

2016-17

KINUSO SCHOOL STUDENT/PARENT HANDBOOK

Table of Contents

MISSION STATEMENT	3
EDUCATION GOALS OF KINUSO SCHOOL	3
KINUSO SCHOOL STAFF LIST	4
IMPORTANT DATES	5
HOURS OF OPERATION	5
BELL TIMES	6
REPORT CARDS	6
JUNIOR HIGH HONOR ROLL	7
YEAR END AWARDS	7
ELEMENTARY YEAR END AWARDS	7
HOMEWORK	7
ASSESSMENT	7
PROMOTIONS-RETENTION	8
GRADUATION REQUIREMENTS	8
KINUSO SCHOOL ATTENDANCE PROCEDURE	8
Elementary	8
Jr./Sr. Student Absences	8
Students on spares	9
NOON ACTIVITIES	9
Lunch Hour	9
Cafeteria Use	9
Assigned Lunch Periods	9
SMOKING	9
LIBRARY	9
STUDENT SUPPLIES	9
LOCKERS	10
ENTRANCEWAYS	10
OUTSIDE FOOTWEAR	10
SUBSTITUTE TEACHERS	10
TELEPHONES	10
PUBLIC USE OF THE SCHOOL	11
SPECIFIC SCHOOL RULES	11
GRADES K-6 PLAYGROUND AND HALLWAY BEHAVIOR	11
Expectations/Consequences	11
DISCIPLINE PROCEDURES	12
Disciplinary Actions	12
DRESS CODE	13
PUBLIC DISPLAYS OF AFFECTION	13
SECURITY CAMERAS	13
PHYSICAL EDUCATION	14
Elementary Physical Education Classes	14
Junior-Senior High Physical Education Classes	14
BUS REGULATIONS	14
LOCKDOWN / EMERGENCY EVACUATION	16

VALUES

At Kinuso School, we value:

- Learning
 - We enhance literacy and personal success.
- Respect
 - We celebrate and appreciate individuality
- Leadership
 - We honour the leadership potential in everyone
- Citizenship
 - We believe that everyone has the privilege of being part of a community

VISION

At Kinuso School we have pride in our community. We show respect through our actions, words and attitudes. We are united in striving for everyone's success.

MISSION STATEMENT

Kinuso School, in conjunction with High Prairie School Division No. 48, is committed to fostering the development of reasoning, responsible, and resourceful citizens within a purposeful learning environment. To nurture an active appreciation for learning, the students, staff, parents, and community must work in concert, fully utilizing available resources.

EDUCATION GOALS OF KINUSO SCHOOL

In order to meet the education needs of the students in this community, the following apply:

- Kinuso School will provide high quality learning.
- Kinuso School will strive for excellence.

KINUSO SCHOOL STAFF LIST

updated January 31, 2017

Leon Tkachyk	Principal
Brita Goldie	Vice Principal
Nicole Samuelson	Learning Support Teacher/French
Susan Badger/Amanda Norman	E.C.S
Deborah Stuehmer	Grade 1
Marla Young	Grade 2
Jessi Cardinal	Grade 3
Colin Jones	Grade 4
Taryn Beaupre	Grade 5
Audrey Ghostkeeper	Grade 6
Amy Lasher	ES/JH/HS (Cree, LA, Math, HS Options)
Stacey Churchill	Leveled Literacy Intervention
Carrie Kibblewhite	JH/HS Math, JH Social Studies
Jessie Sloan	JH LA
Chaneen Wolstenholme	SH Math
Ashley Heyden	JH/SH Social Studies, HS English
Shelley Gerrard	JH/SH Science
Kale Merrill	ES/JH PE
John Friesen	JH Options & Shop, HS CTS, Art
Ian Bentley	HS Science, ES/JH/HS PE
Jennifer Churchill	JH Foods, HS CALM, K&E SS
Brenda Derkosh	Tapwahketamahk Program
Joyce Hunt	Success Coach
Sharilyn Wasylciw	Career Coach
Carmen Lizee	Wellness Coach
Ione Robinson	Secretary I
Lynn Courtorielle	Secretary I

IMPORTANT DATES

Aug. 31	First day	Feb. 8	PD Day
Sept. 5	Labour Day	Feb. 9-10	Teacher Convention
Sept. 23	PD Day	Feb. 20	Family Day
Oct. 7	PD Day	Mar. 3	PD Day
Oct. 10	Thanksgiving Day	Mar. 17	PD Day
Oct. 28	PD Day	Mar 20-26	Spring Break (incl)
Nov. 11	Remembrance Day	April 14/17	Good Fri./Easter
Mon.			
Nov. 14	Day in Lieu	April 28	PD Day
Nov. 25	PD Day	May 12	PD Day
Dec. 9	PD Day	May 19	Day in Lieu
Dec. 19	Christmas Vacation	May 22	Victoria Day
Jan. 3	School Resumes	June 2	PD Day
Jan. 31	PD Day	June 29	Last day of classes

