from Ecole St. Patrick High School). Students

taking these classes are responsible for moving to and from the centre on their own. Many of the courses in the centre require strict adherence to safety procedures and as such, any type of failure to attend to requests of staff may result in immediate removal from the KCTC programs.

Cell Phones

Students are to leave cell phones shut off and put away during class time and any instructional time. Students violating this policy, caught text messaging during class, etc. may have their cell phones confiscated and parents contacted.

Chewing Gum

Gum chewing in school causes major problems with cleaning & carpet maintenance. Getting rid of your gum is also a show of respect. Please do not chew gum while in school. Your teachers will remind you. Middle school students MAY be allowed to chew gum in certain classes at the discretion of the teacher, however, this permission does not extend to the entire school facility.

Cold Weather

The length and severity of our winters makes it imperative that students dress for cold weather. Recess is taken outside on all but the most extreme days. A temperature of -30 degrees Celsius is used as a benchmark for indoor recess. If a student is too sick to go out for recess they should not be attending school. In the rare event of a school closure, the local radio stations will alert all parents.

Communication with Parents

Communication between parents and the staff at Weledeh Catholic School is essential to ensure a good school experience for your child. If you have questions or concerns, please contact the school as soon as possible to share those with us. We must work in partnership to ensure that your child's full potential is realized.

Communication with parents occurs in many forms: phone calls, letters, visits, notes sent home, student agendas, student led conferences, conversations after school, home visits, interim reports, and report cards.

Report cards are sent home three times a year for grades K – 8, with an early interim checklist in late September or early October. Throughout the year we will hold 3 Way Conferences in conjunction with report cards. You are encouraged to bring your child to the conference with you. Please check the monthly calendar that is sent home with the newsletter for dates.

If you have question or concerns regarding your child's progress, or any other matter, please do not wait until 3 Way conferences, but rather, contact your child's teacher as soon as possible.

Counseling

Weledeh Catholic School is lucky to have on staff a School Community Counselor and an Art Therapist/Counselor. Our Art Therapist can provide short term work with students who require emotional support. At times the caseload our counselor carries is too large to intake new students. In this situation, families will be referred to outside agencies. Longer term needs are referred to agencies outside of the school.

Dress Code

All students are expected to dress appropriately. This means clothing, t-shirts, etc., must be free of vulgar language, images depicting or promoting violence, drugs and alcohol, demeaning comments, or sex. As well, outer clothing needs to cover the trunk of your body. Teachers and students try to promote healthy, safe and informed attitudes towards these issues. Your teachers will spend time discussing these topics with you. Students wearing inappropriate clothing may be asked to cover up, or to go home to change.

Early Dismissal/After School Pickup.

Please ensure that your child is picked up promptly after school. This is essential as teachers and staff are committed to meetings and are unable to supervise children that are left.

Every Thursday school will be dismissed at 2:20 pm. Buses are scheduled accordingly. The purpose of these early dismissals is to allow for professional development and other meetings that support the delivery of our program.

Emergency Evacuation Procedures

Weledeh Catholic School has a primary and a secondary plan to evacuate the building during emergency situations. In the event that the students have to be sent home, the school will make every attempt to notify parents, and public announcement will be made over the local radio stations.

Evacuation Drills

Fire drills are required at regular intervals during the school year. They are an important safety precaution and it is therefore essential that when the first signal is given everyone obeys orders promptly and enters the gym or clears the building by the prescribed route as quickly as possible. The teacher in each classroom knows the specific instruction for a fire exit.

Evaluating and Reporting

Teachers will inform their students of the evaluation procedures at the beginning of the term. Evaluation will generally be an ongoing process. Formal report cards will be issued three times for students in K-8 with an interim report going home in late September or early October. While 3 Way Conferences are held after each reporting period, we encourage you to contact your child's teacher at anytime if you have questions or concerns.

Evaluation Policy

Student progress will be continuously evaluated by teachers using a variety of informal and formal methods, all the while keeping in mind the social, academic and cultural development of the child. In grades 7 - 8, 20% of the Mathematics and Language Arts, marks are derived from an external exam, held in the spring term (or winter term if the course is semesterized).

