



Kiwetin School Manual

Table of Content

1. Transportation
 - 1.1. Changes in Transportation
 - 1.2. Expected Behaviour
 - 1.3. Consequences
2. Behaviour Expectations Matrix
3. Absenteeism/Tardiness
4. Field Trip Expectations
5. Arrival at School/Dismissal/Recess Time
 - 5.1. Yard Supervision (Do not send students before)
6. Change of Address/Telephone Number
7. Dress Code
8. Food
9. Valuable Items and Toys
10. School Supplies/Books/Furniture
11. Telephone
12. Library/Computers
13. Lap Top/Lap Top Cart
14. Rules/Routines
15. Homework
16. Misbehaviour and Behaviour

Forward

Native values promote caring, sharing and respect. The school has adopted the following code of behavior in conjunction with these values:

1. Students are expected to care for each other and the material, textbooks and equipment they manipulate. They are encouraged to help one another and to be careful of everyone's safety in and out of the school. It is imperative that all the students be allowed to receive the education to which they are entitled.
2. Students are obliged to share the facilities and equipment in the classroom, the yard and throughout the school.
3. Students must respect others. They are to view the school as part of the community and to respect this property, as it belongs to everyone.

When you register your child to Kiwetin, you are bound to abide to these rules and regulations. No exceptions will be made.

1. TRANSPORTATION

1.1. CHANGES IN TRANSPORTATION:

Students are to have only one location to be picked up from, and one location to be returned to at the end of the day. These locations may be different, but should not vary. If you as a parent have no one to meet the bus at your regular stop, you may have your child picked up at the school. **YOU MUST CONTACT THE SCHOOL AND LET US KNOW IF SOMEONE OTHER THAN YOURSELF IS PICKING UP YOUR CHILD AT THE SCHOOL.** Due to space on the bus, the older students, (grade 4 and up) who live nearby the school, up-north on the reserve, and in "Knoxville", are asked to walk to school so enough room can be provided.

1.2. EXPECTED BEHAVIOUR:

It is important that the students who take the bus realize the seriousness of proper behavior while riding the bus. Their security and the security of others depend on it.

1. Students must get on and off the bus in a calm manner.
2. Students will be assigned a seat by the bus driver.
3. A moderate tone of voice should be used while on the bus.
4. Once seated, no student is allowed to get up until the bus stops at their location.
5. No fighting, hitting, swearing or throwing items while on the bus. No eating on the bus.
6. Students have to wait for the flashing lights and the stop signal to be out before crossing the road to take the bus. When getting off, they have to move away from the bus and go directly home. If they have to cross the road, they must pass in front of the bus.
7. Students are to be polite towards each other and any other person dealing with them on the bus.

1.3. CONSEQUENCES:

1st Offence: Student will meet with the principal and discuss safety rules. The parents will receive a written notice of the event by mail.

2nd Offence: Parents will be contacted to come in and meet the student with the principal to discuss the behavior and find solutions together.

3rd Offence: Parents will be contacted and asked to drive their child to school for a period of time or to ride the bus with their child.

4th Offence: Parents will be contacted as well as the Director of Education and discussion about future use of bus services will be discussed.