HOURS OF OPERATION

Doors open at 8:30 a.m. at which time outside supervision is provided by staff. All outside doors, except the main door at the front of the building, are locked at 8:40 a.m. In inclement weather, supervising staff will have students go inside when the doors open at 8:30. Please ensure your children are dressed appropriately for the weather.

BELL TIMES

<u>Elementary</u>		<u>Junior /Senior High</u>	
Warning Bell	8:40	Warning Bell	8:40
Period 1	8:45 – 9:28	Period 1	8:45 – 9:28
Period 2	9:28 – 10:08	Period 2	9:28 – 10:11
Recess	10:08 – 10:22	Break	10:11 – 10:16
Period 3	10:22 – 11:02	Period 3	10:16 – 10:59
Period 4	11:02 – 11:42	Period 4	10:59 – 11:42
Lunch	11:42 – 12:00	Lunch	11:42 – 12:00
Recess	12:00 – 12:20	Intramurals	12:00 – 12:20
Period 5	12:25 – 1:05	Period 5	12:25 – 1:08
Period 6	1:05 – 1:45	Period 6	1:08 – 1:51
Recess	1:45 – 1:59	Break	1:51 – 1:56
Period 7	1:59 – 2:39	Period 7	1:56 – 2:39

REPORT CARDS

1. Reports for elementary students are issued three times a year.
2. Kinuso School will use the High Prairie School Division developed Outcomes Based Report Card for all K-6 students.
3. Report cards for JH and HS students are issued four times a year.
4. JH and HS Report Cards - % will be used for all subjects.

Junior High and High School reporting is transitioning to a continuous reporting format using Maplewood which can be accessed through our school website. For this year, we will mail a printed copy of the report card at the end of each semester.

Teachers are encouraged to contact parents as the need arises. Parents are also encouraged to contact teachers.

HONOR ROLL

JH and HS students who maintain an 80% average or greater of all subjects will be recognized with Honor Roll status at the end of each quarter (reporting period).

JH and HS students who maintain an 90% average or greater of all subjects will be recognized with High Honor Roll status at the end of each quarter (reporting period).

YEAR END AWARDS

- For the 2016-17 school year, JH and HS awards will take place in the month of June, based on their course work for the year, excluding diploma exam scores.
- JH and HS students who maintain honor roll status throughout the year will receive an award.
- JH and HS students who maintain high honor roll status throughout the year will receive an award.
- Male and Female Athletes of the year.
- JH and HS Physical Education student of the year (one male and one female for JH and one male and one female for HS).
- Highest achievement in all 30 level core courses taught during that year.

ELEMENTARY YEAR END AWARDS

Elementary student awards per grade will be selected for Achievement, Responsible Citizenship, and Improvement for Physical Education, Music, Cree, and French.

HOMEWORK

Homework usually involves practising skills being learned at school, but it may also involve completing assignments begun in class. Students are also expected to conduct independent reviews of material covered in class.

In general, time consumed by homework will increase grade by grade. Primary students may have homework assigned. Grades 4-12 may expect homework. Students are expected to complete all assignments and review regularly. In the event that there is no assigned homework, it is recommended that students take time to practice basic facts, review material or read.

ASSESSMENT

Assessments will take place regularly throughout the year. Class work will be evaluated, as well as quizzes and unit tests. There will also be exams at the end of each term for all core subjects for JH and HS. Weightings depend on the particular subjects. Students will be informed of the teachers' expectations and course requirements at the beginning of the term.

Listening devices and cell phones are not permitted during examinations.

PROMOTIONS-RETENTION

Most students progress from one grade to the next with a minimum of difficulty. Some, however, are not prepared for promotion at the end of the school year and are retained in the same grade. The two main areas considered in promotion decisions are performance (how hard did the student try?) and achievement (how able will the student be to cope with the next level of material?). Parents are always involved in discussions regarding the retention of students, and when it is considered desirable students are also included. The objective in retaining students is to improve performance in school subjects and/or improve adjustment to school. Threat of retention is not a motivator, and will never be suggested to improve student performance.

