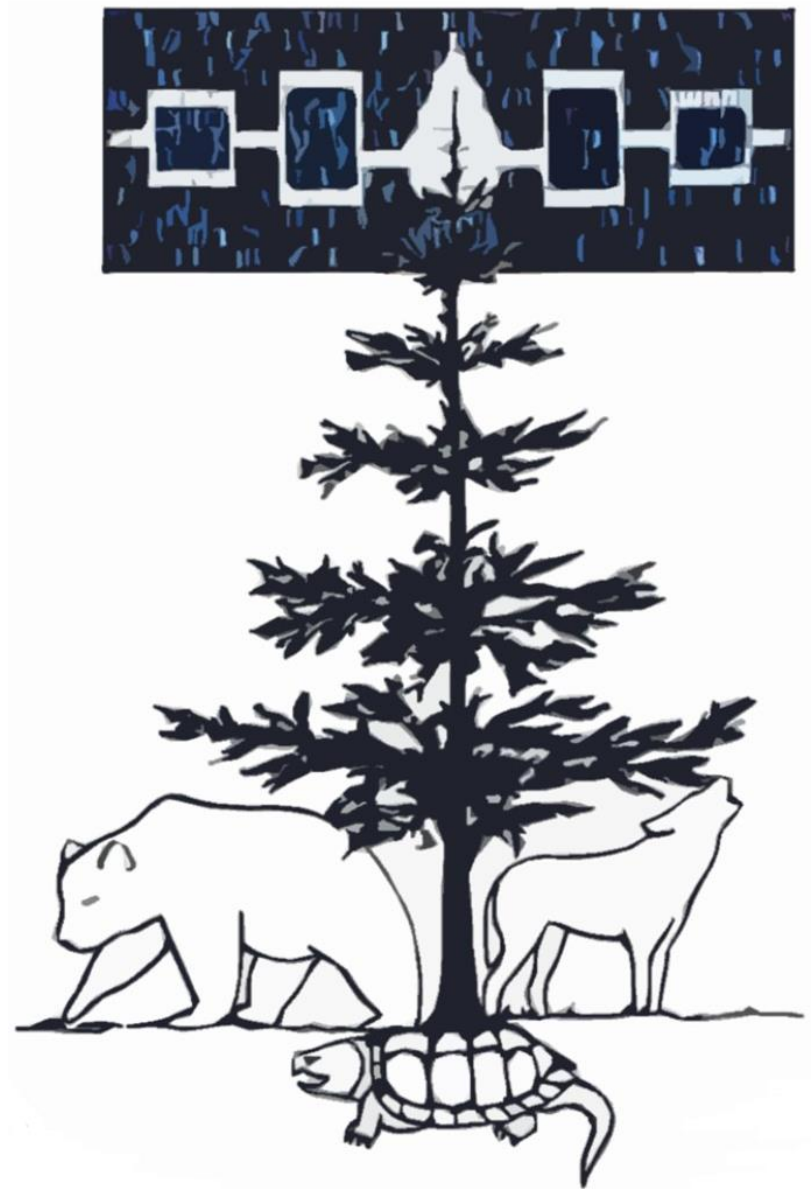


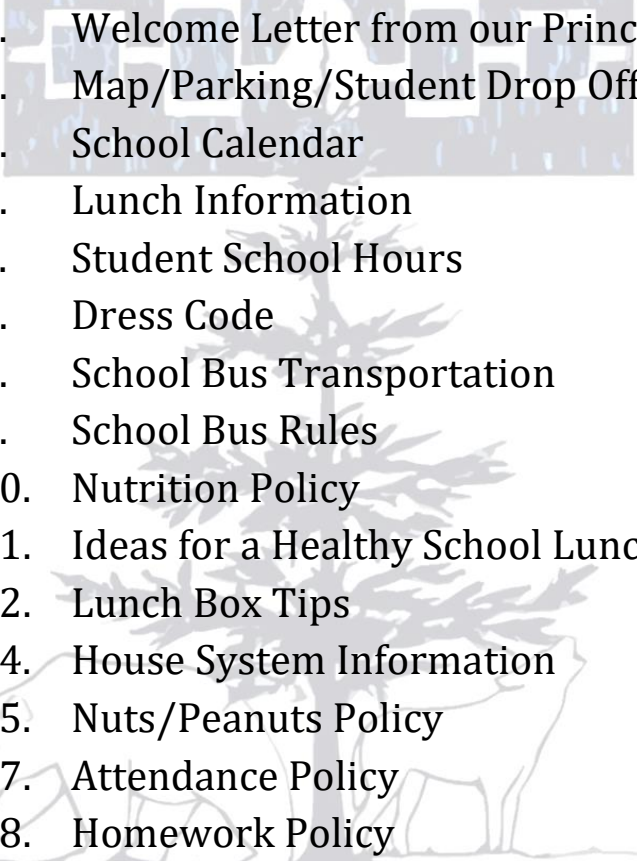
KATERI SCHOOL



STUDENT/PARENT
HANDBOOK
2023-2024

Student/Parent Handbook

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Welcome Letter From The Principal

2023-2024

On behalf of all the teachers and support staff, I would like to graciously welcome all the new and returning parents/guardians and students of Kateri School to the 2023-2024 school year. This is my first year as principal of Kateri School and we as a staff look to provide a school dedicated to providing quality education in three languages as well as ensuring that Tsi Niionkwarihò:ten is at the forefront of our teachings. We have an awesome staff that are ready and eager to start the year with students in the classrooms.

Partnering with parents and guardians to ensure that all the students have a productive and successful year is an important objective that we set for ourselves at Kateri School. When children receive all the support they need, they will have a sense of security and belonging and thrive, all the adults in their lives, parents/guardians, teachers, and the administrators will contribute to their well-being over the course of the next 10 months.

We want all of the students to be accepting of others, critical thinkers, active problem solvers, risk takers, environmentally conscious, have the ability to self-assess honestly, to give their best and take full advantage of the opportunity to have hands on cultural teachings, learn about their history and their language in their own community school.