2. BEHAVIOUR EXPECTATIONS MATRIX FOR KIWETIN SCHOOL

LOCATIONS/ EXPECTATIONS	HALLWAYS	REC CENTER	PLAYGROUND	RESTROOMS	CLASSROOMS	OTHER
BE SAFE	WALK Stay to the right	WALK AT ALL TIMES	USE EQUIPMENT PROPERLY	KEEP WATER IN SINK WASH HANDS	SEE INDIVIDUAL CLASSROOMS	STUDENTS USE FRONT DOOR ONLY WHEN ACCOMPANIED BY AN ADULT
BE RESPECTFUL	USE QUIET VOICE Hands to yourself TPQ (Tall-Proud-Quiet)when in a line	USE QUIET VOICE WAIT PATIENTLY IN LINE	RESPECT EQUIPMENT Hands to yourself	KEEP SINK AREA CLEAN		
BE RESPONSIBLE	KEEP BELONGINGS IN LOCKER Go directly to your location	KEEP FOOD ON YOUR OWN TRAY Clean up after yourself	LINE UP WHEN BELL RINGS No throwing of any objects No spitting	FLUSH TOILET AFTER USE Return to your room promptly		
	CONSEQUENCES	CONSEQUENCES	CONSEQUENCES	CONSEQUENCES	CONSEQUENCES	
	Jumping up and tapping door frame: FIRST OFFENSE- Wash 1 classroom set of blackboards. SECOND OFFENSE- Wash 2 classroom sets of blackboards. THIRD OFFENSE- Wash 3 classroom sets of blackboards etc. CEILING TOUCHING - go back and walk again -if significant ceiling debris -sweep it up. CAPS/HATS -Remove, if caught again -pick up cap/hat at office at the end of the day	If supervisors speak to you one time there will be a phone call home. TWO times you will receive a detention -restorative letter written. THREE times you will bring a lunch for 5 days and sit at the counter to eat until 1:00 pm. -if student goes home remain at home-arrive for 1:00 pm.	Inappropriate behavior -time on the wall allocate to 1 minute per grade -continued inappropriate behaviour would lead to a detention if necessary	Home room teachers keeping track of student's use of washroom using a sign out sheet -if mess left or damage done this will allow administration to find the student(s) and hold them accountable. -student(s) made to clean up mess or help repair damage with Mr. Jimmy.	See individual classrooms	

3. ABSENTEEISM/TARDINESS:

When students return to school from absenteeism, they are required to bring a note signed by their parents/guardians, explaining the reasons for the absence. This note must be given to the secretary. If the student did not hand in a note, an absence note can be picked up at the secretary's office for completion. Parents can also call and inform the secretary of the reason or leave a message. If an absence is planned or is extended (a week or more) please advise the school.

Tardy students should also report to the secretary to obtain a "late slip". Again, the parents may want to come in or call to explain the reason their child is late for school. The parents will be notified in writing by the principal when many lates and/or absences occur.

A second letter may be sent if the situation does not improve enough.

When a third letter is sent, the principal will also inform the Director of Education by sending her a copy of the letter. If the absences or tardiness continue without a valid reason, a meeting will be requested. The parents will receive a notice of the meeting by mail.

If still no improvement occurs or if the parents do not respond to the request for a meeting, youth protection will be notified according to prevailing law;

- Parents must take the necessary measures to ensure that their child attends school as required.
- The principal shall ascertain, in the manner determined by the school, that the students attend school regularly.
- When a student is repeatedly absent without a valid excuse, the principal or the person designated by her shall intervene with the student and his/her parents to come to an agreement with them and with social services with respect to the most appropriate measures to remedy the situation.
- When intervention does not allow the situation to be remedied, the principal, after notifying the parents in writing, shall report it to youth protection.

Regular attendance at school helps the student succeed. Prevailing law clearly states that "parents must take the necessary measures to ensure that their child attends school as required".

If your child is ill or has an appointment, call the school and let them know (you can leave a message). If you wish to take your child out of school for a period of time (e.g. attending a wedding, a funeral, going on a special trip), call the school to inform them. You should meet with the principal and teacher to ensure that every measure will be taken to keep your child successful. Work could be given to do while away or upon returning from the absence, depending on the agreement with the parent. It then becomes the parent's responsibility to make sure that the work gets completed and returned to school.

Tardiness can also be problematic. When a student is late for class, the whole class is disrupted. The student also misses out on information that is usually given before the exercises begin. The teacher then must stop and re-explain what has to be done to this one student. If you're thinking, "my child was only late once"... true, it is not problematic, but if every child is late once during the month, it can add up to disruptions.

Seven (7) days of absents school in a whole year that should be the maximum expected. As for late arrivals, a total of five (5) should be the maximum amount expected.

Please remember that good attendance is a key to your child's success. Good attendance also helps your child develop a sense of responsibility that will better prepare him/her for High School and work later on in life. Keep your child in school regularly.

