

ICOUNT

(Witset Secondary School - Part of KWES)

HANDBOOK FOR PARENTS & STUDENTS

2022-2023



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1. INTRODUCTION

On behalf of the leadership and management team at Icount School, welcome!

Our mission is to support students from Witset and surrounding communities to achieve educational success. To do so, our unique program are based on, and include the following essential elements:

- Our educational mission is based on our belief that all our students are worthy of excellent education, and that all students are able to succeed.
- Icount School has a holistic view on education and we continuously strive to meet the needs of our students on different levels including: academic/intellectual, social/emotional, physical, and spiritual/cultural.
- We recognize that students often lack progress due to a lack of motivation.
 - Focus on making connections with students to maximize academic and personal progress.
 - Working closely with the Witset Health Centre to support students' physical and emotional health.
- Individualized Education Plans (IEP's) for all students
 - We recognize that the educational needs of each student is unique.
 - We use various teaching approaches to maximize opportunities for educational success.
- Real Life Learning Experiences
 - Participation in community-based activities to allow for real-life learning opportunities
 - Volunteer work to create a sense of social responsibility
- Cultural immersion to promote cultural awareness and appreciation
 - Witset language and culture included in curriculum
- Employment Based Learning to develop workplace skills and set students up for positive experiences and success in the work place



2. ABOUT US

2.1 Mission Statement

*Wit'suwet'en values
empower lifelong learners to realize their potential.*

2.2 Kyah Wiget Education Society (KWES)

Icount School is part of the Kyah Wiget Education Society (KWES), which is an independent body responsible for all aspects of education in Witset, and accountable to the people of Witset First Nations.

*Kyah Wiget Education Society
is responsible for the quality education of students affiliated with the
Witset band and/students enrolled in
Witset Elementary & Secondary Schools*

2.3 School Personal

Principal/teacher	Kathleen Morin	Full-time
Teachers	Christine Jang	Full-time
	Jessica Michelle	Part-time
	Cathy Lorenzon	Full-time
	Rob Zowler	Part-time
Educational Assistants	Lenora Wilson	Full-time
	Brad Mckinnon	Full-time
	Colorado Joseph	Full time
	Travis Hebert	Full time
	Betty Tait	Full-time
Administrative Assistant	Sadie Cote	Full-time



2.4 Curriculum & Standards

We teach the B.C. Curriculum, and adhere to Provincial and FNSA standards.

2.5 Assessment Policy

Assessment practices reflect high expectations and include a variety of assessment practices to measure progress and ensure educational success

Interim Reports are issued at the end of November and April of each school year

Report Cards issued at the end of January and June of each year

Copies of Report Cards will be added to student records regularly.

2.6 School Culture

Icount has a very unique school culture that is based on trust, mutual respect and equality. Each of our students should feel that they are an essential part of our school, to promote a sense of belonging and acceptance.

It is a positive school environment where we focus to create positive experiences that will lead to positive self-esteems, pride in their work and ability to learn new skills, positive interactions that will lead to positive and healthy relationships. We actively promote positive behaviors, interactions and communication.

We promote positive relationships between staff and students, among students, and within our community.

Lastly, our school promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. As a result, we have high expectations of our students' progress and success.

3. ADMINISTRATION

3.1 School calendar

Please view Addendum A for the yearly calendar for our school.

3.2 School Schedule

Please view Addendum B for the ICount School schedule.

The schedule might be subjected to change during the course of the year, as we continuously adapt to better meet the needs of our student.



3.3 Bus Schedule

Smithers Mornings: 7:25 pickup, 7:35 pick-up 7:40 pick up 7:45 pick up , 7:50 pick up, 7:55 pick up

Icount Afternoons: All days @ 2:55 / Thursdays @ 1:55

3.4. Parent / Teacher meetings

Please note that parents can request meetings at any time to discuss any aspects of a student's education or general progress.

3.5 School Closure Policy

ICount School may close for unusual circumstances such as power outages or unexpected problems with the facility. When an unusual circumstance arises, parents may phone the school for more information.

Information of changes in school schedules will be posted to our school website.

If the power goes out during the night and is still out in the morning, the children should NOT be sent to school and the bus will not be running.

According to Kyah Wiget Education Society Policy, the school closes for community funerals.

3.6 Hot Lunch Program, Beverage Station, and Use of the Kitchen

Witset First Nation Band has once again secured funding for a meal program at the school. In addition, students will also receive breakfast in the morning.

Every effort is made to create meals and snacks that are both nutritious and enjoyable for the students. Meal plans are provided ahead of time. We do understand, however, that it is impossible to please all students with each and every meal, and students are welcome to bring their own lunch from home. However, students will not be allowed to prepare alternative lunches at school.

The use of our kitchen is a privilege, and the students are expected to:

- Ask for permission to take a second portion, to ensure that everybody has been served.
- Be polite at all times (thank you and please)
- Clean up after themselves, rinse their plates, cups and utensils and put it in the dishwasher.
- Place garbage in garbage cans and keep the kitchen surfaces clean at all times.
- Ask permission to participate in supervised cooking activities.
- Failure to meet these expectations, will result in loss of certain privileges.



