

# Hector Thiboutot Community School Staff Handbook



## Find Out About

- General Information about Sandy Bay
- Important administration tasks
- Who to call in emergencies
- Support staff available to assist you in your course of duty
- Code of Conduct
- School administrative procedures
- Yearly time-tables
- School Culture
- ... and more!

# NEW TO SANDY BAY?

Things for you to know

## Summary

- History
- Geography
- Amenities
- HTCS organization
- Basic Admin



## History

The town began as a Cree native community and grew as a result of the hydroelectric power station built in the late 1920s to supply power for the smelters and mines in Flin Flon, Manitoba. SaskTel put a communications tower in Sandy Bay in 2008 and the community has cellular service including, as of 2011, a 3G network.

Visit <https://youtu.be/uW9aTwmKIYc> to find out more.



## Geography

Sandy Bay is a community of over 1,500 people on the eastern side of the Northern Lights School Division's jurisdiction. It is situated at approximately 55.5° N and it is 597.1 kilometres northeast of Saskatoon and 75 kilometres north of Pelican Narrows. The village is located in the breath-taking beauty of the Precambrian Shield at Island Falls is presently operated by SaskPower and is now totally automated. Tourism is one of the major industries of the area. The fast, pure waters of the local rivers and the rugged terrain provide great beauty and opportunities for marvellous fishing and hunting. From late spring to summer, the community is prone to forest fires, as was the case in 2017. In the winter, temperatures can reach to a low of -45°C. Hence please ensure you stock enough oil for heating and ample groceries in case the roads are blocked. Fitting your vehicle with winter tires is definitely a practical consideration.



## Amenities

There are many services available in the village. There is a medical centre with fly-in doctors, an RCMP detachment, a grocery store, a post office, and a restaurant. Satellite TV, telephone and high-speed internet services are available with Sasktel and Shaw Communications.

The nearest source of other supplies and groceries can be located in Flin Flon, a busy mining community with stores and services, a two and a half hour journey on gravel and paved highways. There is a Co-op (a chain of hyper-mart similar to the Walmart concept) and Walmart there. Villagers do sell pizzas and stir-fries from time to time and you can see them advertised on the village's facebook page. To locate it, simply log onto your facebook page and search under **Sandy Bay's got stuffz**.



## Hector Thiboutot Community School

Hector Thiboutot



Hector Thiboutot Community School is a K-12 facility that staffs approximately 38 teachers and 20 paraprofessionals. The school is committed to excellence in the education of her students.

Educating more than 500 students, the staff at Hector Thiboutot Community School is committed to excellence in programming for both instruction and extracurricular opportunities. The school follows the Saskatchewan provincial curriculum at all grade levels. Year, unit and day plans are required to be completed. A heavy emphasis is being placed upon literacy and numeracy in the school. Within a whole language context, phonemic awareness is instructed in grades K-3 primarily through animated literacy. Guided reading is a big part of the balanced ELA program from grades K-9. An orientation at the beginning of the year will familiarize new teachers with literacy at Hector Thiboutot.

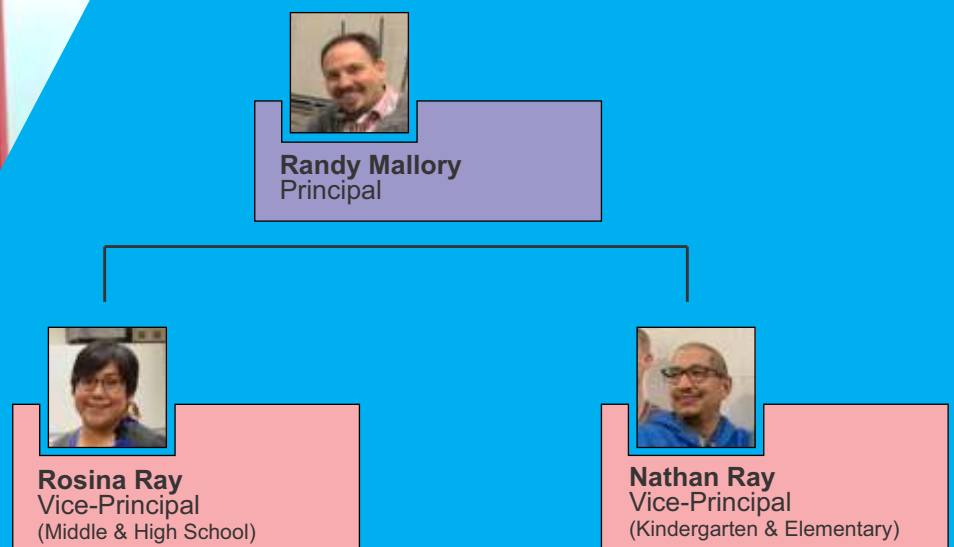
The timeline of the math curricula K -9 is Division mandated. Students participate in division wide common math assessments. Students unable to meet curricula objectives are remediated and reassessed. Math assessment results are entered into the division wide spreadsheets to allow for easy monitoring of students throughout the division.