4. FIELD TRIP EXPECTATIONS:

During the trip, the students must be courteous towards everyone, follow the directions given by the leader of the trip and use appropriate language. The students must respect the facilities/materials that are available to them during the trip.

If money is requested for the trip, the parents will be notified by the teacher prior to the trip and all money should be accounted for before the trip. If there is a delay in handing in the money, the child will not be allowed to attend.

If a student misbehaves on a trip, the parents will receive notice and the reason(s), and the student will not be allowed on the next trip. The student will have to stay home.

5. ARRIVAL AT THE SCHOOL/DISMISSAL/RECESS TIME:

The school is responsible for the students from the time they arrive until they leave for lunch and again from after lunch until the end of the school day. All students must stay in a designated area of the school yard in order that supervisors may see them at all times, if the students are having recess inside, the students must wait for the supervisor before going into the gym.

Exceptions to leave the school grounds will be made only if a student brings a note from home or if a student obtains a note from the principal.

The first bus usually arrives at 8:15 a.m. while the second bus at 8:30 a.m. Students who walk must arrive at the school:

A.M. By 8:15 (Doors open at 8:30)

P.M. Between 12:45-12:55

5.1. YARD SUPERVISION: (PLEASE DO NOT SEND THEM BEFORE)

No supervision can occur before these times and the school is not responsible for any mishaps if the student arrives before these times. If the weather is cold or rainy, please have your child come to school just before the bell if your child walks.

6. CHANGE OF ADDRESS/TELEPHONE NUMBERS:

You are moving, please give the school your new address and telephone number in writing. If there is a change in bus routine, please give a couple of days' notice to allow time for the new bus route to be adjusted. Forms are available at the school office.

7. DRESS CODE:

Caps and bandanas are to be taken off when entering the school. Coats, shoes/boots are to be left in the locker. Inside shoes are to be worn in the classroom at all times. Students will be asked to change if their clothing advertises drugs, alcohol, violence, sex, suggestive language or if it is not appropriate for school. A note will be sent home with younger children to suggest that they not wear it to school again.

Older students are asked to wear clean clothes that are neither torn nor "baggy". No see through clothing, no spaghetti straps, halter tops, nor low cut tops. Tops should cover mid-section and pants to waist.

8. FOOD:

Junk food (pop, chips, chocolate bars, etc.) is not allowed in the school for regular snacks. NUTS, PEANUTS, FOOD CONTAINING NUTS and PEANUT BUTTER SANDWICHES ARE NOT ALLOWED AT SCHOOL DUE TO ALLERGIES.

9. VALUABLE ITEMS AND TOYS:

Students are not to bring valuable items to the school. The school cannot assume responsibility for such articles. Any items that may distract them or their classmates should not be brought to school. These items will be taken away and returned to the student at the end of the day to bring home. If the child continues to bring such items to school, the teacher will notify the parents and keep the items until the parent picks them up or until the end of the school year.

10. SCHOOL SUPPLIES/BOOKS/FURNITURE:

Students are provided with all the necessary pencils, textbooks, novels, paper, binders, workbooks and art material for their classes. If they lose or purposely mark or damage their textbooks, scissors, rulers, desk, chair, table, etc... a charge will be made to cover the cost of replacement if it cannot be fixed or cleaned by the student. The parents and the principal will be advised by the teacher as to the damage that has been done. If cost is involved, the principal will search for the cost of replacement and inform the parents.

The parents will have the choice to have the child work for the school to pay for the damage or they may prefer to pay cash. The students are entirely responsible for the supplies handed to them for periods of time. They must assume responsibility. For example, a new pencil will not be given to the student daily. Pencils will be given once a month and erasers once every two months.

11. TELEPHONE:

The student must get permission from the principal. It can only be used for emergency purposes only.