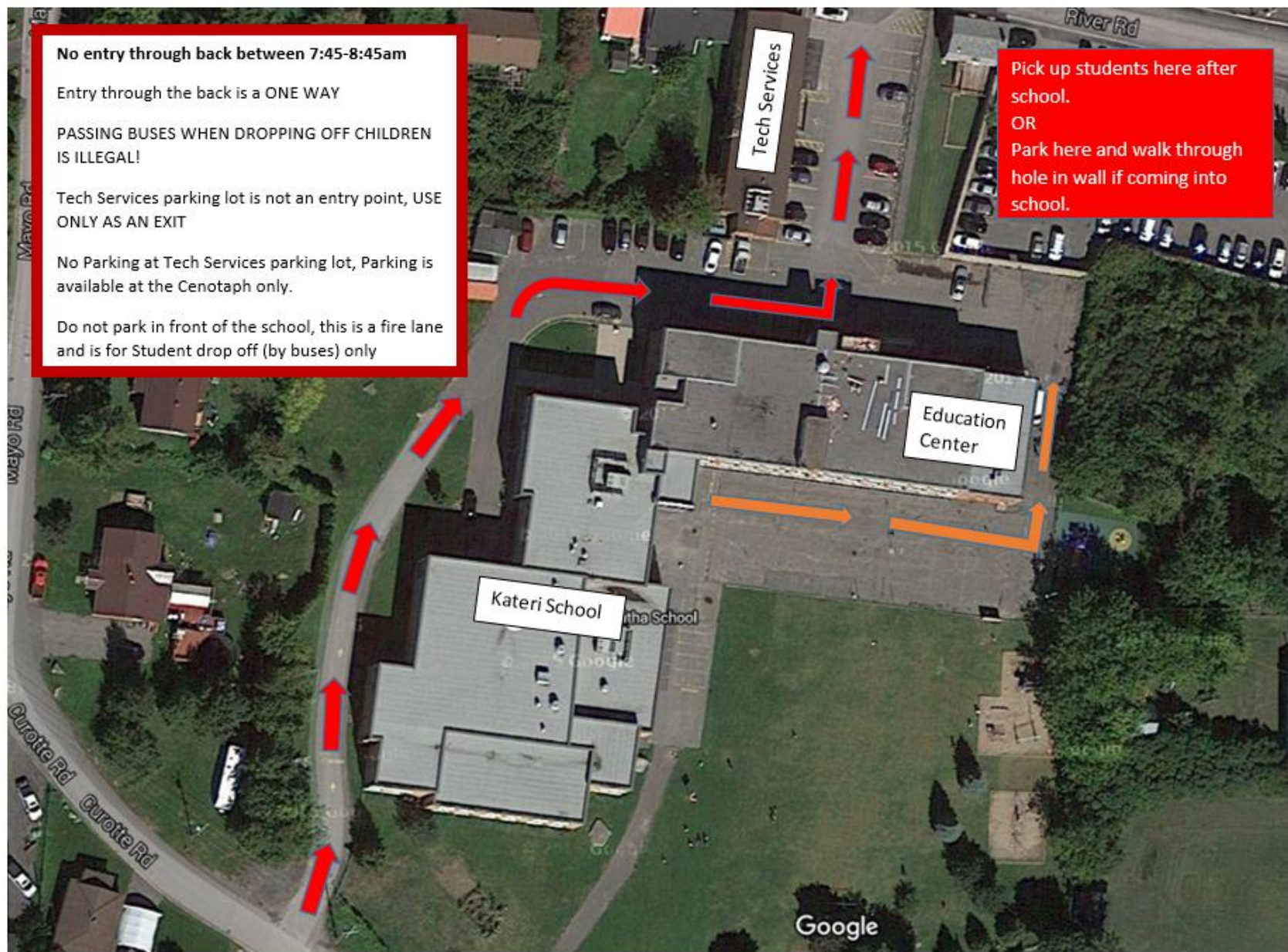
I look forward to meeting and greeting all the parents at our Orientation days and to continue to build on that positivity that is a part of the beginning of each school year.

In peace and Friendship,



Kevin Gault
Principal, Kateri School





No entry through back between 7:45-8:45am

Entry through the back is a ONE WAY

PASSING BUSES WHEN DROPPING OFF CHILDREN
IS ILLEGAL!

Tech Services parking lot is not an entry point, USE
ONLY AS AN EXIT

No Parking at Tech Services parking lot, Parking is
available at the Cenotaph only.

Do not park in front of the school, this is a fire lane
and is for Student drop off (by buses) only

Pick up students here after
school.
OR
Park here and walk through
hole in wall if coming into
school.

Red Arrows = Cars

Orange Arrows = Walking Students

TC 03/28/19

Seskéha / August - 2023						
Time of freshness						
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)		

Seskehkó:wa / September - 2023						
Time of great freshness						
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

Kenténha / October - 2023						
Time of poverty						
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				

Kentenhkó:wa / November - 2023						
Time of great poverty						
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)		

Tsothórhá / December - 2023						
Time of cold						
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

Tsothórhkó:wa / January - 2024						
Time of great cold						
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			

Seskéha / August - 2023	
Teachers Return	21
PD Teacher Training Days	21-25
PD Teacher Training Days	28-29
Orientation	30-31

Seskehkó:wa / September - 2023	
Orientation	1
Labor Day	4
First Full Day for Students	5
Truth & Reconciliation Day (Holiday)	29

Kenténha / October - 2023	
Progress Reports	6
Thanksgiving Day	9
PED days (2) - Harvest Festival	TBD

Kentenhkó:wa / November - 2023	
Term 1 Ends	10
Term 2 Begins	13
Reporting Day (evening)	29
Reporting Day	30

Tsothórhá / December - 2023	
Reporting Day	1
Last Day Before Break	22
Winter Break	25-29

Tsothórhkó:wa / January - 2024	
Winter Break	1-5
PED Day	8
PED days (2) - Midwinter Festival	18-19

Enniska / February - 2024	
PED Day	12
Term 2 Ends	16
Term 3 Begins	19
Reporting Day (evening)	28
Reporting Day	29

Enniskó:wa / March - 2024	
Reporting Day	1
Spring Break	4-8
PD 2nd Language Symposium	11
Good Friday	29

Onerahókha / April - 2024	
Easter Monday	1

Onerahókha:wa / May - 2024	
PED Day	17
Planting Day	20

Ohlaríha / June - 2024	
Term 3 Ends	7
Last Day for Students	19
PED Day	20-21

Conditional PED Days (2) - TBA	
<input type="radio"/> As indicated	
<input type="checkbox"/> KSS winter/summer exams	
No school for students	

Enniska / February - 2024						
Nature is late						
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)		

Enniskó:wa / March - 2024						
Nature is very late						
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

Onerahókha / April - 2024						
The leaves leak						
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				

Onerahókha:wa / May - 2024						
The leaves leak a lot						
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	

Ohlaríha / June - 2024						
The fruit is ripe						
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

Ohlaríhkó:wa / July - 2024						
The fruit is very ripe						
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			

LUNCH INFORMATION

STUDENT LUNCH HOURS

LUNCH 12:10-1:00

Group 1 *

**LUNCHROOM/EAT
12:10pm – 12:30pm**

**LUNCH RECESS
12:30pm – 1:00pm**

Group 1 - Classes 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, 3C

Group 2 *

**LUNCH RECESS
12:10pm – 12:35pm**

**LUNCHROOM/EAT
12:30pm – 1:00pm**

Group 2 - Classes 4A, 4B, 4C, 5A, 5B, 5/6C, 6A, 6B

LUNCH POLICY

Students are expected to:

- ☆ Be respectful to all
- ☆ Follow the regular school Discipline Policy
- ☆ Eat in a calm and quiet atmosphere
- ☆ Clean-up after themselves
- ☆ Follow the Nutrition Policy

(NO RESTAURANT FOODS BEING DELIVERED, SUCH AS FRENCH FRIES, HOT DOGS, SODA, etc.)



NOTE:

The only students permitted to leave the school grounds at lunch hour are those who are being picked up by parents. Teachers should be notified in writing at the start of the school day.

Parents MUST come in the building and sign the student in & out

Leaving school grounds without permission is subject to after school detention.



