

KINUSO SCHOOL



STUDENT HANDBOOK

2026-2027

LAND ACKNOWLEDGEMENT:

Kinuso School would like to acknowledge that we work and learn in the ancestral and traditional territory of the Indigenous peoples in this area. This land has been and will continue to be the home of the Cree, Dene, Métis, and other First Nations within the boundaries of Treaty 8.

We also wish to acknowledge the traditional knowledge holders and Elders who are still with us today and those who have gone before us.

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.

KINUSO SCHOOL STAFF LIST

Christopher King	Principal
Yolande Klyne	Vice Principal/Elem Interventions
Becki Cardinal	LST/K
Mindy Foster	VP/ Grades 5/6
Leann Sprowl	Career Coach
Carmen Lizée	Wellness Coach
Indigenous Ed Coach	Keith Laboucan
Andrea Chambers	Secretary
Holly Malanowich	Secretary
Leah Church	Librarian
Hollie King	Cook
Becki Cardinal/Amanda Davis	K
Suzanne Greenwood	Grades 1/2
Lee Rafuse	Phys. Ed / Grade 5/6
Trevor Heal	Jr./Sr. High
Olivia Sturge	Jr./Sr. High
Jenny White	Jr./Sr. High
Kamryn Schmidt	Jr./Sr. High
John Friesen	Jr./Sr. High
Ethel Carmichael	Grade 3/4
Oliver Sacuta	Jr High
Preslee Chalifoux	Jr High
Meagan Schnitzler	Speech
Sharon Campiou	Educational Assistant
Ashley Klyne	Educational Assistant
Margaret Willier	Educational Assistant
Grant Ferguson	Educational Assistant
Delaine Labby	Educational Assistant
Shari McLaughlin	Educational Assistant
Crystal Hunt	Educational Assistant
Amanda Davis	Educational Assistant
Dani Roe	Educational Assistant
Genieva Fuller	Educational Assistant

KINUSO SCHOOL BELL TIMES

Elementary (K-6)

Block	Time	Minutes
1	8:45-9:27 am	42
2	9:28-10:11 am	43
RECESS	10:12-10:26 am	15
3	10:26-11:04 am	38
4	11:04-11:45 am	41
LUNCH	11:45 am-12:05 pm	20
RECESS	12:05-12:30 pm	25
5	12:30-1:12 pm	42
6	1:13-1:49 pm	37
RECESS	1:49-2:04 pm	15
8	2:04-2:46 pm	42
9	2:47-3:30 pm	43

Jr. High (7-9)

Block	Time	Minutes
1	8:45 am-9:27 am	42
2	9:28 am-10:11 am	43
3	10:19 am-11:01 am	42
4	11:02 am-11:45 am	43
LUNCH	11:45 am-12:30 pm	45
5	12:30-1:12 pm	42
6	1:13-1:56 pm	43
7	2:04-2:46 pm	42
8	2:47-3:30 pm	43

Sr. High (10-12)

Block	Time	Minutes
1	8:45-10:11	86
2	10:19-11:45	86
LUNCH	11:45-12:30	45
3	12:30-1:56	86
4	2:04-3:30	86

***We ask that students not be dropped off at the school prior to 8:30 a.m., as there is no supervision prior to that time. Thank you for your consideration of the safety of our students.**

Behavioural School Expectations

Kinuso operates under the philosophy that all students/staff learn and develop best in an environment that is safe, caring, and productive. We strive to achieve a learning environment where students, staff, and families are respected and all students make responsible choices for their behaviour. It is important that every teacher **establish, reinforce and maintain a positive learning environment**. Kinuso **stresses the importance of modeling positive interactions** between all staff/students. School and classroom discipline procedures must encourage the building of positive relationships and must always maintain the student's dignity and self-worth. Consequences for non-compliance with the Code of Conduct will be appropriate for each individual student. Factors to consider include the student's age, state of development, special needs, social/emotional needs and level of cognitive functioning. Consequences will reflect the frequency, severity and intensity of the inappropriate behaviour.

Expectations for Student Success:

- Be on time
- Be prepared
- Participate in your own learning
- Show respect for yourself, others, and for property

At Kinuso we expect students to learn. If they come to school and are not willing to work they will be sent to the office. If they refuse to work at the office or an assigned area and have no legitimate reason they may be sent home.

At Kinuso there will be an expectation that students do complete homework. This will not be new material but material that has already been taught. It may be completing work unfinished in class, reading or studying for a test. We do provide a homework club after school for students who would like additional help/support.

