

W. E. Miller PUBLIC SCHOOL



W. EARLE MILLER PUBLIC SCHOOL

HANDBOOK

2026-2027



DISTRICT SCHOOL BOARD ONTARIO NORTHEAST

www.dsb1.ca

August 24, 2026

Dear Families,

On behalf of W.E. Miller P.S. and Mr. Andrew Wray, our Vice Principal, I would like to take this opportunity to extend a warm welcome to those returning to the school and to those who are joining the Miller family. We are also welcoming back our secretaries, Mrs. Ana Leacock and Mrs. Beverly Taylor.

Within a school community, I believe in a strong, dedicated, and flexible commitment by all stakeholders (families, students, staff, and community members) to believe in the potential and success of each child. It is our collective responsibility to find ways to nurture and develop the young leaders in our schools in productive, meaningful, and individual ways.

Families play such an enormous role in education, and I encourage families to become involved in the school community by becoming a volunteer, visitor, or simply by taking time each day to engage your child in a conversation on the daily events.

This Family Handbook outlines our school philosophy, policies and procedures, our expectations for conduct, information about our school events, and additional related items regarding our school operations. Every month, our school events, school field trips and other pertinent information will be forwarded to you on monthly calendars by email and posted to our Facebook page. Make sure we have a current email address for your families. Additional reminders or information items will be forwarded to you by email from the office and staff members. As one way to communicate, teachers from kindergarten to Grade 3 will be using Seesaw (communication app) and those in grade 4 to 6 will communicate through email.

Finally, we, the staff of W. E. Miller Public School are committed to providing the best opportunities for students in partnership with families and the community as we work together to prepare pupils for lifelong learning.

If you require any assistance, please don't hesitate to contact the school at (705) 268-5555 or by email at megan.selin@dsb1.ca or Mr. Wray at andrew.wray@dsb1.ca and together we will work to support your transition back to school this fall.

Sincerely,

Mrs. Megan Selin
Principal

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W.E. Miller Public School

MISSION STATEMENT: Preparing our learners for their future success.

VISION STATEMENT: Providing meaningful growth opportunities.

3 PRIORITIES

Achieve

Belong

Create

Student Leadership:

Our older students will act as leaders, ambassadors in organizing, leading and supporting various school activities such as:

- Extra-curricular activities (students leading students based on their interests)
- Support the monitoring of younger students during transition times and eating times.
- Support the maintenance of our school community (shoveling yard, helping with pizza)

All students are expected to lead with positive choices while understanding that mistakes are opportunities to learn.

Sense of Community:

W. E. Miller has a school pledge. The pledge is recited daily after morning announcements, Land Acknowledgement and O' Canada.

Land Acknowledgement

We respectfully acknowledge that we are situated on the traditional territory of the Cree, Oji-Cree, and Ojibway in the Mattagami First Nation in treaty 9 territory. We commit to actions to better serve our students, families, and communities who identify as First Nation, Metis, and Inuit.

School Pledge

I pledge to treasure WE Miller School as a place to learn and grow by being honest and fair to all I know.

To show respect and be kind to all I meet and to be responsible and fair to all, each day of the week.

To strive to be the best I can so all can succeed in our school family.

School House System

Each student and staff at W.E. Miller belong to a Spirit House. Various activities will take place throughout the school year placing students in their House, communicating, learning, laughing, and actively participating as a team. Each month students, across the grades will come together, wear their team and join in the challenges. Teams: Muckers (red), Blasters (white), Drillers (black), Haulers (blue). At the end of the school year 1 team will come out on top with the highest points achieved and be awarded the W.E. Miller House Cup. Good Luck! Ask your child about their house and the activities. Refer to the monthly calendar for the event of the month.

STUDENT CONDUCT

Students must follow the expected behaviours, as outlined in the District School Board Ontario Northeast Student Code of Conduct and the following school expectations both in the classroom and on the playground. A copy of the District School Board Ontario Northeast Student Code can be found on the school board website.