GRADUATION REQUIREMENTS

Graduation is dependent on the completion of 100 credits of coursework, including several mandatory subjects. For more information please contact the counsellor.

In order to participate in the graduation ceremony in May, students must have successfully completed 80 credits as of Feb. 1 of that graduation year and be enrolled in the remaining required 20 credits. The student must also be passing all required classes.

KINUSO SCHOOL ATTENDANCE PROCEDURE

Attendance is important for the successful education of our students. Some courses require a minimum number of hours completed for credit.

ELEMENTARY

Elementary students who are absent from school must either bring a note signed by a parent or guardian giving the duration, and reason for the absence or have a parent phone the school. The note should be given to the homeroom teacher.

JH / HS

Parents must provide a written note or a phone call to explain absences. All students are responsible for missed assignments and class notes.

Students are not to leave the school during class hours without written permission from their parent or a phone call from a parent to an office staff member.

STUDENTS ON INDEPENDENT STUDY

High School students who are on spares will need written permission from their parents to leave the school premises. While on spare, students must work in designated work areas.

NOON ACTIVITIES

LUNCH HOUR – Elementary students require written permission to leave the school during the lunch hour. This includes in-town students. If parents/guardians do **NOT** want JH or HS students to leave the school during lunch hour, please contact the school.

CAFETERIA USE – Students are asked to sign up for hot lunch by 10:15 A.M. each morning.

ASSIGNED LUNCH PERIODS - Elementary students who are staying for lunch will eat in their classroom unless directed otherwise by the homeroom teacher. After the assigned eating time, students will then go outside, weather permitting, or participate in organized activities in the school.

SMOKING

Smoking is not permitted in the school building or on school grounds. It is illegal for individuals under the age of 18 to use tobacco products of any kind, including snuff and chewing tobacco.

LIBRARY

The librarian has the responsibility and the authority to maintain a suitable atmosphere in the library. The library is also open until 5:15 Tuesday and Thursday afternoons.

STUDENT SUPPLIES

JH and HS students will be required to supply their own binders, paper, pens, etc. Elementary students will be given a list of supplies they will be required to purchase or packages are available for purchase from the school.

LOCKERS

All students are issued a locker at the beginning of the year and it is recommended that they be kept locked. Locks are available for purchase from the office. Kinuso School is not responsible for any lost or stolen items. Students are strongly urged not to bring valuables to school. JH and HS students will also sign a locker contract.

ENTRANCEWAYS

Elementary students will use the south-east and north-east doors. JH and HS students will use the north-west door. All entrances except the main entrance will be locked during class time. All students in JH and HS who arrive late for any class must proceed directly to their classroom. Elementary students must sign in at the office before going directly to their classroom. All guests must sign-in at the office and receive permission from office staff to proceed to any area in the building.

OUTSIDE FOOTWEAR

All outside footwear must be removed in the mudroom. These may be left in the mudroom or carried by a student to his/her locker. No outside shoes are to be worn in the hallways, the classrooms, cafeteria, gym or library. Any footwear worn in the school must be clean. Inside shoes must be worn at all times as safety is our first concern.

SUBSTITUTE TEACHERS

When regular teachers are absent, their replacements face a particularly difficult task. They are required to present someone else's lessons to a group (or groups) they are not familiar with. Students are required to perform for substitute teachers in the same manner they do for their regular teachers.

TELEPHONES AND ELECTRONIC DEVICES

Students are not to use phones during class time, except with the permission of their teacher and under their direction. Students will not be interrupted from classes to take phone calls. The office will take a message and relay the message during breaks. Students can access phones at lunch time only. Elementary students should leave their devices at home, and cannot have them on the playground.

PUBLIC USE OF THE SCHOOL

Groups wishing to use the school are to make an application to the school administration. A rental agreement will be drawn up and signed, the supervisor will be designated, a list of members will be turned in, and if payment is required it must be made in advance. It should be remembered that school activities have priority over outside groups. The janitor, the principal, and all of the staff are responsible for ensuring that these regulations are followed.

SPECIFIC SCHOOL RULES

Student RESPONSIBILITIES include:

1. Respect others and school property
2. Food and drink are allowed in designated areas only. Absolutely no food or drink is allowed in the computer and Industrial Arts labs. Only water allowed in the gym.
3. No sunflower seeds in the school at any time.
4. Indoor shoes are to be worn at all times.

In accordance to the School Act Section 7, students will:

1. Be diligent in pursuing their studies
2. Attend school regularly and punctually
3. Cooperate fully with everyone authorized by the board to provide education programs and other services
4. Comply with the rules of the school
5. Account to teachers for their conduct
6. Respect the rights of others

The following behaviours will be taken seriously and dealt with appropriately. Serious behaviours will be dealt with by school administration in an appropriate manner.

