
Keethanow Elementary School
Keethanow Kiskinwahamātowikamik

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Student Policy Handbook

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PRINCIPAL'S MESSAGE

Tawow and Welcome to the new school year. This handbook contains information about our school rules and routines. The dates for the school year and our bus routes are also included. We hope that you will find it helpful and that you will spend some time looking through it with your family.

We continue to work towards making our school a safe and respectful environment for students and staff members. We consider our school to be a community school and we welcome parents and community members to participate in school events. We ask that you help us by stressing the importance of regular attendance and punctuality. Please do not hesitate to contact us with any questions or concerns.

Tiniki,

Darryl Flett, Principal

STANLEY MISSION SCHOOL COMMITTEE

The Stanley Mission School Committee is an elected body which acts in an advisory capacity to the Lac La Ronge Indian Band at Stanley Mission in matters pertaining to Stanley Mission Education.

LAC LA RONGE INDIAN BAND EDUCATION PHILOSOPHY

VISION

The education of our children is based on the culture, values, skills, and pride of the Lac La Ronge Indian Band. Educational activities reflecting Woodland Cree Culture and Cree Language are to be integrated into the Provincial curricula to provide the educational foundation from which the individual student can learn to live successfully and happily in any society.

By providing educational experiences that interconnect the child's community, Cree language, history, and culture, the Provincial curricula, and the world at large, our children will acquire the skills, knowledge, and strength to enable them to assume productive roles as adults.

MISSION STATEMENT

The Lac La Ronge Indian Band, N, K-12 education system will provide an educational program that meets the unique needs of our children; that emphasize the four goals of pride, culture, skills, and values; and that helps our children achieve excellence.

GOALS

The goals of the Lac La Ronge Indian Band Education System are:

1. To provide a consistent educational program for all students within the system.
2. To implement and maintain educational programs that meet the unique needs of our students.
3. To provide educational programs that provide opportunities for all our students to learn and develop the knowledge and the skills needed to successfully participate in society whether on or off reserve.
4. To provide educational programs that will develop pride in our students.
5. To provide educational programs that promote and uphold the traditional values of the members of the Lac La Ronge Indian Band.
6. To provide educational programs and levels of service that are equal to the standards prescribed for education with the Province of Saskatchewan.
7. To provide educational programs that involve the Elders, and other community resources.

**KEETHANOW ELEMENTARY SCHOOL STAFF
2021 – 2022**

Darryl Flett.....Principal
 Florence Roberts.....Admin Assistant
 Inez McLeod.....Librarian
 Brenda Charles.....Guidance Counsellor
 Caroline Merasty.....Nursery
 Janice McLeod.....Kindergarten
 Laura Young.....Kindergarten
 Samantha Cook-Roberts.....Grade 1C
 Annie McLeod.....Grade 1A
 Bonnie Yew.....Grade 2B
 Cheryl Jobb.....Grade 2C
 Ida Charles.....Grade 3I
 Don Michelle.....Grade 3D
 Kary Hepworth.....Grade 4K
 Joyce Roberts.....Grade 4J
 Maggie Roberts.....Grade 5M
 Dianne Hardlotte.....Grade 5D
 Jarrod Jobb.....Grade 6J
 Shauna Roberts.....Grade 6S
 Jemima Charles..... Literacy Lead
 Yvonne Mercredi.....Resource Room
 Donna McKenzie.....Phys. Ed.
 Sylvia McKenzie.....Cree Culture
 Linda McLeod..... Sp & Lang/EA
 Antonia McLeod..... Sp & Lang/EA
 Lionel McLeod.....SEL/EA