Opportunities for Learning

It is understood and expected that throughout the school year, students may need more time to learn and review expectations to create a positive school community. Below is a list of expectations as well as potential review strategies that will be in place this school year, please review with your child.

Overall, School Expectations for all Students	Strategies (Progressive Discipline)
• Be kind and caring in our words and actions; be courteous, respectful and use good manners • Students will respect the rights, safety, feelings, and opinions of others. • Be respectful of school property and show proper care when using school materials or equipment • Learn from our mistakes and ensure that we take responsibility for our choices and actions. • Always do and try your best; academic honesty is expected from all students; come to class prepared • Acknowledge the work of others in positive ways. • Be consistent in your work (be at school on time, complete your work to the best of your ability, listen attentively, and continue to set goals for growth).	• Redirection and modeling. • Reminders and practice through role playing during recess. • Debriefing with students. • Restorative circles. • Writing apology letters. • Setting goals and checking in with student team (principal, CYW, ISA, family etc.) • Work with families to share strategies and come up with an action plan to change repetitive choices resulting in negative interactions with peers or adults. • Time out (inside or outside). • Formal time at home (suspension).

BULLYING PREVENTION AND INTERVENTION

The Context:

The Ministry of Education has consulted extensively on the Safe Schools Provisions of the Education Act and from this process, several key components were identified; one of these being the Bullying Prevention Strategy. PPM (Policy/Program Memorandum No.) 144, or the Bullying Prevention and Intervention Policy, was enacted to provide direction to school boards on the development and implementation of board policies on bullying prevention. This led to the development of the District School Board Ontario North East's Bullying Prevention Policy. The implementation date for this initiative was February 1, 2008.

W. Earle Miller Public School has a Safe Schools Team comprised of the following members: The Principal, Vice-Principal, teacher representatives, and support staff members. Two times a year, our team reviews our Bullying and Intervention Plan, (i.e., goals, strategies, activities/initiatives, responsibilities, and community partners). At W.E. Miller School we believe in restorative, reflective, and instructional strategies to support student self-regulation.

The Definition:

The Provincial Definition of Bullying can be summed up as follows:

- Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual/individual that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation.
- Bullying occurs in a context where there is real or perceived power imbalance.

SCHOOL POLICY:

W. Earle Miller Public School is committed to creating a positive school culture that is free of bullying behaviour. Bullying will not be accepted on school property, at school-related activities, on school busses, or in any other circumstance [e.g., online] where engaging in bullying will have a negative impact on the school climate.

School Procedures

Allergy Alerts	We are designated nut safe/free school . Please, avoid packaging nut-based products, or items that may contain traces of nuts in your child's lunch. Many nut free food alternatives are now available for purchase. Due to allergies and to assist with healthy food choices classroom shared food (cake, cupcakes, donuts, muffins, candy etc.) for celebrations are not allowed in the school. One of our staff is highly allergic to Bell Peppers (all colours) cooked and raw. The school is Bell Pepper Free and Scent Free . We have another staff member with a severe allergy to scents and perfumes.
Appropriate Dress for School	Please be reminded that school is a place where children work and learn. Our students shall follow a dress code that requires students to dress in a way that promotes safe, respectful, and inclusive environments. Inappropriate dress includes clothing or personal possessions that have representations and/or language that depict violence, profanity, discriminatory, hateful, or sexually explicit images or sentiments. In addition, dress or logos that demean or threaten an identifiable individual or group are prohibited. No baseball caps are allowed to be worn in school. Hats and caps must be removed prior to entering the building. Winter hat/toques may be worn indoors when students are getting ready for recess/home (during the winter months). Please remember to dress for outside weather every day. Outside play is the most important part of our school day. All students must dress accordingly. Please check the weather before sending your student to school. At school we do go out during all different weather.

