



**LLOYD S. KING
ELEMENTARY SCHOOL**

**2018-2019
PARENT HANDBOOK**



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Lloyd S. King Elementary School 2018 - 2019 School Calendar

Revised August 27, 2018

# of instructional days																																												
19					21					21					14					18																								
September					October					November					December					January																								
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F															
3	4	5	6	7	1	2	3	4	5						1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9	10	11												
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	12	13	14	15	16	17	18													
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	19	20	21	22	23	24	25													
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	26	27	28	29	30	31														
					29	30	31			26	27	28	29	30	31					28	29	30	31																					
19					16					20					22					18																								
February					March					April					May					June																								
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F															
				1					1	1	2	3	4	5			1	2	3	4	5	6	7	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	
4	5	6	7	8	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
11	12	13	14	15	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	20	21	22	23	24	24	25	26	27	28	20	21	22	23	24	24	25	26	27	28
18	19	20	21	22	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	27	28	29	30	31																				
25	26	27	28	25	26	27	28	29	29	30				27	28	29	30	31																										
HOLIDAYS																																												
Sept. 3, 2018 - Labour Day October 8, 2018 - Thanksgiving Day December 24, 2018 - January 4, 2019 - Winter Break February 18, 2019 - Family Day														March 11 -15, 2019 - March Break April 19, 2019 - Good Friday April 22, 2019 - Easter Monday May 20, 2019 - Victoria Day June 21, 2019 - Solidarity Day																														
PROFESSIONAL DEVELOPMENT														REPORT CARDS																														
Oct. 26, 2018 - Numeracy Nov. 1, 2018 - Literacy Nov. 2, 2018 - FNSSP London Dec. 7, 2018 - Education Symposium Jan. 18, 2019 - Student Assessment and Reporting April 12, 2019 - Land-based Learning June 7, 2019 - Student Assessment and Reporting June 28, 2019 - Administrative and Reflective Practice														Nov. 9, 2018 - Progress Reports (1/2 day) Feb. 8, 2019 - Report Cards (1/2 day) June 26, 2019 - Report Cards																														
1/2 days - dismissal is at 12:00 pm. Teachers will be available to meet with parents: Thursday, Nov. 8/18 from 4-6 pm and Friday, Nov. 9/18 from 1-3 pm Thursday, Feb. 7/19 from 4-6 pm and Friday, Feb. 8/19 from 1-3 pm																																												
NOTABLE DATES																																												
Sept. 4, 2018 - Welcome Back Assembly Oct. 1, 2018 Assembly - Respect/Leaves Falling Moon Nov. 5, 2018 Assembly - Bravery/Freezing Over Moon Saturday, Dec. 1, 2018 - LSK Christmas Bazaar Dec. 3, 2018 Assembly - Wisdom/Little Spirit Moon December 18, 2018 - Christmas Concert Jan. 7, 2019 Assembly - Honesty/ Big Spirit Moon Feb. 4, 2019 Assembly - Humility/Bear Moon Feb. 4/19 Kindergarten Registration Opens Mar. 4, 2019 Assembly - Love/Sugar Moon														April 1, 2019 Assembly - Truth/Sucker Moon April 22, 2019 - Earth Day May 3, 2019 - Music Concert May 6, 2019 Assembly - Respect/Flower Moon May 15, 2019 - Kindergarten Open House June 3, 2019 Assembly - Wisdom/Strawberry Moon June 19, 2019 - Grade 8 Graduation June 27, 2019 Awards Assembly and last day of school (1/2 day - 12:00 dismissal)																														
CULTURAL EVENTS																																												
Sept. 28, 2018 - Orange Shirt Day Oct. 9-10, 2018 - Fall Teachings Oct. 11, 2018 - Leaves Falling Moon Social and Feast Oct. 12, 2018 - Traditional Harvest Teachings Feb. 11-12, 2019 - Winter Teachings Feb. 15, 2019 - Bear Moon Social and Feast Apr. 22-26, 2019 - Earth Week Activities														April 23-24, 2019 - Spring Teachings April 26, 2019 - Drum Feasting May 22 & 29, 2019 - Sweat Lodge Teachings May 31, 2019 - Sweat Lodge Ceremony June 17-18, 2019 - Summer Teachings June 20, 2019 - Strawberry Moon Social and Feast																														
MNCFN Training Days																																												
Dec. 21, 2018 - MNCFN Staff Brunch														Feb. 13, 2019 - Historical Gathering																														