12. LIBRARY/COMPUTERS:

Students are encouraged to borrow (2) books at a time from the library. They may keep them for one school week at a time. After the school week, they need to renew them or choose different books. Because we cannot afford to lose books, parents are asked to see that the books are returned on time and in good condition. Cost of replacement will be requested if books are lost or damaged. Until the cost is recuperated, the student will not be allowed to borrow another book.

No food or drinks allowed in the library.

A moderate tone of voice is required.

Books must be handled carefully.

All chairs must be pushed in before leaving the library. The tables must be clear of any items belonging to the student before leaving the library. The books not being borrowed must be left on the cart rather than misplaced on the shelves.

1. Permission form must be signed by a parent before a student can use the internet.
2. No food/drinks allowed in the library.
3. No downloading from the internet.
4. Do not use personal media or CD's on any computer in the school.
5. Always use the same computer that is assigned to you by your teacher.
6. Never move/delete/add icons.
7. Exit program or internet connection when you finish.
8. Pick up around your area before you leave and push in your chair.

13. LAP TOP/LAP TOP CART

Only a teacher or staff member brings the lap top cart to and from the classroom. The teacher removes and replaces the lap tops in the cart. Students must handle the lap tops with care at all times.

14. RULES/ROUTINES:

The students must ask the teacher for permission before leaving the classroom or gym. Teachers may maintain a sign-out process for unaccompanied travel in school halls.

The students are expected to show respect for one another as well as for teachers and school staff or any other person dealing with them in the school. They are to be courteous towards everybody.

Anyone caught stealing will have to meet with the principal and the parents will be advised. Depending on the seriousness of the offense, the police could be called.

Cheating is a serious offence. Anyone caught in the act will be referred to the principal's office and will not be allowed back in class until the parents have been notified. Marks given for the test will be zero.

Drugs, alcohol, cigarettes, lighters and associated paraphernalia are not allowed on the school grounds or in the vicinity of school property at any time. If it happens, parents will be noticed and police may be called if it is against the law. The items will be removed permanently from the student. The parents will be notified.

Students are not allowed to touch the lights in the hallway, nor any of the EXIT signs above the doors. Fire extinguishers are for emergency use only. Students are not to jump to touch the top of the doors, the ceilings, etc...

The school cannot be responsible for bicycles. They are to be left on the bike rack at the back of the school. They should be locked with a chain and not touched until the student is ready to go home. Bicycles are not to be used on school property at any time. Students are not allowed to touch other students' bikes. Students should not ride their bikes in the front yard where cars are parked.

All garbage is to be placed in the garbage cans.

All students should go outside at recess unless a parent has requested that their child stay in for health reasons. When the weather does not permit the students to go outside, they will remain in class. The teachers can request that a student stay in to complete class work or homework.

Students are to stop playing as soon as the bell rings and proceed to go back to class in an orderly manner. They must gently put away the equipment that they have in their hands as soon as the bell rings. Other than designated play items, students are not to throw objects, (snowballs, stones, sticks etc.), or be involved in rough play.

The washrooms and change room should be kept tidy at all times. There can be no mischief in these areas and the students must empty the gym change rooms with their personal belongings once physical education classes are finished. Playing in the washrooms is prohibited.

Students are not to climb on the roof of any building, nor the fence for any reason. They are not to write on walls or any other school property. They are to stay away from the cars.

The students must not walk on the hill in front of the school to come and leave the school. They should not go between cars.

All students must have appropriate running shoes for safety reasons for Phys. Ed. Classes. The same shoes can be worn in the school as inside shoes.

Grades 3 to 8 must change clothes for Phys. Ed. Classes. Any type of loose fitting clothes (jogging pants, T-Shirt, sweatshirt) will do. The school also sells T-Shirts and shorts. K to 2 can just wear loose clothing to school on their Phys. Ed. Class days.

Students who do not have running shoes or appropriate gym clothes for Phys. Ed. Classes will be refused to participate.

All equipment used during Phys. Ed. Classes must be used with care.

15. HOMEWORK:

It is difficult to determine the exact amount of time your child should spend on homework but the following time limit should assist you:

Grades 1 to 3: From 15 to 30 minutes

Grades 4 to 8: From 15 to 60 minutes

If you notice that it is taking your child longer, please contact the teacher.