STUDENT SCHOOL HOURS

Nursery & Kindergarten	Start at 8:30AM Dismissal at 2:00PM
Grades 1-6	Start at 8:00AM Dismissal at 3:00PM

STUDENT LUNCH HOURS

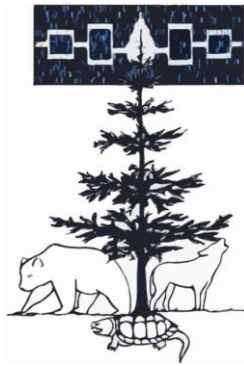
	LUNCH	12:10-1:00
Group 1 *	LUNCHROOM/EAT 12:10pm – 12:30pm	LUNCH RECESS 12:30pm – 1:00pm
Group 1 - Classes 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, 3C		
Group 2 *	LUNCH RECESS 12:10pm – 12:35pm	LUNCHROOM/EAT 12:30pm – 1:00pm
Group 2 - Classes 4A, 4B, 4C, 5A, 5B, 5/6C, 6A, 6B		

OFFICE – WORK HOURS

Monday – Thursday	7:45 a.m. – 3:40 p.m.
Friday	7:45 a.m. – 3:00 p.m.

STAFF WORK HOURS

Nursery/Kindergarten	7:45 a.m. – 3:15 p.m.
Grades 1 - 6 Teachers	7:45 a.m. – 3:40 p.m.



Kateri School

P.O. Box 100

Kahnawake, Quebec

J0L 1B0

Tel (450) 632-3350 Fax (450) 632-3952

Kateri School Dress Code

The new Dress Code applies to the school day and all school sponsored events. Students are expected to dress in a manner that will not detract from their learning or that of other students. Their dress must meet school rules, i.e. treat all people with respect, as well as it must be safe. Kateri School has implemented the new dress code as follows:

General Rules:

1. Students are expected to be clean and well-groomed in their appearance. (Clothing must be clean, non-offensive and tear-free (no rips or fraying), and fit properly.)
2. Ribbon shirts/dresses are encouraged at school socials and throughout the school year.
3. Children should always be dressed appropriately for the weather.
4. All clothing including shirts, shorts, pants, gloves, hats, sweaters, jackets, snow pants, shoes, boots, etc. should be clearly labeled with child's first and last name.
5. Exposed undergarments are not permitted.
6. **Grade 5 and 6 Students must have a second set of clothes for physical education.**

Clothing that is acceptable: (Head to Toe)

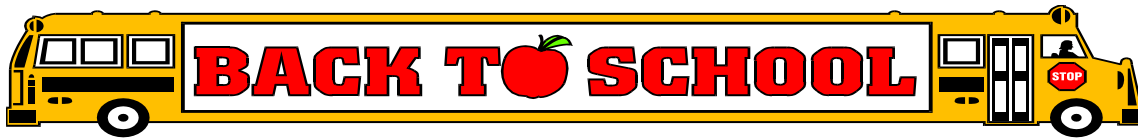
- **Shirts:** Blouse, Dress shirts, polo/golf style or t-shirt, long and short sleeve (**Shirts** must be long enough so that even with arms raised the top does not

raise enough to show skin). Sleeveless tops with a minimum of two inch wide straps are acceptable in warmer weather.

- **Dresses, skirts, skorts:** (that when standing with arms at sides reach lower than fingertip length)
- **Shorts:** casual or dress (that reach lower than fingertip length for girls, no lower than 4 inches below the knee for boys)
- **Pants:** Casual or Dress, Slacks, Capris, Jeans any color, athletic wear
- **Shoes/Footwear:** flat shoes and running shoes (non-marking sole), sandals are acceptable in warmer weather.

Clothing that is not acceptable: (Head to Toe)

- **Any clothing** with inappropriate or offensive logos, words or pictures.
- **Pajamas:** are not acceptable school clothing unless it is part of a school activity (ex. I love to read)
- **Spaghetti strap t-shirts, Halter tops/belly shirts** (exposing midriff)
- **Short shorts, Short skirts, or Short dresses**
- **Low cut, tight or revealing pants**
- **Shoes/Footwear:** High heels, flip flops, boots intended for outerwear, (rain/winter)
- **Body piercings or Jewelry** that could potentially be harmful (spikes)
- ***Headwear:** Baseball caps, hats, hoods (used as outerwear), scarves, sunglasses, and bandanas are not to be worn inside the school.



SCHOOL BUS TRANSPORTATION

Karonhianonha and Kateri Students in Grade 1 and 2 are eligible for transportation if they live 1 kilometer (.6mile) from school; students in Grades 3 to 6 are eligible for transportation if they live 1.6 kilometer (1 mile) from school.

All Nursery and Kindergarten students are eligible for school bus transportation.

All Kahnawa:ke Survival School students are eligible for school bus transportation.

SCHOOL BUS SAFETY RULES:

Students should enter and exit the school bus in an orderly way

Students should be seated before the bus moves and remain seated until the bus come to a full stop

Students should not hang their arms or head out of the window of the bus

Students should not throw anything in or out of the bus

Students should not stand in the aisle or block the aisle of the bus with any object at any time

RESPONSIBILITY FOR SCHOOL BUS SAFETY:

Students are responsible for following the School Bus Safety Rules

Parents are responsible for supervising their children before and while boarding the busses in their neighborhood

Teachers are responsible for supervising students before and while boarding the busses at school

The Bus Dispatcher and the drivers are responsible for enforcing Safety Rules & Suspension Policy

Parents are required to forward all concerns and questions to the Town Garage

SUSPENSION POLICY:

Students will be suspended from school bus transportation for one week or more for fighting, hurting another student, vandalizing the bus, smoking on the bus, disruptive and disrespectful behavior. Parents will be responsible for costs for any damage to the school bus in cases of vandalism.

**1st INFRACTION = 1 WEEK, 2nd INFRACTION = 1 MONTH, 3rd INFRACTION = REMAINDER OF YEAR
(ALL SCHOOL BUSES)**

ALL INQUIRIES SHOULD BE DIRECTED TO THE TOWN GARAGE

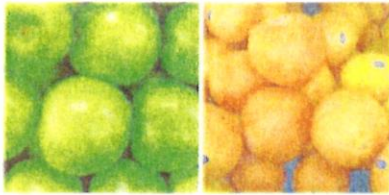
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SCHOOL BUS RULES

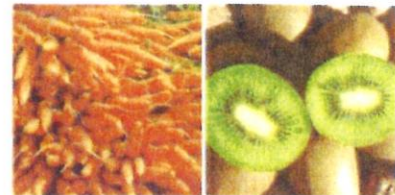


All students traveling on **MCK School Buses** must comply with the following rules:

1. When riding a school bus, **your driver is in charge. Always listen to your driver's instructions.**
2. Always be at the bus stop on time.
3. Do not stand or play on the street while waiting for the bus.
4. Wait for the bus to come to a **complete stop**, then board the school bus in a single file in an orderly fashion.
5. Find a seat quickly **without pushing** other students and keep the aisles clear.
6. **Remain seated**, talk quietly and do not eat or drink on the bus.
7. Never put head or arms out the window.
8. **Do not throw anything inside the bus OR out the window.**
9. All Students should know where the emergency exits are located and how they are opened.
10. When getting off, **wait until the bus comes to a complete stop** before leaving your seat. Descend in single file.
11. Walk a safe distance from the bus, so the driver can see you and know you are safe.
12. Should you cross in front of the bus, keep the same safe distance and watch for the driver's signal to cross. **DO NOT RUN.** Proceed with **caution**.