4. A SAFE SCHOOL

As indicated by Section 109 (4) of the School Act, ICount School is obligated to provide a safe learning environment for the students and staff. The staff at ICount High School is committed to the safety of all our students,

4.1 Duty to Report

"Kyah Wiget Education Society is committed to the prevention of child abuse and the enhancement of the well-being and safety of the students entrusted to its care."

Quote from KWES Duty to Report Policy

At ICount School, the safety and well-being of our students are the paramount considerations. We follow the KWES policy that children are entitled to be protected from abuse, neglect, harm or threat of harm.

We believe that the family is the preferred environment for the care and upbringing of children and the responsibility for the protection of children rests primarily with the parents.

By law, any school personnel who suspect or have information that a child is being abused or at risk of being abused, are obligated to promptly contact the Ministry of Children and Family Development (MCFD) or the Aboriginal Child and Family Services Agency.

For additional information regarding our duty to report, please refer to the KWES Duty to Report Policy in the KWES Policy Handbook available at our school.

4.2 Information Privacy Policy

4.2.1 Student Record Policy

We are committed to safeguard any information regarding our students, including student files. Student files are maintained according to KWES and FNSA guidelines.

Parents have the authority to view their child's records at any time. If you are interested in doing so, please ask to be shown the file at school.

For additional information regarding information privacy and record keeping, please refer to the Student Records Policy in the KWES Policy Handbook, available at ICount School.

4.2.2 Reproduction and Publication of Students' Names, Photos, Work, Video and Audio Recordings

In accordance with KWES Policy, ICount requires parents' permission to reproduce or publish the names, work, photos, video and audio recordings for promotional and motivational purposes.

Please view Addendum E for the Media Consent Form.



For any additional information, refer to the KWES Policy Handbook available at ICount School.

4.3 Anti-Bullying and Anti-Intimidation Policy

ICount School has zero tolerance for bullying behavior, including "cyber- bullying".

The school administration and staff will implement the KWES Safe School and Anti-bullying policy at all times to ensure the safety of all our students in a healthy environment.

We focus on educating students on their responsibility to report and take an active stand against bullying acts.

Management will determine consequences of bullying acts by taking into account the age and maturity of individuals involved, developmental level, degree of harm done, incidences of past or continuing pattern(s) of behavior, relationship between parties involved and context in which incident(s) occurred.

Please refer to the Anti-Bullying Policy in the KWES Handbook, available at ICount School.

4.4 Drugs & Alcohol Policy

- The Tobacco Control Act has put into place legislation that prohibits smoking in and around public buildings and school property. This smoking ban involves students and staff. The prohibition extends to all tobacco products. KWES has the responsibility to enforce this legislation.

NOTE: There will be a designated smoking area across the parking lot, away from the buildings.

- ICount School opposes any involvement or association with illegal drugs or alcohol on school property or at school functions, at school or on school trips. Any cases of pupil involvement or association with drugs or alcohol shall result an investigation by ICount and KWES leadership to determine the consequences.

4.5 Possession of Weapons, Dangerous Objects, or Personal Items

Students are not allowed weapons or dangerous objects in school.

If a student is found with such an item, depending upon the circumstances, the object will be removed from their possession and held until the parent can pick them up. If the object is deemed serious enough, the proper authorities must be notified.



Dangerous objects and weapons include items such as:

- * Pocket knives
- * Sling shots
- * Knives
- * Guns
- * Fireworks, firecrackers
- * Matches

4.6 School Bus Policy

Parents and guardians are required to register their children for transportation to and from school. See Addendum C for the Bus Registration Form. Forms should be submitted to the receptionist at the Moricetown Elementary School, or at ICount.

- **Student Conduct on the bus:**

Students are to behave in a respectful manner at all times. Swearing, yelling, fighting, horseplay, and standing on the seats is prohibited.

Students are to remain seated until the bus comes to a complete and full stop.

Students are to get off the bus at their regular stop. Alternate drop off locations are not permitted without written, signed consent from parents, submitted to the receptionist at the Elementary School, or at ICount School.

Winter months: sleds, toboggans, and crazy carpets are not permitted on the bus.

- **In the event that a student is not complying with rules, the bus driver will:**

Issue a warning to the student and notify parents

Assign seating to ensure students follow rules

Issue a bus suspension and notify parents in writing

Students may lose bussing privileges if they cause damage to the bus; disregard rules and/or jeopardize student safety.

For additional information, please refer to the Bus Policy in the KWES Policy handbook, available at our school and on the Witsset First Nations website.

4.7 Emergency Procedures

4.7.1 Earthquake Procedures

ICount School will follow KWES guidelines on Earthquake Procedures. Please refer to the KWES Handbook for further information about the Emergency Policies and Procedures.

4.7.2 Fire Drills and Procedures

ICount School will keep up to date with Fire Drills, which will be practiced twice yearly. Please refer to the Fire Drill Plan in Addendum K for information on the escape routes.