Eclectic instruction is encouraged and expected to meet the needs of students. Ongoing assessment is required for the four reporting periods. Teachers are expected to hold high expectations and maintain orderly learning environments. Classroom management and discipline are maintained in a dignified manner using the restitution model. Restitution will be introduced at the start of the school year for those who are unfamiliar with it.

Hector Thiboutot Community School is striving to provide a comprehensive extra-curricular program. All staff are to strongly encouraged to sign up for at least one activity. These activities can be in athletics, academics, or the arts. Feel free to share your expertise.

Every year at Hector Thiboutot provides countless rewarding experiences. There are also many challenges that we as a staff are able to meet with our team approach. We all look forward to this coming year.

For more information about the school, please visit our official website at:  
[www.my-htcs.com](http://www.my-htcs.com)



**HTCS Organization Chart**



# BASIC ADMIN

As with settling into any new location, it is wise to get these administrative tasks done as soon as possible – especially if you come from another province/country. If possible, please conclude these tasks before the school term starts. If you are in any doubt, do please ask your colleagues for 'expert' assistance.

## Postal Address

As all other administrative matter would require an in-province residential address, you are strongly encourage to begin the process by updating your address in the village. This is easily done by going to the Post Office and providing any official email mentioning the address of the house allotted to you in Sandy Bay.

In case of emergencies, you can receive your mail c/o Hector Thiboutot Community School, Box 150, Sandy Bay, Saskatchewan, S0P 0G0. However, you are strongly encouraged to apply for your personal PO Box for considerations relating to privacy and ease of mail access.

The Post Office receives mail three times a week – Mondays, Wednesdays and Fridays.

The hours are as follows: Monday to Friday 9:00am to 4:00pm Closed 1:30pm – 2:30pm for Lunch.

## Vehicle

Out of province teachers have **90 days** to acquire Saskatchewan licence plates and a personal driver's licence.

Check with your province in regards to a cancellation refund.

Plates and licences can be obtained in Creighton or Prince Albert, Saskatchewan.

You will need a birth certificate or passport as well as a valid licence from the province from which you are arriving.

**Note: Address verification is a part of the admin process and these documents will be required.**

- A letter from the Principal on school letterhead that states you are employed and also your street address
- Utility bill with your Sandy Bay address
- Out-of-province vehicles require a safety check before they can be licensed in Saskatchewan
- (If applicable) Document from the Post Office with your registered PO Box and street address

### Insurance:

▪ In order to transport students in your car you must have a car policy with a minimum of two million dollars in liability. It is recommended that you switch your policy from a personal one to a business.

▪ Car – Although a basic liability of \$200,000 and a \$700 deductible comes with the license plates, many people buy a Package Policy with a Road Hazard Glass Option. This provides liability coverage of \$500,000 plus a deductible of \$50 or \$100. (Please check with SGI in case of changes). **Note: windshields tend to get chipped on a regular basis as we are surrounded by gravel roads. Coverage for the windshield is recommended.**

▪ Personal Property – Many teachers purchase a Tenant Pack to insure their personal belongings and other property. You will need to give the insurance agency an approximate value of your belongings.

▪ All insurance requirements can be handled in Creighton at **The Standard Insurance Brokers** (306) 688-7711 or at any other insurance companies/brokerage of your choice and discretion in Prince Albert or Saskatoon.



# BASIC ADMIN

As a recommendation, you can do your admin in this order:

- Postal Address
- Phone and Internet Set up
- Saskpower Account Set up
- Saskatchewan Medical Card
- Vehicle Check up, Registration and Insurance



## Power, Phone and Internet

### Power

Refer to your email from Facilities NLSD113 where an electric meter number will be mentioned. It would usually be in the form of SPXXXXXX (X being a numeral).