Nutrition



Children need good nutrition to be healthy and to learn well at school. Kateri School is committed to helping our students develop healthy eating habits.

Wellness Policy for Kahnawake Elementary Schools: Nutrition

The school wellness policy provides guidelines for a healthy eating environment at school. There is information on food and beverages sold at school, classroom parties, fundraising and food brought from home. Copies of this policy are available at the school; all teachers should have one. We ask parents to support our efforts by sending healthy food for children's snacks, lunches, and for special occasions at the school. If there are repeated concerns about the nutritional quality of a student's food, parents will be contacted by the school and informed of nutrition services available.

Food Allergies

Due to severe life threatening allergies, we ask that all food sent to the school be nut/peanut free. Please check package labels for "contains or may contain traces of nuts or peanuts".

Making Healthy Choices

Healthy habits are first learned in the home. Parents play the most important role in making healthy choices.

- Be a role model by eating healthy and being active yourself
- Make mealtime an enjoyable experience in your family
- Sit down and eat together
- Involve your child in food shopping, cooking and preparation
- Offer a variety of healthy food at home
- Pack healthy lunches and snacks
- Be open minded about trying new food
- Have a positive attitude about food



Nutrition Services

Feeding children can be challenging. Parents want to do what is best for their children. But, it can be hard to find healthy food that they will eat. A nutritionist can help you with tips on feeding children, healthy lunch and snack ideas, and coping with picky eaters.

For More Information

Visit the Kateri Memorial Hospital Centre website (www.kmhc.ca) for links to

- Packing a Healthy Lunch
- Healthy Snack Ideas
- Healthy Fundraising Ideas
- Healthy Classroom Celebrations

Call the KMHC Nutrition Department (450-638-3930 ext. 350) to speak to a nutritionist about tips on feeding children or for more information on the Wellness Policy for Kahnawake Elementary Schools.



Ideas for a healthy school lunch and snack

A healthy lunch and snack is very important to your child. It provides energy and nutrients that they need to grow, learn and play during the school day.

Without adequate energy from the proper foods, children will feel sluggish and find it difficult to concentrate in class.

Here are some ideas for a healthy and nutritious lunch.

Plan a lunch that has one serving of vegetables and fruit, grains, milk (alternative), Meat (alternatives).

When planning your child's meal, try to buy your vegetables and fruit locally.

Also, when available try to implement some of our traditional foods like corn, beans, squash, strawberries, and of course blueberries.

Lunch Ideas:

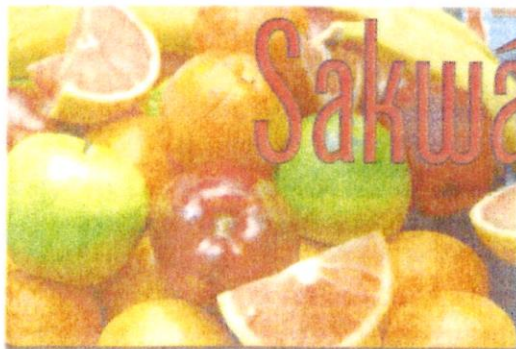
- Corn on the cob
- Homemade leftovers
- Chicken, tuna, egg salad on a variety of breads
- Sushi

Snack Ideas:

- Pack a few whole grain wheat crackers or a small apple with cheese sticks.
- Cut up veggie sticks and send them along with a yogurt dip in a separate container.
- Make your own nut-free trail mix with a few different whole grain cereals (check to make sure they do not contain peanuts or nuts)



For more ideas, please call
(450) 635-4374



Sakuwáhtshe tsi sata'karí:te

Eat healthy, Be healthy

LUNCH BOX TIPS

FROM THE WELLNESS POLICY



START YOUNG!

Provide your children with the proper eating skills, social support, and environmental reinforcement, that will give them life-long, healthy eating behaviors! Children need nutritionally well-balanced meals for physical, emotional and intellectual readiness to learn.

SIMPLE THINGS TO REMEMBER *when you make your child's lunch:*



Nut Free Please! Due to severe life threatening allergies, all foods sent to school must be peanut/nut free; please check package labels for “contains or may contain traces of nuts or peanuts”.

No Added Salt! No Processed Food!!

Serving foods with less salt means avoiding processed foods:



Frozen meals (pizza, nuggets etc.)



Canned meals (soup, pasta etc.)



Packaged products (noodles & sauce, hot dogs etc.)



No Sodas or Sugary Drinks!

Choice of beverages should include: Water, Milk (2% or 1%) or Chocolate milk, Fruit or Vegetable Juice (100%).

No Candy Please!

Parents are encouraged to provide healthy food for their children since it's the best choice!



Funding for design and printing provided by: **Canadian Regional Aboriginal Diabetes Initiative, 2013**

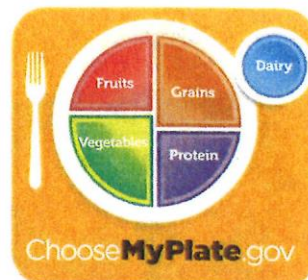


Bring more often:

MAKING YOUR CHILD'S LUNCH CAN BE SIMPLE!

☒ Offer all **4 Food Groups** at each meal:

1. Vegetables and Fruit
2. Grain Products
3. Milk and Alternatives
4. Meat and Alternatives



Using "MYPLATE" to make sure your child is getting a **COMPLETE** nutritious meal!

☒ **MAKE MORE FOOD ON PURPOSE!** Pre-portion your leftovers (soup, chili, meat etc.) and freeze them for future lunches! Planning like this will save your valuable time.

☒ **CANNED AND FROZEN VEGETABLES AND FRUIT ARE EQUALLY NUTRITIOUS AS FRESH!** Make sure you rinse them to remove extra salt. This is a healthy and quick alternative if you run out of the fresh produce at home.

☒ **AT LEAST 4 COLORS PER MEAL!** Use foods that are bright and naturally attractive in color and texture.

☒ **ALWAYS PROVIDE A HEALTHY BEVERAGE!** Freeze the drink and use it as an icepack to keep the meal fresh.

☒ **USING AN INSULATED LUNCH BOX WILL KEEP COLD FOODS COLD AND HOT FOODS HOT!** Provide cutlery, napkins and even hand wipes to make sure that your child has an easy lunchtime.

☒ **ORGANIZE YOUR FRESH PRODUCTS RIGHT AFTER YOU GROCERY SHOP!** You can easily send your kids to school with them since they'll already be cut up!