Extra Curricular Activities

This school is proud of the wide variety of extra curricular activities offered each year. Students who are punctual, regular attenders and exhibit good behavior will enjoy the full benefits of these activities. A number of activities are limited by numbers or age.

Home schooled students are encouraged to participate in extra curricular activities.

Inappropriate behavior at school events, when taking part in events as a school representative or when participating as a school representative at any event outside of the school may result in consequences being administered by the school. Extra-curricular activities are a privilege, not a right of attending school -- coaches and supervisors volunteer their time and as a result, impeccable behavior is expected of participants.

Field Trips

Field trips are an integral part of the education program at Weledeh Catholic School. They provide children with an opportunity to learn new ideas and concepts outside of the formal classroom setting. Prior to any field trip you will be notified in writing of the field trip, its purpose, and the means of transportation.

Most field trips relate to curriculum. Particularly for Dene Kede curriculum, as well as Dogrib Language curriculum, on land trips are very important. Students are expected to participate in curriculum related field trips. Should they choose not to, they may lose the opportunity to take part in extra-curricular activities in the in the school. Alternative programming WILL NOT be provided for students whose parents excuse them from curricular field trips. The students may however, be required to complete additional work to make up for the missed field trip opportunity.

On occasion we may offer our students the opportunity to take part in extra curricular field trips. Extra-curricular trips are a privilege, not a right. Students may be asked to bring money in to assist in paying for bussing or for the extra-curricular event. Students may be excluded from participation if their work is not completed or if behavior is a concern. They will be provided with a place within the school to work during the field trip time.

Food Programs

Weledeh has a morning/mid-day snack program as well as a lunch program. These programs are for students who may on a rare occasion forget their lunch, or who, through situations at home, may not have food in the house for meals that day. We do ask students to contact their parents on days that they access the lunch program.

These programs are run through community donations from groups such as Rotary, Elks, the Legion, Breakfast for Learning and parent donations. If your child needs a snack/lunch, you may phone the office and request one to be set aside for your child. If the program is being used regularly by a child and we have not heard from the parent, we may contact the family.

Guidance

Along with the guidance provided by classroom teachers and administrators, the school counselor is available to provide special support and advice in many areas. Academic advising, personal guidance and crisis intervention services are provided along with programs on student concerns such as peer relationships, anger management, conflict resolution and self-esteem. Students are counseled on a private or group basis and can use the counselor directly or be referred by a parent, teacher or friend. If the counselor

feels she is unable to help, the student will be referred to the appropriate individual or agency.

High demands on our counselors' does mean at time throughout the year that we may have to refer parents to outside agencies.

Homework

Homework can look very different nowadays. It is important to realize that when a teacher recommends nightly reading or children being read too, card games, or board games that include rolling dice and counting that these learning experiences are homework.

Some parents feel their children should have plenty of homework every night and others feel it should never be seen. Obviously, it is hard to please everyone! In kindergarten to grade three, students should read for at least fifteen minutes every night and practice math skills. In grades 4 and 5 there is up to one hour of homework each night Monday - Thursday. Parents of middle school students' can expect up to 1.5 hours a night.

Middle School teachers often run "Extended Learning Opportunities" after school for students who are experiencing difficulty or who are not completing work. Middle school students who do not complete their homework will be assigned an ELO at the end of the day. Students who skip ELO's will have their parents notified and the student will be assigned other consequences. If parents choose to opt their child out of the ELO program, no other consequence for incomplete work will be assigned outside of school hours. However, it is important to realize that students who do not complete assignments are at a substantively higher risk for failure.

WCS appreciates parental support emphasizing the importance of completing all assignments, including homework.

Illness and Accidents

If a student becomes ill or is injured in any way they are asked to tell either a supervising teacher or homeroom teacher immediately. Students are not to leave the school without reporting this information. The school will make every effort to assist the student and will contact parents when necessary.

Lates

Students who arrive at school late are asked to sign into the office. They will sign the late book and obtain a late slip to be handed into their teacher. It is important to arrive on time to school as instruction on new ideas takes place at the beginning of classes. If students arrive late to class on a regular basis they miss a great deal of important instruction and may fall behind. If too many lates are recorded over a period of time, parents or guardians will be notified and a loss of extra curricular privileges may result.

