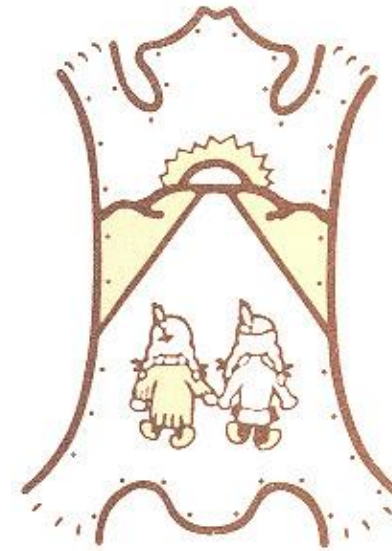




# Badabin Eeyou School



## Contact Us

Never hesitate to reach out, we love hearing from you!

514 Whapmag St.  
PO 150  
Whapmagoostui, Quebec  
J0M1G0

Phone: 819-929-3428  
Facebook: Badabin Eeyou School  
Web: <https://www.cscree.qc.ca/en/>

## HANDBOOK

2019 - 2020

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# Graduation/Concert Dates

## **Secondary 5 Class of 2019 Graduation**

August 30, 2019

The parents and Graduation Committee are asked to work together to plan and organize the graduation.

The time will be set by the parents and committee.

## **Kindergarten Graduation**

June 23, 2020

The parents and Graduation Committee are asked to work together to plan and organize the graduation.

The time will be set by the parents and committee.

## **Grade 6 Graduation**

June 25, 2020

The parents and Graduation Committee are asked to work together to plan and organize the graduation.

The time will be set by the parents and committee.

## **Christmas Concert**

December 13, 2019 at 5pm

## **Spring Concert**

May 29, 2020 at 5pm

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*The Graduation Committee is made up of staff members that would like to help plan and facilitate the graduations.*

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# Bullying

Badabin Eeyou does not tolerate any form of bullying. All staff members are committed to ensuring all students feel safe in school at all times. Any form of bullying is reported to the office where a team of people being work with the bully to solve the issue. We work to heal the bully from the wounds or solve the issues that result in their hurtful actions.

## How Parents Can Help:

- Talk to your student(s) about bullying that may be happening in the community and school
- Report any incident your student may tell you involving bullying to the office
- Encourage your student(s) to stand up to a bully
- Encourage your student(s) to stand up for others that may be getting bullied

## Bullying Programs

- SNAP- We work in collaboration with the Justice Department to offer the SNAP program to Elementary students
- We will be starting a Cree School Board program early in the 2019-2020 school year. More information will follow.

# Contact Information



## Badabin Eeyou School

514 Whapmag St.

PO 150

Whapmagoostui, Quebec

J0M1G0

Tel: 819-929-3428

Fax: 819-292-3548

## Inquiries and Appointments

To make an appointment with anyone at the school, please call the main office. If the person is free you will be transferred to them and if not, they will be given a message to return your call. Staff cannot leave the classroom to speak to anyone during instructional time.

## Questions and Concerns

Please do not wait until an Open House to reach out to your student's teacher. We encourage early communication to resolve any problem early on. If you wish to speak with administration, please call the main office and you will be transferred or administration will call you back.

# School Calendar

# Student Code of Conduct



At Badabin we will be **CARING** to:

- Other Students
- Staff Members
- School Property
- Ourselves

At Badabin we will be **COMMITTED** to:

- Other Students
- Staff Members
- School Property
- Ourselves

Caring means to look after and provide for the needs of others.

Committed means to be loyal and willing to give your time and energy to something.

Please address any concerns with our calendar with a member of the School Committee.

## Student Contact Information

In order to keep our records up to date, please notify the school of address and phone changes for home and work. Also, please inform the school when you leave town and your student(s) are staying with someone else so they can be reached. We must always be able to reach the person responsible for your child.

## Student Files

Please advise the schools of any special needs that may arise or change throughout the year. For example, if your student had an allergic reaction, please notify the school right away while you wait for the allergy testing. Also, if your student becomes injured and it may restrict their regular day, please let us know right away.

## Communication

Please note that if your student comes to the office not feeling well, hurt or in need of medical attention our School Nurse will tend to them and you may be notified. If it is an emergency, staff will call you to notify you that we have called the First Responders. It is very important that you ensure your contact information is up to date.

## Parent Volunteers

This year we are asking for 3-5 parent volunteers for each Elementary grade and 3-5 for the Secondary grades. These volunteers are encouraged to work with the teacher to create an in-class visit schedule, organize fun out of school activities (Field Trips) and help include more community and cultural values in the classroom. We are hoping that these volunteers will help in our goal of community and parental engagement.

# Hours of Operation

## Hours of Supervision

8:50-9:00	Arrival of Students
9:00-9:50	Period 1
9:50-10:40	Period 2
10:40-10:55	Recess
10:55-11:45	Period 3
11:45-12:50	Lunch
12:50- 1:00	Arrival of Students
1:00- 1:50	Period 4
1:50-2:40	Period 5
2:40-2:55	Recess
2:55-3:45	Period 6

Please do not send your students before 8:50am and 12:50pm because there is no supervision and we have several incidents of poor behaviour. Also, please note that the **bus will begin pick-ups at 8:15am and 12:15pm.**

## Pre – Kindergarten:

9:00-11:15	Morning Group
1:00- 3:15	Afternoon Group

\*Pre – Kindergarten groups will switch time slots after Christmas Break.

# Key Contacts

All Key Contacts can be reached by calling the main office.

## Special Education Department Head

Joshua Miller

Role: Ensure all students with special needs have the resources and plan in place to ensure they are successful as possible. Works closely with parents, the clinic, Minnie's Hope and the staff to ensure all needs are being met.

## Student Affairs Technician

Shirley Sandy

Role: Ensure all students rights and needs are met to ensure they feel safe, happy and are successful in school. She works closely with administration, Spec. Ed Department Head, Guidance Counsellor and Re-Adaptation officer.

## Guidance Counsellor

Daniel Touchette

Role: Aid the students with their education journey. He works closely with the Secondary Students, teachers, staff and any community member to help with post-secondary studies.

## Re-Adaptation Officer

Chacko Kannikkatt

Role: Work with students, families and staff to help students that are on the verge of dropping out. He also works with students who have left school and creates a plan to come back.

# Important Policies

## Absent of Late Arrivals

Please call before 9am and 1pm if your student(s) will be late or absent. If you do not call and notify the secretaries, it will be an unauthorized absent. If your student(s) will be absent for a long period of time, please communicate with the secretaries so they can inform the teacher.

## Locked Door Policy

Doors are locked at 9:10am and 1:10pm for the safety of the students and staff. Also, student cannot enter class pass 9:10am and 1:10pm as it causes a disruption to the lesson and the learning environment. Students will be welcomed to class the following period after the bell.

## Class Cancelations and School Closures

Should school or classes be cancelled for any reason, parents will be notified via radio and Facebook. Parents with students in Pre-Kindergarten to Gr. 3 will be notified via phone. While depending on weather, older students will be allowed to leave on their own.

## Electronics and Toys

Phones, iPods, iPads can only be used with the teacher's permission. If a teacher asks the student to remove their headphones or to put the device away and the student does not comply the device will be confiscated and the parents will be required to pick it up from administration. Personal toys from home should not be in school. If a student is playing with a toy, it will be confiscated and the parents will be required to pick it up from administration.