DON'T STRESS! The school nutritionists can help you with any nutritional questions/concerns you may have! Reach them at KMHC

(450-638-3930, ext. 350)



House System Information

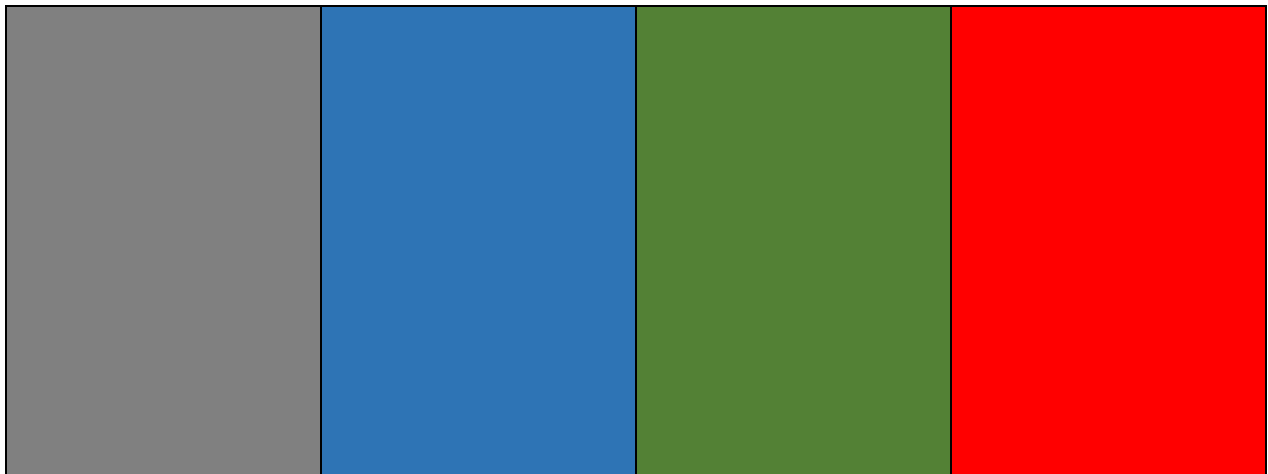
In 2006 Kateri School began a House System as a staff initiative to bring school spirit among staff, students, and parents. When students enroll at Kateri School, they are assigned a "house" which they belong to throughout their school career at Kateri. There are four houses:

- Owe:ra/Wind (Grey)
- Ohne:ka/Water (Blue)
- Ohontsa/Earth (Green)
- Io'tonhko:te/Fire (Red)

Through spirit and good sportsmanship activities, points are accumulated for each house throughout the month and totals announced once a month at our Monday morning assembly on "House Color Day".

Examples of initiatives are:

- No detentions
- Perfect attendance
- House Color Days
- Wearing ribbon shirt to school socials
- Bring in a healthy snack
- Parent participation at school events
- House challenges
- etc.





The Kahnawake Education System is devoted to the well-being and health of children, as a few of the children attending our school are extremely allergic to peanuts and other nuts; we have taken the position to comply with medical recommendations concerning allergies to peanuts and other nuts. The following is taken from the Association Quebecoise des Allergies Alimentaire, Vol. 9.

- “Given the seriousness of peanut allergies the Canadian Society for Allergy and Clinical Immunology; the Association des Allergologies et Immunologies du Quebec and the Canadian School Board Association recommend the following measures to reduce exposure to peanuts in schools and day care centers.
- Peanuts, peanut butter and any other food containing peanuts should be banned from schools and day care centers when attended by peanut-allergic children. Without eliminating accidents entirely, this measure will at least reduce their incidence.”

These measures are intended to provide a safe environment for the children, since even a minimum quantity of peanuts or other nuts can induce very severe allergic reactions. We understand that these measures may cause you some inconvenience. Therefore, on behalf of the children, we wish to express our thanks and appreciation.

NOTE: Read food labels carefully in both English and French.

Foods which may contain the allergen:

Milk & Milk Products

- Some sliced cheeses
- Some cheese dips and spreads
- Some ice creams

Meat & Alternates:

- Meats, poultry, fish, eggs, fried in peanut oil
- Chinese and Thai food
- Store bought chili
- Vegetarian pate
- Peanuts, mixed nuts, peanut butter, nuts of unknown origin, artificial nuts

Fruits & Vegetables:

- Vegetables canned in unknown oil

Breads & Cereals:

- All baked goods prepared with peanut oil or oils of unknown origin
- Store bought cake, muffin and pastry mixes
- Granola-like cereals with nuts
- Granola bars, fruit bars
- Flavored popcorn
- Popcorn prepared in peanut oil

Other:

- Peanut oil and oils of unknown origin
- Packaged seasonings with peanut oil
- Marinated foods (garlic, dried tomatoes) in peanut oil
- Chocolate, chocolate bars
- Cookies, candies
- Almond paste
- Salad dressings made with peanut oil or oils of unknown origin

Ingredients to avoid:**English:**

- Peanuts
- Peanut protein
- Hydrolyzed peanut protein
- Peanut oil
- Peanut butter
- Peanut flour
- Mixed nuts
- Mandelona nuts
- Artificial nuts

French:

- Arachides
- Proteine d'arachides
- Proteine hydrolysee d'arachides
- Huile d'arachide
- Beure d'arachide
- Farine d'arachide
- Noix melangees
- Noix de mandelona
- Noix artificielles

Educational research has consistently concluded that students who are absent from and late for school regularly experience not only academic, but also personal and social problems; students who are regularly absent from school rarely complete high school.

ALL STUDENTS REGISTERED AT KARONHIANONHNHA, KATERI AND KAHNAWAKE SURVIVAL SCHOOL MUST ARRIVE AT SCHOOL ON TIME AND ATTEND SCHOOL ON ALL SCHOOL DAYS IN THE SCHOOL CALENDAR INCLUDING SCHOOL ACTIVITY DAYS AND FIELD TRIP DAYS.

Students are considered to be **ABSENT FROM SCHOOL WITHOUT VALID REASON** for the following reasons:

- Truant
- Shopping
- Babysitting
- Vacation
- Employment

Students are considered to be **ABSENT WITH A VALID REASON** from school for the following reasons:

- Illness
- Bereavement
- Traditional Festivals
- Personal Problems
- Medical Appointments
- School Related Programs

Please note that absences for bereavement, traditional festivals and school related programs will not be counted against a student for perfect attendance.

Parents or guardians are obligated to send their children to school on time every school day in the school calendar including school activity days and field trip days.

Parents or guardians are obligated to report all absences and lateness to the school, to the administrative assistant/registrar via telephone or in writing.

Actions will be taken by the school administrator or delegate for absences that are invalid, for excessive absences and for excessive lateness.

Absenteeism/lateness of any student that becomes chronic, for consecutive or cumulative days:

2 Days Absence without Notification to School	Kateri and Karonhianonhnha Schools: School Personnel, as designated by Principal calls parents/guardians Kahnawake Survival School: Homeroom Teacher calls parents/guardians
5 Days Cumulative Absence or Lateness	The teacher/school personnel will send a notice to the parents/guardians along with a reminder of the Attendance Policy.
10 Days Cumulative or Consecutive Absence Lateness	Parent/guardians and student will be required to meet with the Principal/Associate Principal to complete and sign an Intervention Plan .
If there is no evidence of control or commitment by parents to child's attendance	The School Administrator will make every attempt to contact the parent/guardian to work together on reaching a solution. Should all attempts fail, as a final alternative, a referral to Social Services will then be submitted for assessment. Parents/guardians will be notified in writing of the intervention via registered notice. In the interest of reaching a solution that benefits the child a follow up meeting will be requested with the parents/guardians, social services and school administration to ensure all parties continue to work together for the child's continued education.

