

# Mangilaluk School

Bag Service 5000

Tuktoyaktuk, NT

XoE 1Co

Phone – 867-977-2255

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## Parent Handbook 2022-2023

Dear Parent/Guardians:

The staff of Mangilaluk School takes pleasure in extending a sincere welcome to all parents/guardians and students to our school community.

This year will be a little different for routine and structure at our school due to ongoing renovations, however, the continuity of learning and health and safety of our students are our main priorities.

Mangilaluk School is dedicated to providing a caring and safe environment for children. We invite all our professionals, parents', elders, and concerned members of our school community to take part in establishing and working together to create and maintain a culturally relevant learning environment for our students. We are encouraging parents, guardians, elders, and leaders to come to our school as often as possible as we want to continue to work together to support our students.

We trust that your child's stay at our school will be a challenging and satisfying educational experience. Our goal is to encourage each child to achieve his or her potential and work toward maximum progress in:

Self-Esteem	Love of Learning
Academic Achievement	Cultural Appreciation
Personal/Social/Emotional Development	Physical Fitness and Health

The purpose of the Parent Handbook is to provide you with a source of information regarding our school operation. We ask that you keep this booklet as a handy reference for various school events, activities, policies and holidays.

To each parent/guardian hope you can call and/or make an appointment to continue dialogue with our school staff throughout the year. This school year our open house will be discontinued, but you may still be called upon to attend meetings with social distancing. We also encourage you to become a part of the DEA so that you can have input regarding school programming.

We look forward to your continued interest and support. If the needs of the child are to be met, there has to be collaboration between the HOME and the SCHOOL. For your part, we would ask that you keep in close touch with the school. Watch for our monthly newsletter which should be received around the first of each month via your child.

If you have any questions concerning your child's education, please contact us at 977-2255.

Sincerely,



Principal  
Ephraim Warren

# Tuktoyaktuk District Education Authority

## CURRENT BOARD MEMBERS AND STAFF

Chairperson – Darlene Gruben  
Trustee – Elva Driscoll  
Trustee – Debbie Raddi  
Trustee – Veryl Gruben  
Hamlet of Tuktoyaktuk Rep – TBD

## Our Mission Statement

The TDEA's mission is to form a partnership with parents, students and educational staff in order to provide quality education for our children and to promote the general education development of our community.

## Vision Statement

Through quality education, the Tuktoyaktuk District Education Authority assists students in achieving their maximum academic, personal, social and cultural development.

There are many areas where the DEA may provide input. Some of these include:

The development of school policies such as the **School Code of Student Behaviour**

Community use of school facilities

Staffing selection process

To actively advocate for the students and school with agencies, groups and available support services.

To provide input into curriculum and program development at the school

To act in an advisory role on school budget priorities

To encourage all parents to be part of the DEA by attending the monthly meetings

### **Tuktoyaktuk DEA Has**

Formed a structured committee and developed terms of reference

Been an active member of the Beaufort Delta Education Council

Provided informed advice on a consensus basis, to the school Principal and BDEC on such issues as the school calendar, staffing, fundraising, Safe Schools initiatives and policy updates

Participated in information and training programs on:

Literacy initiatives

New directions of education

DEA training

### **Parent Concerns**

Please note that any issues with your child (children's) teacher needs to be addressed in the following steps:

- 1) Request to meet with the classroom teacher
- 2) If you are not satisfied with the response, request to meet with the Principal
- 3) If you are not satisfied with the response, request to meet with the DEA chair

Darlene Gruben

TDEA Chairperson

DEAR: Students, Parents and Community Members!

Welcome back to school!

My name is Meeka Steen. I am the Student and Family Support Worker (SFSW) here at the Mangilaluk School. During my time at the school I will work towards building and maintaining healthy relationships and support systems between Parents/Guardians, the Community and the School - assuring that the attendance and success rates for our future leaders are achievable.

I believe that it is important that a reliable support system always be available for everyone and that is why I am here. Having regular interactions between these support systems would encourage the students and our community to achieve overall success! We are all so capable of achieving great things if we just work together and support each other.