Set up a SaskPower Account via [mypoweraccount.saskpower.com/MyAccount/Registration](http://mypoweraccount.saskpower.com/MyAccount/Registration).

Upon account set up, please link you account to this electric meter number.

### Telephone

You can arrange to pay your phone bills via the internet conveniently if you have access to Credit/Debit facilities online. For enquiries on landline, please call SaskTel at: **1-800-727-5835**

### Internet

To set up internet and broadband services in your home, it is easiest to just call SaskTel directly at **1-800-727-5835** and have them come to Sandy Bay to install it at your home.



## Banking & Pay Matters

There are no banks in Sandy Bay for now. However, the restaurant (Chang's) opposite the school has a cash withdrawal machine. It levies a charge of about \$3 per withdrawal.

Northern Lights will deposit paycheques in any major banks or credit unions in Canada.

Details of deductions are available online. The form for Direct Deposit can also be found at the NLSD website. If in doubt, please contact the school admin directly.



## Television & Cable

For regular television program, only CBC Winnipeg is available. For cable TV through satellite, there are two options available:

- Star Choice
- Bell Express View

If you are lucky, you will be assigned to a home with pre-installed satellite dishes. So be sure to check before you connect.

Do seek out Mr Kevin Morin (the facilities person) for his advice or assistance first before embarking on any installation. You can reach out to him at **306-754-7877** at regular office hours.



## Hospitalization

Out-of-province teachers are covered by their home province for the month they move to Saskatchewan **plus two additional months**; however, make the change as soon as possible. If a medical emergency requires you to be flown out, and you don't have a Saskatchewan health card, you could be charged up to \$4,000.00.

To apply for a Saskatchewan health services card, please visit [www.health.gov.sk.ca/apply-for-health-card](http://www.health.gov.sk.ca/apply-for-health-card)

There is a Health Clinic in town and doctors are flown in regularly for appointments. If possible, please call **306-754-5400** for information/appointments.

The health centre can make arrangements to have your prescriptions delivered from the nearest pharmacy. Make sure you get a receipt if you pay with cash. For medical supplies, please note that the nearest pharmacy is in Flin Flon. The nearest Medi-Center is in Prince Albert.

### Note:

You may be able to claim income tax rebates if you travel for medical reasons. Please keep all receipts especially when you travel for medical/dental services.

## Warning

dates on this calendar are closer than they appear  
(Anonymous)

# Important Business Hours

## Health Centre

Monday to Friday, 8am to 5pm  
(Lunch between 12noon to 1pm).

## Grocery Store

Monday to Friday, 10am to 8pm  
Weekends, 10am to 7pm

## Chang's Restaurant

Monday to Friday, 10am to 7pm  
Saturday, 12:00 pm-7:00pm



## Important Phone Numbers\*

RCMP: 754-4600 (Local Station, office hours)/ 911 (24-hr)  
Fire Emergencies: 754-7790  
(Garry Morin Jr. is the Fire Chief)  
Health Centre: 754-5400  
Crisis Line: 1-306-425-4090  
NLSD Central Office: 1-877-387-4060  
NLSD Tech Service: 1-855-425-3302  
Saskatchewan Teachers Federation:  
1-800-667-7762  
Family Resource Centre: 754-2029  
Band Office: 754-2213  
Store: 754-4571  
Village Office: 754-2165  
Chang's Restaurant: 754-2177  
Outpatient Centre (Mental Health): 754-5415  
Village Garage: 754-7747 (Frenchie)  
Employee Assistance Plan (EAP) for Non-Teaching staff: 1-866-644-0326



\*Unless otherwise specified, please use province code (306) in front of the numbers.



## Garbage Disposal

Please ensure that all garbage to be picked up is bagged.

As a rough guide, Garbage is picked up between 11:00 AM and 3:00 PM Monday, Wednesday, and Friday. If there are issues with garbage pick-up, call the Village Office and let them know. Ensure your garbage receptacle is securely 'locked' or else the stray dogs (see below) will find their way to them and make a huge mess that you have to deal with.



## Other Things To Note

Town water goes off at unexpected times. Be prepared by having some water set aside for both drinking and flushing the toilet. Power failure can be common. Do have flashlights and candles ready. Water advisory kicks into effect every now and then. To be safe, try to only drink boiled water. ATMs do not always have cash available. Try to keep some cash on hand always.