HOMEWORK POLICY

Role of the Student:

- To make sure homework is properly written in agenda
- To bring home all necessary materials
- To complete homework as assigned
- To return to school with completed homework and signed agenda

Role of the Parent:

- To check child's homework agenda
- To provide a quiet work area for child to do homework
- To ensure all homework is complete and signed; if not done, please write reason [please note this does not excuse the child]
- To adhere to our homework policy
- To meet with teachers and administration as required

Role of the Teacher:

- Make parental contact
- Ensure student has agenda with homework written
- Recordkeeping
- Meet with student/parent

INCOMPLETE HOMEWORK

Each day a student who does not complete homework will be referred to Lunch Bunch during lunch recess. At this time, he/she is expected to complete missing assignments. Parent is notified each time either verbally or in writing.

Students are monitored by staff and assistance given as necessary. Monitor observes and records reasons for incomplete homework [ex: non-compliance, not understanding task, etc.].

After four [4] visits to Lunch Bunch within a specified time frame, parent will be contacted verbally to set up a meeting scheduled immediately.

- During lunch bunch, teacher will ensure work is well done
- Have student re-do if carelessly done [ex: student finishes in 5 minutes and hands in messy work.
- Keep notes and observations; on each student
- If necessary, make referral for resource teacher

INCOMPLETE CLASSWORK

Each day a student who does not complete classwork will be referred to Lunch Bunch during lunch recess. At this time, he/she is expected to complete missing assignments. Students are monitored by staff and assistance given is necessary. Monitor observes and records reasons for incomplete work [ex: non-compliance, not understanding, etc.]. Students are expected to hand in quality work and may be required to re-do, if not properly completed.

After four [4] visits [within a specified time] to Lunch Bunch, parent will be contacted by classroom teacher, verbally, to discuss.

❖ Incomplete Classwork:

- During Lunch Bunch, teacher will ensure work is well done
- Have student re-do if carelessly done [ex: student finishes in 5 minutes and hands in messy work.]
- Keep notes and observations; (on each student) same as after school homework
- If necessary, make referral for resource teacher

CONTAGIOUS DISEASES AT SCHOOL

NOTIFY THE SCHOOL!!

If your child is sick, you must notify the school of his/her absence. If you consult your doctor and if your child has a contagious disease...notify your school immediately. The School Nurse will be notified and will contact you if necessary for more information and to answer any questions you may have.

The sick child must stay home from school until he/she can return to normal school activities. For certain contagious diseases, the doctor may ask you to delay return to school to avoid passing the disease on to other persons.

If your child has a *specific medical condition such as immunosuppression*, etc., talk to your doctor about what contagious diseases are particularly high-risk, and please advise us.

Vaccination & Hygiene: The Best Prevention

As a parent, you are responsible for vaccination of your child. Vaccination is the best method to prevent many diseases.

Your child should have been vaccinated against diphtheria, whooping cough, tetanus, polio, measles, rubella [German Measles], mumps and type B Haemophilus influenza. Children 10 years of age or older should also receive the hepatitis B vaccine. If you have doubts, contact your doctor or CLSC to complete the required shots.

In addition, certain hygiene measures also help prevent disease transmission. Hand-washing, avoiding contact with the blood of other persons, etc., are simple actions which everyone should take because all individuals can pass on contagious diseases.

Thank you for your cooperation!



LIST OF DISEASES WHICH PARENTS SHOULD NOTIFY THEIR SCHOOL

Whooping Cough	Mumps	Measles
Diphtheria	Scabies	Pediculosis [head lice]
Erythema Infectiosum [5 th Disease]	Hepatitis	Rubella [German Measles]
Tuberculosis	Impetigo	Varicella [Chicken Pox]
Meningitis		

NOTE: *For cases of chicken pox, your doctor should write the diagnosis on a signed prescription Sheet. Your school will give this form to the school nurse.*

HOME - SCHOOL COMMUNICATION

Should you have any concerns or questions about the classroom program, homework, student progress, school events, absences, or any concerns, contact the school and request to speak to the designated person listed below.

PRINCIPAL
Kevin Gault



ASSOCIATE PRINCIPAL
Melissa McGregor



**SKENNENKO:WA
ROOM - SUPPORT**
Karen McComber



General operation
of the School
[Policies &
Procedures, etc.]

School Curriculum
& Programs

Requesting services for
your child [speech,
assessments, counseling,
etc.]

Transferring
assessment/reports to
Kateri School from outside
organizations [Community
Services, Health, Learning
counseling, etc.].

Conflicts with other students
Concerns regarding your child's behavior
in the general school environment.
Preventative support/information
regarding your child that may affect
his/her behavior in class or school.

Request for home support.
Parenting Skills
Parental Support Handling Stress
Organization
Home Routines [Re; late/absences]

FOR BUSSING INCIDENTS, contact Spencer McComber, Town Garage at (450) 632-5825

In-School Committee

Who is the In-School Committee?

The In-School Committee is made of dedicated parents and staff who are passionate about the betterment of the school community. Attending meetings is a great opportunity for parents to hear about all the wonderful activities and achievements of our students and school staff. It also provides parents with the opportunity to share their ideas and concerns or participate in the various activities.

Who can attend the meetings?

All parents are welcome to attend the In-School Committee meetings; there are no requirements or expectations. Studies have shown that parental involvement can have positive benefits on student achievement, and attending meetings is one of the many ways parents can become more involved.

When and where are meetings held?

Meeting are held once a month at the school. Students are sent home with a reminder and copy of the meeting agenda. Parents can also consult the monthly calendar which also includes the date and time of the next scheduled meeting.

It is understandable that parents are busy and finding time can difficult; therefore meetings will be scheduled during the mornings, afternoon and evenings throughout the year to offer parents more flexibility. All efforts are made to accommodate the preferred time slot, please contact the school should you have a special time request.

What is the role of the In-School Committee?

The advisory role of the “In-School” Committee will be to provide ideas and opinions to assist the principal and, where appropriate Kahnawake Combined Schools Committee (KCSC) in their decisions-making on educational issues. The advice should be based on the general views of the school community, and the best interests of students throughout the school. In-School Committee must operate within the K.C.S.C. policies and procedures.

Responsibilities

In-School Committee will deal with issues of particular relevance to the school community, and their established priorities. System policy will require that the school principal, senior staff and the K.C.S.C. where relevant, seek advice from the In-School Committee in the following general areas:

- The local school year calendar.
- The school code of behavior.
- School program goals and priorities and curriculum delivery.
- School budget priorities.
- Extracurricular activities in the school.
- School-based services and community partnerships related to social, health, recreational, and nutritional programs.
- Development, implementation, and review K.C.S.C. Committee policies at local level.

As well, the In-School Committee will provide input to the school profile, which describes the different student groups represented in the school population and the school's activities and educational priorities.

Parent Representatives

Two parents are elected by the In-School Committee to sit as Kateri school representatives on the K.C.S.C. They will facilitate communication between the In-School Committee and the K.C.S.C.. The term will cover three years. More information about the K.C.S.C. can be found at kec.qc.com or at Kahnawake Education Center.

Hope we see you at the next meeting!



If you have more questions or comments please feel free to contact the school at 450-632-3350



STUDENT COMPUTER AND INTERNET USE

The Kahnawake Education System provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Kahnawake Education System believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology. Student use of school computers, networks and Internet services is a privilege, not a right.

Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. All Kahnawake Education System computers remain under the control, custody and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise students' use of the Internet, the Kahnawake Education System cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of Kahnawake Combined School Committee (KCSC) policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement. The signed acknowledgement will be retained by the school. The school principal shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the KCSC of the need for any future amendments or revisions to the policy/rules. The Principal may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the KCSC policies/rules. The Principal may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

STUDENT COMPUTER AND INTERNET USE RULES

These rules implement Kahnawake Education System policy for student computer and Internet use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with school policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the school unit's computers, networks and services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school unit's computers, networks and internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goal. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, network and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** – Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and/or school rules;
3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Website must be identified;
5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
6. **Non-School Related Uses** – Using the school unit's computers, networks and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;
9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher;
10. **Social Networking** – The use of Facebook, MySpace, Twitter and similar social networking communities is strictly prohibited; and
11. **Proxy/Bypass Sites** – The use of Proxies to bypass the schools Firewall will result in immediate loss of Internet and network resources, the users account will be locked upon review of Principal and or KCSC.

D. No Expectation of Privacy

The school unit retains control, custody and supervision of all computers, networks and internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, cost or damages incurred by the school unit related to violation of policy and/or these rules, including investigation of violations.

F. School Unit Assumes NO Responsibility for Unauthorized Charges, Cost or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the internet without prior permission from a supervising teacher. Students should never meet people they have contracted through the internet without parental permission. Student should inform their supervising teacher if they access information or message that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school unit's computers, networks and internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers.



Lunch & Recess

- ☐ Students will have access to well-maintained recreational equipment.
- ☐ A variety of planned physical activities will be offered as much as possible including organizing sport games and teaching low-organization playground games.
- ☐ **Students will only be kept indoors during inclement weather based on the recommendations of the Wind Chill Chart and Humidex Chart or in cases of EXTREME precipitation.**
- ☐ In the case of inclement weather requiring students to stay indoors at lunch time, students will be allowed to access the gymnasium or other activity areas as much as possible.
- ☐ Schoolyard monitors will be encouraged to organize games for or engage in play with the children.
- ☐ The school values and will support animation of schoolyard physical activities by providing training and resources to interested monitors.



Please dress your child(ren) accordingly as they will be outdoors most days. Please contact the school if you have any questions.



Kahnawake Education Center

*Kahnawà:ke lonterihwaienstáhkhwa
Ronaterihwahterntia:ton*

Elementary Physical Activity Policy



PHILOSOPHY

The Kahnawake Education System acknowledges the important role that physical activity plays in the overall health and development of students and staff alike. It believes in providing a healthy school environment that teaches, organizes, and promotes various forms of physical activity. It recognizes and promotes the notion that healthy bodies come in various forms and aims to encourage physical activity for all people regardless of body type or physical ability. The schools are dedicated to partnering with families and the community to encourage healthy and active lifestyles and highly value the participation and contributions of all in this effort. The fostering of healthy minds and bodies in our youth today builds towards a stronger nation tomorrow.



Policy Area

Policy Statement

Physical Education (PE)

- PE will be offered to every student for a minimum of 75 minutes per week.
- PE teachers will ensure that students are physically active for as much of the PE class as possible.
- PE class will include instruction in a variety of fun physical activities including competitive, non-competitive and outdoor activities.
- The choices and preferences of all students (recognizing age, gender, and ability) will be considered by the PE teacher.
- Physical education classes should not be cancelled for special events taking place in the gymnasium. Instead, classes should be provided an alternate room or take place outdoors.
- PE teachers will be provided with opportunities for training and professional development.
- PE class will place an emphasis on cooperation, teamwork and good sporting behaviours.

Lunch & Recess

- Students will have access to well-maintained recreational equipment.
- A variety of planned physical activities will be offered as much as possible including organizing sport games and teaching low-organization playground games.
- Students will only be kept indoors during inclement weather based on the recommendations of the Wind Chill Chart and Humidex Chart or in cases of extreme precipitation.
- In the case of inclement weather requiring students to stay indoors at lunch time, students will be allowed to access the gymnasium or other activity areas as much as possible.
- Schoolyard monitors will be encouraged to organize games for or engage in play with the children.
- The school values and will support animation of schoolyard physical activities by providing training and resources to interested monitors.



Policy Area

Policy Statement

Classroom

- Teachers will be encouraged to incorporate physical activity into lessons and to have active breaks several times a day.
- Teachers will receive appropriate training and resources to be able to deliver active lessons and to be knowledgeable about active lifestyles.
- Teachers will be encouraged to use the outdoors and community resources within their lessons.
- Teachers will be discouraged from keeping students out of physical education class as a punishment for not completing schoolwork.

Extracurricular Physical Activities

- A variety of competitive and non-competitive activities will be offered.
- Activities will be offered for and considerate of all ages, genders and abilities.
- In the case that a facility is requested for a student and rental activity at the same time, priority will be given to the student activity.
- Physical activity leadership opportunities will be organized for older students.
- For students participating in team sports, an emphasis will be placed on cooperation, teamwork, good sporting behaviours and academic responsibility.



Policy Area

Policy Statement

Family

- Fun physical activity events will be organized for families to take part in.
- Parents will be required to send students to school with appropriate clothing including outdoor gear based on the weather and active clothing for physical education.
- Parents will be encouraged to become involved in the organization of extracurricular physical activities.
- Resources such as the school nurse, community health organizations and pamphlets will be used to keep parents informed of the benefits of an active lifestyle (physical, psychological, cognitive, social, etc.) and to encourage them to promote this within their family.


Staff

- Physical activities will be organized for staff to participate in together.
- Staff will be encouraged to become involved in the organization of extracurricular physical activities.
- Staff sport and recreation teams will be sponsored and supported as much as possible.
- Staff will be kept informed of the benefits of an active lifestyle (physical, psychological, cognitive, social, etc.) and encouraged to promote this within the school.

Active Transportation

- Walking, cycling, rollerblading, skateboarding, etc. to and from school will be promoted.
- Students will be allowed to bring bikes and small wheel vehicles to school.
- Locking stations for bicycles and an indoor space to leave small wheel vehicles will be provided.
- Schools will work with community organizations to ensure crossing guards when needed.



Policy Area	Policy Statement
Community	<ul style="list-style-type: none"> • Community members will be encouraged to become involved in the organization of extracurricular physical activities. • Schools will partner with community organizations to receive health information, organize activities and share facilities. • Community members will be allowed access to school facilities for activities after school hours.
Safety 	<ul style="list-style-type: none"> • The physical and psychological safety of students in all active endeavours will be ensured. • Regular first aid and safety training will be provided to several staff members. • Safety education will be integrated into school curricula and events including injury prevention, safety for biking and walking, and dealing with strangers.
Implementation & Evaluation	<ul style="list-style-type: none"> • School principals will be responsible to present the policy to school staff members. • Schools will partner with the Kahnawake Schools Diabetes Prevention Project research team periodically to evaluate the implementation and impact of this policy.

