**JOHN WILLIAM HEAD EDUCATION MEMORIAL CENTER  
&**

**MAMAWE AWASISAK ELEMENTARY SCHOOL**

Diagram

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**PARENT/STUDENT HANDBOOK  
2023 - 2024**

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**INTRODUCTION**

The School Student Handbook is intended to give students and parents information regarding the operation of John William Head Memorial Education Centre and the Mamawe Awasisak Elementary School.

At John William Head Memorial Education Centre and the Mamawe Awasisak Elementary School., our goal is to enable each student to develop intellectual, social, emotional, and physical skills as well as the ability to make positive choices and thereby fostering responsible, self-disciplined citizens.

We promote a learning-centered philosophy where students and staff work in a spirit of cooperation. It is our belief that students want to experience success. Students can best accomplish this in a positive, caring atmosphere where they have input, are aware of expectations and consequences and when they are provided with the opportunity to make appropriate choices.

School staff members will support student efforts to make good choices and to meet behavioral expectations. We believe parental support is essential in creating a positive and safe environment in our school. We also acknowledge that discipline occurs on an individual basis.

**Message from the Board of Education**

We ask for your support to implement the policies and procedures of this student handbook and that each of us has a right and responsibility toward the education of our children and community. Working together will allow us to improve our education system effectively and efficiently.

**School Message**

**Welcome!** We believe in providing a quality education in a safe, caring, and inclusive environment.

**We dedicate ourselves to the following beliefs**:

We believe in working as a nation in supporting families, making friendships through cooperating, communicating, and volunteering. Working together enriches the lives of our children.

We believe in providing a healthy, safe, and inclusive environment to meet the needs of Red Earth Cree Nation.

We believe in challenging all students to learn to their highest potential by providing a variety of opportunities and resources. We recognize the importance of preparing students for the future, nurturing them to become independent thinkers and life-long learners able to walk in two worlds.

We believe in Red Earth Cree Nation values, traditions, language, and cultural integration education, encouraging mutual respect and a consistent sense of fairness relative to individual needs. This belief guides us as we model and encourage good citizenship, joy in learning, pride in accomplishment and ownership of our actions.

Respectfully,

The Staff at John William Head Education Memorial Education Centre and the Mamawe Awasisak Elementary School.

**STUDENT RESPONSIBILITIES**

John William Head Memorial Education Centre and the Mamawe Awasisak Elementary School has been deemed an inclusive school. This means we are grounded in the belief that we accept all types of students, regardless of gender, race, sexual orientation, and ability.

All decisions regarding discipline will be made with these guiding principles in mind. We firmly believe all students are unique and special individuals and all student management issues will be dealt with using this principle. We are all responsible for creating peaceful school communities where the emotional, mental, spiritual, and physical safety of all students and staff is assured.

**STUDENT EXPECTATIONS**

At John William Head Memorial Education Centre and the Mamawe Awasisak Elementary School., it is our expectation that students be responsible, respectful and strive for excellence.

Specifically, students are expected to be responsible to:

* Themselves (responsibility for actions).
* Their learning community, students, staff, visitors and
* Their school, property, and community.
* Be accountable to the teacher for his conduct on the school premises during school hours and during such hours as the teacher is in charge and oversees the student in class or while engaged in authorized school activities conducted in out-of-school hours.
* All school staff members at school-sanctioned activities.
* Be accountable to the principal for his/her grade level at any time that he/she is under the supervision of the school and members of the teaching staff, including the time spent traveling between the school and place of residence.

**A RESPONSIBLE AND RESPECTFUL STUDENT**

* Treats others’ property with respect
* Arrives at school on time.
* With assignments completed
* With appropriate supplies and materials
* Dressed appropriately.
* Uses appropriate language.
* Talks to others respectfully.
* Cooperates fully with students, staff, and visitors.
* Chooses to use appropriate words, not swear words.
* Uses appropriate actions.
* Treats others with respect (no teasing, no bullying, no hurting physically or emotionally)
* Deals with problems/conflict in a positive manner.
* Treats public property with respect (e.g., removes muddy shoes)
* Follows rules and procedures (e.g., plays safely)
* Moves quietly and orderly throughout the school with purpose and permission.
* Leaves valuables at home
* Plays in designated boundaries.
* Uses day planner and stays organized.

**LEARNING INCLUDES SOLVING PROBLEMS AND SOLVING CONFLICT**

Proactive support for students emphasizes establishing clear and reasonable expectations, being well planned and prepared, establishing and maintaining routines, anticipating difficulties, and using a positive approach. At John William Head Memorial Education Centre and the Mamawe Awasisak Elementary School., we promote developmentally appropriate problem-solving and long-term learning of appropriate behaviour.

Occasionally, problems occur that students are unable to solve themselves. Please encourage them to talk with an adult at school or at home.

We do and will intervene in instances of inappropriate behaviour.

* Minor offenses are dealt with on the spot by a staff member and
* Major or repeated offenses will require the involvement of principal, parents, and the Education Director.

Intervention strategies include resolution, restitution, and consequences. Resolution employs a problem-solving approach to deal with the problem and/or develop a behaviour action plan. Restitution includes repair or replacement of property or “school community service”. Consequences include time-out, in school suspension, detention, loss or delay of privileges/participation, assigned disciplinary task, out of school suspension and interaction with school personnel, parents or others.