As always, if in doubt, always ask your colleagues for advice.

# School Support Personnel

We work as a team to make  
the workplace better

## Get to know us

- Aboriginal Resource person
- Career/guidance
- Community School Coordinator (CSC)
- Dental Office
- Educational Assistants (EA)
- Janitors
- Librarians
- Maintenance Workers
- Public Health Nurse
- Secretary
- Social Workers
- Student Support Workers



## Aboriginal Resource Person

Encourages greater involvement of cultural resources and personnel in the life of the school. This may involve helping you find elders to come into your classroom or organizing activities such as setting fish nets or snaring rabbits. The Aboriginal Resource person is also instrumental in encouraging students to fully benefit from their time in school.



## Career/Guidance

The primary responsibility of the Career Transitions teacher at the school is to provide academic and career counselling to high school students. Students are guided in their course selection according to matriculation standards and their career goals. All students keep a portfolio with the Career Transitions teacher (which should be started in the middle year's career guidance curriculum). The Career Transitions teacher must have all students' parents sign the profiles yearly. These documents are used to monitor courses attained, and courses required for graduation.



## Community School Coordinator (CSC)

The community school coordinator is to be a liaison between the school and the community. The worker's hours vary according to the tasks of the day. Administration supervises the CSC. Examples of the CSC's tasks would be: Terry Fox Run, Breakfast with Santa, bringing in classroom volunteers, arranging for outside speakers and entertainment, and organizing events designed to draw parents into the school.



## Dental Office

HTCS has a fully equipped dental office on the premises together with the services of a dental therapist. Services are provided only to students 16 and under; individual students will occasionally be called out during the day. Emergency dental services require a consent form that will be provided by the dental therapist. A list of dental practices in the area is available from the therapist.



# School Support Personnel

We work as a team to make  
the workplace better



## Educational Assistants (EA):

EA allocations are provided by NLSD central office. They are assigned and supervised by resource teachers/Administration. EAs work closely with classroom teachers, providing support for their assigned students and, where possible, for other students in the class.



## Maintenance Worker

There are one and a half maintenance workers for the school division in Sandy Bay. Their job is to deal with housing issues. Maintenance forms are filled out online by the person renting the unit. This form must be filled out prior to work being done.



## Janitors

Janitor duties relate to the clean and safe operation of the school from the point of view of the physical plant. These duties involve cleaning, fixing and maintaining the building, performing minor repairs, maintaining playground equipment, and removing ice and snow.

Staff with immediate needs should post them on the whiteboard in the main office or notify office staff. (i.e. There's a puddle on the floor, the door won't open).

**Maintenance request forms are online** and must be accessed by Admin. Please write down all items requiring repairs, replacement, or removal (i.e. Please place my blackboard back on the wall) and give to one of the Admin Team.

·Staff with concerns about work done should submit them to the Principal in writing.

·Janitors work various hours.

- One works from 8:00 – 5:00
- Two work from 2:00 – 11:00
- One works from 6:00 – 10:00 (Half of the hours spent on maintenance)



## Librarians

The librarian ensures that the library operate efficiently and contributes to the effectiveness of the total school program. She maintains the teacher resource area. Her duties involve processing books, shelving books, helping teachers collect material for units, assisting students in locating books and information, helping in the ordering of books and audio-visual material, and monitoring students utilizing computers.

As the school library is also a public library, the Ayamicikiwikamik Library is open to the community on Monday to Thursday from 5:00 pm to 9:00 pm and on Fridays from 1:00pm to 5:00 pm. There is a considerable amount of adult level material in the library because of the public component. Materials may also be accessed from the Pakhisimon Nuyeah Library System in La Ronge through the public librarian. We are connected to all public libraries in the province. The Librarian can help you request a book from anywhere.







# School Support Personnel

We work as a team to make the workplace better



## Public Health Nurse

A public health nurse visits the school occasionally for the immunization program and to check for good health. The nurse is also available to educate students and help with the sexual wellness classes.



## Student Support Workers

Student support workers respond to issues arising from absenteeism and behaviour. They make calls home to verify why a student is not in school and look for ways to support student attendance.



## Secretary

The secretaries' duties are to provide those secretarial-receptionist services common to a business office. They involve such activities as typing, filing, record keeping, processing mail, and welcoming visitors. There is no provision for typing of assignments, tests or letters for teachers.