My office is located at the Mangilaluk School and I encourage you to call me if you need any support to get your child to school! I am here to support and assist with all educational, employment and training opportunities for our community. I encourage you to call and make an appointment to talk – my hours are from 8:30am to 5:00pm, Monday to Friday. If you would like to contact me directly, you can call my cell at (867) 340 – 0110.

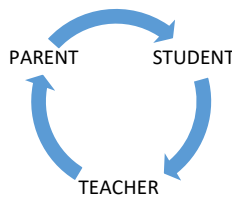
I will provide updates and information in each newsletter of future programs and opportunities, attendance rates and more.

**PARENTS:** Please join us in making this a successful year with sky-rocketing attendance rates and excellent student successes! Your involvement in your child's education is so significant!

Quyanainni! - Thank you!  
Meeka Steen

# Communication is KEY!!

## TEAMWORK!



## Remember it takes a community to raise

## a child!

# Mangilaluk School Policies

## Attendance

All students are required by law to be in school daily. A telephone call to the secretary when it is obvious that your child is going to be absent, especially if they are out on the land, would be greatly appreciated. Students are expected to be on time for the start of class. Being on time shows a commitment to learning, as well as demonstrates that the students respect the rights of others. When students are punctual, they do not cause a lesson interruption. If your child is not attending school please let us know so that we can provide your child with learning at home in a platform that works for you (i.e. online, virtual, google classroom, work packages, etc.).

## Awards Assemblies

Due to ongoing school renovations, Mangilaluk School will not be hosting monthly assemblies this year. We will be looking at new ways to recognize the successes of our students. Students will be recognized for their attendance, character and academic achievement throughout the year at these assemblies. We will be posting pictures and slideshows so that parents can view them from home.

## School Daily Schedule

Our school daily schedule is as follows:

### **SCHOOL DAILY SCHEDULE:**

8:45AM – 8:55AM	Students Arrive to School and go to their classroom.
8:55 AM	Classes Start
11:55 AM – 12:55AM	LUNCH
12:50 AM – 12:55PM	Students Arrive to School and go to their classroom.
3:50PM	School Dismissal

## Bus Transportation

This year BDDEC and the TDEA have sustained bussing for the students of Mangilaluk School. The bus will run on regular days. The schedule is as follows:

### **DAILY BUS SCHEDULE:**

8:35AM	Pick Up Reindeer Point Students for School
8:45 – 8:50AM	Pick Up Students from RCMP and Point to go to school
11:55AM	Pick up Students from Mangilaluk School to go to the <b><u>Point Only</u></b>
12:50AM	Pick Up students from <b><u>Point Only</u></b> to go to the school
3:45PM	Pick up Students from Mangilaluk School to go to the <b><u>Point</u></b> and <b><u>Reindeer Point</u></b>

### **Contact Information**

Please keep the school informed of any changes of address, telephone number, emergency contacts and telephone numbers, health information. All of this is necessary if we are to maintain close contact with the home.

### **Cultural Integration**

One of the big incentives this year at Mangilaluk School is to Indigenize culture within our school as much as we possibly can, specifically around language. Simple greetings, posters, and, phrases are starting points where we will be using the language. Teachers will be integrating the cultural component into their lessons on a daily basis where they see fit so that students can better relate to the concepts.

We encourage parents to use the Inuvialuktun language at home as often as possible and talk to your child(ren) about what new words they learned in school that day. If you do not know a phrase or word in Inuvialuktun, please feel free to contact our school and talk to our Inuvialuktun Teacher, on the land coordinator, or any local staff member and they will gladly help. We look forward to hearing from you.

### **CUM File**

The Beaufort Delta Education Council establishes a CUM File for your child upon enrollment in one of its schools. This is a continuing record, which will be used for the improvement of Instruction of your child b school/personnel by others as set out in NWT Policy.

If, at any time, you wish to review the contents of this record, during regular school hours, please contact the Principal at 977-2255.