Long term projects are always given well in advance so the students can plan their assignment time. If a parent has any concerns about homework, a call or a meeting with the teacher is the best solution. It is our sincere belief that for the students to have a complete education, mutual support must exist between parents and teacher.

Studying is also part of homework.

With this in mind, the following constitutes everyone's responsibility towards a homework policy:

1. Homework will be given on regular daily basis, every school night.
2. Homework must be brought back the next school day in a school bag.
3. For grades 3 and up, homework will be written on the blackboard for students to note in their planner. Grades 1 and 2, the teacher sends a note and homework home. Grade 3 is a transition year, from writing homework on a planned sheet to eventually writing it in a planner on their own.

4. Homework will be corrected or checked by the teacher. If the teacher sees that the homework is not completed satisfactorily, nor handed in on time, the teacher will meet with the student. A note will be sent home to be signed and returned to school the next school day.

The student has to stay in at recess or after school to complete the work not done. It will be the parents' responsibility to provide transportation after school, if need be.

5. If there is no improvement, a meeting will be requested by the teacher for the parents to meet the teacher(s) with their child to remedy the problem.
6. It is the student's responsibility to inform the teacher when (s)he is uncertain of the homework (s)he has to do. A note from the parent should be sent to school stating that the homework was not understood or the reason it was not completed.
7. Each student must have a school bag (not a plastic bag) to carry his/her books home and back to school so the books don't get damaged. By mid-September, all students must have their school bags.

16. MISBEHAVIOUR AND BEHAVIOUR:

Behavior that interferes with the learning process of the student him/herself will be dealt with by the classroom teacher. For example, if the student is not working appropriately but not disturbing others, then the teacher will ask the student to stay behind at recess or after school to complete the work. It will also give the teacher a chance to talk with the student and find out the reason of such display.

Behavior that interferes with the learning process of others (example: unnecessary talking, disturbing classmates) is dealt with immediately. The student will be asked by the teacher to take a 5 minute time-out outside the classroom to reflect on the seriousness of the behavior and then return to class to join in appropriately. If after the time—out, the student is still not prepared to work seriously, the teacher will call the main office and someone will come down and meet the student. The student may be allowed back after a necessary pause. A note will be sent home with the child, by the teacher, to inform the parents of the event. The note must be signed and returned to the teacher the next school day. If the same behavior occurs again in the same day, the child will be removed from class/school activities for the rest of the day and the parents will be informed in writing. Again, the note should be returned, signed by the parent, the next school day. If the behavior occurs often at school, a meeting with the parents, child and teacher could be requested so the child stops the misbehavior. All work missed while out of class must be completed at home, recess or after school.

Behavior that interferes with order in the school (examples: loudness in the hallway, rough play at recess, running in the hallway, etc...) will be dealt with according to the misbehavior (example: go back to the classroom and go down the hallway without running, cannot go out for the next recess).

Behavior that causes an unsafe or disrespectful learning environment (fighting, hitting, verbal threats, swearing, talking back to a teacher, slamming doors, hitting lockers, pushing over chairs or desks, etc...) will call for an automatic suspension. The teacher will call the main office and inform them of the event and the student will be told to go to the principal's office. The parents will be notified with a letter sent home with the child and the suspension is for a full day. The student will **only be allowed back in class once a meeting has occurred** between all the parties involved in the incident, the principal and the parents. The time of the

meeting will be the first thing in the morning when the child is allowed back. If the child comes back alone, (s)he will be returned until a meeting occurs. All work missed during this period of time must be completed when returning to school either at recess, after school and/or for homework. If a similar incident occurs soon afterwards or if another serious offence that creates an unsafe and disrespectful learning environment is created by the student again, the same above procedures occur with perhaps other agencies involved in the meeting part (school counselor, head of special education, director of education, social services, psychologist, etc.) Decision making as far as future schooling will be taken at that meeting.