Indoor Footwear/Physical Education	Physical Education is a very important component of the school's program. Generally, running shoes and T-shirts are quite sufficient. Running shoes worn as street shoes are not satisfactory for gym wear as sand, which collects on them, ruins the gym floor and makes the shoes slippery and dangerous. We request that all students have an extra CLEAN pair of running shoes (preferably white-soled) that are left at the school for use in the gym. Students who are unable to attend physical education classes should inform the classroom teacher. Students are expected to wear clean footwear (i.e., clean running shoes) inside the school building. Outdoor shoes are not to be worn while inside the building. If you require support needing extra shoes-please contact the office. Velcro shoes should be worn until students can tie their own shoes.																		
Attendance	Please contact the school by phone, email or safe schools app if you know of planned absences (i.e., appointment, vacation, and sport activity, ill). Please contact the school prior to 9:00 a.m. to indicate any change in your child's attendance. The secretary is available at 8:00 each morning or you can leave a voice-mail message regarding attendance outside regular school hours. Please ensure all home and contact phone numbers are current. Please use the email milps@dsb1.ca to ensure emails are received in a timely manner. Students must report to the office when arriving late or leaving early. It is imperative that your child attend school regularly and that your child arrives on time for school each day. Students missing excessive amounts of school will be contacted by the Principal and the Attendance Officer. Lack of attendance may result in loss of privilege within our school community. Please encourage attendance and the importance of being at school on-time and ready to learn. If you need support with attendance, please contact us at the office.																		
Balanced School Day	Playground and student supervision will begin at 8:30 a.m. No student should arrive on school property before this time. <table border="0"> <tr> <td>8:30am</td> <td>Yard supervision begins.</td> </tr> <tr> <td colspan="2">Earliest arrival time for drop off and walkers</td> </tr> <tr> <td>8:30 –9:00</td> <td>Outside supervised play</td> </tr> <tr> <td>9:00 –10:40</td> <td>Instructional Block</td> </tr> <tr> <td>10:40 –11:20</td> <td>Morning Recess/Snack</td> </tr> <tr> <td>11:20 – 1:00</td> <td>Instructional Block</td> </tr> <tr> <td>1:00 – 1:40</td> <td>Lunch/Recess</td> </tr> <tr> <td>1:40 – 3:00</td> <td>Instructional Block</td> </tr> <tr> <td>3:00-3:20</td> <td>Staggered Dismissal</td> </tr> </table>	8:30am	Yard supervision begins.	Earliest arrival time for drop off and walkers		8:30 –9:00	Outside supervised play	9:00 –10:40	Instructional Block	10:40 –11:20	Morning Recess/Snack	11:20 – 1:00	Instructional Block	1:00 – 1:40	Lunch/Recess	1:40 – 3:00	Instructional Block	3:00-3:20	Staggered Dismissal
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Pupils in the School	Pupils must have permission from the principal to be in the school before 9:00a.m., at recess and during the lunch hour. Supervision begins at 8:30 a.m. Walkers are asked to not arrive before that time. Students may go to the washroom with the permission of a staff member. In the case of inclement weather, students will be allowed to enter the school early. Decisions will be based on the safety and well-being of the students. Students are expected to dress appropriately for the weather conditions.																		
Bikes and Scooters	Students who intend on bringing their bike to school should properly lock their bikes. All bikes are locked against the fence facing Reg Pope Blvd, near the portable entrance. Also, please verify that your child's helmet meets current safety standards. Scooters must be secured with a chain and lock at our bike rack area.																		