WIND CHILL CHART

Actual Air Temperature T_{air} (°C)

Wind Speed $V_{10\text{ m}}$ (km/h)	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
5	4	-2	-7	-13	-19	-24	-30	-36	-41	-47	-53	-58
10	3	-3	-9	-15	-21	-27	-33	-39	-45	-51	-57	-63
15	2	-4	-11	-17	-23	-29	-35	-41	-48	-54	-60	-66
20	1	-5	-12	-18	-24	-30	-37	-43	-49	-56	-62	-68
25	1	-6	-12	-19	-25	-32	-38	-44	-51	-57	-64	-70
30	0	-6	-13	-20	-26	-33	-39	-46	-52	-59	-65	-72
35	0	-7	-14	-20	-27	-33	-40	-47	-53	-60	-66	-73
40	-1	-7	-14	-21	-27	-34	-41	-48	-54	-61	-68	-74
45	-1	-8	-15	-21	-28	-35	-42	-48	-55	-62	-69	-75
50	-1	-8	-15	-22	-29	-35	-42	-49	-56	-63	-69	-76
55	-2	-8	-15	-22	-29	-36	-43	-50	-57	-63	-70	-77
60	-2	-9	-16	-23	-30	-36	-43	-50	-57	-64	-71	-78
65	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
70	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-80
75	-3	-10	-17	-24	-31	-38	-45	-52	-59	-66	-73	-80
80	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81

where

T_{air} = Actual Air Temperature in °C

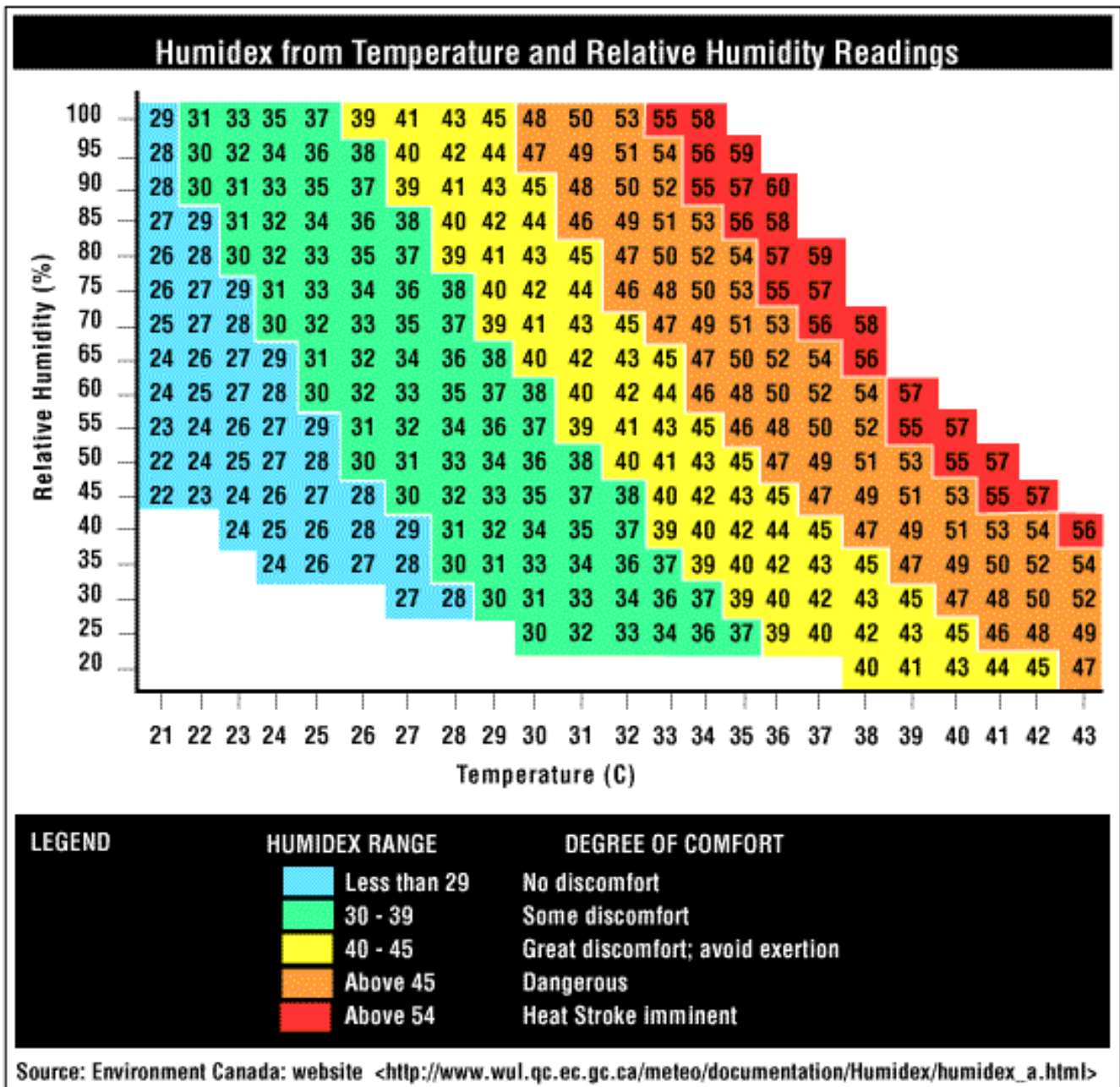
$V_{10\text{ m}}$ = Wind Speed at 10 metres in km/h (as reported in weather observations)

Notes:

1. For a given combination of temperature and wind speed, the wind chill index corresponds roughly to the temperature that one would feel in a very light wind. For example, a temperature of -25°C and a wind speed of 20 km/h give a wind chill index of -37. This means that, with a wind of 20 km/h and a temperature of -25°C, one would feel as if it were -37°C in a very light wind.
2. Wind chill does *not* affect objects and does *not* lower the actual temperature. It only describe how a human being would feel in the wind at the ambient temperature.
3. The wind chill index does *not* take into account the effect of sunshine. Bright sunshine may reduce the effect of wind chill (make it feel warmer) by 6 to 10 units.

Frostbite Guide
Low risk of frostbite for most people
Increasing risk of frostbite for most people within 30 minutes of exposure
High risk for most people in 5 to 10 minutes of exposure
High risk for most people in 2 to 5 minutes of exposure
High risk for most people in 2 minutes of exposure or less

HUMIDEX CHART



****PLEASE RETURN TO CLASSROOM TEACHER****

PARENTAL AGREEMENT **FOR MY CHILD'S EDUCATION**

As the parent/guardian of _____
I hereby acknowledge that I have parental responsibilities in regards to my child's education.

THEREFORE;

- I will send my child to school on time according to the policy.
- I will ensure my child is always dressed appropriate for the weather and following the dress code guidelines.
- Should my child be absent from school, I will notify the school by telephone or write a note explaining the absence.
- I will ensure my child completes his/her homework, projects, and comes to school prepared with books and materials.
- I have read and explained the Student Computer/Internet Use/Rules to my child.
- I will prepare a proper lunch as per the School Nutrition Policy and give my child a note if I will be picking up my child for lunch. I will also come into the school to sign him/her out.
- I will explain to my child that I support the school discipline policies and school bus transportation rules and that my child is expected to follow and respect them.

By signing below you agree to have read and therefore understand the entire Student/Parent Handbook rules, guidelines and policies.

Signature:

Parent/Guardian

Date:
