



*Forward together
in Faith and Knowledge*

**Weledh Catholic School
Information Handbook
2017-2018**

Weledeh Catholic School
Grades K - 7
5023 - 46th Street, P.O. Box 1650
Yellowknife, NT X1A 2P2

Phone: (867) 873-5591
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Statement of Purpose

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

Weledeh Catholic School

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

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

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

District History

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

Staff List – 2017-2018

Todd Stewart	Principal	
Jenny Reid	Assistant Principal	
Karen Carroll	Administrative Assistant	
Sandra Profit	Administrative Assistant	
Sharon Barlott	Kindergarten	Room 120
Molly Laity	Kindergarten	Room 117
Melody Begg	Grade 1	Room 122
Annick Booth	Grade 1/2	Room 125
Gizelle Gaudon	Grade 2	Room 216
Carrie Monks	Grade 3	Room 215
Sarah Morton	Grade 3	Room 214
Sonja Hunt	Grade 4	Room 213
Laura Matheson	Grade %	Room 212
Will Vickers	Grade 5	Room 211
Ty Hughes	Grade 6/Core French	Room 204
Trent Hamm	Grade 6	Room 202
Catherine Son	Grade 6/7	Room 200
Ian Brown	Grade 7 FI	Room 203
Gina Michel	Grade 7	Room 201
Lori Bailey	Program Support	
Christal Kelly	Program Support	
Janice Beland	Literacy Support	
Gina MacLean	Tlcho Language	Room 118
Marianne Maltby	Fine Arts	Music Room
Uli Nolting	Physical Education	Gym
Scott Roos	Band	SPHS
Brenda MacLeod	Library Technician	Library
Monica Kreft	Art Therapist/Counselor	
Emily Kakfwi	Classroom Assistant	
Mikala Abbott	Classroom Assistant	
David Dowe	Classroom Assistant	
Lynn Taylor	Classroom Assistant	
Patti Male	Classroom Assistant	
Kristen Nowak	Classroom Assistant	
Tanya Kruger	Classroom Assistant	
Angela Jones	Jr Kindergarten	Room 112
Maggie Lee	Jr Kindergarten	Room 112
Leslie Caines	Jr Kindergarten	Room 115
Carrie Nolting	Jr Kindergarten	Room 115
Carmel Sullivan	Territorial Treatment Centre	
Bill Leask	Classroom Assistant/TTC	

Letter From the Principal

Dear Parents, Families and Friends,

Welcome to Weledeh Catholic School. We are proud of our dedicated and experienced staff as well as our enthusiastic learners!

As demands and complexities of teaching children increase, it becomes more evident that we all need to work together to insure that our children reach their potential. We believe that all of us – the school and the community – must work together in an extended family environment to insure success for all our students. We believe it is everyone’s responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible.

With that in mind, you are invited to be an active participant at Weledeh School. Whether you are a classroom volunteer, a member of the Parent Advisory Council (PAC), special event participation, or member of one of our school communities, you are encouraged to be involved! Research on schools clearly demonstrates that parent participation in their child’s school coincides with a greater likelihood of academic success for their child.

It is our desire to keep you informed of all that is taking place at school. Up-to-date and additional information will be sent to you through the monthly newsletter and will appear on our [school web page](#), as well as follow us on our social media sites (see below for details). If you have questions or concerns that arise at any time, please do not hesitate to give your child’s teacher or me a call. I look forward to having a long and rewarding relationship with you and your family.

Website: Visit us at <http://www.weledeh.nt.ca/> to stay informed of school events. This is a quick and easy way to get to our website directly.

Facebook: [Weledeh Facebook](#). This tool allows parents and students to connect directly with school and classroom teachers regarding assignments, grades and notices.

Twitter: Social media is not just for kids! Twitter is a great way to receive quick reminders about school events, hear of exciting classroom experiences and see pictures of key events. Here is our twitter handles to follow [@weledeh](#)

Additionally, the school Parent Portal is available to all parents and guardians. This will allow you to see attendance and grades for your students at anytime.

At Weledeh we strive to meet the needs of our students. In an effort to increase our attendance during period one each day, we have adjusted our start time to allow more time for students to arrive at school and be present for period one. Below is the schedule that will be implemented starting September 1, 2017. As you can see, we have adjusted our start time to 8:40 a.m. with supervision beginning at 8:25 a.m., so students can be dropped off at that time.