5. IMPORTANT SCHOOL TOPICS

5.1 Attendance

ICount strive to create an educational environment that will promote learning and academic progress, and to do so, it is critical that school attendance be addressed.

Student attendance will be recorded in the morning during huddle time and reported on report cards. Latecomers should sign in at the office to not be marked as absent for the day.

Parents are expected to notify the school if their child will be late or absent. If we do not receive a call, we will attempt to reach the parent by phone to verify the absence of their child.

When planned absences are necessary, parents should notify the school the day prior so that any necessary homework can be provided.

Excessive absences are a problem for both students and the class as a whole. If absences become a problem, the school administrator will contact parents to help correct the problem.

Students are encouraged to be on time. This is a skill required for future employment and we encourage parents to encourage and support their children to come to school regularly and on time.

For security reasons, students will not be allowed to leave school grounds during school hours. If a student becomes sick during the day, the school secretary will notify the parent (or designated emergency contact) by phone so that the parent can come and get their child. If parents or emergency contacts cannot be reached, the student will be taken to the health centre for assessment.

For additional information, please refer to the Attendance Policy in the KWES Policy Handbook, which is available at the school and on the Witset First Nations website.

5.2 Cellphone-free School

ICount is a cellphone-free environment.

We promote interaction and communication among students.

Please view Addendum G for the ICount Cellphone Policy.

5.3 Use of Technology

ICount School will strive to provide the students with properly maintained and up-to-date computer technology. We shall provide Internet access to the school to provide a rich learning environment.



Icount School shall practice computer security through the continuing usage of a software security system and will track all Internet activity through the security system. Most Social Media internet sites will be blocked and students are not allowed to access any Social Media websites.

ICount School expects students to practice wise and responsible computer usage and refrain from trying to bypass the blockages on the server. Failure to adhere to these rules will result in consequences such as losing the privilege to use the school computers.

All students and parents must read/sign and submit the computer use agreement form attached in Appendix H.

5.4 Outdoor Activities and Recreation, Field Trips and Year End Trips

ICount School make use of outdoor activities and field trips to encourage student participation, build self-esteem, motivate student learning, and build trust and communication skills. It also serves to promote a healthy lifestyle.

Students will have to earn the right to accompany the school on year-end trips, by attending school regularly, taking responsibility for their own learning, and showing progress in their emotional, social, physical and academic growth.

Students are encouraged to participate in all activities to broaden their life experiences and learning. Students are expected to be supportive of each other, and use every opportunity the school provides to experience, enjoy, and learn.

5.5 Student Health

At ICount School we strive to provide the best support for our students experiencing difficulty. Both staff and students are supported by the Witset Health Centre. They provide trained counsellors when needed, and training sessions with staff on how to best support our students.

Please view Addendum E for guidelines on how to support children through periods of grieve.

5.6 Visitors

All visitors will be asked to register with the receptionist when they arrive at our school.

Visitors of school age are not allowed on school property during school hours, unless they are accompanied or supervised by an adult or have previous permission from a staff member.

School-age visitors that come to school will be politely asked to leave.

This policy is intended to help maintain our learning climate at school and prevent distractions.



6. INFORMATION FOR PARENTS & STUDENTS

6.1 Parent Rights and Responsibilities

ICount School recognises the importance of having parents on board in their child's educational journey to ensure progress and success.

Please refer to Addendum D for our policy on Parent Rights and Responsibility.

6.2 Students' Rights and Responsibilities

Please refer to Addendum I for our policy on Student Rights and Responsibilities.

6.3 Student Code of Conduct

6.4 Disciplinary Policy and Procedures

ICount Scholl has a progressive discipline approach that focus on prevention programs, interventions, supports, and meaningful consequences to address inappropriate student behavior, and to build upon strategies that promote and foster positive behaviors.

When the health, safety, or welfare of students or employees becomes threatened by the physical, mental, or emotional condition of another student, the Principal of KWES will implement the steps to address the following inappropriate behaviours.

- Being under the influence or in possession of illegal substances
- Verbal threats and/or abuse of a students or staff member
- Physical assault of a student or staff member
- Wanton destruction of school property
- Possession of a prohibited weapon

The Principal shall file a Behaviour or Incident Report and inform the KWES Board of the intent to suspend the student and all circumstances leading up to the suspension.

The Principal shall phone the parents or guardians immediately upon action and notify the parents or guardians, in writing as well, that the student has been suspended.

The cost to repair damaged school property will be the responsibility of the student and his/her parent or guardian.

Parents/guardians have the right to appeal any suspension or expulsion. They must submit the appeal in writing to the Principal within a timely matter. The Principal will then arrange an appeal hearing with the appropriate members.



For further information, please refer to the Student Discipline Policy in the KWES Handbook, available at ICount School.

7. ADDENDUMS

8. REGISTRATION PACKAGE

Please find a complete Application Package in Appendix L.