Brigette Roberts.....Ed. Assistant
 Gloria Ballantyne.....Ed. Assistant
 Eileen Ballantyne.....Ed. Assistant
 Sandra McLeod.....Ed. Assistant
 Darlene Roberts.....Ed. Assistant
 Emily Charles.....Ed. Assistant
 Glenda Custer.....Ed. Assistant
 Christina McLeod.....Ed. Assistant
 Eliza McKenzie.....Ed. Assistant
 Mildred McKenzie.....Ed. Assistant
 Alexandra McLeod.....Ed. Assistant
 Vada Charles.....Ed. Assistant
 Melaina Roberts Ed. Assistant
 Nora Charles Ed. Assistant
 Kimberly McLeod Ed. Assistant
 Jaylene Roberts Ed. Assistant
 Heather Ballantyne ...Early Int Support Wkr
 Conway RobertsHallway Monitor
 Lydia McLeod..... Custodian
 Betsy Charles..... Custodian
 Mason Ross Custodian
 Mavis Sanderson Custodian
 Layton Roberts..... Bus Driver
 Calvin Charles..... Security
 Samson Roberts.....NCSRCD
 David McKenzie Maintenance
 Ethan Roberts..... Maintenance

**KES SCHOOL YEAR
2021 – 2022**

<u>Month</u>	<u>Prescribed</u>	<u>Open</u>	<u>Dates/Reasons for Closure</u>
August	2	0	29 - Admin 30 – Admin
September	21	20	1 – Admin 2 – Registration 3 - Registration 6 - Labour Day
October	19	19	1 – Orange Shirt Day/ NTRD 11 – Thanksgiving
November	20	20	11 - Remembrance Day 12 – First Nations Unity Day
December	13	13	17 - Last Day of Classes
January	21	21	3 - Classes Begin
February	15	15	21 - Family Day 22 - 25 - February Break
March	22	22	18 - Staff Appreciation Day
April	15	15	15 – Good Friday 18 - 22 - Easter Break
May	21	21	23 - Victoria Day
June	16	16	21 – National Aboriginal Day 22 – Last Day of Classes 23 - 24 – Admin.

School hours

9:00 a.m. - 3:45 p.m.

BELL SYSTEM

Bells will ring at the following times:

	<u>A.M.</u>		<u>P.M.</u>
8:30 A.M.	First bell	12:50 P.M.	Students enter school
8:50	Students enter school	1:00	Classes begin
9:00	Classes begin	3:45	Classes dismissed
12:05	Students go home for lunch		

SPECIFIC SCHOOL RULES

1. Students must not leave the school yard during regular school hours.
2. Students, who walk to school, are requested not to arrive until 8:45 A.M.
3. Everyone must remove their shoes at the door and take them to their classrooms.
4. Students may not play in the bush or outside the playground fencing. Climbing trees, breaking branches off trees in front of the school or climbing on the school roof are not permitted.
5. Students may only use the school phones (one in every classroom), to call home for emergencies, such as illness, or if they missed the bus and need a ride home.
6. Students must play outside during recess when weather permits unless requested to stay inside by parents.
7. The bus is an extension of the school so students still have to follow the behaviour guidelines and specific rules of the school.
8. Everyone is encouraged to be co-operative and courteous at all times. When there are problems, students and teachers meet together to try to solve them. School rules are in place to make the school a warm, safe and happy environment.
9. Students enrolling in Nursery must be 4 years of age before December 31st.
10. School trips are a privilege and not a right. Students who attend less than 85% or have been suspended (out of school) twice may lose the privilege of attending school trips. **Achievement, Attitude and Attendance** are also factors that are considered. Class trips for Elementary School students are limited to the Province of Saskatchewan.
11. Students may not use skateboards or heeies on school grounds during school hours.
12. Throwing snowballs is not permitted.
13. Students may not bring cell phones, MP3's, I-Pods or other electronics to school.