At Kinuso school you are a student first, athlete second. In order to qualify for school trips, clubs and sporting events you must be:

- Attending class regularly and on time
- Being respectful to staff and students
- Giving your best effort
- Passing all classes (50%)

Our school follows the following Code of Conduct and the Expectations for student success. The Code of Conduct applies to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- on school property
- traveling on a school bus
- participating in extracurricular activities
- participating in off-site school-sponsored activities
- engaging in an activity which will have an impact on the school climate

Acceptable Conduct

These behaviours help to make the school a safe, caring and orderly place:

- Being courteous and responsible
- Working to the best of their ability in all studies and classroom activities
- Showing respect for the feelings of others and their right to be safe
- Showing respect for the school, school property, and the property of others
- Behaving in a way that does not interfere with the ability and right of others to learn
- Listening and following directions from teachers and support staff

- Behaving in a manner that does not threaten, harass, intimidate, or assault any person within the school community
- Knowing and following all school behaviour guidelines
- Respecting the rights of all persons within the school and those interacted with at school-sponsored events
- Taking appropriate measures to help those in need - tell an adult if you or others need help
- Overall being a respectful, responsible and safe citizen of our school community.

Unacceptable Conduct

These behaviours may include, but are not limited to behaviour that:

- Interferes with the learning of others
- Interferes with the orderly environment
- Does not show respect for self, people or property
- Creates unsafe conditions
- Bullying – (Physical, verbal, social, cyber)
- Physical violence: using hands, feet, or an object to hurt others
- Demonstrates non-compliance with those in authority
- Illegal acts such as theft, damage to property, possession of weapons and causing bodily harm.
- Sexual and racial harassment.
- Being in possession or under the influence of drugs or alcohol.

Everyone Plays a Role

All members of the school community have a responsibility to respect and honour the school Code of Conduct, to demonstrate age and developmentally appropriate social behaviour and to take responsibility for their own actions.

Students will:

- follow the expectations for student success
- accept responsibility for their personal actions
- demonstrate respect for self, and others, and for those in authority
- learn and practice methods to resolve conflict in a peaceful and respectful manner
- follow the rules of the school, on school buses, and at other sites during school activities
- use respectful language
- work cooperatively with staff and other students
- Be honest, do the right thing even when no one is watching

- help support classmates in making the right choices
- refrain from bringing anything to school that compromises the safety of others

Teachers and school staff will:

- maintain order in the school (supervision, morning greeting and being visible)
- serve as role models
- maintain consistent standards of behaviour for all students
- help students work to fulfill their potential, develop self-worth, and prepare them for the full responsibilities of citizenship
- practice methods to resolve conflict in a peaceful and respectful manner
- employ strategies to recognize appropriate behaviours in the classroom
- communicate regularly and meaningfully with parents/guardians (newsletters, website, school messenger, Facebook postings, face to face, phone calls)
- demonstrate respect for all students, staff, parents, volunteers, and members of the school community
- empower students to be positive leaders in the school and community
- develop and teach lessons consistently employing instructional strategies and classroom routines designed to maximize student learning within a well-structured invitational learning environment (follow guidelines set out in the Teaching Quality Standard)
- actively supervise all students and consistently reinforce rules and expectations to prevent incidents and ensure that student behavior meets school expectations
- accurately report, monitor, and encourage student success with regularly attending school and follow expectations of the school attendance policy

Parents play an important role in the education of their children and can fulfill this responsibility by:

- demonstrating respect for all students, staff, volunteers and members of the school community
- supporting the efforts of school staff in maintaining a safe and respectful learning environment
- contacting the teacher, first, if there are questions or concerns about classroom procedure(s), curriculum, or any incident involving their child
- refrain from using social media as a method to discuss school related concerns
- ensuring that their child attends school regularly and on time
- notifying the school of their child's absence or late arrival
- showing an active interest in their child's school work and progress
- instilling in your child a desire to learn

- fostering independence in their child
- communicating respectfully with all school staff
- attending and participating in school activities and events
- cooperating with staff to address academic or behaviour concerns
- helping their child to be prepared and ready to learn each day
- Encouraging their child to follow the Code of Conduct/ Expectations for student success.
- sharing pertinent information which impacts their child's education such as illness, travel, extended absences, medical conditions, family situations, etc
- regularly checking modes of communication such (email, voice mail, Google Classroom (if applicable)