## Social Workers

The school social workers' primary area of responsibility is to provide prevention, intervention and postvention programming in the school. The school social workers are responsible for liaising with outside agencies in order to access their support for our students. In order to maximize the ability of our social worker to deal with a wide variety of students, school personnel deal with short-term cases, while students in need of long-term support are referred, where possible, to outside agencies. The social workers at Hector Thiboutot have a heavy caseload. On the appropriate form, staff members fill out counselling requests, which are then given to Administration. Where possible, social workers will support teachers in dealing with student issues. They are responsible, in conjunction with administration, for setting up case management meetings for students who require a team approach.

## Do you know?

Listening, sacrificing, sharing, respecting, questioning, working hard and persuading are among the most important teamwork skills to master, according to [Tips4Teamwork.com](http://Tips4Teamwork.com) and Bellingham Public Schools.



# HECTOR THIBOUTOT COMMUNITY SCHOOL

What are we about?

## Our Vision

We are dedicated to academic achievement, safety, respect, and cultural education for all students.

## Our Mission

We envision a safe, respectful, and caring community of learners where all students achieve and develop skills and knowledge to succeed in the future.

## Northern Light School Division 113 Vision

Students of the Northern Lights School Division will have enhanced life experiences by developing skills, knowledge, and attitudes within the cultural context of engaged Northern communities.



## Our Attitude

The staff and students at Hector Thiboutot Community School operate on the principle that a positive learning environment is vital to the successful operation of an educational institution.

This principle creates an obligation for all people who work at the school – to present a positive image, both in attitude and in action.

Whether it's in the classroom or in the staff room, the modus operandi is the same: Be positive.



# HECTOR THIBOUTOT COMMUNITY SCHOOL

## HTCS Staff Beliefs\*



## HTCS Staff Beliefs\*

### As a Staff, we believe in:

#### **Growth and Learning**

As lifelong learners we recognize that growth takes place best in an environment in which people feel accepted enough to make mistakes.

#### **Safe, Positive Environment**

We believe HTCS is a safe, positive environment where everyone feels welcomed and supported. We, the staff, will strive to create an atmosphere of warmth, energy, caring and respect.

#### **Inclusive Community**

We believe this school is a community: a place where all who enter have dignity, worth, and a purpose. They will be:

- Valued
- Respected
- Protected
- Accepted and
- Supported

#### **Collaboration**

We believe that at HTCS we work together towards a common goal, share ideas and resources; while supporting one another as a team.

#### **Professionalism**

As staff at HTCS, we believe in demonstrating professionalism through positive communication, modeling appropriate behaviour, and supportive actions.

#### **Culture**

We believe that cultural diversity is a vital component of our school. Every staff member is encouraged to both contribute his/her culture and to accept other cultures as they blend into our community heritage.

#### **Respect**

At HTCS, we aim to provide a school environment based on equality, generosity, and safety.

#### **Open Door Policy:**

The Administration at Hector Thiboutot believes in open communication. Teachers are encouraged to offer suggestions, seek assistance or to float ideas. Innovative concepts and initiative are highly prized. Teachers have the freedom to try new things, have the freedom to develop new programs and to speak their mind.

# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Hector Thiboutot Community School Expectations



### Hector Thiboutot Community School Expectations

The Hector Thiboutot Community School Expectations will guide the general conduct of all individuals on a daily basis. Hector Thiboutot Community School is responsible for observing and promoting the following principles:

- To serve all residents of Sandy Bay and surrounding communities with respect and dignity
- To promote and respect the rights of the students, parents/guardians, elders and staff
- To promote safety at all times
- To promote the Educational Programs

### Remember

Each of us is a representative of this school 24 hours a day, 7 days a week and 365 days a year. What we do and say matters.

## On being a HTCS Staff Member

### Personal Attributes



High Ambiguity  
Tolerance



Flexible



Adaptable



Risk-taker



Wholly Integrated



Persistent



Capacity  
for work



Commitment



Optimism



Sense of Humour



Secure with  
Uncertainty



Willing to Grow &  
Innovate



Willing to  
Experiment



Willing to take up  
Leadership



Willing to accept  
Failure and Strive for  
Success

# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Hector Thiboutot Community School Expectations

### Remember

Each of us is a representative of this school 24 hours a day, 7 days a week and 365 days a year. What we do and say matters.