Lloyd S. King
December 28, 1915 – April 14, 2006

From the plaque at Lloyd S. King Elementary School:

The Mississaugas of the New Credit First Nation erects this plaque to honour and respect this outstanding band member. He not only taught for thirty years at New Credit and Six Nations elementary schools but he always was unwavering in the pursuit of knowledge. His dedication to the environment through planting Carolinian trees and volunteering as an amateur weather observer for over fifty years was recognized by Canada with his being awarded the United Nation's Volunteer Designation in 2001. Additionally, Mr. King spent his retirement as a volunteer historical advisor to the staff of the MNCFN Lands, Research and Membership Department assisting in their work on behalf of the membership of MNCFN.

Lloyd S. King will also be remembered for his contribution in assisting in the restructuring of the Indian Act to allow First Nation people their inherent right to post-secondary education without the loss of their status. He was a committed advocate and founding member of the Association of Iroquois and Allied Indians. He will be remembered for his knowledge, his leadership and his modesty as he strived to advance the inherent rights of all First Nation peoples.



SCHOOL GOALS

General Education Goal

The Goal of the Mississaugas of the New Credit First Nation is to educate our children to their fullest potential, to thrive in our community, and the larger Canadian society, while maintaining their Anishinabek culture and identity. We must ensure that each student is equipped to make sound decisions about their lives. Each student has his or her own special gift. Education must encourage and support each individual to learn to identify their gift, to develop their gift, and to use the gift now and in the future.

General Education Objectives

The Mississaugas of the New Credit First Nation accepts the responsibility to provide the best possible educational opportunity for every student in Lloyd S. King Elementary School by:

1. Providing an education program that will give our students a sense of identity and confidence in their personal worth and ability, by helping all students reach high levels of achievement and to acquire the knowledge, skills and values they need to be successful in secondary school.
2. Enhancing the development of traditional values through the education program by implementing a Native Studies Program and the Seven Grandfather Teachings.
3. Ensuring that the education system prepares our students for a meaningful lifestyle in modern society, while maintaining their culture and language.
4. Encouraging community members, parents, teachers, elders, and children to participate in the development of the values of education through involvement in the school and its activities.



Staff Listing 2018-2019

Principal	Danielle MacDonnell	LSK.Principal@mncfn.ca
Kindergarten Teacher	Tammy Sault	Tammy.Sault@mncfn.ca
Kindergarten Registered Early Childhood Educator	Katharine Brown	Katharine.Brown@mncfn.ca
Grade 1	Laurie Sault	Laurie.Sault@mncfn.ca
Grade 1 Educational Assistant	Grace Mehlenbacher	Grace.Mehlenbacher@mncfn.ca
Grade 2	Magda Swito	Magda.Swito@mncfn.ca
Grade 2 Educational Assistant	Robin Sommers Tammy Beauvais Julia Jamieson	Robin.Sommers@mncfn.ca Tammy.Beauvais@mncfn.ca Julia.Jamieson@mncfn.ca
Grade 3/4	Dale LaForme	Dale.LaForme@mncfn.ca
Grade 3/4 Educational Assistant	Tuesday Brant	Tuesday.Brant@mncfn.ca
Grade 4/5	Susan Jakovic	Susan.Jakovic@mncfn.ca
Grade 4/5 Educational Assistant	Colleen Hopman Tuesday Brant	Colleen.Hopman@mncfn.ca Tuesday.Brant@mncfn.ca
Grade 5/6	Erin Taylor	Erin.Taylor@mncfn.ca
Grade 5/6 Educational Assistant	Karl King Chris Myke	Karl.King@mncfn.ca Chris.Myke@mncfn.ca
Grade 7/8	Scott Hill	Scott.Hill@mncfn.ca
Grade 7/8 Educational Assistant	Karl King	Karl.King@mncfn.ca
Special Education Resource Teacher	Carla Miller	Carla.Miller@mncfn.ca
Special Education Resource Teacher	Beth Caers	Beth.Caers@mncfn.ca
Anishnaabemowin Instructor	James Shawana	James.Shawana@mncfn.ca
Music	Loril Shannik	Loril.Shannik@mncfn.ca
School Secretary/Office Manager	Marie Sault	LSK.Secretary@mncfn.ca
Librarian	Alison Hannah	Alison.Hannah@mncfn.ca
Curriculum Lead	Catharine Shawana-Sherry	Catharine.Shawana@mncfn.ca