Wiset Elementary/Secondary School | 2022-2023 CALENDAR

1-Civic Day
29- First day of school

August 2022						
S	M	T	W	TH	F	S
		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			

February 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28				

20-Family Day
17-Pro D

5-Labour Day
23-Pro D
30-Truth and Reconciliation Day

September 2022						
S	M	T	W	TH	F	S
				1	2	3
4		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2023						
S	M	T	W	TH	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	

27-31 Spring Break

10-Thanksgiving
21-Pro D

October 2022						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9		11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6		8
9		11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-6 Spring Break
21-22-Pro D-ENSA annual conference
7-Good Friday
10-Easter Monday

11-Remembrance Day
14-Pro D

November 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10		12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21		23	24	25	26	27
28	29	30	31			

19-Pro D
22-Victoria Day

Dec 19-Jan 2 Winter break

December 2022						
S	M	T	W	TH	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
		27	28	29	30	31

June 2023						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20		22	23	24
25	26	27	28	29	30	

21-National Indigenous Day
20 last day students
23 last day staff

Jan 3-return from holiday

January 2023						
S	M	T	W	Th	F	S
	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				

July 2023						
S	M	T	W	TH	F	S
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					

1-Canada Day



1 Witsset Elementary & Secondary School | 2022-2023 Schedule

ADDENDUM B
ICOUNT SCHOOL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
8:55 Bell Breakfast				
Huddle Academics Active Living	Huddle Academics Active Living	Huddle Academics Active Living	Huddle Academics Active Living	Huddle Academics Active Living
12:15 Lunch				
1:00 Electives Textiles Foods Guitar Woodwork 3:00 Dismissal	1:00 Electives Textiles Foods Guitar Woodwork 3:00 Dismissal	1:00 Electives Textiles Foods Guitar Culture/Language 3:00 Dismissal	1:00 Culture/Language Class 2:00 Dismissal	1:00 Outdoor Ed Activity 3:00 Dismissal

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ADDENDUM C

BUS REGISTRATION FORM

Child's Name: _____ Parent/Guardian: _____

Physical Address for drop-off: _____ E-Mail: _____
 _____ Telephone: (H) _____
 _____ (W) _____
 _____ (C) _____

Please list two emergency contacts:

1) _____ Telephone: _____
 2) _____ Telephone: _____

PLEASE NOTE:

- As a registered bus student, your child will only be dropped off at your physical address.
- We will not allow alternate bus routes. If you have alternative after school plans for your child, a written request is required. Parents can send a note to the school, or text message to 250-893-5567.

I authorize the following people to remove my child from the ICount School:

Name	Relationship to Child	Telephone Number

ALTERNATIVE PICK-UP:

- Please enter alternative people with whom your child is allowed to leave school.
- When parents want students to leave school with an adult not on the list, your child will only be released upon receipt of a written letter of consent, signed by the parent or guardian, and clearly stating where and with whom the student is allowed to leave.
- We will no longer accept phone calls for alternative arrangements. If we do not receive written consent, your child will be sent on their regular route home.

Complete, Sign & Return to the front desk at Witset Elementary School or ICount.

PARENT/GUARDIAN (PLEASE PRINT): _____

SIGNATURE: _____ DATE: _____

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ADDENDUM D

GUIDELINES FOR SUPPORTING CHILDREN THROUGH TIMES OF GRIEF

Be yourself - Demonstrate your natural concern calmly and in your own words.

Be available - Spend time with your child. Attempt to distract your child by reading, walking, going to a movie, etc.

Listen - Let your child express his/her thoughts, concerns, feelings, and perceptions in a nonjudgmental, emotionally safe environment.

Explain - Talk about what you know in short, truthful statements. Don't be afraid to admit that you do not have all the answers.

Do not speculate

Develop resiliency - Your child will look to you for reassurance. Do not convey your own feelings of hopelessness, but rather let your child know that they will get through this difficult period.

Provide comfort - Physical and verbal comforts are great healers.

Attend to physical manifestations of trauma - Children will often complain of headaches, stomach aches, backaches, etc. Monitor physical symptoms such as loss of appetite, anxiety, sleep disturbance, etc. and determine whether medical intervention is required.

Maintain regular routines - As much as possible, attempt to provide normalcy to your child. Humans are creatures of habit and derive comfort from regular routines.

Monitor media exposure - Do not overexpose your child to media reports, especially social media.

Seek additional support - When appropriate, your child should be directed to community support agencies.

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ADDENDUM E

Media Consent Form

(Photography, Audio, Video, Media and Social Media)

2019-2020

Icount school promote involvement in curricular and co-curricular activities by posting student photos and non-academic student work on our website, Witset Newsletter and website, brochures and advertisements. Also, activities and achievements of our students may be promoted on the media platforms of programs we are involved in, skiing, river rafting, art, etc., social media platforms or other promotional opportunities. Occasionally, media may present in our school to videotape, photograph. Record and/or interview students involved in school-related activities.

Please indicate your wishes regarding your child's involvement in the promotional activities noted above by completing the below form and returning it to Icount School. Student names or images will not be used without permission from the parent/guardian.

