



**Williams Lake**  
FIRST NATION



**Little Chief's**  
PRIMARY SCHOOL

# U51 Little Chief's Primary School Handbook

**Pyin Te kw'oyiy7se Te kupkúkwi7 me7 kúkwpí7 - kt**  
**Little Chief's become Future Chiefs**

**Mission Statement:** Our mission is to provide a nurturing and safe environment that balances academically guided learning that fully integrates our Secwepemc language, traditions and culture. This integration will encompass all subject areas.

**Vision Statement:** Our vision is to enable all students to develop lifelong leadership qualities in our students.

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# INTRODUCTION

Weytk!

Welcome to Little Chief's Primary School!

Our school is a First Nations Operation school offering kindergarten to grade 4. Little Chief's Primary school is located in the heart of the Williams Lake First Nation IR #1 which is located approximately 12km south of Williams Lake city center.

Williams Lake First Nation has beautiful views, diverse wildlife, and recreational facilities which includes; a gymnasium, baseball diamond, hockey rink, family park, community garden, fire hall, Community RCMP Service, and access to Cwelcwe'lt (A place to get well)

Why Choose Us:

BC Provincial Curriculum Learning Standards

Qualified Teachers and Dedicated Staff

Healthy Lunch Program

Daily Secwepemc Culture and Language Program

Afterschool Program



# LITTLE CHIEF'S PRIMARY SCHOOL INFORMATION PAGE

Website: <https://www.facebook.com/groups>

Social Media: [www.facebook.com/2021-2022-little-chiefs-future-chiefs-school](https://www.facebook.com/2021-2022-little-chiefs-future-chiefs-school)

Mailing Address: 2561 Quigli Drive, Williams Lake, BC. Canada V2G 0B1

Physical Address: 2667 Indian Drive, Williams Lake, BC. Canada V2G 5K9

Business Hours: Mon. - Fri. 8:00am - 5:00pm

Office Admin: **Judy Brigham** ([judy.brigham@wfn.ca](mailto:judy.brigham@wfn.ca))

250-296-3507 ext 118

## LITTLE CHIEF'S PRIMARY SCHOOL STAFFING POSITIONS

Lead Teacher [lisa.michel@wfn.ca](mailto:lisa.michel@wfn.ca)

Special Education / Grade 2-4 Teacher

K5-Grade 1 Teacher

Primary School Teacher Assistant/Language

Special Support & Education Assistant

Primary School Teacher Assistant

Special Support Assistant

Healthy Meals Cook / After School Care

Bus Driver

Custodian

Cultural Coordinator

# SCHOOL CALENDAR

## SCHOOL CALENDAR FORM - ONLINE LEARNING

### 2022/2023 CALENDAR

JULY						
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						
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	

NOVEMBER						
S	M	T	W	T	F	S
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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		

JANUARY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY						
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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			

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

DECEMBER						
S	M	T	W	T	F	S
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FEBRUARY						
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26	27	28				

APRIL						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**INSTRUCTIONS:** Using the Fill Colour tool, highlight the Other Days in Session and Vacation Periods with the colours in the legend.

- Days Available For Instruction
  - Other Days In Session
  - Vacation Period
  - Statutory Holiday
  - National Day for Truth and Reconciliation
- Please note - Easter Monday and Boxing Day are not observed statutory holidays in British Columbia.

NOTES (optional):

Days Available For Instruction    Other Days In Session    Vacation Period    Statutory Holiday



# School Programs

## **Safe Arrival**

Little Chief's Primary school provides a safe arrival attendance to initiate the safety and well-being of our students.

To be successful, parents are required to let us know if their child will be absent for any reason, or late by phoning the school in the morning at 250-296-3507 ext. 118. If parents do not notify the school, attendance is recorded as an *unexcused absence*.

## **Preschool Program (K5)**

A program specialized for children who are four years of age, that are turning 5 by December 31<sup>st</sup> of each school year, will be admitted to kindergarten in current year. This program will run on a graduated full-time basis.

## **Secwepemc Language Program**

Little Chief's Primary school focuses on integrating Secwepemc language, traditions, and culture into our daily classroom routines, in a positive and respectful way.

## **BC Healthy Meal Program / BC**

Little Chief's Primary school with the support of the BC School Fruit and Vegetable Program we offer our students nutritional options for snacks and lunch daily. We request that if your child does not like what is on the menu, we ask that you bring their own lunch, and to provide 2 snacks daily that meets the nutritional standards we follow.

## **Recycling**

Little Chief's Primary school students are taught about recycling. Therefore, teaching our students about materials that we use that can be recycled to reduce waste, and help the environment.

## **After-School Care**

Little Chief's Primary school offers after school care only to working /guardians and fulltime students. This runs 2:30-5:00pm and snacks are provided. For further information, please contact the school.