Dealing With Behaviours

Handled by Teacher

- Refusal to follow instructions/direction
- Distracting or disturbing other students from learning
- Disregard for class routines
- Using inappropriate language
- Arguing with teacher/talking back
- Physical contact (e.g. play fighting, pushing, etc)
- Verbal aggression (e.g. unkind words, name calling, etc)
- Leaving the classroom without permission
- Property misuse or minor damage
- Social conflicts

Levels of consequences

Consequences may range from and include, but is not limited to, one or more of the following:

- Given verbal warnings
- Discussion with members involved in situation
- Inform student of rule violated
- Described expected behaviour
- Loss of privilege within class
- Debrief and re-teach school-wide behavioral expectations (Code of Conduct)
- Phone calls home have been made
- Meeting arranged with parent/caregiver
- Time spent with a Staff Member

Intervention Strategies:

- Other sources have been considered (ex. Wellness referral, discussion with LST, etc)
- regulation strategies to de-escalate student behaviour
- re-direct
- opportunity to discuss and practice behaviour expectations
- re-teach expected behaviours
- Staff-Student mentorship
- conflict mediation
- social stories
- positive reward system

Handled by Administration

- Theft
- Bringing weapons and/or drugs to school
- Serious fights which cause injury
- Leaving the school without permission
- Destruction of school/others' personal property
- Other behaviours that may cause direct and serious harm to staff and students
- Abusive language (e.g. Threats, racial, etc)
- Harassment/bullying
- When a repeat behaviour has occurred at least 3 times from a student and the phone calls home made home and consequences from the teacher are not having an impact.

Levels of consequences

- Possible recommendation for counseling
- Conference with student
- Conference with parents/guardians
- Time in office
- Lunch detention in office
- Loss of in-school privileges
- Loss of field trip privileges
- In-school suspension
- Out of school suspension
- Suspension from the bus

Differentiating Between Conflict Behaviours and Bullying Behaviours

Conflict	Vs.	Bullying
Equal power - friends	Vs.	Imbalance of power – not friends
Accidental, 1 time event	Vs.	Purposeful, ongoing
Remorse, takes responsibility	Vs.	No remorse, blames the victim
Effort to solve the problem	Vs.	Enjoys keeping the problem going

Generally speaking:

- When someone says or does something **unintentionally** hurtful and they do it once, that's **RUDE**.
- When someone says or does something **intentionally** hurtful and they do it once, that's **MEAN**.
- When someone says or does something **intentionally hurtful** and they **keep doing it**, even when you tell them to stop or show them that you're upset, that's **BULLYING**.

(Trudy Ludwig: Bullying Basics website)

Lunch Detentions:

If a student/s have not followed teacher expectations, routines or procedure they may have to attend the class during lunch.

When a student has lunch detention:

1. It will be made sure the student has lunch.
2. If the student does not have lunch, home will be contacted and parents will be asked to provide a bagged lunch for the next day.
3. After a detention (but if possible before) home will be contacted to let the parents/guardians know why the student had lunch detention.

Vaping Policy

Students who are in the bathroom when the detector notifies administration will be suspended under the High Prairie School Division vaping policy.

Cell Phone policy

All student cell phones are to be turned off and put away. If the phone is visible to any staff it will be held at the office until the end of the day. If the student refuses to hand over their phone, administration will be called and the student upon further refusal will be sent home. This will include air pods. If a student wants to listen to music they can use their chromebook and wired headphones at the teacher's discretion. At lunch time students will be allowed their phones. If they have had their phone taken away and need it for lunch a lunch will be provided.

Drink Policy

Water, Juice and Gatorade are the only acceptable drinks during class time. If students are seen carrying or consuming other drinks within the school during class time, the drinks will be confiscated and disposed of. Permission for these drinks may be granted by staff at their discretion during special occasions or events.

[HPSD Admin Procedure 241](#)

6 Day Deadline Policy

All assignments will be given a two week deadline from grade 7-12. The deadline may be longer if the teacher feels necessary. If the assignment is not completed and submitted on time the student will receive an incomplete grade and will not be allowed to submit at a later time. If there is a family issue or medical condition that stops the student from handing in the assignment it will be up to the teacher's discretion. The teacher may ask administration for support and guidance if needed.

Bell to Bell teaching:

Students should be in class learning from the first minute of class until the last minute and should not be standing at the door/in the hallway waiting for the bell. Students will not be allowed to go to the washroom in the first 5 minutes of class or the last 5 minutes of class.