Any form of violence, be it physical, verbal, or emotional, will not be tolerated. We encourage children and adults to work together to resolve conflict peacefully, to respect differences and to support each other.

Our staff, including administration, will contact parents/caregivers through the telephone, email, or our behaviour forms sent in the mail. Consequences will be progressive in nature and will be documented.

**BREAKING SCHOOL RULES, POLICIES, GUIDELINES**

Note: At any point, a student may be suspended and/or expelled pending the seriousness of offence.

**Based on the semester:**

**1st** Offense – A **warning** will be given by the teacher. (Disrupting class, teacher needs to teach the unit, & lesson. Student needs to learn, listen, and behave). **Minor Offence**

**2nd** Offense - Action will be taken by writing up **incident report** by the teacher. **Minor Offence**

**3rd** Offense - Action will be taken by the student **being sent** to the Principal’s Office with the Guidance Counselor present. **Serious Offence**

**4th** Offense - Action will be taken by the Principal and the Guidance Counselor, notifying parents/guardian by **letter**. **Serious Offence**

**5th** Offense - Action will be a **suspension** from school. **Major Offence**

**6th** Offense - The Principal and guidance counsellor notifies parents that student has been **expelled**.

|  |  |  |
| --- | --- | --- |
| **Minor Offense** | **Serious Offence** | **Major Offence** |
| Disrupting class | Swearing | Hitting |
| Not listening | Smoking in school | Slapping |
| Showing affection | Cheating on tests, exams | Fighting |
| Teasing | Leaving school facilities | Bullying |
| Lateness | Skipping classes | Sexual Harassment |
| Not working | Cell phone use | Causing Bodily Harm |
| Sleeping in class | Rudeness to teachers, staff | Indecent assault |
| Caps | Threatening hand signals | Threatening to staff/students |
| Throwing objects | Throwing books & objects | Indecent manner |
| Lying, gossiping | Stealing | Vandalism property |
| Walking around classroom | Graffiti | Weapons, objects |
| Fooling around | Absenteeism | Possession of drugs |
|  | Violence | Under the influence |

**A FEW OTHER STUDENT EXPECTATIONS**

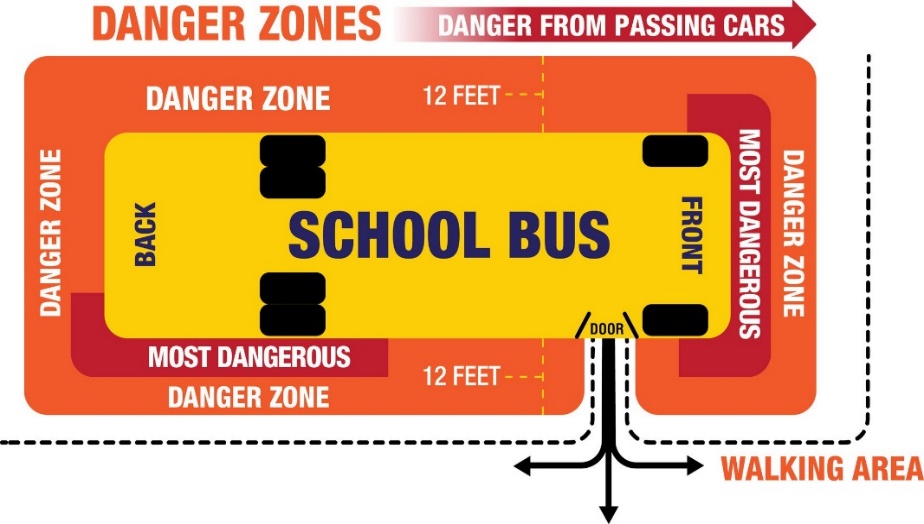
* Playground activities are not to endanger others; fighting, rough housing, throwing snowballs or face washing are not acceptable behaviors at school.
* Swearing in English or Cree will not be allowed. Swearing, and language deemed profane or inappropriate is not acceptable.
* Sunflower seeds should be left at home.
* Students are expected to be nice on social media sites and not post rude, bullying, or threating comments directed at students, faculty, or staff. *Such behaviour may lead to being disciplined, up to being suspended or expelled.*
* Items that can cause harm or can be perceived as weapons are to remain at home (e.g., knives, laser lights, hard pucks, etc.).
* Students can wear hats and hoodies pending incidents which the Principal will monitor. This regulation will be in place for 4 months ending December (2023) and will be reviewed by the Board of Education.
* Muddy and/or wet footwear is to be removed at the door to maintain a clean and attractive school.
* Students are expected to obey all the rules, regulations and procedures pertaining to pedestrian safety when traveling to and from school and playing in the community.
* Bikes should be ridden to the school grounds and immediately be locked securely to the bike racks.
* Skateboards and scooters should be carried on the school grounds and locked in lockers or on the bike rack.
* Students should strive to always exhibit positive leadership skills.
* Students should dress with respect to self by choosing clothing that covers private parts and underwear (rule of thumb: tank tops with a minimum three-inch strap, shorts longer than arms extended, no clothing with drugs, alcohol, or profanity).
* Students are allowed to play in all supervised areas and playground but must share equipment and play in a safe manner.