SCHOOL DAY AND TIMES

8:25 am	Supervision Begins
8:45 am	Morning Bell, students come in. Breakfast program begins. Morning announcements, Classes begin
10:45 am	Active Break



11:05 am	Nutrition Break
11:25 am	Instructional time
1:10 pm	Active Break
1:30 pm	Nutrition Break
1:50 pm	Instructional time
3:15 pm	Dismissal Bus departure After School Program/Pick Up

SCHOOL DOORS DO NOT OPEN TO STUDENTS UNTIL 8:45 A.M. If a student is dropped off before 8:25 am, they will be required to wait on the playground **unsupervised.**

LOCKED DOOR

All doors will remain locked from the exterior, for the health and safety of the children. Security features require all visitors to be buzzed into the school using an intercom/camera. Visitors must report to the office.

ATTENDANCE

A child's success in school is directly related to his/her attendance being both regular and punctual. Quite frequently we notice that poor attendance and poor school work go hand-in-hand.

ABSENCES: When it is necessary for your child to be absent from school, a note, explaining your child's absence, signed by a parent or guardian is **required** (excused absence). If a child is absent, please call prior to 9:00 a.m. explaining the absence. If the school is not informed of a child's absence, LSK will call to confirm the safety and security of the child as part of the Safe Arrival Program (PPM No.123).

Being late for school is also disruptive as it interferes with the children in the class. The student who is late will miss valuable instruction time. Students who arrive late are to report to the office to obtain a late slip. Students are counted ½ day absent if they come in after 12:00 pm or leave before 2:00 pm **with the exception of excused lates for doctor/dentist appointments.**

Since we provide a dentist program through Gane Yohs Health Centre – Dental Clinic, students who use this program are NOT counted absent. Therefore, if parents/guardians have a dentist outside of this they will not be counted absent as long as a dentist note is provided as proof.



SCHOOL ABSENTEEISM PROTOCOL

The purpose of the School Absenteeism Surveillance System is to provide an early indicator of possible illness in the Mississaugas of the New Credit First Nation.

The Lloyd S. King Elementary School is responsible for tracking absenteeism on a daily basis. Working in conjunction with MNCFN Community Health, LSK Elementary School provides absenteeism reports on a weekly basis.

Only absenteeism amongst students will be monitored and recorded. The number of absent students that account for 10% of the school population will be based on the total number of students registered. Once the school absenteeism hits 10% or greater, this information will be sent to the CHN and then will be sent daily until the number falls below 10%. Any changes to enrollment will be noted on the reporting form.

PARENT/STUDENT INFORMATION

Each student is required to return a completed Student Registration Form. This information is used to update records and assist us in contacting parents when necessary. Please complete the entire form. Every student must have **at least one emergency contact beside the home phone number.**

If there is a change of address, telephone number or emergency contact person, please call us at (905) 768-3222 or send a note with your child.