Parents/Guardians are also encouraged to review Kyah Wiget Education Society's policy and Kyah Wiget Education privacy as well as the Acceptable Use of Technology policy and procedures handbook. It is available at Icount and Moricetown Elementary School; as well as online on the Witset First Nation website under KWES policies.

-
- Yes, I permit Icount school to publish my child's photo, video and audio recordings on the Icount website
 - Yes, I permit Icount School to reproduce images and/or the name of my child.
 - Yes, I am 18 years of age and yes, I permit Icount School to reproduce, publish my photos, video and audio recordings on the Icount website and for other promotional purposes as referenced above.

STUDENT NAME: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE SIGNED: _____

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ADDENDUM F

PARENTS' RIGHTS AND RESPONSIBILITIES

Parents play a key role in their children's education and are their most important role models.

Parents are entitled to:

- Be informed of their child's attendance, behaviour, and progress in school
- Receive annual reports respecting the general effectiveness of educational programs for the school
- Examine all records kept by the school board pertaining to their child
- Be consulted regarding the placement of a child with special needs
- Be involved in the planning, development and implementation of their child's education program and Individual Education Plan

Parents should also feel justified in asking:

- To be informed and involved in education decisions that affect their children, including changes in the courses they are taking
- To be consulted, and to give consent, regarding the type and nature of assessments for their child, and to be informed with the results
- To have concerns listened to, and responded to, promptly and respectfully
- To have access to personnel for information and assistance
- To have concerns treated with confidentiality
- To receive understandable progress reports
- To be involved in the planning process and review their child's Individual Education Plans (IEP), including signing the IEP agreement before it is used

Parents have a Responsibility:

- To be aware of school policies, programs, rules and routines
- To share any concerns openly and immediately with the appropriate person, we can solve it together
- To always speak of the school and staff in positive, constructive terms. Send your child to school each morning with a cheerful parting
- Show interest in your child's schoolwork
- To respond to notes, memos and requests
- To tell their child's teacher when things are going well, and when they are not
- To be respectful and patient with the people responsible for educating their child
- To support and motivate their child to attend school regularly and on time
- Regulate internet time or screen time to ensure that students get enough sleep at night

ICOUNT

ADDENDUM G

CELLPHONE POLICY

ICount is a cellphone-free school. This include iPods and any other electronic devices such as headphones. Use of cell phones, camera phones, digital products in school situations can be disruptive to the educational environment and is not acceptable.

Cell phones may be carried by students, but must not be visible to students and staff. The use of cell phones in the building is prohibited and any calls must be made or received off of school property. Cell phones must be turned off everywhere in the building. Exceptions will be made for medical or emergency situations with consultation and approval by administration.

Any form of picture taking can be considered an invasion of personal privacy; therefore before students take any pictures of the building, staff or students, permission must be obtained from the administration, classroom teacher or club sponsor. Permission must be gained of the subject before the image can be used in any way. Violation of this policy will result in disciplinary measures, and, depending on the severity, can also include the RCMP.

1st Offense:

- Confiscation
- Hand in to Administration
- Returned to student at the end of the day

2nd Offense:

- Confiscation
- Hand in to Administration
- Returned only to a parent

3rd Offense:

- Confiscation
- Hand in to Administration
- Banned from possessing a cell phone on school property

4th Offense

- at the discretion of the Administration

All staff members have the responsibility to protect the learning environment and that includes confiscating cell phones during the school day (8:50 a.m. – 3:00 p.m.).

Failure to comply with reasonable requests to confiscate cellphones by any staff member, will result in serious consequences.

Please keep your children informed about appropriate cell phone usage. This will assist in creating the best learning environment for all children.



ADDENDUM H

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

STUDENT OR COMMUNITY MEMBER: _____

I have read the ICount School's COMPUTER USE POLICY, and I agree to follow the guidelines. I understand my responsibilities while using the computers and the Internet in the school. I understand that any violation of the guidelines and rules may result in the loss of computer privileges and/or any other consequences deemed necessary.

Name: _____

Signature: _____

Date: _____

PARENT OR GAURDIAN (If under 18 years old):

As the parent or legal guardian of the minor students signing above, I grant permission for the student to access networked computer services such as electronic mail and the Internet. I understand that this Internet access is intended for educational purposes, and that the School is unable to guarantee that the above minor will not gain access to inappropriate or controversial material. In consideration of the School allowing this minor access to the Internet, I release the School from any responsibility for this minor acquiring access to inappropriate or controversial material on the Internet.

Parent or Guardians Name: _____

Date: _____



ADDENDUM I

STUDENT RIGHTS AND RESPONSIBILITY

1. I have a **RIGHT** to learn and grow.

It is my **RESPONSIBILITY** to listen to instructions, work quietly, raise my hand or ask politely if I have a question or concern, and to complete assignments. I will cooperate, participate and do the best that I can do.

2. I have a **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout or make noise when others are speaking.

3. I have a **RIGHT** to be respected as an individual.

It is my **RESPONSIBILITY** not to tease or bother other people, or to hurt their feelings, but to show respect and considerate for others and their ideas.