Liturgical Celebrations

Weledeh Catholic School is committed to promoting Catholic Christian values in our school. All students attending Weledeh are expected to participate in liturgical celebrations that are held monthly. Parents are welcome to attend.

Lost and Found

Students are expected to accept personal responsibility for their possessions and for any others they borrow. The school will endeavor, as much as possible, to help recover lost or stolen articles. A Lost and Found box is provided by the gym so that misplaced articles can be placed there and retrieved by the owner. Articles in the Lost and Found box are donated to a local charity twice a year. Smaller items such as keys, glasses, and jewelry are kept in a lost and found in the office. Please check with the office staff.

Lunch

Students who do not go home at lunch must have permission to leave school grounds at lunchtime.

K - 5 students - Please notify your child's teacher if your child is leaving at lunch. This should be done through a note for each occurrence or if they go home daily, one note so indicating at the beginning of the year.

6 - 8 students - Students may have permission forms signed to allow them to leave at any lunchtime.

If your child is returning late from lunch on a reoccurring basis, we may contact you to ask you to rescind your child's permission to leave.

Remaining at school over lunch is a privilege for students. As such if students consistently violate lunch behavior rules they may lose the privilege.

Mentorship

Student connection is key in building academic and social success in school. This year Weledah will be in the second year of a mentorship program which will see teacher mentors paired up with individual students to help foster positive relationships and provide support for students who may be struggling in these areas. If your child is chosen for this program a letter of permission will be sent home.

Parent Advisory Committee

The Parent Advisory Committee (PAC), is a committee made up of interested parents. The PAC meets monthly at Weledah Catholic School. The PAC encourages communication and support for parents and staff members. Its purpose is to offer support for the educational programming at the school. The PAC provides important input to school operations. Please get involved.

Parking

Please refrain from parking in any numbered electrical plug stalls as these are reserved for paying staff. Parking in bus lane is prohibited at all times.

Drop off/Pick Up on 46 Street – do NOT drop off in the parking lot in the fire lane, you may be charged for stopping in a fire lane by by-law. At drop off and pick up times, 46 Street is very crowded, please ensure that you pull into the drop off lane on 46 St. between 52 and 51 Avenue. Students are then dropped off on the correct side of the road. Please do not drop off at the 4 way stop. Drivers are asked to be patient and cautious along the street during this time.

Personal Information

At the beginning of the school year we will be updating our personal information on each child. This will be done by sending a form home. Please fill the form out as accurately as possible in order that we have current information on phone numbers, addresses, and contact people, as well as on each child's medical problems, such as allergies. If you move or change your telephone number, please contact the office to update information at 873-5591 as soon as possible.

Physical Education

All students must bring a pair of running shoes marked with their name to be left at the school to wear during gym classes. Students in grades 4 - 8 should bring a change of clothing to wear in gym.

School Fees

School fees, if charged, offset the cost of certain student activities & extra curricular activities. Students are responsible for purchasing their own school supplies. Lists are provided.

School Hours

<i>Warning Bell</i>	<i>8:15 am</i>
<i>Classes begin</i>	<i>8:20 am</i>
<i>Grade K - 6 recess</i>	<i>10:00 – 10:15 am</i>
<i>Lunch</i>	<i>12:10 - 1:00 pm</i>
<i>Classes Dismissed</i>	<i>3:10 pm</i>

Every Thursday is early dismissal at 2:20 pm

School Nurse and Therapist

A public health nurse visits the school once a week. Screening on hearing and vision and immunizations are her chief duties. A speech therapist is also a regular visitor to Weledeh Catholic School.

Special Needs

Students who have special learning needs are supported by our Student Support Teachers. They will work with teachers, families and students to develop and assist in classroom delivery of programs designed to best meet a student's learning needs. This program is made up of students who require assistance to maintain a competent level of achievement and those who require enrichment.