Attendance Awards

Attendance will also be recognized during each monthly awards ceremony. Students who demonstrate **excellent attendance** will be acknowledged, helping reinforce the importance of being at school, arriving ready to learn, and making attendance a priority. Attendance recognition can celebrate both consistently strong attendance and improvement, allowing us to encourage students who are making positive changes in their attendance habits.

Knights of Honour

The highlight of each monthly ceremony will be the presentation of our **Knights of Honour Awards**. Each month will focus on a different theme connected to student success and positive school culture.

One student from each grade (K–12) will be selected by teachers as the student who best demonstrates the qualities associated with that month's theme. Teachers can consider student actions throughout the month, growth over time, effort, attitude, and contributions to the classroom and school community.

Our **Knights of Honour** will be:

- Recognized during the monthly awards ceremony.
- Featured on the **Knights of Honour monthly bulletin board**.
- Recognized in the **school newsletter**.
- Celebrated as positive examples within our school community.

Monthly awards will take place once a month at different times and days so it is not always the same block. We will be giving out large electronic prizes in December and January for best attendance.

The names of the award winners monthly will be put into a draw for prizes in December and then the process will be repeated for June.

House Rallies:

House Rallies will be once a month on Fridays at different times. Students will be grouped into teams and expected to participate in the activities. IF they refuse they can be marked absent.

O' Canada expectations

All students will be required to stand quietly and remove hats and hoods during O'Canada. If they refuse they will be asked by administration to come into the building once O'Canada is finished.

Lunch time for Students:

Students in grade 7-12 may leave school property at lunch. If they continue to be late coming back parents will be notified with the chance of the student losing the privilege. Grades 1-6 cannot leave school grounds unless they are accompanied by an adult. A phone call or note is not sufficient.

Hot Lunch

This year, hot lunches must be pre-ordered in advance for two-week periods. Order forms will be sent home with students, as well as posted on our school website and Facebook, and will include menu options for each day of the two-week cycle.

To ensure timely processing and meal preparation:

- All orders must be submitted along with payment at the time the form is returned.(if you child belongs to the band and lunch is paid for please fill out the form and DO NOT submit payment)
- The cost of each lunch will remain \$5 per student, per day.
- Unfortunately, we will not be able to offer refunds for lunches that have been ordered but not consumed due to student absences.

We believe these changes will help us improve the efficiency of our lunch service, reduce waste, and ensure that each student who orders receives a fresh and timely meal.

High School Spares:

If you have a spare you may work quietly in the library or leave the building. The cell phone policy still applies. If you are not working quietly you will be asked to leave the building.

***The deadline to make changes to options classes is**

SEVERE ALLERGIES

Kinuso School is a NUT FREE and FRAGRANCE SENSITIVE site.

To ensure the health and safety of all of our community members nuts and products containing these are not allowed. We also ask for students, staff and visitors to our site to refrain from using strong fragrances when they are visiting the site, even for a short time, as we have school community members who suffer adverse health effects when exposed to strong fragrances.

LUNCH/CAFETERIA SERVICE

The school offers lunch prepared daily on site. Students must sign up by 10 a.m. each day. The cost is 5\$/day. Punch cards are available for purchase at the main office. Elementary students sign up in their home room each morning. Junior and Senior High Students sign up at the cafeteria each morning.

LUNCH TIME ACTIVITIES

Elementary students will eat lunch in their classrooms and will not be allowed to go up town at lunch without parent permission. If they have permission to go uptown, they will be asked to consume food prior to returning to the playground areas, or to put the food inside until the break is over. This is for the safety of students to avoid choking hazards and issues with wandering

pets from the community. Students are supervised on the playground by staff who are easily identified by the yellow safety vests that they wear.

Junior and Senior High students can use the cafeteria and hall tables to eat lunch and socialize over the break. At 12:34, the gym is opened for an activity directed by the supervisor. Some other classroom spaces may be opened by teachers on a volunteer basis to host clubs of various themes.

SMOKING

Smoking is prohibited in all High Prairie School Division facilities and grounds, as per HPSD Administrative Procedure 501 . This includes tobacco products of any kind (cigarettes, snuff and chewing tobacco) and marijuana.

LIBRARY

The library is a community library. Community members using the library during the school day must sign in at the office and proceed directly to the library. The Library Technician has the responsibility and authority to maintain a suitable atmosphere in the library. The Library is open until 5:15 on Tuesday and Thursday afternoons.

STUDENT SUPPLIES

Students are required to bring supplies. Lists can be found on the school website under *QUICKLINKS* on the right hand side of the home page.

LOCKERS

All students are issued lockers at the beginning of the school year. There are locks available at the school as well. Students are expected to keep their lockers locked at all times. Kinuso School is not responsible for lost or stolen items. Students are strongly encouraged not to bring valuable items to school.

GENERAL DRESS CODE

To promote a safe and caring learning and work environment, and to support the development of habits and routines that transfer to the world of work, we ask students to wear school appropriate clothing. This includes subject specific requirements (ie: lab coats, aprons, proper running shoes, safety gear).

If a student wears inappropriate clothing a staff member will ask them to cover up or change.

Respectful Attire: Clothing must not feature profane language, hateful imagery, or promote illegal activity (such as drugs, alcohol, or gang affiliation)

Adequate Coverage: Outfits should be functional for a school setting and ensure basic modesty appropriate for a workplace-like environment.

Inclusivity: Appearance and clothing choices must not discriminate against or demean individuals based on race, gender identity, religious beliefs, or physical ability.

PHYSICAL EDUCATION

Elementary

All students are expected to be properly attired for physical education classes, which is at the discretion of the teacher. All students are expected to have running footwear with non-marking soles for use in the gym. Appropriate footwear must be worn for outdoor activities.

Junior/Senior High

Phys.Ed attire should consist of a clean pair of non-marking running shoes, a t-shirt and shorts or track pants. Students not properly dressed may not be allowed to participate - this will be at the discretion of the teacher. Students who are unable to participate will be responsible for demonstrating the outcomes of the class in an alternate manner. If a student is unable to participate for medical reasons a note from a medical professional is required.

NO OUTDOOR FOOTWEAR will be allowed in Phys Ed/Gym classes.

Physical Education 10 is a graduation requirement.

ENTRANCE WAYS

Kindergarten, Grades 1, 2 and 3 students will use the northeast entrance at the K-3 playground. Grades 4, 5 and 6 will use the southeast entrance located by the basketball court. Elementary students will be asked to remove their outdoor footwear and place it on the assigned boot rack.

Junior high students (7-9) will use the main entrance and high school students are asked to use the northwest entrance on the front of the building. Boot/shoe cleaners are available at both entrances. Any footwear worn in the school must be clean.

SECURITY CAMERAS

Kinuso School is monitored by security cameras on the exterior of the building and in the hallways to ensure the health, welfare and safety of students and staff while on HPSPD property, in accordance with HPSPD Administrative Procedure 312.

BUS REGULATIONS

(The complete Transportation Handbook, including driver, student and parent responsibilities can be found on the HPSPD website. Under the Documents tab, select “Handbooks” and then “Transportation Handbook”

Student Responsibilities (from the Transportation and Safety Handbook, p. 20)

- The driver is in full charge. Students must obey the driver at all times.
- The driver shall assign a seat for each student and complete a seating plan. A student may be required to sit in an alternate seat for misbehaviour.
- Any student causing willful damage on the bus shall pay for repairs.
- The students must be on time. (3 to 5 minutes prior to bus arrival)
- Unnecessary conversation with the driver is prohibited.
- Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not obey this rule.
- Use of tobacco, vaping devices, illicit drugs, alcohol, and foul language on the bus is prohibited.
- Students must not throw paper or other garbage out of the bus windows.
- Students must not extend arms or heads out of the bus windows.
- Students must enter or leave the bus in an orderly manner and shall remain SEATED while the bus is in motion.
- For safety reasons, no equipment will be permitted on the bus unless it can be stored under the seat and properly secured or safely wedged between seats.
- Students must observe the directions of the bus driver when loading, unloading and when crossing the road prior to loading or after unloading.
- All students shall remain absolutely quiet while the bus is stopped at railway crossings and shall remain quiet while the bus is crossing.
- Normally, a student may only be picked up or dropped off at pre-arranged and approved pick-up or drop-off points.
- No student shall be in possession of matches or lighters while on a school bus.
- No student shall be in possession of any type of weapons while on a school bus (i.e.: knives, firearms).

- Bullying of others of any type will NOT be tolerated.