# **POLICIES**

## **Visitors**

All visitors to the school are requested to check in at the office upon entering the building.

## **Walking to school**

Students who walk to school should arrive at 8:30am

## **Attendance / Un Excused Absences**

The first part of the school day is a very important time for students. Student learning readiness is highest at this time. Also, important announcements and instructions are given; however please leave a message at **250-296-3507 ext. 118**. Please include your child's first and last name and a brief explanation for their absence.

## **Allergies**

Some classrooms are designated as "Peanut Free Zones" if students in the class have a life-threatening peanut allergy. Classroom teachers will send home letters informing parents if this applies to their child's classroom. Your cooperation in helping us to provide a safe environment for every child at school is appreciated.

## **Bicycles**

Bicycles are to be left in the front of the school. Please let the teacher/supervisor know that you have your bike at school.

## **Bullying**

We are working to eliminate bullying in schools. In accordance with the school plan every reported act of bullying will:

- Be acknowledged, investigated and dealt with.
- Result in a consequence for the bully and support for the victim.
- Result in a progressive plan of remediation for the bully.
- Protection of the victim from retaliation by the offender.

The final step in any school action plan, where there is no improvement in behavior, must result in indefinite suspension for the student.

## **Little Chief's Bus Transportation**

Contact Little Chief's Primary School Administration to register.

F095A Williams Lake surrounding area off WLFN Lands

F095B On WLFN Lands

Bus Shelter:

See Bus Policy Manual

## **Chewing Gum**

To ensure our school remains a clean and respected place to work and learn, chewing gum will not be permitted in the school building or on the school grounds.



### **Closures (Early/Non-scheduled)**

In the event of an unpredicted situation such as a power outage or extreme weather condition, school may be let our early. In this event, school personnel will contact parents/guardians or emergency contacts. All children will remain at the school with staff until arrangements have been made to ensure someone is at home.

### **Electronic Devices & Valuables**

To ensure a quality learning environment, electronic devices are not permitted during instructional hours. Students should not bring valuable items to school. **The school takes no responsibility for lost or stolen items and requests that all such devices remain at home. Please see F223 Registration Package.**

### **Illness / Injury**

Normally children who are too ill to go outside for recess are too ill to be at school. Their learning capabilities become limited and often, as with a cold, the illness is spread to others. If a student becomes ill at school, the parent or guardian will be contacted to make arrangements for the child to go home. If an injury appears serious, parents will be contacted.

### **Leaving School Grounds**

For safety reasons, students are not allowed to leave the school grounds during the school. The parent/guardian whomever are picking up the child for a specified reason and have informed the lead teacher.

### **Lost and Found**

The lost and found clothing is stored in the school storage room. Jewelry or other small items are stored with the classroom teacher. Students may claim these items by offering a detailed description of the lost item. To assist the school in identifying personal property, please label all articles of clothing and personal items brought to school. Unclaimed items will be donated.

### **Lunch (Supervision)**

Noon hour Supervisors are on duty during lunch while students eat from 11:30 am - 12:00 pm and then on the playground until 12:30 pm.

### **Parking**

Parents are asked to use the parking by the outdoor rink located across the school.

### **Internet Usage**

Students have the opportunity to use the computer during specified class time. To access the internet, parents and students must fill out an internet use form. This form is included in the registration package.

### **Incident Reports / Process**

Please see Student Conduct Handbook

# INFORMATION FOR PARENTS / GUARDIANS

## **Registration (New Students)**

Registration starts: May – September 29th

## **Registration (Returning Students)**

Registration starts: February - May

## **Communication (General)**

It is essential that communication between home and school be maintained. Good communication minimizes misunderstanding and provides the opportunity to determine what is best for our children. Little Chief's Primary school diligently keeps parents regularly informed about planned activities through monthly calendars and weekly newsletters.

Also, individual teachers will communicate to their students about special projects or activities in their classrooms. Permission forms will be sent home for all activities and events which take place off the grounds.

## **Communication (Notes)**

Lead Teacher will be provided communication notes

Please send a note if:

1. Your child is getting off the bus anywhere other than his/her regular stop.
2. You are picking your child up early or if your child is going home with someone other than a parent.
3. If your child will be missing more than 3 consecutive days, please inform your teacher or lead teacher.

## **Communication (Parents contacting staff)**

Parents should contact the school to discuss a matter or to make an appointment with their child's teacher. The school answering machine is checked each morning before school, at recess, at lunch, and at the end of the day.

## **Communication (Newsletters)**

School newsletters will be sent home monthly with students to help keep everyone up to date on school activities, periodically throughout the school year

## **Communication (Parent Teacher Interviews)**

Parent/Teacher Conferences are held in October. Parents will be asked to sign up for a convenient meeting time well ahead of Interview week. Dismissal during interview week Monday-Thursday will be at 1:30pm (one hour earlier than usual). Report Cards will be sent home at the end of each term: in the fall, in the spring and at the end of June.