Student Use of Telephone

Each classroom has a telephone installed to make local outgoing calls. At the classroom teacher's discretion, your child will be allowed to call home – however, students are not allowed to use the phones to make afterschool play arrangements. We ask that those be made in advance of the school day. Due to the number of students at the school, it is sometimes difficult to ensure that students receive messages during the day. Please try to ensure that your child leaves in the morning with all the information they need for the day.

Visitors

The staff of Weledah Catholic School welcome visits from parents and guardians. If you wish to visit your child's classroom please make arrangements with the teacher. As you arrive at the school, drop in at the office and we will escort you to the classroom. Parental volunteers who wish to give their time to help in the classroom are welcomed.

POSITIVE BEHAVIOUR SYSTEMS (PBS)

Positive Behaviour Support is a school-wide behaviour management program that is intended to pre-teach and re-teach school-wide behaviour expectations. It is based on the premise that by learning respect for self, others, and property, and what that looks like in the different areas of the school, students will have a consistent understanding of how to act appropriately while at school. The program is developed to both encourage students to continue displaying appropriate behaviours through positive reinforcement, and discourage inappropriate behaviours through addressing and re-teaching when these behaviours are witnessed.

Students are given Lupi Tickets as positive reinforcement for respectful behaviour. Lupi tickets are given by all staff, when they notice that a student is doing something positive, whether it be meeting an expectation or doing something “nice” for someone else. Students who receive Lupi tickets, then place them in Lupi’s draw box in the office. Lupi greets the students over the intercom and talks about the wonderful things that he is seeing around the school, as well as one or two things that we could improve upon. Then at the end of his announcement, Lupi’s favourite part of the week, he reveals the five winners.

Positive Reminders are given to students when they are spoken to regarding an inappropriate behaviour. The student is made aware that they have received a Positive Reminder for their behaviour. An administrator then meets with students that receive three or more Positive Reminders in one week, and discusses their behaviour with them. If these same students are seen again the following week, a phone call home is made to ensure parents/guardians are aware of the problem, and if they continue to occur, a parent meeting may take place.

Using the data collected from Positive Reminders, the PBS Team is able to determine focal areas for the Positive Behaviour Support Program. The premise behind the Reminders is that if students are re-taught behaviours, and reminded of expectations regularly on a minor level, they will be prevented from occurring on a more serious level, or as office referrals.

In conjunction with the behaviour matrix, which teaches the expectations around the school, the Positive Behaviour Support Program also includes the Excellence in Christian Values program that focuses on social awareness and interacting with others using positive values or virtues. Students learn about values such as patience, forgiveness, perseverance and honesty amongst others. Daily lessons based on these values are taught and each is celebrated in a school-wide assembly.

**Code of Conduct
Expectations of Students
Parents, Teachers & Administration**

**Weledeh Catholic School
2009-2010**

We believe in respect and responsibility.

Students

We expect students to:

- 1. Attend class on a regular basis.**
- 2. Follow expectations for proper behavior in the classroom, hallway and playground.**
- 3. Treat all people within the school with courtesy and respect.**
- 4. Be prepared for class and complete necessary work.**
- 5. Respect the authority of staff.**
- 6. Act in a respectful manner at all times when representing the school at community events.**

Parents

We ask all parents to:

- 1. Establish proper expectations for their child's behavior at school.**
- 2. Ensure the child's regular attendance at school.**
- 3. Expect the child to complete assigned work.**
- 4. Provide an appropriate environment for student and completion of homework.**
- 5. Maintain effective communication with the school.**
- 6. Work cooperatively with the teacher to resolve difficulties that may occur.**
- 7. Encourage your child to respect the authority of elders.**

Teachers

We expect all teachers to:

- 1. Treat all students with dignity and respect.**
- 2. Try to solve problems they are having with students through: assessing the environment, problem solving with the student, assess classroom management techniques, and inform parents of potential problems.**
- 3. Maintain effective communication with students and parents.**
- 4. Implement school and classroom rules in a fair and consistent manner.**
- 5. Maintain a communication log dealing with students and parent communication.**
- 6. Ensure regular contact with parents.**

Administration

We expect the administration to:

- 1. Maintain an effective discipline policy to protect the learning environment for all students.**
- 2. Mediate difficulties that may arise between parents, teachers and student**