- | | |
|---|---|
| 1. Intimidating others (Bullying). | 4. Interfering with the learning of others. |
| 2. Defiance of any staff authority. | 5. Destruction of school property. |
| 3. Possession or under the influence of drugs or alcohol. | 6. Use of Tobacco. It is illegal. |

GRADES K-6 PLAYGROUND AND HALLWAY BEHAVIOR

EXPECTATIONS

1. Proper Language
2. Respect students, adults and self
3. Proper conduct at all times
4. Proper use of equipment
4. Administration intervention

CONSEQUENCES (THINK BOOK)

1. Warning
2. Detention
3. Detention and a letter sent home by the home room teacher

DISCIPLINE PROCEDURES

This indicates the type of disciplinary action that will be taken for each problem area. In each instance, a minimum and maximum action is listed as well as action for infrequent occurrences and repeated occurrences. If a student has demonstrated excellent behaviour and then becomes involved in a

problem area, teachers and administrators would certainly consider this before any action is taken.

1. Informal talk by teacher - A teacher will isolate the student, talk with the student and try to reach an agreement regarding how the student should behave. Replacement behaviours, skills or strategies should be discussed with the student. Consequences are the responsibility of the teacher. Teachers should include documentation for the future. If the student must be removed from the room immediately, the student will be redirected to another supervised location.
2. Parent contact by the teacher - parents should be notified by the teacher by telephone, or by letter. The date and nature of the warning are to be recorded by the teacher.
3. Administrative intervention - a formal conference is held between the student and one or more school officials. Prior to the referral, the teacher and administrator should discuss the problems and refer to teacher notes and the administration documentation. During the conference, the student must agree to correct his/her behaviour. The student may receive disciplinary action such as:
 - a. written commitment by student (contract)
 - b. in school suspension
 - c. parent interviewThis will be documented.
4. Parent involvement - parents are notified by the administration by telephone or letter. In cases of property damage, restitution will be paid. This will be documented.
5. Suspension - The student is informed by the Administration that he is suspended up to or including five school days. The suspension and circumstances will be reported immediately by letter to the parents and appropriate assistant superintendent. The student will be readmitted following a conference involving the student, administration, parent and teacher(s), provided the student agrees to modify his/her behaviour.
6. Expulsion - the student is given an indefinite suspension and a recommendation is made to the superintendent that the student be expelled. A hearing involving a School Board member, a representative of the superintendent, the administration of the school, the student and the parents will be held in order to consider the readmission to school. Should the student be expelled after the hearing, the parent/guardian has the right to appeal to the Minister of Education.

DRESS CODE

In the event that any staff member finds a student's dress inappropriate in any of the ways listed, that student may be asked to change his/her clothing. In the event the student refuses to change their clothing, it will become defiance of authority and an administration issue.

1. Inappropriate slogans or symbols (related to drugs, alcohol, racism, violence, sexual permissiveness, profanity, promotes illegal activity or is considered demeaning in any way)
2. Revealing clothing revealing backs, bellybuttons, bosoms, bras, behinds, or underwear.
3. Hats are allowed in the JS and HS. This does not include dew rags, or hoods.
4. All students are required to follow specific clothing requirements as per specific classroom specifications. ex. shop, home economics lab, gym, science lab etc.

PUBLIC DISPLAYS OF AFFECTION

Students are reminded that we are a K-12 school and that couples are to limit their physical contact to hand holding before, during and after school hours, including breaks.

SECURITY CAMERAS

Security cameras are located on the exterior of the building and in the hallways to help deter activity related to vandalism, theft and to maintain the health, welfare, safety and security of students and staff.

PHYSICAL EDUCATION

ELEMENTARY PHYSICAL EDUCATION CLASSES

All students are expected to be properly attired for physical education classes, which is at the discretion of the physical education teacher. All students will be expected to have running footwear, and must wear appropriate footwear for outdoor activities. Footwear which leaves marks will not be permitted in the school.

JUNIOR HIGH AND HIGH SCHOOL PHYSICAL EDUCATION CLASSES

JJ and HS Physical Education attire should consist of a clean pair of non-scuffing running shoes, a T-shirt and shorts or a track suit. Students who are not properly dressed for class may not participate.

Students who are not changed for class, will still go with their class to outdoor or off-campus activities.

Students who cannot participate because of illness, will be required to bring a note to the Physical Education teacher from a parent or guardian, requesting that they be excused from activities for that day.