### **Curriculum**

The Beaufort Delta Education Council follows the NWT and Alberta curriculums in also subject areas. All of these are available for you to look at by going to the ECE website:

<https://www.ece.gov.nt.ca/en/services/nwt-curriculum-and-school-list/nwt-curriculum>

### **Dangerous Items**

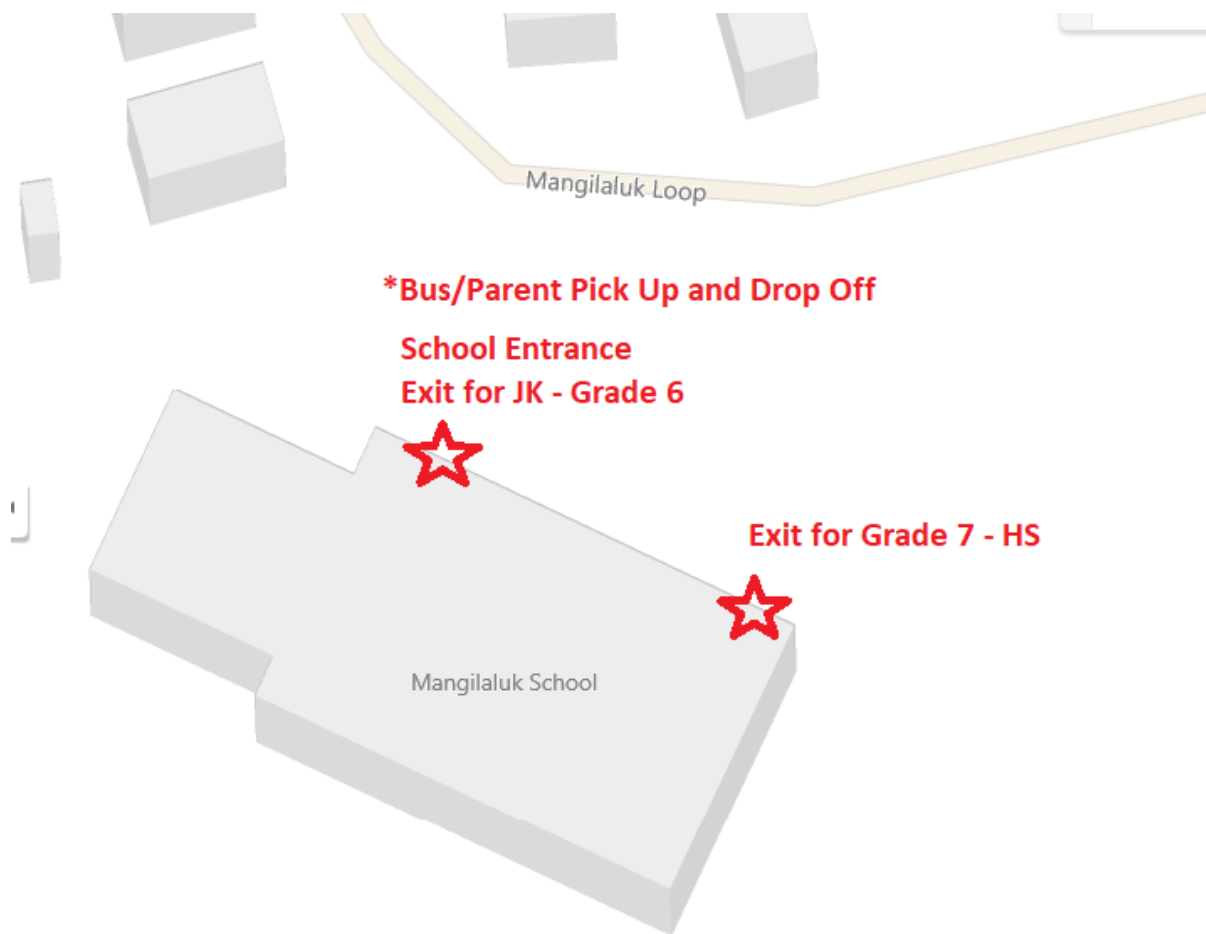
Articles deemed dangerous to student welfare are prohibited on school grounds. (Ex – drugs, alcohol, weapons, etc.)

### **Detentions**

Detentions can be served at recess or from 3:50pm – 4:30pm. In some instances, students who have to serve detention will have to walk home or be picked up by their parents. Parents will be advised by telephone.

## Entrance and Exits

This school year, we will be following a directional flow for our building. Staff and students will be using the front doors to enter the building in the morning and at lunchtime. Staff and students will be exiting out specific doors designated for their grade level. Students in JK – Grade 6 will be exiting the school through the main doors while Grade 7 – HS will be exiting the back doors on the playground side. The bus will be picking up and dropping off students at the front of the school. Please see the route below.



## Emergencies

Should the occasion arise where your child is involved in a serious accident or becomes seriously ill and the school is unable to contact you. We would appreciate your permission to use our best judgement in providing medical assistance. In other cases (illness, infection, minor injury) where your child would be better off at home, we would appreciate the name, address and phone number of someone willing to care for your child if you are not available.



### **Field Trips**

Periodically various classes will visit points of interest in and outside of the community. For these excursions, the children will walk or be bussed. You will be notified, in writing, of any field trips. Students without signed permission forms will not be allowed to travel by bus, snowmobile or other transportation. If you wish to volunteer as a supervisor on any of these trips, please contact your child's teacher.

### **Footwear**

On rainy/muddy days, each student should wear waterproof boots. On cold days, students should wear warm boots. Staff and students should have a pair of indoor shoes. Shoes should be labelled with permanent marker to help avoid confusion.

All students and staff are expected to remove footwear when entering the building.

### **Healthy Living**

Another initiative that we have undertaken at our school is students practicing healthier living choices. We encourage students to bring water to school instead of high sugar drinks. We hope that the community will help support our Mangilaluk Team with students not bringing unhealthy snacks to school such as energy drinks, pop, chips, Mr. Freezies, slushies/combos, candy, etc. Our school provides students food with the breakfast program and healthy snacks throughout the day. Thank you for your ongoing support.

### **Homework**

Homework is rarely assigned to students in the primary grades. When children have homework, it is usually work that was not completed within the allotted seatwork time. Student students who need extra practice in an area may be given special assignments to be done at home to reinforce skills.

Student at the Junior and Senior High levels should expect to have homework each evening. Completion of this homework will allow skills to be reinforced and for students to progress through the year in a timely manner.

### **Visitor Policy**

All visitors coming into the school should report to the office where we can better direct you. Parents/Guardians are encouraged to call in to make an appointment to meet with any school staff in person.

## **Illness**

If your child is not well enough to go outside for recess, perhaps he/she is not well enough to come to school. From our discussions with the Health Centre, we gather that these children would benefit from remaining at home until they are over their illness. The chances of spreading colds and other illnesses would be minimized as well. Students are encouraged to use proper hand-washing procedures to prevent the spread of illness. We will be practicing proper hand-washing at school. There is an online screening tool for parents to use to check to see if their child is sick. If a child is showing signs of high fever or a cough, we would recommend to stay home. Parents are best line of defense for helping keep our schools safe and healthy.

## **Masks**

Although staff and students are not required to wear a mask, if you feel that your child would want to wear one, they are welcome to do so.

## **Masks for Students**

Although students are not required to wear masks, the school has masks if your child wishes to wear one.

## **Volunteers**

We are always looking for help at the school. If you are able to volunteer your time for special events please let us know. We could use help in many areas. (Ex- Reading with students, cultural experts, etc.)

## **Polices and Procedures**

Our staff will be working with students to make sure that students follow proper hand washing and good hygiene while at school. It will take some time, but we will be reminding students about exits, directional flow, and keeping their hands to yourself. Our staff will help students with proper hand washing as well.

## **Lost and Found**

Every year we are left with a large number of unclaimed articles of clothing. These are given to Sister Faye if unclaimed in December and at the end of June. Please contact the school if your child has misplaced any items. We will take a photo of the items for you to see.

## **Lunch**

All students should return home for lunch with the exception of the students from Reindeer Point. Students living at Reindeer Point will be provided a noon-hour (11:55AM – 12:55PM) supervisor and are permitted to stay at school for lunch.

### **Medication**

We may agree to supervise your child taking some medically prescribed medication. Please call to arrange a pick up a "Parent's request for the Administration of Medicine at School" form from the school secretary and fill it in before requesting our assistance.

Under no circumstances should you allow your child to bring medication to school without following the procedures above

### **Messages**

We have an answering machine for your convenience. You can call our school at **any time** of the day or night to leave a message. (977-2255)

### **Money**

No money is requested by the school without parents being informed by letter, newsletter or the school Facebook page.

### **Nut Free Environment**

We have students who have nut allergies in our school. Therefore, we have a nut-free environment. Please refrain from packing lunches and snacks, which contain nut products.

### **Physical Education – Wellness/Movement Break**

Due to construction and renovations with the school, our regular gym classes will be discontinued for this school year. We have replaced physical education period with a wellness/movement break. Our classroom teachers will be taking students outside on nice days and will be doing movement breaks in the classroom on cold days. We are asking that parents send their children to school with appropriate clothing for outside each day.

### **Reporting to Parents**

Reporting on the achievement of students will occur formally, four times during the year. (November, February, April, June).

Parent/Teacher interviews will take place in person at the school school year. You are encouraged to talk with your child's teacher regarding strengths and weaknesses of your child. If you wish to speak to your child's teacher at any time please feel free to call the school to make an appointment.

## **Playground**

Students are asked to enter the playground and go directly to their play area. There is to be **NO PLAYING** on the school ramps or in the parking lots. Everyone must treat his or her classmates in a respectful manner. In order to accomplish we ask students to **"Keep their hands to yourself."**

This means:

1. Not touching another with hands, feet, or any other part of the body (pushing, shoving, kicking, hitting, play fighting, rough-housing, etc.)
2. Not hurting another with verbal abuse by allowing one's tongue to say something that may hurt the well-being of another person (offensive language, rudeness or insolence)
3. Throwing of rocks, sticks, snowballs, etc.

Violation of these expectations will result in an Incident Report being sent to the Principal, parent contact and logical consequences. These consequences will be immediate and could include the suspension for activities, recesses, breaks, class or school.

## **School Closing**

Occasionally during inclement weather, the school is closed. Teachers will contact parents with this information. Please listen to the local radio station or visit the school Facebook page if there is any doubt regarding this matter.

We strongly urge you to leave an emergency number for our use in case of an emergency early school closing.

## **Special Education**

The Program Support Teacher (PST) provides valuable assistance to staff and students. If a child is experiencing difficulty or requires extra assistance with some areas of the curriculum, he/she may be referred to the PST for an assessment of needs.

The PST, in consultation with the school Principal and the child's teachers, develops a program designed to meet the needs of that child.

As well, help can be provided to students in small groups or on a one-to-one basis by the PST, Literacy Coach, EA and/or the classroom teacher when children experience a weakness in skills.

You will be contacted if your child requires adjustments to his/her program.

## **Student Behavior**

Students are to follow school rules as well as classroom rules and expectations. Students are expected to show respect for themselves, their fellow classmates, their teachers and other adults in the school. The code of behavior will explain the implementation of Incident Reports, outline acceptable behavior and establish consequences for unacceptable behavior.

## **Student Personal Vehicles**

Personal vehicles that students choose to bring to school remain the sole responsibility of the owner. The school accepts **no** responsibility for loss or damage. Students are required to park these vehicles in designated parking areas.

## **Student Transportation**

Parents will be responsible for determining the best way for their children to arrive and return from school. Students should arrive between 8:40am and 8:55am. They will be dismissed for lunch at 11:55AM, and should be returned and ready for classes at 12:55pm. Students will be dismissed for the day at 3:50PM. Vehicle traffic and parking procedures have been established to ensure student safety. Parents/Guardians are reminded to follow the posted signs. Student drop off and pick up will be in the front of the building.