## On being a HTCS Staff Member

### Professional Attributes

General instructional competencies

·Interest and expertise in program design, implementation, maintenance and evaluation activities

·Student-centered versus content-centred

·Willing to be on the cutting edge of new ideas



We each have a Fundamental Belief in Young People. We believe in Empathy, not Sympathy; and Unconditional regard.

# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Saskatchewan Teachers Code of Ethics

### Remember

Each of us is a representative of this school 24 hours a day, 7 days a week and 365 days a year. What we do and say matters.

To act at all times in a manner that brings no dishonor to the individual and the teaching profession.

To act in a manner that respects the collective interests of the profession

To make the teaching profession attractive in ideals and practices so that people will desire to enter it

To respond unselfishly to colleagues seeking professional assistance.  
To respect the various roles and responsibilities of individuals involved in the educational community.

To inform an associate before making valid criticism, and inform the associate of the nature of the criticism before referring the criticism of the associate to appropriate officials.

To deal justly, considerately and appropriately with each student.

To support objectively the work of other teachers and evaluate the work of other teachers only at the request of the other teacher or when required by role as a supervisor.

To respect the right of students to form their own judgments based upon knowledge.

To encourage each student to reach the highest level of individual development

To protect the educational program from exploitation

To model the fulfillment of social and political responsibilities associated with membership in the community.

To strive to be competent in the performance of any teaching services that are undertaken on behalf of students, taking into consideration the context and circumstances for teaching.

To keep parents and the school community informed of and appropriately involved in decisions about educational programs.

To render professional service to the best of the individual's ability. To keep the trust under which confidential information is exchanged.

To be consistent in the implementation and enforcement of school, school system and provincial ministry responsible for PreK-12 education policies, regulations and rules.

To implement the provincial curriculum conscientiously and diligently, taking into account the context for teaching and learning provided by students, the school and the community.

To develop teaching practices that recognize and accommodate diversity within the classroom, the school and the community.

To seek to be aware of the need for changes in local association, Federation, school, school division and provincial ministry responsible for PreK-12 education policies and regulations and actively pursue such changes.

To seek to meet the needs of students by designing the most appropriate learning experiences for them.



### Saskatchewan Teacher's Code of Ethics

# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Timetable/Daily Routine\*

### Sick?

Please contact the admin by 8am so that we can find a substitute for you in time.

7:30am	Administration arrival
8:00am	Secretary / Caretaker arrival
8:05am	Administration Meeting
8:30am	All staff arrival
8:45am	Doors open – Staff at supervision areas
9:00am	Oh Canada / Prayer / Announcements
9:05am	Classes begin
9:55-10:10am	Recess (1-2)
10:35-10:50am	Recess (3-12)
12:10-12:50pm	Lunch
12:50pm	Doors open – Staff at supervision areas
1:00pm	Classes begin
2:20-2:35pm	Recess (4-12)
2:35-2:45pm	Recess (1-3)
3:30pm	Student Dismissal
4pm	After-school Activities
6pm	School available for Public Use

\*Sample Time-table (Recess times differ from Grade to Grade)

# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Work/Admin for First Day of School

### Start up check list

- Registration packages
- Year Plans
- Unit Plans
- Classroom Management Plans
- Course Outlines
- Individual teacher time tables
- Resources
  - ELA:
    - K – 5 Nelson Literacy
    - 7 - 9 Sightlines
  - Math:
    - K – 6 Math Makes Sense
    - 7 – 9 Math Focus

### Forms to collect from your students

- Locker use form (MY & HS)
- Internet permission slip
- C.A.R.E. permission form (grades K-3)
- Sexual Wellness Form (grades 4 – 9)
- Permission slip for local activities with the classroom / photo release

Organizing ahead of time makes the work more enjoyable. Chefs cut up the onions and have the ingredients lined up ahead of time and have them ready to go. When everything is organized you can clean as you go and it makes everything so much easier and fun.

- Anne Burrell

### Administration Days

Administration days are at the beginning and end of the year to allow for start-up and shut down of the school.

Week after Thanksgiving (Second week of October) is reserved for Division Workshops. Please arrange your own accommodation ahead of time.

### Classroom Resources:

School teaching resources have to be checked by the Librarian at the beginning and the end of the school year. Teachers are responsible for signing out the resources that they need for teaching the curriculum.





# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Interesting Facts - A B C



### Assemblies

Assemblies will be every other Wednesday and are for the purpose of:

Student achievement, i.e. math awards

Student performances i.e. readers' theatre, music performances;

Special events i.e. Remembrance Day.

See the school calendar for dates and times

Programming will be determined by the vice principals in collaboration with staff.

Reading Achievement Assemblies will be held twice a year, to recognize students who have achieved benchmark levels in guided reading.



### Attendance (staff)

Staff is expected to submit their personal attendance monthly. The year-end form is the easiest to use.

Fill in the appropriate month, photocopy it and give the copy to the secretary.

If you are sick, please call the school before 8:00 am and speak to an Administrator. If you are sick for longer than 3 days, a doctor's note / health clinic note will be required.

Confirmation checks may take place.



### Audio visual

It is recognized that teachers use media to supplement the curriculum and occasionally as a class treat. Movies shown should be part of instructional curriculum. All media should be age appropriate and previewed prior to use. Please leave a note for the principal stating both the movie and its rating that you will be showing in your class. Please use common sense.

R-rated movies are probably not appropriate in any instance.



### Briefing Meetings

Daily briefings, held at 8:30 am, are used to inform staff about suspensions, detentions, daily activities, fun days etc. These are normally held in the Library. Attendance is mandatory.



### Bussing - Trips

The school has 3 vehicles available for transporting students to events. The mini-buses carry 15 people plus the driver. Only staff members who have had bus training through Central office can drive the buses. The school van carries 7 people. The school van is used for short trips or as a last resort.



### Bussing (Daily)

The Peter Ballantyne Cree Nation (PBCN) runs a bus for reserve students who are furthest away from the school. The bus makes multiple runs and uses the pull over on the west side of the playground for drop-off and pick-up. At dismissal, the students catch the bus in the same spot. In inclement weather, students are allowed to wait inside the west side entrance for the bus. Supervision is provided for the bus area. The school does not always know when the bus will not be running. Letters will be sent home if we know in advance.

### Bussing - Trips (cont'd)

To book transportation please fill out the calendar in the bus booking binder found in the front office. The information needs to include what group is going, where they are going and who is responsible. It is first come but Administration will look at multiple bookings to see how to best accommodate everyone's need.

Each vehicle has a binder that contains important information, accident forms, pre and post trip check list, gas card and keys.

The group using the vehicle is responsible for pre and post trip inspections. You are looking for any damage that may have happened during your trip.

(Continued next page)

# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Interesting Facts - A B C

### Bussing - Trips (cont'd)

This could include inside or outside damage or something that is not working properly.

A trip checklist must be filled in, signed and dated by the trip supervisor and kept in the vehicle binder. If there is something that needs to be repaired, replaced or have maintenance, please contact, in person, the staff member named on the top of the checklist so this can be dealt with in a timely fashion.

All vehicles must be cleaned at the end of the trip. This could be done the next day if the vehicle is not being used by someone else. This includes the removal of all garbage and personal belongings. Buses need to be swept (mopped if necessary) each trip. Any spills (on seats, upper racks etc.) need to be cleaned up. The vehicles could be cleaned on the outside if weather permitting or when you are out and able to use a car wash.

Vehicles are returned to the garage or shop for storage. Make arrangements to be able to do this or get permission to store in a safe place until you can get it where it belongs.

The binder for each vehicle is returned to the school office.

School bus rules are to be followed. Please ensure all people in the vehicle understand the following expectations:

- Seat belts must be used.
- No standing or walking around while the vehicle is in motion.
- No open cans of drinks allowed.
- Inside voices are to be used and music is at a reasonable level.



### C.A.R.E. - Challenge Abuse through Respect Education:

Each year the students from HTCS who are between K-3 receive instruction in this personal safety program. The focus of the program is on sexual abuse prevention. It is offered by The Canadian Red Cross and encourages the active involvement of parents. The program gives children the knowledge to identify potentially dangerous situations and help them learn skills which protect them from harm. This includes teaching children personal safety rules to help protect them from inappropriate touching and other forms of exploitation.



### Career Fairs / College Tours:

In order to help students know about possibilities for their future, the school regularly hosts a career fair with representatives from colleges, universities and employers. This is usually held in the fall.

During the spring, a selection of students interested in furthering their studies at university or a college are taken to the big cities for a college tour. Students selected must have their three A's: Academics, Attitude and Attendance. Staff interested in taking students to any of these activities should hand in plans (Field Experience Request form) well in advance to the Administration for approval.