Other information that must be in each student's record are: health card number, birth certificate, up to date immunization record and status card (if applicable). In cases of school outings, students who do not have all of the proper documentation on file will not be allowed to participate until the entire above are on file.

If there are any changes, concerns/instructions regarding your child(ren), notice must be given to the LSK Elementary School in writing.

DRESS CODE

Students should be dressed neatly and appropriately at all times. What is considered **unacceptable** clothing: spaghetti straps, halter tops, belly shirts, low rising pants, t-shirts and caps with questionable wording or pictures. Baseball caps, hats, toques and hoods are not to be worn inside the school. If unacceptable clothing is worn, parent/guardian **WILL** be contacted to bring appropriate dress. Please use modesty and discretion. The LSK Principal will have final decision on clothing if it is appropriate or not.



As the weather is quite changeable in the spring and fall, you are urged to check the weather in the morning and send your child in clothing, which will keep him/her warm and dry. Each day, students will be outside for two 20 minute active breaks. Suitable dress during winter months is most essential. An extra set of clothing is advised (i.e. extra socks, mitts, pants, etc.)

Students **MUST** bring a pair of shoes or slippers for indoor use only. Running shoes are a **MUST** for gym time. If the student does not bring a pair of gym shoes for scheduled physical education, he/she will be required to sit out during this time.

Lost articles should be reported to the classroom teacher or the office. To help us return lost items to their proper owner, you are requested to label your child's belongings - boots, mitts, coats, etc.

CARE OF PERSONAL AND PUBLIC PROPERTY

Personal property and school property are to be treated the same. Students are asked to have respect for the property of others as well as their own. Intentional damage to the school property or property of others **WILL** result in the student having to pay for the damage. Expensive items should not be brought to school.

There are occasions, however, when parents may wish their child to have a cell phone for afterschool arrangements. Please notify the school in writing if this is the case. Cell phones must remain off and stored during the school day. The school and school staff will not be responsible for loss or damage to cell phones and any other electronic devices. If necessary, students may ask school personal to make a call on their behalf in emergency situations. Students will **NOT** be able to use the phone to bring in forgotten items, order lunches and such. It is used for emergency purposes **ONLY**.

SUPPORT PROGRAMS

While the classroom teacher will deliver the main curriculum, there are a number of support people who can add to the learning opportunities of our students. The Mississaugas of the New Credit First Nation Social & Health Services and the Community Health Program will visit the school on a regular basis to share with students. From October to May, they go into the school for curriculum delivery with Kindergarten to grade 8. Furthermore, the Community Health Program comes in once a month to do head checks and provide immunizations as required.

BREAKFAST PROGRAM

The Mississaugas of the New Credit First Nation Social and Health Services are offering a Breakfast Program to the students of Lloyd S. King Elementary School. Parents are required to register their children for this program (a form will be sent home with students).



The program will begin the second week of September when the bell rings at 8:45 am.

LUNCHES

Lloyd S. King Elementary is a NUT FREE SCHOOL as of September, 2007 (refer to the Anaphylactic Policy Appendix III in the Policy Manual for the LSK Elementary School).

Students will have two 20 minute nutrition breaks each day to eat their lunches. This time will be supervised. Try to please keep lunches NATURAL and NUT FREE. Therefore, no fast food or restaurant food is allowed with the exception of pre-approved occasional 'hot lunches' such as the Pita Pit.

There will be ABSOLUTELY NO FOOD ALLOWED OUTSIDE on the playground.

PHYSICAL EDUCATION

The objective for the physical education program is to promote fitness, develop skills, and above all to create an enjoyable attitude toward physical activities. As part of our physical education program, all students should bring a change of clothes and shoes for Physical Education. Running shoes are essential, a t-shirt, and shorts or track pants are required. We suggest students leave their change of clothes at school during the week because physical education is every day with a minimum of twenty minutes of sustained moderate to rigorous physical activity. For students who do not choose to change during physical education, good personal hygiene is encouraged.