## **Supplies**

Each student is supplied with the required number of notebooks, pencils and crayons needed for classes. Supplies will continue to be provided if the student is using them respectfully. Misuse of school provided supplies may result in the student needing to provide their own materials for the remainder of the year.

## **Teacher Learning Days**

Teachers will have a number of days where they will be involved in different learning activities such a Professional Development, Professional Learning Communities, Cultural Days and Administration Days. On these days, students will not attend school. These days are marked on the calendar and will be posted on the Mangilaluk School Facebook Page.

## **Telephone Usage**

We ask that students refrain from asking to use the telephone except in case of an emergency. Arrangements for after school are to be made prior to coming to school. There will be no active after school programs until further notice. Students are permitted cell phones but are to refrain from using them during instructional time. Classroom teachers will have an Electronics Policy in place.

## **Tuktoyaktuk Community Library**

The library, which is a public community library, supports the curriculum and provides a service to both teachers and students. Students and community members are encouraged to take advantage and use the library and its programs whenever it is open. You are required to make an appointment to visit the library or to pick up library items. All returned items will have a hold of 72 hours before they are wiped.

Students are taught necessary skills for use of books and reference materials and are presented with literacy strategies to satisfy and promote reading interests.

Please share with your child the book they have chosen to bring home from the classroom or school library. We ask your cooperation in reminding your child to care for material borrowed and return it weekly. Students with outstanding library books will be expected to make restitution before any additional books are taken home.

The library has online programs running regularly for children and adults. The monthly newsletter will include the monthly library schedule of events. Consider making the library a part of your weekly routine.

## Mangilaluk School Staff List 2022-2023

Principal	→	Ephraim Warren
Junior Kindergarten	→	Alexandra Semakula
Senior Kindergarten	→	Tara Scaglione
Grade 1	→	Allie Gillis
Grade 2	→	Nubia Shaw
Grade 3	→	Pamela Fosseneuve
Grade 4	→	Dominique Limos
Grade 5	→	Nicole Di Fonte
Grade 6	→	Blair Duffield
Grade 7	→	Colin Brown
8/9 & High School	→	Hal Dyck
8/9 & High School	→	Tori Constant
High School	→	Edgar Martinez
High School / Vice-Principal	→	Michele Tomasino
High School	→	Maxwell Ferguson
High School	→	Lawrence Loiseau
High School / On-The-Land Coordinator	→	Candice Cockney
Inuvialuktun	→	Holly Carpenter
Program Support	→	Mary Anne Alley
Program Support	→	Meghan Wilson
Instructional Coach	→	Aman Haj-Touama
Numeracy Coach	→	Paige Driscoll
Support Assistant	→	Gloria Elias
Support Assistant	→	Jenny Jacobson
Support Assistant	→	Charmaine Teddy
Support Assistant	→	Caitlin Walker
Support Assistant	→	Sophie Stefure
Support Assistant	→	Annie Loreen
Support Assistant	→	Erin Felix
Support Assistant	→	Charlotte Irish
Support Assistant	→	Dolly Loreen
Support Assistant	→	Hanna Gordon
Support Assistant	→	Tasha Kasook
Support Assistant	→	Natalie Noksana
Support Assistant	→	Erika Beber
Secretary	→	Audrey Walker
NDL	→	TBD
Custodian	→	Mervin Chicksi
Custodian	→	Diane Nasogaluak
CYCC	→	Lois Chouinard
Family Support Worker	→	Meeka Steen

# 2022-2023 MANGILALUK SCHOOL

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

0

September 2022						
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25	26	27	28	29	30	

17.5

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

14.5

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

19.5

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

12

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

18.5

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28				

19

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30	31	

20

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30						

9

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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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	

17

	Student (sessional) days
	STIP collaboration
	STIP Individual duties
	Administration
	Inservice days
	Cultural Orientation
	Professional Development
	Holidays
	Statutory Holidays
	Reporting Periods