### Christmas Concert

There is a K-12 Christmas concert held on the second last day before Christmas break. Teachers in K-9 are asked to prepare a short (under 4 minutes please) presentation relating to the year's chosen theme. Students in 10-12 are invited to participate. The Christmas concert will be organized by a Christmas concert committee. As the gym is also a regular classroom, it will not close down for rehearsals until very close to the event. However, arrangements may be made with the gym teacher for access to the gym.



### Cold Weather

The school does not close down for cold weather. Students are marked as an excused absence on extremely cold days with a parent phone call only. If there is no phone call, the child is marked absent. Staff is expected to be at school.



### Community Funerals (Students)

The school will remain open during funerals. Students will be marked absent unless the student brings a note from home or a phone call is received. Students will be allowed to exit the school if they say that they are going to the funeral, regardless of home contact.

# HECTOR THIBOUTOT COMMUNITY SCHOOL

## Interesting Facts - A B C



### Community Funerals (Staff)

For staff, outside of compassionate leave, consideration will be given to them to attend the funeral when supervision for their students has been arranged. Approval must be given by the principal.



### Consultant Requests

NLSD consultants are available to aid classroom teachers in the following areas:

- ELA, Arts, Health
- Math, Science, S. Studies
- Career Transitions Consultant:

To access the services they provide, please talk to Admin.



### Convention for Teachers

Teacher's Convention will take place in Prince Albert and starts the Tuesday following Thanksgiving. Teachers are expected to attend. Registration is Tuesday morning; activities/workshops going until Thursday at about 4:00 p.m. Friday can be used as the travel day back to Sandy Bay.

**Book a hotel room for convention as soon as possible.** You are responsible for your own travel, accommodations and meals. Save on costs by travelling and staying with someone else.



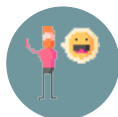
### Court

Court is held bi-weekly (Thursdays) at the Memorial Hall. There is a youth justice worker who liaises between the school and the court. Students who say they have court need to bring a note from their court worker for an excused absence.



### Culture Camps

There are culture camps during the school year: one during the winter (usually in March) and another preceding Aboriginal Day (June 21).



### Departure Times (Staff)

Staff is dismissed at 12:10 pm for lunch and at 3:45 pm. Please insure your students have left the building. Please check to make sure that doors are secure. Students held in late must be escorted by the teacher out of the building. (Please note: if you keep students until after the last bus has left, you are responsible for ensuring they have a ride home). Relationship building activities and teachers' meetings will be scheduled after 4:00 pm.



### Staff Dress

Dress for Respect. Clothing may not make a person, but it can be a contributing factor in unmaking a person. Whether we want to admit it, our appearance affects how we are perceived and received in definite ways. Clothing has nothing to do with students liking a teacher. But clothing definitely has an effect on students' respect for a teacher, and respect is what a teacher must have if learning is to take place. Research reveals that the clothing worn by teachers affects the work, attitude, and discipline of students. You dress for four main effects:

- Respect
- Credibility
- Acceptance
- Authority

The effective teacher uses these four as assets in relating to students, peers, administrators, parents, and the community. If you have these four traits, you have a much greater chance of influencing young people to learn than someone who lacks these four traits. Low cut tops and cut-off shorts are unacceptable. (Please, no cleavage.)

# Staff Evaluation & Supervision

We excel in our profession  
& we grow in our professional journey

## Year & Unit Plans

Teachers are expected to create a one page year plan by September 30. Year plans show a timeline for core units in all subject areas. High school teachers submit course outlines instead of year plans. They are due one week after the start of each term. Unit plans are to be prepared prior to teaching a unit and are to be submitted to Admin. The superintendent will provide written feedback on year and unit plans.



## Teacher Observations Formal & Informal

Administration is responsible for formal and informal observations of teachers for the purpose of growth and development. The superintendent's role is evaluative. The Administration will meet with each staff member once a term to review individual goals, year plans, instruction and assessment in curriculum.



## Terms & Conditions for Non-Teaching Staff

A package will be given to all non-teaching staff and reviewed with them as part of their orientation. It is found in the policy manual.



## Evaluation & Placement for Non-Teaching staff

Support staff are evaluated by Administration. Eas are allocated by Central Office and assigned collaboratively by the Administration and resource teachers.