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* Students who take the bus must follow the bus rules. Failure to do so may result is a loss of this privilege.

**BUSSING SAFETY RULES**

1. The handicap bus is only for those students.
2. All students riding the bus to school, going home, field trips, and sporting events, must obey the bus monitors and school bus drivers.
3. Students should wait a reasonable and safe distance from the outer edge of the road or pavement at the approved bus stop.
4. When the bus stops all bus monitors shall get off the bus and monitor students as they get on and off the bus.
5. Bus Monitors must do a “circle check” at each stop.

1. Keep the alley clear.
2. Remain seated until the bus stops.
3. Students are not to stick their arms or heads out of the bus windows.
4. No food, sunflower seeds beverages, and gum of any kind on the school bus.
5. Talk quietly, no yelling and no swearing.
6. Music not allowed except CELL PHONES/IPOD with earphones.
7. No pushing or shoving when getting in and out of the school bus.
8. Students will be assigned seating arrangements if necessary.
9. No smoking, vaping, spitting, or chewing snuff on the school bus.
10. No tearing, breaking, poking, biting, burning and writing the school bus seats.
11. No fighting and teasing (malicious) inside the school bus.

**STUDENT RIGHTS AND RESPONSIBILITIES – Striving for EXCELLENCE**

Students have a RIGHT to learn. Students have a RESPONSIBILITY to listen to instruction, work quietly and complete assignments.

Students have a RIGHT to hear and be heard. Students have a RESPONSIBILITY to listen when others are speaking and to maintain a suitable noise level for the activity.

Students have a RIGHT to be happy and to be treated with compassion (cared for).

Students have a RESPONSIBILITY not to laugh at others or hurt their feelings.

Students have a RIGHT to be safe. Students have a RESPONSIBILITY not to threaten, push, hit, kick, or hurt others emotionally or physically.

Students have a RIGHT to be respected. Students have a RESPONSIBILITY to respect others.

Students have a RIGHT to privacy. Students have a RESPONSIBILITY to respect the personal property of others and accept their right to privacy.

Students have a RIGHT to access their digital devices (provided by the school- chromebooks, IPADS) . Students have the RESPONSIBILITY to not interrupt their learning or others’ learning and to not use them in a bullying way.

**TIMETABLE; SCHOOL PERIODS**

There are six periods each day with three morning periods being fifty-five minutes in duration and three afternoon periods being fifty minutes long. The timetable allows students to take a full slate of subjects without any spares. As in the past, classes have not been scheduled on Friday afternoons, on payday Friday, the school closes at twelve noon. **Friday non-payday**, both schools will be open to **3:00 p.m.,** when school closures occur, as part of regular instruction programming. **This is due to the school closures for funerals, weather, and infrastructure repairs or emergencies.**

8:50 Home room

8:55 Attendance

9:00 Period one

9:55 Class Change

10:00 Period two

10:55 Class Change

11:00 Period three

12:00 Lunch Break

12:50 Home room

12:55 Attendance

1:00 Period four

1:55 Class Change

2:00 Period Five

2:55 Class Change

3:00 Period Six

3:55 School Ends

To ensure supervision of your children, they should NOT arrive before 8:25 a.m. and 12:30 p.m.

**SCHOOL ATTENDANCE**

To ensure student safety and whereabouts, it is important for parents/caregivers to notify the school office if students will be absent or late. If notification of lateness or absence is not made, the school will contact parents.

Regular attendance and punctuality are very important. We assume that all students can meet these criteria. If you must be absent, however, you will be responsible for catching up on work that has been missed.

If you will be absent for several days, please try to keep your teacher informed regarding a return date. It is often helpful to obtain schoolwork from the teacher to enable you to keep up with your studies. If possible, contact the teacher well in advance of the time you are expecting to be away. Students absent for a long period of time will result in a meeting with parents/caregivers.

Students are expected to attend classes on regular basis, this is very important with the semester system. Attendance will be closely monitored by the teacher, principal, and guidance counsellor, who are to work together to improve student attendance.

**Students who miss more than nineteen days (19) in a semester will be Required to Discontinued (RTD) from the school by the principal.** Letter to be written, signed, and delivered by the principal to the parents and or guardians. A copy of the letter is to be submitted to the Board of Education.

**Students will be removed from certain CLASSES when they have missed ten (10) classes in a semester** upon the recommendation of the teacher with the exception for medical and parental requests. Letter to be written, signed, and delivered by the principal to the parents and or guardians. A copy of the letter is to be submitted to the Board of Education.

**Skipping classes will not be tolerated;** will be reported to the parents/caregiver to talk to their student(s) about the importance of education. Students leaving school during the day will be reported to the parents/caregiver by the principal.

**Absentee lists from all classrooms** are to be sent to the receptionist office every morning and afternoon, for the Guidance Counsellors to have a record and to do a follow-up as to why the students are absent.

Parents /caregivers are to set up a meeting with the principal along with the student who may get suspended.