4. I have a **RIGHT** to be safe.

It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm anyone else, and to adhere to the rules of this school.

5. I have a **RIGHT** to privacy and my own personal space.

I have a **RESPONSIBILITY** to respect personal property of others, and to accept their right to privacy.

6. I have a **RIGHT** to enjoy school.

I have a **RESPONSIBILITY** to have a good attitude and to participate in a way which helps make our school a place where others can enjoy school too.

As a student of this school, I am responsible for my own learning and my own actions.



ADDENDUM J

STUDENT CODE OF CONDUCT

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity in achieving academic excellence and in the appropriate use of technology
- respect differences in people, their ideas and their opinions and their rights
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, socio- economic status, citizenship, religion, gender, sexual orientation, age or disability
- show proper care and regard for school property and the property of others
- show kindness to others and help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that contributes to learning and teaching

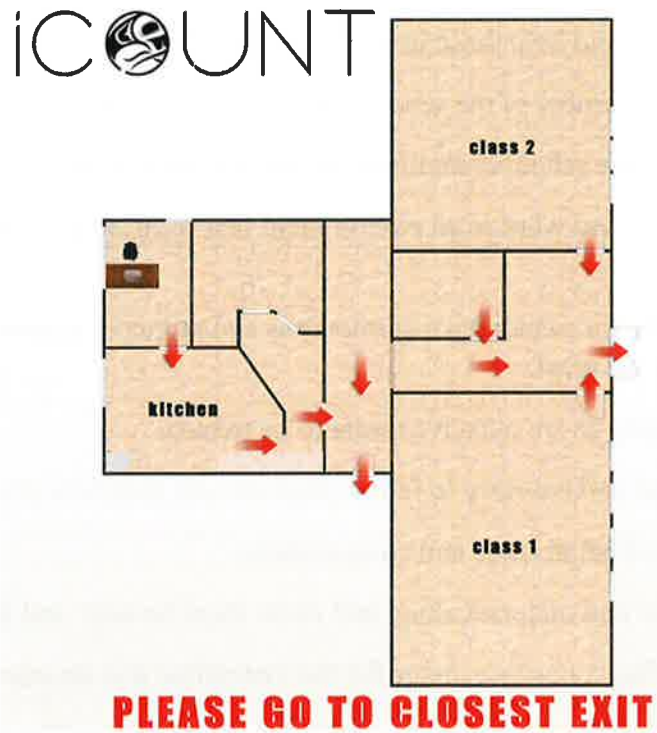
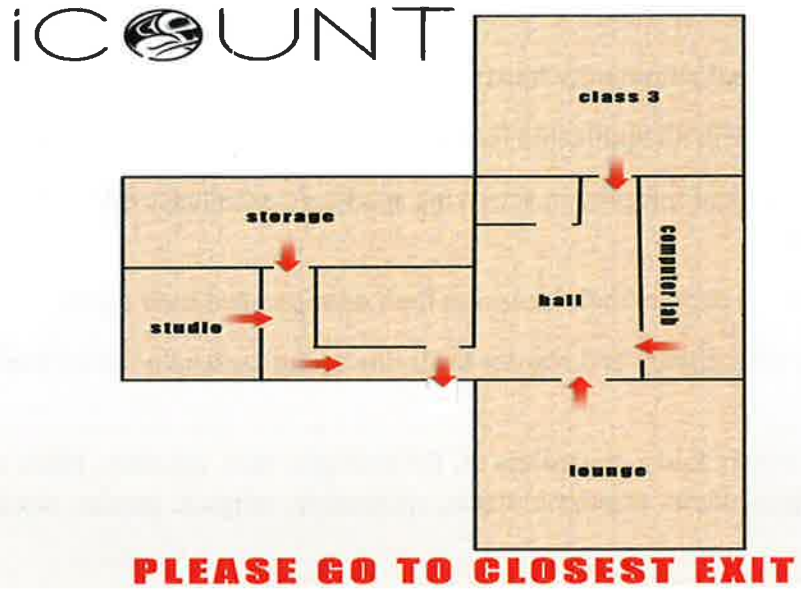
We all share responsibility for sustaining a harmonious and mutually supportive work environment. Therefore, we must:

- treat others with dignity as we ourselves want to be treated:
- show respect, fairness and courtesy to fellow students and members of the staff
- maintain an attitude of helpfulness and co-operation;
- Demonstrate patience and understanding, and show show honesty and integrity.
- Contribute to upholding a positive image for the Federation and its employees.

ICOUNT

ADDENDUM K

EMERGENCY PLAN



ICOUNT

ADDENDUM L

AGREE TO FOLLOW ICOUNT POLICIES AND PROCEDURES

Please indicate that you have read the policies and procedures in the ICount School Handbook for Students and Parents by signing below.

- Yes, I have read the policies and procedures in the ICount School Handbook.
- Yes, I agree to abide by the above policies and procedures.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____



- Yes, I have read the policies and procedures in the ICount School Handbook.
- Yes, I agree to support and encourage my child to abide by the above policies and procedures.