Bus Procedures	Proper behaviour on the school bus is a necessity and transportation rules, as distributed by the District School Board Ontario Northeast, will apply to all students. A process is in place for each formal bus complaint a student receives from the driver. If your child will not be taking the bus home after school, please send a note to the teacher or call the office before 2:00 p.m. Please communicate with us any change in routine. Students are assigned to busses and, according to the School Board's Bussing Procedures, may <u>not</u> take a different bus. The board bus policy is located on the school board website. www.dsb1.ca
Field Trips	JK – 6 students will participate in various field trips throughout the school year. Staff will send information home regarding a field trip. Often, we will ask for a guardian signature to alert families about the event details. Criteria for school field trips include student attendance, consistent effort, positive communication and interactions with both adults and students.
Fire/ Lockdown Drills	We will practice a minimum of 6 fire drills throughout the year. We also have two lockdown drills a year. A lockdown involves students remaining inside their class in a safe, hidden spot with the doors locked.
Fundraising	Our school will host several fundraisers. All proceeds go directly to funding all extra-activities at the school as well as resources to support classroom learning.
Handheld Electronic Devices	Elementary students are prohibited to use and/or display handheld electronic communication devices (e.g., cell phone), listening devices (i.e., music) and related equipment (i.e., earphones) on all school property during regular school hours of operation. Students who bring electronic devices (e.g., cell phone, iPad) to school do so at their own risk. These items must be stored in their backpack and turned off during class or confiscated and brought to the office. Students may only use handheld electronic devices to and from school. School iPads are used under direct supervision by school staff. Consequences if such a device is seen or heard: <u>First incident</u> Device is confiscated until the end of the school day when the student can pick it up from the principal at the office. <u>Second incident</u> Device is confiscated until family picks it up from the principal at the office.
Homework Guidelines	Most often homework is comprised of the following: • Reading and reading responses • Completing work not completed during class time • Review for upcoming assessments • Research for studies to continue in class • Math games/reviews • Practice activities to consolidate in class learning If your child has trouble with his/her homework, then please contact the classroom teacher. All homework should be something your child can complete independently.
School Supplies	We will provide the following supplies for your child: pencils, rulers, paper, notebooks, pencil crayons, crayons, glue, and erasers. It is expected that all school

	materials will be kept clear of graffiti and doodling. Damaged or marked materials will be cleaned up and/or replaced by the student. Lost or damaged items may also be required to be replaced by the student. You are welcome to send a small pencil case with special items (markers, pencil crayons) but this is not necessary.
Medication (Prescribed and Non-Prescribed)	Prescribed medication and over-the-counter medication must be registered at the office using appropriate medical forms. Please contact the school should your child require distribution of medication during the school day. NOTE: All efforts should be made to give medication at home rather than at school.
Epinephrine Auto-Injector	Anaphylaxis is a growing health issue. As the parent or guardian of a child with a potential life-threatening allergy, we all share your concern that time is of the essence in an emergency situation. In our ongoing attempt to be proactive, and for the welfare and safety of our students, we have a school policy to reflect this serious health condition. Since the efforts of staff are directed toward administering Epinephrine immediately, we require that all students at risk carry their auto-injector with them <u>at all times</u> in a pouch around their waist.
Inhalers	All students with asthma must carry an inhaler on their person, preferably in a pouch or pocket, always for easy access and availability. A second inhaler may be stored in the student's classroom, in a known location chosen by your child and his/her teacher. Older students may store the second inhaler in his/her backpack.
Parking	Entrances into W. E. Miller School property. 1) Bus loop – This area is for buses only. 2) Kiss and Ride – Families can use this one way to drive to the curb and drop off or pick up their student. Be cautious when maneuvering in this area as it is a busy area and children can be unpredictable when leaving their family vehicle. We let out students from the first two vehicles only. If a student is in a car seat and needs support from an adult, the parents can get out to help. Otherwise, the staff direct the student to their place in the yard and the adult(s) should not be getting out of the car. <u>THIS IS NOT A PARKING AREA.</u> 3) Parking lot – Reserved for staff, families and guests. Families and guests may also park on Reg Pope (school side) or on Simone Court (school side fence, facing south).
Pick Up and Drop Off of Students	For the safety of all students, families/guests must report to the main office. All students will be called to the office, or when dropping your child off, he/she must proceed to class independently. Families who pick their children up on a regular basis must meet them outside at a predetermined spot, kiss and ride, or Reg Pope. Stopping on Victoria Ave, when waiting for the kiss and ride, is prohibited by the City of Timmins By-Law. <i>Families are respectfully requested to meet their children at this location. This allows all teachers to have consistent dismissal routines with their students and eliminates unnecessary interruptions. If it is important to have your child released before regular dismissal, please check with the secretary or principal.</i> If a student is to leave the school with somebody other than his/her own parent/guardian, the school needs to be contacted, otherwise, the child will not be permitted to leave the school.