The teacher may choose to review the absence with the school administration and the parents may be contacted.

BUS REGULATIONS

The transportation policy of High Prairie School Division has been revised. The most critical points of the new policy are as follows:

STUDENTS

1. The driver is in full charge of the bus at all times and students must obey instructions or directives promptly.
2. Students will sit properly with feet not blocking the aisle. A student may be required to sit up front for misbehavior.
3. Students must be on time. (3 to 5 minutes prior to bus arrival)
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not live up to this rule.

6. Use of tobacco, illicit drugs, alcohol, and obscene language on the bus is prohibited.
7. Students must not throw anything on the floor of the bus or out of the bus windows.
8. Eating on the bus is at the discretion of the bus driver.
9. Students must not extend arms or heads out of the bus windows.
10. Students must enter or leave the bus in an orderly manner and shall remain SEATED while the bus is in motion.
11. For safety reasons, no equipment will be permitted on the bus unless it can be properly secured.
12. Students must observe the directions of the bus driver when loading and unloading and when crossing the road prior to loading or after unloading.
13. All students shall remain absolutely quiet while the bus is stopped at railway crossings and shall remain quiet while the bus is crossing.
14. Normally, a student may only be picked up or dropped off at prearranged and approved pick-up or drop-off points.
15. No student shall be in possession of any type of weapons while on a bus (i.e., knives, firearms).
16. Students shall pay for any damage that they deliberately cause to a school bus.
17. At transfer or regular loading points, all students are to proceed directly to their designated buses.

Note: For violation of any of these rules, a student may be reported to the Principal of the school, who can suspend the student from riding the bus, in accordance with the School Act, Board Policy, and HPSD Administrative Procedures.

PARENTS

1. Parents should assure that students are dressed appropriately – in accordance with the weather. If, in the opinion of the bus driver, a student is not dressed appropriately for the weather conditions, the student will be picked up and the matter reported to the Principal for appropriate action.
2. Parents should inform the driver, by telephone if possible, when their students are to be absent from school.
3. When students are sent home early, parents are expected to make arrangements for their children's early arrival from school.

4. Parents are urged to listen to radio stations or check the High Prairie School Division website (link available on Kinuso School website) for HPSD No. 48 bus cancellations. The Principal shall inform parents of this procedure at the beginning of the school year.
5. Parents will ensure that their students are at the bus stop on time.
6. Parents will be responsible for any damage to a bus by their children.
7. Parents will encourage their children to obey all traffic rules and regulations.
8. Parents will accept responsibility for the proper conduct of their children prior to boarding a bus, during the daily trips and upon discharge.
9. Parents must provide the driver with a signed note when an elementary student (K-6) will not be returning home on the bus after school or will be dropped off at a different scheduled stop.

The School will operate in accordance with the School Act, The High Prairie School Division Policy Handbook, and the Kinuso School Student-Parent Handbook. Any changes or revisions to any of these policies will be made known to students and parents as early as possible.

Parents or students who have any questions, or desire clarification on any of the school regulations should feel free to discuss these with the school administration in person, or by calling 780-775-3694.

Lock Down

- Lock down over the PA or mega phone
- Staff directs students, staff and visitors into the nearest classroom or office
- Lock doors
- Cover windows
- Turn off lights
- Teachers will take attendance
- Status Card
 - Exterior Window
 - Slide one out the interior door
- Move away from windows and doors
- Wait for next update
 - Duck – cover- hold
 - Emergency Evacuation
 - Stay Put
- Allow no one into the classroom

Emergency Evacuation

- Fire bell will sound or emergency evacuation over the PA
- Teacher does class count of students and staff
- Teacher gets classroom emergency pack with attendance info
- First student to door holds door open
- First student to outside door holds it open
- Classroom windows closed (only if time)
- Teacher leaves classroom last
 - Interior door shut but not locked
 - Teacher knows his buddy
- Evacuate to student assembly area (bus parking lot)
- Students sit (weather permitting) so that teachers can see
- Display Status Card
 - Green - OK
 - Red – Need Help
 - Yellow – Minor Injuries
 - Blue - + / - a person
- Transfer control of your students to buddy if you have a predetermined CR job
- Students who are in transit are to leave by the closest, safe, exit and go to their staging area
- Staging area managers communicate staging area status to Operations chief
- Wait for further instructions
 - Transport
 - Home
 - Primary Staging area – Ag Hall
 - Secondary Staging area – Sr. Complex

*No cell phones are permitted at this time for the safety of everyone involved