ONE BUS SCHEDULE 2021 – 2022

<u>AM</u>	<u>PM</u>		
8:30	12:30	Amy Ballantyne (Charles St)	1 st Stop
8:31	12:31	Rose & Phillip McK (Charles St)	2 nd
8:32	12:32	Glenda C & Travis R (Loon Ave)	3 rd
8:33	12:33	Maxine McK (Chief Amos Charles St)	4 th
8:34	12:34	Miranda & Samuel McK (Chief Amos Charles St)	5 th
8:35	12:35	Genevieve & John C (Settee St)	6 th
8:36	12:36	Priscilla Ross (Settee St)	7 th
8:37	12:37	Helen & George McK's (Ballantyne St)	8 th
8:38	12:38	Kathleen & Isiah McK (Ballantyne St)	9 th
8:39	12:39	Mary Ballantyne (Charles St)	10 th
8:40	12:40	Laura & James Ratt (Ross St)	11 th
8:41	12:41	Tammy E & Jim Joe R (Hardlotte St)	12 th
8:42	12:42	Marjorie & Bruce McK (Hardlotte St)	13 th
8:43	12:43	Sonya & Jack Custer (Hardlotte St)	14 th
8:44	12:44	Morris McK (Hardlotte St)	15 th
8:45	12:45	Tamara McLeod (Eynatik Ave)	16 th
8:46	12:46	Patsy McLeod (Eynatik Ave)	17 th
8:47	12:47	Grace & Isiah Roberts (Kuskew Cr)	18 th
8:48	12:48	Mariam & Charlie Cook (Kuskew Cr)	19 th
8:49	12:49	Rachel McL & Clayton R (Kiwetin St)	20 th
8:50	12:50	Suzette Cook (Kiwetin St)	21 st
8:51	12:51	Marty Charles (McLeod St)	22 nd
8:52	12:52	Terry McK & Roberta B (Muskeg Cr)	23 rd
8:53	12:53	Rose Ballantyne (Visentine St)	24 th
8:54	12:54	Melinda McL & Gilbert C (Visentine St)	25 th
8:55	12:55	Sheena Charles (Merasty Ave)	26 th
8:56	12:56	Clinic (McKenzie St)	27 th
8:57	12:57	Randy McKenzie (McKenzie St)	28 th
8:58	12:58	Gloria & Gilbert McL (McKenzie St)	Last Stop

* **Nursery students drop off is at 11:00 a.m. and 3:00 p.m.**
- Students will be dropped off near their homes.

CODE OF BEHAVIOUR

Keethanow Elementary School exists to help young people acquire the skills, knowledge and values that will enable them to live full and productive lives. While you are here, Keethanow Elementary School is your school. However, you share this school with many other students and all students that attend the school have the right to learn in the very best educational environment that can be provided.

The best learning environment exists when all students observe important behavioural guidelines. These guidelines are: to exercise care, courtesy and common sense.

Care: In your use of the school building, ground, supplies, and equipment provided by your parents and the Lac La Ronge Indian Band.

Courtesy: Toward every person, student, or staff member in school.

Common Sense: In your approach to the school rules and expectations of yourself.

RESTITUTION

The staff at Keethanow Elementary School has been trained to use Restitution in dealing with unwelcome behaviours from our students. The Restitution program recognizes that all people have basic needs. These behaviours are a result of one or more of these needs not being met. The emphasis is on finding positive ways to meet needs rather than on punishment. Restitution aims to;

“Create conditions for the person to fix their mistake and return to the group strengthened.” – Diane Gossen

For more information please visit www.realrestitution.com

BULLYING

At Keethanow Elementary School we strive to keep our school safe for all students. We take bullying very seriously and believe that it has no place in our building or on school grounds.

What is bullying?

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus, 1993, pg.9).

Bullying takes many forms, and can include many different behaviours, such as:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Threats and intimidation
- Extortion or stealing of money or possessions
- Exclusion from the peer group

(ASAP: A School-based Anti-Violence Program, 1996)

We encourage parents and students to report incidents of bullying to the office so that they can be dealt with in a timely manner.

For more information on bullying please contact our office or search on-line at:

www.bullying.org

www.en.wikipedia.org/wiki/bullying

SCHOOL DISCIPLINE POLICY

MINOR OFFENCES:

1. Inappropriate talking during class.
2. Refuse to do or complete work assignments/homework.
3. Not following class rules.
4. Students arriving late for school.
5. Wandering the hallways without a pass.
6. Loitering in the washroom.
7. Misuse of school supplies.
8. Students play fighting.
9. Throwing objects.
10. Disrupting other classrooms.
11. Shoving, pushing, wrestling.

MINOR OFFENCES CONSEQUENCES:

1. Individual meeting with student.
2. Student contract.
3. Denial of privileges:
 - a) recess
 - b) temporary removal from class for one-on-one extra attention
 - c) after school extracurricular activities
 - d) in class privileges (i.e.: field trips)

MINOR OFFENCES - ROLES AND RESPONSIBILITIES

All minor offences in the classroom, hallway or school grounds will be dealt with by a teacher or supervisor.