NOTE: For violation of any of these rules, a student may be reported to the School Principal who can suspend the student from riding the bus, in accordance with the School Act and Board of Education Policy. In an emergency situation the Director of Transportation may refuse to transport a student and must report this situation to the Principal as soon as possible. Examples of emergency situations include fighting, open disobedience, use of alcohol or illegal drugs.

Parent Responsibilities (from the Transportation and Safety Handbook, p. 21)

- Parents should ensure that their child(ren) are dressed appropriately - in accordance with the weather. If in the opinion of the bus driver a child is not dressed appropriately for the weather conditions, the child will be picked up and the matter reported to the Principal for appropriate action.
- Parents should communicate with the driver when their child(ren) will be absent from riding the bus.
- When students are sent home early, parents are expected to make arrangements for their child(ren)'s early arrival from school.
- Parents are urged to listen to radio stations for High Prairie School Division bus cancellations, or go online to the Bus Status link on High Prairie School Division's website at hpsd.ca for the status of their child's bus. The Principal shall also inform parents of this procedure at the beginning of the school year.
- Parents shall ensure that their child(ren) are at the bus stop on time (at least 3 to 5 minutes prior to the scheduled time of pick up).
- Parents will be responsible for any damage to a bus by their child(ren).
- Parents will encourage child(ren) to obey all traffic rules and regulations.
- Parents will accept responsibility for the proper conduct of their child(ren) prior to boarding a bus, during the daily trips, and upon discharge.
- Parents must notify the driver when an elementary student (K-6) will not be returning home on the bus after school or wishes to have their child dropped off at an alternate location, they must contact the Transportation Department for prior approval.

Attendance Policy for Kinuso School

Compulsory Attendance:

School registration and attendance are compulsory for students up to the age of 16, as mandated by the [Education Act](#) [Section 7(1) (a) (b) (c)]. After the age of 16, registration

becomes voluntary, but once registered, regular attendance is expected. The [Education Act](#), specifically Sections 7, 8, and 9, outlines the importance of student attendance.

Beliefs:

At Kinuso School, we firmly believe in the following principles:

1. Regular attendance is crucial for successful course completion.
2. Regardless of whether an absence is explained or not, any absence results in missed important information and school work.
3. It is the student's responsibility to complete any missed work due to absences, whether explained or unexplained.
4. Attendance requires collaboration between the school, students, parents, guardians, and the broader community.

Attendance Procedures:

1. *Daily Attendance:*
 - a. Teachers will take attendance during each class period/block within the first 10 minutes of class commencement.
 - b. Parents/guardians will receive automated phone calls from the school if a student is absent or late in any block. Detailed attendance records will be available for parents/guardians to view on the parent portal daily.
2. *Late Arrival:*
 - a. If a student arrives after the start of any scheduled class, they will be considered late/tardy. The student will knock on the classroom door and then stand outside the classroom door patiently until the teacher answers the door.
 - b. If a student arrives within the second half of the scheduled period or block, they will be marked in not only as late, but time stamped as missing instruction. If the arrival time is within the last 5 minutes of a period or 10 minutes of a block the student will remain marked as absent for that class.
3. *Reporting Absences:*
 - a. Absences should be reported by parents/guardians by calling the appropriate office or emailing the school.
 - b. To avoid unnecessary calls, absences should be reported on the day of the absence. Changes to the status of an absence can be made by calling the school

or submitting a note signed by the parent/guardian or medical professional (in the case of an appointment).

- c. Early departures require an email or voice call from the parent/guardian before the student is allowed to sign out. The student must sign out at the appropriate office before leaving the school property. Text messages on a student's phone from a parent/guardian will not be accepted as a form of permission to sign out.

4. Monitoring Attendance:

- a. Within the first week of commencement of each semester, students who do not attend any classes will be flagged by the classroom teacher and the teacher will notify all school administration and office staff.
- b. Teachers will connect with parents/guardians when a student has missed three consecutive class periods/blocks or six class periods/blocks within a month (equivalent to 20% of class time within a month, including cumulative time for being late/tardy). These connections should be documented in Edsebli in the attendance notepads.
- c. The school will keep up-to-date information on attendance and academic progress available to parents/guardians who have subscribed to a school Edsebli account through a secure online reporting system.
- d. Parents/guardians will be informed of their child's attendance and progress twice per semester on the student's report card.