	Reminder: If you are picking up your student, and he/she normally takes the bus, please ensure that you contact the school before 2:00 p.m. Please review parking expectations to keep everyone safe.
Volunteers	Volunteers are always welcome within the school. Every year our need changes depending on the interest of volunteers and based on time availability. Please check for notices regarding volunteers. Also, if you have a specific or a regular time you can commit throughout the year, then please touch base with either your child's teacher or the principal. Megan.selin@dsb1.ca All volunteers must sign in at the office and pick up a visitor tag. Thank you for helping wherever and whenever you can!

Home – School Communication

All staff members at W.E. Miller believe and understand the importance of home school communication and the positive impact it has on student engagement and learning.

Please feel free to contact the school at any time via telephone, email, note or in person. Arranging mutually agreed upon times is always appreciated.

Parent Teacher Meetings

Every effort is made to communicate with parents/guardians regularly. If, at any time, there is concern about your child's progress, please contact the teacher to arrange a time to meet.

Report Card

November 13, 2026 - Progress Reports issued

November 16-20, 2026- Family-Teacher Interviews

February 12, 2027 – First Term Report Cards issued

June 25, 2027- Final Report Cards issued

Grade 3 & 6 EQAO testing: - May and June

Monthly Calendar of Events

A monthly calendar of events will be forwarded through email outlining all the activities, upcoming events as well as extra-curricular and leadership activities. Paper copies are also available at the office and posted on our Facebook page. Families will have opportunities to attend activities at the school. We look forward to seeing you!

Key Policies and Procedures for Families and Students

For a complete list of policies and procedures, please visit the District School Board Ontario North East (DSB1) website at www.dsb1.ca.

Appropriate Dress (2.1.14)

- [Policy](#)
- [Procedure](#)

Appropriate Use of Technology (1.2.10)

- [Policy](#)
- [Procedure](#)

Student Code of Conduct (2.1.6)

- [Policy](#)
- [Procedure](#)

Equity & Inclusive Education (1.2.23)

- [Policy](#)
- [Procedure](#)

Fees for Learning Materials & Activities (2.1.33)

- [Policy](#)
- [Procedure](#)

Health Support Services (2.1.9)

- [Policy](#)
- [Procedure](#)

Police and School Protocol (2.1.10)

- [Policy](#)
- [Procedure](#)

Safe Schools: Student Discipline, Bullying Prevention and Intervention (2.1.18)

- [Policy](#)
- [Procedure](#)

Substance Abuse & Related Behaviour (2.1.13)

- [Policy](#)
- [Procedure](#)

Violence Prevention (2.1.7)

- [Policy](#)
- [Procedure](#)

Workplace Harassment (1.2.2)

- [Policy](#)
- [Procedure](#)

Important Information and Resources

Resource	Details
School Year Calendars	View the full school year calendar (including holidays, exams and PA days), elementary 5-day calendar, and reporting dates.
Attendance Matters – Elementary Attendance Matters – Secondary Attendance	Help your child succeed in school by building the habit of regular attendance early! With the variety of supports in place at our schools, students who attend regularly, and complete their schoolwork, will be successful!
Home Page - BusPlanner Web	Find more information about student transportation, including alerts, delays and cancelations.
Get Involved in Your Child's Education	Learn more about ways to get involved in your child's school- School Council and Parent Involvement Committee
Indigenous Education	Learn more about the process and purpose of self-identifying as Indigenous.
SchoolCash Online	We are proud to have removed many school fees. There are, however, some instances where schools collect funds for special activities, field trips and warm meals. School Cash Online is our preferred method of payment for any school fees. This convenient process for families also increases safety and efficiency within our schools.

HAVE A WONDERFUL SCHOOL YEAR!