Period	Time
Homeroom	8:40-8:55
Periods 1-3	8:55-10:40
Recess	10:40-10:55
Period 4-5	10:55-12:05
Lunch	12:05-12:55
Periods 6-8	12:55-3:10
Homeroom/Dismissal	3:15

Sincerely,

Todd Stewart
Principal
Weledeh Catholic School
867-873-5591
Todd.Stewart@yca.nt.ca

School Policies

Attendance Procedures

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

Band

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

Behavior and Discipline

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

Books, Lockers, Supplies and Personal Property

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

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

Students will be given a list of supplies that need to be purchased. These supplies are needed in order to be fully prepared to complete work. As the year goes on, additional supplies may need to be purchased to replenish those that have been used up.

The School accepts no responsibility for personal property. Student items need to be taken care of. It is recommended that students DO NOT bring game boys, MP3 players, cell phones or other expensive electronic equipment to school. Teachers may make classroom rules that do not allow the use of electronic games.

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

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

Bussing

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

Cell Phones

Students are to leave cell phones shut off and put away from 8:15 – 3:15 each day. Students violating this policy, caught text messaging during class, etc. will have their cell phones confiscated. The time period and length of confiscation increases with each additional incident.

Chewing Gum

Gum chewing in school causes major problems with cleaning & carpet maintenance. Getting rid of gum is also a show of respect. Therefore, chewing gum is not allowed in grade K-6. Middle school students MAY be allowed to chew gum in certain classes at the discretion of the teacher, however, this permission does not extend to the entire school facility.

Cold Weather

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

Communication with Parents

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

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

Report cards are sent home three times a year for grades K – 7, with an early interim checklist for grades 4 - 7 in late September or early October. Throughout the year a 3-Way Conference is held in conjunction with report cards. Parents are encouraged to bring their child to the conference. Please check the monthly calendar that is sent home with the newsletter for dates.

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

Counseling

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

Dress Code

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

Early Dismissal/After School Pickup.

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

Every Thursday school will be dismissed at 2:30 pm. Busses are scheduled accordingly. The purpose of these early dismissals is to allow for professional development and other meetings that support the delivery of our program.

Emergency Evacuation Procedures

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

Evacuation Drills

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

Evaluating and Reporting

Teachers will inform their students of the evaluation procedures at the beginning of the term. Evaluation will generally be an ongoing process. Formal report cards will be issued three times for students in K-7 with an interim report going home in late September or early October for Gr. 4-7. While 3-Way Conferences are held after each reporting period, we encourage you to contact your child's teacher at anytime if you have questions or concerns.

Assessment Policy

Student progress will be continuously assessed by teachers using a variety of informal and formal methods, all the while keeping in mind the social, academic, spiritual and cultural development of the child. The implementation of a new Literacy Support Program will also provide additional reporting on students' participation in language support or enhancement activities. This reporting schedule will be based on literacy support blocks.

Extra Curricular Activities

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

Homeschooled students are encouraged to participate in extra curricular activities.

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

Field Trips

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

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

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

Food Programs

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

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

Guidance

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

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

Homework

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

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

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

Illness and Accidents

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

Lates

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

Liturgical Celebrations

Weledeh Catholic School is committed to promoting Catholic Christian values in our school. All students attending Weledeh are expected to participate in the liturgical celebrations that are held monthly as well as all faith-based activities as part of our Faith Alive program. Parents are welcome to attend.

Lost and Found

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

Lunch

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

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

6 - 7 students - Students may have permission forms signed to allow them to leave at any lunchtime.

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

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

Mentorship

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

Parent Advisory Committee

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

Parking

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

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

Personal Information

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

Physical Education

All students must bring a pair of running shoes, marked with their name, to be left at the school to wear during gym classes. Students in grades 4 - 7 should bring a change of clothing to wear in gym.

School Fees

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

School Hours

<i>Warning Bell</i>	<i>8:35 am</i>
<i>Classes begin</i>	<i>8:40 am</i>
<i>Grade K - 6 recess</i>	<i>10:40 – 10:55 am</i>
<i>Lunch Eating</i>	<i>12:05 – 12:30 pm</i>
<i>Lunch Recess</i>	<i>12:30 - 12:55 pm</i>
<i>Classes Dismissed</i>	<i>3:15 pm</i>

Every Thursday is early dismissal at 2:30 pm

School Nurse and Therapist

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

Special Needs

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

Student Use of Telephone

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

Visitors

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

POSITIVE BEHAVIOUR SUPPORT (PBS)

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

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

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

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

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

Code of Conduct

Expectations of Students, Parents, Teachers & Administration

Weledeh Catholic School

2017-2018

We believe in respect and responsibility.

Students

We expect students to:

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

Parents

We ask all parents to:

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

Teachers

We expect all teachers to:

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

Administration

We expect the administration to:

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