PARENT/GUARDIAN NAME: _____

SIGNATURE: _____

DATE: _____



ADDENDUM M

REGISTRATION FORM

STUDENT INFORMATION				
Name:	Last Name:	PEN:	Status no:	Clan:
Care Card:		Gender: M / F	Parent/Guardian Address:	
Age:	Birth Date:	Year/Gr:		
Parent/Guardian:			Mailing Address:	
Phone (home):	Phone (work):			
Student Alternative Contact:	Student Contact No:		Emergency contact:	
			Contact Number:	Relation:

SCHOOL HISTORY AND GENERAL ATTENDANCE	
	Last School Attended:
	Last Grade Attended:

MEDICAL HISTORY & IMPORTANT INFORMATION	
Allergies:	Doctor:
	Phone:
Life threatening illnesses/disease:	Other:

STUDENT PROFILE:		
	STRENGTHS	NEEDS
PHYSICAL:		
SPIRITUAL/ CULTURAL:		
SOCIAL/ EMOTIONAL:		
COGNITIVE/ MENTAL:		

ICOUNT

PREVIOUS YEAR HIGHLIGHTS	PREVIOUS YEAR DISAPPOINTMENTS	VISION FOR THIS YEAR

PROGRAM OVERVIEW					
STUDENT IEP SUPPORT TEAM				IEP REVIEW DATES	

SMART GOALS
See SMART Goal Chart Attached

STUDENT: _____

DATE: _____

PARENT /GUARDIAN: _____

DATE: _____

IEP LEADER: _____

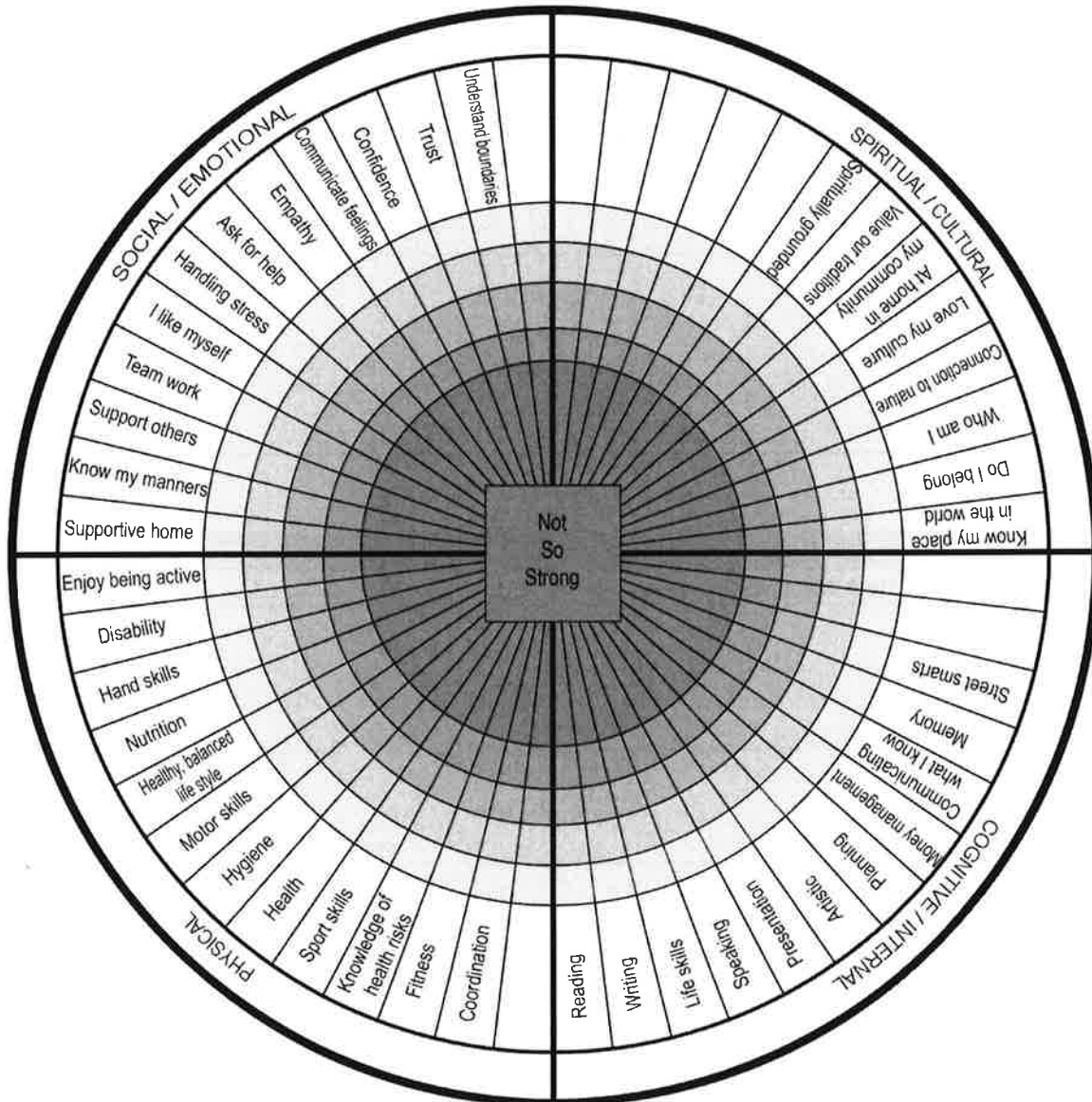
DATE: _____

ICOUNT

Wellness Circle

Use this circle to help you think about who you are

NOT SO STRONG  STRONG



How to use this document:
 Mark where you think you are at.
 Feel free to add more descriptors in the open spaces.