**SASKATCHEWAN LEARNING**

The John William Head Memorial Education Centre School and the Mamawe Awasisak Elementary School. follows the provincial curriculum in Saskatchewan and the Red Earth Cree Nation – Education Authority Locally Developed Courses. Electives include high school credit in Cree language. This is so that students will qualify into university and into mainstream post-secondary institutions.

Grade twelve departmental examinations are written in the school or provided by Sask-Learning and all marks for Grade Ten, Eleven, Twelve are forwarded to Sask-Learning. There are to be closed books exams for grade ten, eleven and twelve.

Principal and supervision teams that are on duty during the departmental examinations are to sign the Sask-Learning documents that due course has been carried out in the procedures and in accordance with Sask-Learning.

Principal and Guidance Counsellor are to ensure that all marks from grade ten, eleven and twelve marks are entered properly. To check MSS (My Sask School) entries of student’s marks, and Guidance Counsellor is to have access to MSS to view all student marks and correct any mistakes. To verify all report cards to Sask-Learning high school credit reports. Only the Principal is to authorize two people to make changes to the MSS and one of them is the Guidance Counsellor.

**ASSESSMENT AND REPORTING**

Assessment of student progress is continuous. Teachers assess students on both their oral and written work each day, as well as using periodic tests and other assessment tools. The information gained by the teacher is used as a basis for decisions to re-teach concepts not learned, or to proceed with new work.

Three times a year, teachers summarize their assessment of students to report progress to parents/caregivers (Grades 7-8), Grade 9 students will have 4 (four) reporting terms. While the Grades 10-11 and 12 have two semester reporting period. The report cards have two main categories on which evaluations are made:

1. Social skills and behaviour which tells you how hard the teachers believe your child is working and
2. Achievement, which indicates how much of the curriculum your child has mastered and at what level.

It is our desire to establish two-way communication. Parents/caregivers are encouraged to telephone the school if they wish to initiate additional conferences. Your support and ongoing communication are of great benefit in our joint effort to provide your child with a sound education.

**LOCKS AND LOCKERS**

Lockers are provided for student use at John William Head Memorial Education Centre. These lockers are the property of the school and may be searched at any time if there is reasonable suspicion that inappropriate materials are present in a locker. Students in grades 7-12 are provided a school lock.

**SCHOOL ATTIRE**

We prefer to rely upon the good judgment of parents/caregivers in determining what kinds of clothing children should wear. We believe that how we dress affects our attitude and our behavior. We try to encourage good sense in school clothing. Dressing appropriately for their jobs as learners helps students to take their work more seriously and goes a long way to ensuring the focus is where it should be – on learning.

**Reminders:**

* Please don’t wear t-shirts that have logos or statements with vulgar language, suggestive thoughts, slogans or advertisements for tobacco, alcohol or drug products are not appropriate for wear at school.
* Skimpy clothing, beachwear, short shorts, and muscle shirts are unacceptable.
* Midriff and cleavage should be covered.
* Halter, spaghetti straps, or one-shoulder straps are not acceptable (tank top straps should be three inches wide)
* Underwear should be covered.
* Shorts should be longer than the wrists when arms are extended.
* Students who come to school wearing such items will be asked to change into something more appropriate.
* Students should dress appropriately for the weather. All students must dress to be outside up to -27C.

**LOST & FOUND**

We expect our students to develop a responsible attitude toward their property and the property of others. Please assist us by labeling all coats, boots, shoes, and school supplies. All lost and found articles are kept in a container by the main entrance where students and parents may claim them. Children are encouraged to check for missing items. Unclaimed articles are donated to other families or charity. If your child inadvertently brings home shoes or clothing items, which are not his/hers, please return these items to the school as soon as possible. All backpacks and outdoor clothing should be stored in their lockers.

**WASHROOMS**

Provided for the convenience of students. They are not to be used for art, loitering, eating snacks or smoking.

A washroom pass is required for each student to be approved by the teacher.

**TELEPHONE USE**

**The Receptionist** is the main contact person to answer any incoming calls. Only calls of an urgent nature will be passed on to the students.

Complaints/Concerns of students from Parents/Guardians will be taken by the secretary to forward to the Guidance Counselor and Liaison Worker.

Complaints/Concerns of Staff from Parents/Guardians to be forwarded to the Principal/Vice Principal. Complaints/Concerns should be in written form and must be signed by the complainant, to be forwarded to the Education Director and Education Authority.

Verbal Abuse and Lateral Violence to the staff over the phone will not be tolerated.

**CELLULAR TELEPHONES**

Students are allowed to bring cellular phones to school but are not allowed to disrupt anyone’s learning with them. If students need to be contacted during the school day, a message can be left at the main office or, in an emergency, the student will be called to the phone. The school is not responsible for lost or broken cell phones.

**RECESS/ NOON BREAKS**

When the weather is inclement (extreme cold: -27C or colder or extreme wet conditions) students remain indoors. Weather information is taken from Environment Canada.

Please ensure that students come dressed appropriately to enjoy the fresh air (dress in layers). Students who, for medical reasons, cannot go outside should carry a dated exemption note (short term). For long-term exemption, the principal and teacher must be notified by a doctor’s note.

**EMERGENCY SITUATIONS**

* It is important that students always wear shoes inside the building in case of an emergency.
* If your son/daughter is involved in an accident, we will contact you as soon as possible. Some of our staff members have training in First Aid.
* Please keep us informed of any changes in contact information such as phone numbers, addresses, emergency contacts, etc.
* If we must evacuate the building for any reason, we will assemble at the muster area outside the school.

**KEY EMERGENCY SITUATIONS**

**FIRE**

Indicated with the sounding of the fire alarm.

All people in the school follow evacuation routes and procedures.

Classes move to prearranged location away from school.

Re-enter school upon hearing the “All Clear” signal: two rings of the bell.  
We practice three per year.

**EVACUATION**

General announcement repeated twice “We will be evacuating to the muster area.”

Sound the fire alarm.

Follow above procedures and then move to alternate safe location!

**GENERAL LOCK-DOWN**

General announcement repeated twice. “A general school lock down is in effect. All non-school personnel and Hallway Monitors are asked to proceed to the nearest classroom or office.

Students are kept in classrooms.

Classroom door is locked, and lights are turned off.

Students are moved to a location out of sight of windows and doors.

Administration will communicate when lockdown is no longer in effect.

Students will turn in cell phones to the teacher.

We practice two per year.

**PERIMETER LOCK DOWN**

General announcement repeated twice. “A perimeter lock-down is in effect.”

All perimeter doors are locked.

Non-classroom staff are assigned to monitor each exit.

No entry or exit is permitted, other than at main entry.

All school instruction and routines continue as normally as possible.

No one is to exit or enter the building without administrative approval.

A child is permitted to leave with a parent/caregiver after confirmation with the child’s parent is recorded.

Police service involvement as necessary

Administration will communicate when lockdown is no longer in effect.

Students will turn in cell phones to the teacher.

**SHELTER IN PLACE**

General announcement repeated twice.

Close all windows and doors and shut down any ventilation.

Move students to an inside room or hallway if classroom windows are not airtight.

Remain in “Shelter in Place” mode until informed otherwise.

**MEDICAL ALERT AND PROVISION OF MEDICATION**

Each year, we send home a form which parents/caregivers are asked to complete listing any medical concerns (i.e., allergies, asthma, etc.) It is the responsibility of parents to alert their child’s teacher to any medical concerns. It is very important that medical information is kept current throughout the school year. If the child requires an “epi pen” or other medication, it is the parents’ responsibility to provide the ‘epi pen’ and to check the expiry dates on a regular basis. Please do not send cough syrup, eardrops, or other medications to school with a note asking a teacher to store or to administer these substances. We are not permitted to store or to administer any non-prescription or prescription drugs without a medical release form. To obtain a medical release form, please contact the office.

**ALLERGY ALERT**

We have students with life-threatening allergies (nuts, eggs, seafood, etc.) Classroom teachers will inform you if these conditions exist in your child’s classroom. Please remind your child not to bring nut products (‘nut alert’) to school and not to share his/her lunch, but rather enjoy the food that you have sent from home.

**TEMPORARY CLOSING OF SCHOOLS**

Schools will be closed at 12 p.m. on a day of a funeral unless otherwise authorized by the Education Director in consultation with the Education Portfolio.

Schools will be closed if the temperature is -35C (wind chill included) for health and safety reasons. The school buildings will remain open and staff to be on site.

If the school is closed because of weather conditions the principal will post it on social media.

When school is expected to be closed for several days (example; heating problems, etc.…) Teachers are expected to assign their students with classroom work for the duration of the school closure. This is to ensure classroom instruction is not lost. **These closed school days will be recovered on non-payday Fridays.**

**PARKING AND PICKING UP STUDENTS**

The area on the street directly in front of the main doors of the school is designated as a zone for school bus loading, for special needs transportation and school service vehicles. We ask that you do not park in this area.

When picking up or dropping off students before and after school please avoid these areas and use extreme caution to ensure the safety of all children.

**VOLUNTEERS**

Parent volunteers provide invaluable assistance in the school. There are parents/caregivers who assist in the library, work with children with special needs, or help in other ways. If you have time to become a part of a team to provide better education for our students. We value your time and willingness to help in any way possible.

**TRANSPORTATION FOR STUDENTS**

Students are provided with transportation by the bussing program and specialized transport for physically challenged students.

**PARENTS AND STUDENTS**

Inappropriate language or aggressive behaviour will not be tolerated during transportation. A warning will be issued, and notification of such warning will be provided to the school or parents. Continuation of this behaviour will result in suspension from transportation until it is proven that steps have been taken to improve the behaviour.

When a student is suspended from his/her regular transportation. The bus driver will inform the principal who will notify the student’s family is responsible for transportation until the suspension is lifted.

Parents are responsible for notifying the school of any address or phone number changes.

Students will be informed of their departure time, and they are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school. There will be no doubling back to pick them up.

Children who require supervision shall have a designated person receive them when they are dropped off at the collector point.

Students who get picked up from school by the parents/caregivers. The student will be notified when the parents arrive at the school.

**The following general rules apply to all students travelling on a school bus:**

* Students must be on time for the bus. Students are to be ready to board the bus at the appointed pick-up time, both before and after school.
* Students are to show respect to the driver and understand that the bus driver is always in charge while on the bus.
* The bus driver has the right to assign seating.
* Student must show respect for one another. No poking, hitting, slapping, pulling hair, etc.
* Use acceptable language. No swearing.
* Keep all parts of the body inside the bus.
* Stay in the seat when the bus is in motion and do not change seats during the trip.
* Keep aisles free of legs, feet, and objects always.
* Keep voices low so as not to create excessive noise and so that instruction from the driver can be always heard.
* Ask driver's permission to open or adjust window openings.
* Respect bus as a valuable piece of property.
* Respect and always obey the bus driver.
* The following activities are not allowed while riding the bus:
  1. Smoking
  2. lighting lighters,
  3. throwing objects
  4. tampering with bus controls
  5. eating or drinking not normally allowed
  6. playing a radio or tape recorder
* Breakable containers or objects are not allowed on the bus.
* Pets or other live animals are not allowed on the bus.
* Nothing is to be thrown out the windows.
* The rear door is to be used for emergencies only.
* No firearms, knives or other weapons are allowed on the bus.
* Older students should display a responsible and protective attitude towards the younger ones.
* Students may only get off at their designated stop unless they have a note from their parent, guardian, or the school. (K - 6)

**Bus drivers shall maintain discipline and use a progress of disciplinary actions when infractions arise.**

Minor Infractions: acts of disrespect or disruption.

* **Examples:** tardiness; eating or drinking while on the bus; yelling or use of inappropriate language or gestures; entering/exiting the bus in a disruptive or unsafe manner; standing/moving around while bus is in motion; willfully blocking the aisle; littering on the bus or at the bus stop; refusal to sit in assigned seat; getting off the bus at a stop not designated to the student.
* **Consequences:** first infraction the student is in the front of the bus for 1 day; second infraction the student is at the front of the bus for 3 school days; three or more infractions the student is in the front of the bus for 10-14 school days. School administration would meet with the student and possibly the parent/caregiver. After three incidents the student may receive a bus suspension of up to 3 days and the parent/caregiver will be responsible for transportation.

Intermediate Infractions: acts that may cause harm to others or damage to the bus.

* **Examples:** throwing objects in the bus; teasing or harassing others (verbally or physically); placing body or objects outside the bus window; unauthorized opening of emergency exits/equipment.
* **Consequences:** first infraction the student is in the front of the bus for 3 days; two or more infractions the student is at the front of the bus for 3-14 days depending on the severity of the incident. School administration requires a meeting with the student and possibly the parent/caregiver. After three incidents the student may receive a bus suspension of up to 3 days and the parent/caregiver will be responsible for transportation.

Major Infractions: physical harm of a person or physical damage to property

* **Examples:** physically fighting; smoking or consuming alcohol on the bus; damage to the bus (e.g. cutting or inking the seats or bus frame); threats.
* **Consequences:** student will be suspended for 3-30 days from transportation depending on the severity of the action and the student’s behavioural bus history. Transportation will be the responsibility of the parent/caregiver. Repeated infractions will lead to increased transportation suspension lengths. School administration will meet with the student and the parent/caregiver.

**SCHOOL PROGRAMS AND SUPPORT**

We offer a curriculum based on the Saskatchewan Curriculum and offer our Cree language and LAND-BASED EDUCATION program. Land-based learning uses an Indigenized and environmentally focused approach to education by first recognizing the deep, physical, mental, and spiritual connection to the land that is a part of our Culture.

The culture and land-based program will engage the community in memorable, meaningful, and transformative outdoor learning experiences that encompass MIHKOSKOWAKAK NEHIYAWAK (RED EARTH CREE) perspectives, values, and practices.

**MENTAL HEALTH THERAPIST**

Provides mental health and wellness services and programs that foster prsocial skills and appropriate behavior; identifies the mental health and behavioral needs of students; develops and implements treatment plans; conducts clinical interviews, assessments, observations, and writes clinical reports; provides individual, group, and family therapy services.

Provides support in the development of behavior support plans; maintains and facilitates communication with and between families, mental health staff, and providers.

**NUTRITIONIST**

John William Head Memorial High School and the Mamawe Awasisak Elementary School nutrition worker provides morning and afternoon snack program.

**GUIDANCE COUNSELOR**

Guidance counselors are certified professionals employed by schools or academic institutions to **assist and advise students about academic and personal decisions**. They provide private counseling to students, assess the ability and potential of students, and coordinate with fellow professionals on student matters.

**LIAISON WORKER**

Support for students to build and maintain respectful relationships and help with school/student/parent communication. The Liaison worker helps to facilitate meetings (home and school), events, and creates a supportive and welcoming space for students, parents, and community to engage within JWHMEC learning environment.

**Elder Support**

John William Head Memorial Education Centre and Mamawe Awasis Elementary School have two resident elders. The elders provide curriculum support and assist in facilitation in instruction and lend support in counseling students. The elders support the students in striving for a positive and healthy growth and development in all areas of their lives. Elders help to instill Mihkoskowakak Nehiyaw traditions and values.

**STUDENT ALLOWANCES**

A **monthly allowance** is available to each student from grade seven to grade twelve. The amount paid is $30.00 credit to each student and is dependent upon their attendance. (If funding is available for that fiscal year).

* To set up a credit system for activities and with the canteen to the amount as set up above for all students.
* Implemented and monitored by assigned staff and submit invoice to the Administration Office.
* Cheque to be made John William Head Memorial Education Centre.

**CLASSROOM PARTIES**

Thanksgiving, Halloween, Christmas, Valentine’s Day, Birthday parties shall be limited to the last thirty minutes of the day to minimize loss of instruction.

**OUT-OF-SCHOOL EXPERIENCES**

The educational program at the school is supplemented and enriched through a variety of out-of-school experiences during the school year. These out-of-school experiences provide alternative ways to meet the educational goals of the Education Authority.

**FIELD TRIPS**

* Field trips are intended to be educational, social, and recreational for both teachers and students. Specific rules and regulations apply to field trips and students will be made aware of these rules before taking part in a field trip.
* Grades 7 to 9, maximum overnight stays shall be 2 nights, and in province only, if funding is available.
* Grades 10 to 11, maximum overnight stays shall be 3 nights or less, in province.
* Grade 12, maximum overnight stays shall be 4 nights.
* Grade 12 may have travel excursions to other locations (may be outside of province and country) – pending funding.
* Chaperones must always be with the group. Principals are to select the chaperones. Parents are encouraged to be chaperones with children.

* Home room teachers are to plan and choose their choice of field trip location, and to submit their field trips for approval from the Education Authority.
* Teachers and chaperones are responsible for supervising children at all times.

**SCHOOL AND FIELD TRIP POLICY.**

1. All school trips are to be approved by Education Authority.
2. All trips are accompanied by names of chaperones as one of the approval processes.
3. Parents will be provided advanced notice on all field trips, and they will be provided with consent forms.
4. No signed Consent form – No field trip for student
5. No loud music on Bus.

**While on trip, student will.**

1. Always stay with a group.

1. If a student leaves the group, they will not be allowed to go on future trips.

1. Supervisory Person responsible is always the Teacher or a Designated Supervisor.
2. A student that disobeys the Teacher or Designate will not be allowed to go on future trips.
3. If a student leaves the group, a written report will be handed to the Principal, Guidance Counselor, Education Authority and Parent/Guardian. Appropriate action will be immediately pursued after the trip.
4. Students will always obey the Bus Drivers concerning Bus Rules and Conduct

**LEARNING RESOURCE CENTRE (Library)**

To promote literacy, resource-based learning and love of reading, use of the school library by all students is strongly encouraged. Books and magazines are available to students on a two-week loan period. Students are encouraged to take out books whenever they need them and as often as they wish. They may come to the LRC at most times during the day or after school. LRC hours are 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Returning books on time is very important. The librarian will remind students of overdue books/material.

**LIBRARY POLICY**

The librarian will assist the homeroom teachers and students in finding the books, audios, iPad, computer set up for the duration of the class time.

The schools will have a schedule for each class for their use of the library. Grades seven to nine will have a library period (45 minutes) once a week. The library is a place of reading, doing research, and studying. The librarian will assist students in doing research. Computers are available for students.

Homeroom teacher and Librarian will have a reading sessions and assignments with their students during library period unless otherwise scheduled with Principal and Librarian. iPad or smartboard usage is available for extra activity. Students will borrow and sign out books. Note, grade level books will be assigned for students according to grade level.

**INTERNET POLICY**

Computers are provided for student use in each classroom, computer lab. Each computer is networked with access to the Internet. We believe that computers, technology, and the Internet are valuable learning tools that enhance the educational experience of our children. The school web page is also updated and maintained on a regular basis to enhance the communication process and to highlight student work.

To support additional learning opportunities, John William Head Memorial Education Centre and the Mamawe Awasisak Elementary School has also provided Internet wireless access in school and initiated broad education efforts. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning.

Students are not allowed to bring personal digital devices to school. Examples of personal digital devices include cell phones, smart phones, MP3 players, iPad, and notebook computers.

When using school supplied digital devices, students must adhere to the following principles:

Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.

Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.

Access to the Internet and wireless services, in school is an individual privilege enjoyed by students, not a right.

A student's conduct on the Internet and wireless services is governed by the same expectations which guide his or her behaviour at school.

*Students are expected to be nice on social media sites and not post rude, bullying, or threating comments directed at students, support staff, or staff. Such behaviour may lead to being disciplined, up to being suspended or expelled.*

If a student uses the computer services provided in a malicious manner, the consequences are:

**What can happen to me if I break the rules?**

* I won’t be able to use the computers.
* I might be disciplined.
* I might have to pay for what I broke.

**HOMEWORK AND STUDY POLICY**

Homework may be assigned and are expected to complete the assignment. Failure to complete homework assignments will result in deductions in marks. Students are expected to use spare periods for study, homework, finishing assignments, and or reading a book/novel. Students using the study area are expected to work quietly and not to disturb other students.

**EXTRA-CURRICLAR ACTIVITIES**

To help promote an active and “in-motion” healthy lifestyle, our school offers, and supports, a wide variety of extra-curricular athletic activities. We also offer programs in non-athletic areas.

Potential extra-curricular activities include but limited to volleyball, basketball, track and field, skiing, land-based activities such as berry picking, fishing hunting, snowshoeing, etc., that may be part of the regular curriculum program.

Students are encouraged to take part in as many activities which interests them. Teachers, Teacher Assistants and Support Staff are obligated to participate, organize, volunteer, supervise and monitor for the students.

The Extra Curricular Activities are designed to promote and enhance the interests and skills of the students. To allow and maximize their potentials and develop social and self-esteem in a positive manner through interaction of their peers and teachers. Student retention is vital and essential for a school to operate.

**GYMNASIUM POLICY**

Rules apply to specific activities and students will be informed of these rules which applies to footwear and clothing worn in the Gym for classes. No food, drink, cellphones, iPod, and earphones on Gym Floor during regular class. Gym Equipment may only be used with proper supervision. For safety reasons and factors, students must prepare to act immediately to instructions from Teacher or Gym Supervisor.

**STUDENT CHIEF AND COUNCIL**

**The objectives of the School Community Council are:**

* Student Chief and Council: to be implemented by the principal or vice principal, beginning each school year.

* Principal will notify students of the date and positions available for grades 7 to 12.
* The composition of the SCC shall comprise of (1) one Student Chief, (1) Student Vice Chief, (1) Treasurer, (1) Secretary. One Classroom representative is also selected from among their classmates from Grades 7-12.
* This is an opportunity for students to become involved in the planning of events and in making improvements to the operation of the school. A Vice-Principal, Teacher and or the Guidance Counselor will be assigned to supervise and monitor the SCC. All students are encouraged to become active members of the SCC.

**FUNDRAISING**

Fundraising funds are to be reported of the total amount funds raised to all teachers. Each grade classroom will be given once a month to fundraise for their classroom. Fundraising committee shall be established at the beginning of each school year. The fundraising committee will meet with the Education Authority and the Education Director, to report and discuss, how much funds raised and how much will be needed for all field trips from the education department. Funds are not used to purchase Fine Arts supplies, workshops, other school materials and supplies. These funds are meant for field trips. All fundraising funds are to be recorded in a ledger form book for accountability.

**GRADUATION POLICY**

Graduation Ceremony will be held for Grade Twelve students. Since the school is part of the community, Grade twelve students, parents/guardians, Education Authority, principal, and homeroom teacher will form the graduation committee.

The Education Director will set the budget to cover the expenses as follows; - Gifts for Speakers $50.00, Grad clothing allowance $ 500.00/for the female graduates and $350/male graduates. Grad Gifts $100.00, Equipment Rental, Decorations, Travel for grad shopping for students & grad supervisor (weekend), Master of Ceremonies per diem $150.00.

**Banquet: Parents/guardians will have their own graduation supper at their homes. Funding provided is $500/per household.**

**Grade twelve marks will be reviewed in FEBRUARY (first semester marks) and again in APRIL (second semester-mid term marks).** Principal, Guidance Counsellor, and Education Authority will review the grade twelve marks, for a **possible JUNE Graduation**. This is to ensure True Graduation Policy.

|  |  |  |
| --- | --- | --- |
| Grade Ten | Grade Eleven | Grade Twelve |
| Eight Credits | Sixteen Credits | Twenty-Four Credits |

**POST-SECONDARY APPLICATION PROCEDURES**

1. Fill out your application of the post-Secondary institution of your choice, mail it out along with proper documentation as requested by the institution, they would want you to send them your final marks from Saskatchewan learning in June or July, from there on they will officially inform you if you are either accepted or denied.
2. Fill out the Red Earth Post-Secondary Funding Application Form, along with proper documentation as requested by the program such as midterm marks and your choice of post-Secondary. Include your final marks in June if you have them. All applications will be reviewed by the Post-Secondary Education Coordinator for approval or denial of funding.
3. If approved, the Education Program Coordinator will arrange a tour of the institution and to see a career counselor about your course subjects and course outline.
4. Always notify the Education Program Coordinator what your intentions are, so that you will have assistance in filling out the necessary application forms. Don’t apply to only one college or institution but to several of them.
5. PSSSP Policy is in place for the effective delivery of the program.
6. Application fees are Paid by the PSSSP program. Applications are available at the school offices and Administration Office.
7. Guidance Counselor will assist with this process upon student request.

**COMMUNICATION PROCESS**

Do you have compliments, questions, suggestions, or concerns?

**REGARDING**

**YOUR CHILD**



Academic

Progress



Other

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**REGARDING**

**YOUR SCHOOL**



Hours



Programs



Operations



Procedures

**R**

**EGARDING**

**SPECIAL**

**PROGRAMS**

**AND**

**POLICIES**

**CONTACT**

1st Your Child’s Teacher

2nd Your School Principal

3rd Your Superintendent of Schools

**CONTACTING TEACHERS**

The best time to contact teachers by telephone (306-768-3654); JWHMEC and (306-768-3544) for MAES. Call before and after school, or by leaving a message on their voicemail to have the teacher contact you when they are free. We try not to interrupt classroom instruction time unless it is urgent. School office hours are 8:30 a.m.- 4:30 p.m. Outside those hours, you are welcome to leave a message on our message manager.