# EMERGENCY PROCEDURES

## Fire Drills

Fire Drills will be conducted at least 6 times during the school year. Each class will evacuate the building by an approved fire exit route in a quick and orderly manner. They will then remain with their teacher at the designated area on the school grounds. Attendance is taken and students remain with their groups until it is safe to return to their classroom.

## Emergency (Lockdown Drills)

A school lockdown drill will also take place twice year. The students will respond to a predetermined signal by assembling in a quiet location within the class, while the doors of the classrooms are locked by their teachers. Students will be taught to find safe areas and respond quickly and appropriately to the drill.

**Please note: That with the Covid – 19 Pandemic that Little Chief's Primary School will be strictly enforcing our Illness Policy. If a child appears to be sick with sniffles, runny nose or cough they will need to remain at home. This is for the safety of all Little Chief's Primary School students, family and staff.**



# SCHOOL CLOSURES

## **Weather (Air Quality)**

Little Chief's Primary School will consult the Air Quality Health Index and make decisions regarding students being outside (much the same as on cold days). If your child has any existing health issues that may be exacerbated by air quality, please contact the school.

## **Weather (Cold)**

Parents must make the decision as to whether or not students should be sent to school when temperatures are low and conditions are hazardous. Responsibility for such decisions cannot rest with the supervisor, the bus driver or the school.

When the temperature at the Williams Lake Airport is **-32 degrees Celsius or colder**, school buses will not be operated in the Williams Lake area. Cancellation of school buses will be determined by the transportation supervisor and will be broadcast on the local radio station. Students will be brought into the school during times when the temperature is below -15 degrees Celsius.

## **Weather (Dress and Footwear)**

When conditions are wet or muddy, outdoor shoes for students, staff and visitors will be required to be removed when entering the school. Students should have indoor footwear at school. To ensure Little Chiefs remains safe and clean for staff and students, indoor shoes will be required for all students. Students indoor running shoes can also be used for gym class. Please dress children according to weather conditions. Students will be required to remove hats while inside the school.

## **Weather (Indoor/Outdoor)**

All students are expected to go outside for recess and lunch hour to play in the fresh air unless it is too wet and rainy, or temperatures drop below -15 degrees Celsius. Please make sure your children are dressed appropriately for season weather conditions. Winter clothes include warm coats, boots mitts/gloves, hats and snow pants. During "inside days", students may play in their classrooms, read/work or attend an activity in the gym.

## **Weather (Snowballs)**

To ensure the safety of all students and staff, throwing snowballs is strictly forbidden.

# STUDENT SUPPORT SERVICES

## Special Education

Classroom teachers can make a referral to the Special Education Coordinator and Principal for any student suspected of needing special education services. This is a necessary first step in the process of identifying, evaluating, and placing students into the school's special education program.

- **Intellectually Delayed.** The program is available to provide instruction to students diagnosed with mild-to-moderate delays. Generally, these students perform on formal tests of intelligence and adaptive behavior at a level of one-half to three-fourths that of their normal peers.
- **Learning Disabilities.** The program is designed for students demonstrating a severe discrepancy between achievement and intellectual ability in one or more of the basic psychological processes involved in understanding or in using language spoken or written. These students possess average to above-average intelligence.
- **Speech/Language Disorders.** Speech therapy classes are provided for students whose speech or language deviates so far from other individuals or a peer group that it calls attention to itself, interferes with communication, or adversely affects the self-image of the student.

## Individual Education Plans (IEP's) or Smart Goals

Individual Education Plans are required by the Ministry of Education for every student on a specialized program; meaning a student has had his/her instruction modified. These plans are developed in conjunction with the parent and classroom teacher(s) who will be working with the student.

## Other services

Our school receives other services for students, including a speech therapist, and special educational services through First Nations Schools Association (FNSEA). We seek other resources in our community from Three Corners Health Services Society. Teachers will make referrals and will contact parents to discuss issues and decide if their child requires these services.

# ACKNOWLEDGEMENT OF SCHOOL HANDBOOK

Little Chief's Primary School **Staff, Parents/Guardians/Caregivers** are expected to read Little Chief's Primary School Handbook. Should you have any questions or require clarification contact the lead teacher.

Upon reading and understanding Little Chief's Primary School Handbook please sign the acknowledgement below and return it to the school with your Registration Package.

Note: An electronic version of this Handbook is available on Williams Lake First Nation's website: <https://www.wlfn.ca>

## ACKNOWLEDGEMENT

I acknowledge that I have retained a current copy of, read and understand the Little Chief's Primary School Handbook and that I have had the opportunity to clarify questions that I had prior to signing this acknowledgement.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_