Consequences and Interventions for Attendance Issues:

1. Excessive Absences:

- a. Initial concerns will result in contact with parents/guardians from the individual teachers. These concerns will be documented in Edsebli in the attendance notepads. Teachers shall connect with other school support personnel to assist in seeking further information regarding absenteeism or ways to provide support. If absenteeism persists, the teacher will notify school administration.
- b. School administration will contact parents/guardians. A family meeting may be scheduled for a meeting to discuss next steps and set up a formal attendance improvement plan. Within this attendance improvement plan, a school may mandate additional school support such as Wellness Coach, Career Coach, Indigenous Education Coach, etc.

- c. If there is no improvement in attendance, a letter will be sent to parents/guardians from the school administration, acting as a referral to the Divisional Attendance Office/Assistant Superintendent.
 - d. Continued monitoring of attendance will take place, and if concerns persist, the Divisional Attendance Office/Assistant Superintendent will send a second letter, which may result in referral to the attendance board (for students under 16 years of age) or possible withdrawal from specific courses or school (for students aged 16 and above).
2. *Tardiness and Late Arrival:* Students who are consistently late to school or arrive late to class disrupt the learning environment for themselves and others. It is important for students to understand the importance of punctuality.
- a. Consequences for tardiness or late arrival may include, but are not limited to:
 - i. Initial concerns will result in contact with parents/guardians from the individual teachers. These concerns will be documented in Edsembli in the attendance notepads. Teachers shall connect with other school support personnel to assist in seeking further information regarding absenteeism or ways to provide support. If absenteeism persists, the teacher will notify school administration.
 - ii. Parent/guardian notification and discussion with school administration.
 - iii. Lunchtime detention or after-school work assignments to make up for missed class time.
 - iv. Loss of privileges, such as participation in extracurricular activities or events.
 - v. In severe situations, it could lead to possible in-school suspension.
3. *Truancy:* Defined as deliberate absence from school without a valid reason or parental consent, truancy is a serious offense that can have severe consequences on a student's education and future opportunities.
- a. Consequences for truancy may include, but are not limited to:
 - i. Initial concerns will result in contact with parents/guardians from the individual teachers. These concerns will be documented in Edsembli in the attendance notepads. Teachers shall connect with other school support personnel to assist in seeking further information regarding absenteeism or ways to provide support. If absenteeism persists, the teacher will notify school administration.

- ii. Parent/guardian notification and discussion with school administration.
- iii. Lunchtime detention or after-school work assignments to make up for missed class time.
- iv. Loss of privileges, such as participation in extracurricular activities or events.
- v. Suspension
- vi. For students aged 16 and above, possible withdrawal from specific courses or school may be considered.

4. Appeals Process:

- a. Students and parents/guardians have the right to appeal decisions related to attendance consequences.
- b. Appeals should be made in writing to the school administration within a reasonable timeframe.
- c. The school administration will review the appeal and make a decision based on the circumstances presented.

Please note that consequences for attendance issues may vary depending on the severity and frequency of the problem. The school administration, in collaboration with teachers and support staff, will determine the appropriate consequences and interventions on a case-by-case basis, always with the best interest of the student's education and well-being in mind.

By implementing this Attendance Policy, we aim to ensure that students receive the maximum benefit from their education. We appreciate the collaboration of students, parents/guardians, and the entire school community in upholding these attendance expectations.

Please refer to [HPSD Admin Procedure 330 STUDENT ATTENDANCE](#) for further details. If you have any concerns or inquiries regarding this policy, please contact the school administration.

****This attendance policy is subject to review and may be revised as necessary to meet the needs of our students and to comply with relevant regulations.**

COMMUNICATIONS

We want to encourage open and ongoing communications between school, home and community and use a variety of methods including:

Phone: 780-775-3694

Email the office: kin@hpsd.ca

Facebook <https://www.facebook.com/hpsd.kin/>

Website <https://kin.hpsd.ca/>

School messenger: teachers will send instructions on how to sign up for text message reminders from the classroom

Parent Portal: gives parents easy access to academic and attendance information. Instructions on how to log in can be found on the school web page under the 'Parent and Student' tab, click [Parent Portal Instructions](#)

Individual teachers can be reached by phoning the office to leave a message, or by emailing them directly - on the web page under the Parents and Students Tab, click teachers and select the teacher's name to be directed to their teacher page and contact link.

If you have questions or concerns regarding your child, please speak with your child's teacher first.

IMPORTANT DATES

(The full divisional school year calendar can be seen online [here](#))

- Dates and times of important events can be found on our monthly calendar, which is posted on our Facebook page, and emailed to families monthly.