CONSENT FOR RELEASE OF INFORMATION

Attention: School Administration Office
Records Department

Please forward, at your earliest convenience, the Permanent Record Card and Student file for the student(s) listed below. If the information is not available, please advise.

Student	Birthdate	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby authorize release of any confidential information, including Special Education Assessments and other records if applicable, to the:

ICount Secondary School,
205 Beaver Road, Suite #2
Smithers, B.C. V0J2N1

Signature

Date



ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

STUDENT OR COMMUNITY MEMBER: _____

I have read the ICount School's COMPUTER USE POLICY, and I agree to follow the guidelines. I understand my responsibilities while using the computers and the Internet in the school. I understand that any violation of the guidelines and rules may result in the loss of computer privileges and/or any other consequences deemed necessary.

Name: _____

Signature: _____

Date: _____

PARENT OR GAURDIAN (If under 18 years old):

As the parent or legal guardian of the minor students signing above, I grant permission for the student to access networked computer services such as electronic mail and the Internet. I understand that this Internet access is intended for educational purposes, and that the School is unable to guarantee that the above minor will not gain access to inappropriate or controversial material. In consideration of the School allowing this minor access to the Internet, I release the School from any responsibility for this minor acquiring access to inappropriate or controversial material on the Internet.

Parent or Guardians Name: _____

Date: _____



Media Consent Form

(Photography, Audio, Video, Media and Social Media)

2019-2020

Icount school promote involvement in curricular and co-curricular activities by posting student photos and non-academic student work on our website, Moricetown Newsletter and website, brochures and advertisements. Also, activities and achievements of our students may be promoted on the media platforms of programs we are involved in, skiing, river rafting, art, etc., social media platforms or other promotional opportunities. Occasionally, media may present in our school to videotape, photograph. Record and/or interview students involved in school-related activities.

Please indicate your wishes regarding your child’s involvement in the promotional activities noted above by completing the below form and returning it to Icount School. Student names or images will not be used without permission from the parent/guardian.

Parents/Guardians are also encouraged to review Kyah Wiget Education Society’s policy and Kyah Wiget Education privacy as well as the Acceptable Use of Technology policy and procedures handbook. It is available at Icount and Moricetown Elementary School; as well as online on the Moricetown website under KWES policies.

-
- Yes, I permit Icount school to publish my child’s photo, video and audio recordings on the Icount website
 - Yes, I permit Icount School to reproduce images and/or the name of my child.
 - Yes, I am 18 years of age and yes, I permit Icount School to reproduce, publish my photos, video and audio recordings on the Icount website and for other promotional purposes as referenced above.

STUDENT NAME: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE SIGNED: _____



BUS REGISTRATION FORM

Child's Name: _____ Parent/Guardian: _____

Physical Address for drop-off:

E-Mail: _____

Telephone: (H) _____
(W) _____
(C) _____

Please list two emergency contacts:

1) _____
2) _____

Telephone: _____
Telephone: _____

PLEASE NOTE:

- As a registered bus student, your child will only be dropped off at your physical address.
- We will not allow alternate bus routes. If you have alternative after school plans for your child, a written request is required. Parents can send a note to the school, or text message to 250-893-5567.

I authorize the following people to remove my child from the ICount School:

Name	Relationship to Child	Telephone Number

ALTERNATIVE PICK-UP:

- Please enter alternative people with whom your child is allowed to leave school.
- When parents want students to leave school with an adult not on the list, your child will only be released upon receipt of a written letter of consent, signed by the parent or guardian, and clearly stating where and with whom the student is allowed to leave.
- We will no longer accept phone calls for alternative arrangements. If we do not receive written consent, your child will be sent on their regular route home.

Complete, Sign & Return to the front desk at Moricetown Elementary School or ICount.

PARENT/GUARDIAN (PLEASE PRINT): _____

SIGNATURE: _____ DATE: _____



**AGREE TO KNOWLEGDE OF ICOUNT POLICIES
AND PROCEDURES**

Please indicate that you have read the policies and procedures in the ICount School Handbook for Students and Parents by signing below.

- Yes, I have read the policies and procedures in the ICount School Handbook.
- Yes, I agree to abide by the above policies and procedures.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____



- Yes, I have read the policies and procedures in the ICount School Handbook.
- Yes, I agree to support and encourage my child to abide by the above policies and procedures.

PARENT/GUARDIAN NAME: _____

SIGNATURE: _____

DATE: _____