When teacher tolerances have warranted them to have the administration deal with the minor offences, the teacher will take the student to the office or call the office to pick up the student. Documentation is required.

1. Conduct report must be filled out describing the incident.
2. Administration will deal with the incident.
3. A copy of the report is given to the teacher.
4. Report is kept in Administration office which is followed through.

SERIOUS OFFENCES

1. Talking back.
2. Teasing or bullying in the school or playground.
3. Students discriminating against each other.
4. Lying.
5. Possession of dangerous objects (weapons) such as; slingshots, BB guns, knives, etc.
6. Violation of bus rules.
7. Swearing with intent and/or obscene gestures.
8. Absenteeism - skipping school.
9. Spitting at others.
10. Threats
11. Self-threatening behaviour.
12. Theft
13. Fighting
14. Defiance

SERIOUS OFFENCES CONSEQUENCES

- 1st incident: - 30 minutes in-school suspension
- 2nd incident: - 60 minutes in-school suspension with counselling or after school detention. Parent or guardian is informed by phone.
- 3rd incident: - Suspended for 1 day and a documented letter delivered to the parent or guardian with copies on file for School Committee. Parent or guardian must be with child to return to school after a suspension.

IN-SCHOOL SUSPENSION

The main purpose of I.S.S. is to teach students to accept the consequences for their actions, give them time to evaluate their behaviour, and become actively involved in finding positive alternatives to their irresponsible actions. The purpose of I.S.S. is not to punish, rather to discipline. In **“Teacher and Child”**, it states:

“To punish a child is to arouse resentment and make him uneducable. The essence of discipline is finding effective alternatives which leaves the child’s dignity intact, teach him how he has violated another’s rights, and motivate him/her to do better.”

I.S.S can be such an alternative.

SERIOUS OFFENCES ROLES AND RESPONSIBILITIES

All serious offences will be reported to administration, depending on the serious nature of incident, will follow the consequence ladder. Documentation is required by way of a conduct report.

EXTREME OFFENCES:

1. Abusive language and behaviour towards teachers and students.
2. Damaging or destroying school property, this includes vehicles in the parking lot.
3. Fighting (Serious).
4. Smoking and snuff chewing.
5. Inappropriate “touching”.
6. Use of dangerous objects (weapons) such as; slingshots, BB guns, knives, etc...
7. Drug, solvent and alcohol use.

EXTREME OFFENCES CONSEQUENCES:

Students will be automatically suspended from school.

EXTREME OFFENCES - ROLES AND RESPONSIBILITIES

1. All extreme offences will be reported to the Principal.
- Documentation is required.
2. Principal notifies the parent/guardian.
3. Administration takes the student home with documented letter. Parent must be with child to return to school after a suspension.

WAYS PARENTS CAN HELP

1. Please, especially with younger children, **put names on clothing**. It is not uncommon to see a dozen pair of identical looking shoes or boots.
2. Children should be dressed for cold weather.
3. For children who ride the bus, we ask that parents help to ensure that these privileges are not abused. It is never pleasant to have to discontinue a privilege because of misconduct.
4. Outdoor footwear must be removed at the entrance, to keep hallways clean and dust free. If possible, students should have indoor runners for gym activities.
5. Students are encouraged to make full use of library books. Parents should encourage children to read to them and also help students take good care of all school books.
6. School doors open at 8:30 A.M. Although, we try not to let any students wait outside in cold weather, we ask for parents' co-operation by not sending children to school before 8:30 especially during winter.
7. Parents are asked to phone the school **(306-635-4402)** when students are absent because of illness or any other reason.

SCHOOL WEATHER POLICY

When the temperature reaches -40°C or lower, or the combined temperature/wind chill factor reaches -40°C or lower.

The school ***will be remain open*** but the school buses ***will not*** be running.

* This is based on 8:00 a.m. and 12:00 p.m. ***Environment Canada*** weather forecasts *

The school will also be closed in such events as:

- when the pipes are frozen or the furnaces fail

In the case of a power outage, the students are dismissed if the outage lasts longer than 30 minutes.

**** Please follow the Keethanow Elementary School Facebook page for all current information.****