SCHOOL SPORTS

Throughout the school year students have the opportunity to participate in school sports and travel to other schools to compete. Participating students need to have good sportsmanship and good behaviour both in-class and during sporting event in order to participate in the sport. If there is NOT enough students to participate or if there is not a classroom teacher to coach the school sport, there will NOT be a team participating.

FUND RAISING

Students may become involved in fund raising activities. This money is used for EXTRA activities and supplies, which are used by the students. From time to time students may wish to support a worthy cause within the community. Participation in these projects is optional, but we do like all students to participate as all students DO benefit. Your ideas for fund raising would be appreciated.



VISITORS

ALL VISITORS MUST report to the office and sign in rather than looking for their child on the playground or in the classroom. The office staff is quite willing to assist you in giving messages, lunches, etc. This creates less disruption to the daily routine and also provides an element of safety to our students - your children.

MANAGING INAPPROPRIATE BEHAVIOUR OF PARENTS/VISITORS

The support of parents for the education of their children is essential. Parents/visitors in the school setting are required to model the same acceptable behaviour and show the same respect and responsibility that is asked of the students and staff. Parents/visitors failing to meet these expectations will be reminded of the expectations. If the misconduct persists, then they will be asked to leave the school property and /or function.

REPORTING TO PARENTS

Parents will be informed of their child's progress by:

- Personal interview
- Report cards-November, February, June
- Telephone calls
- Agendas
- Letters
- Newsletters

Parents are encouraged to call the office at any time regarding their child's progress and an interview will be arranged. Reports are sent home each term or sometimes when an assignment is completed. If a student is not successful on a test or assignment, a signature will be required so the parents are aware of continuous progress. Information in the report should be viewed as an assessment of the individual child's progress. Parents are urged to contact the school if they have concerns about the child's progress, behaviour, or well-being.

PARENT/GUARDIAN VOLUNTEERS

For the protection of L.S.K. students we have implemented that any parent/guardian volunteers must have a police check done prior to assisting with any school sponsored function. A police check form will be given out at the beginning of September. Please fill out and return to the school as soon as possible. All returned police checks will be held in the strictest of confidence in a locked file reviewed by the LSK principal only. Parents/guardians are responsible for any costs associated with obtaining a police check.



SICKNESS OR INJURY AT SCHOOL

If a child becomes ill at school, we will attempt to notify the parents or guardians (or the emergency name and number) as soon as possible. A nurse is not available. Consequently, if a child is too ill to attend class effectively, you will be requested to take him/her home. All children who are ill should remain home for their own good and the good of the other students.

Injuries do happen!! In most cases, the “magic” of our first aid kit can solve the problem. If however, the injury appears to require medical attention, we will contact the parent/guardian as quickly as possible.

Injuries to the Head: Anytime an injury to a child’s head occurs, a telephone call to parents will be made; an incident report will be done. Icing and monitoring will also occur.

EMERGENCY SCHOOL CLOSURES

Occasionally the school may experience an emergency, such as a snowstorm or a power outage. In any of these circumstances, you will be notified of an emergency school closing via a phone call to one of the numbers you provided on your child’s registration form. Our staff will contact each family to inform them of the situation. Please ensure that the school is aware of your emergency contact numbers so that we can contact everyone in a safe and timely fashion.

CANCELLATION OF BUS SERVICES

Lloyd S. King Elementary School uses an automated messaging system to send notifications of closures and/or cancellations. Notices will also be sent to the Mississaugas of the New Credit First Nation social media, website, 100.3 CKRZ, CKPC 1380 AM/Jewel 92.1 and CHCH TV. All notices will be made as close to 6:30 a.m. as possible. **NOTE: not all notices are posted.** Please keep your contact information up-to-date.

Cancellations of Service

- The decision to cancel transportation due to inclement weather shall be made after discussions have taken place with Caledonia Transportation and information has been obtained from Environment Canada and local road supervisors.
- Buses that have been cancelled in the morning, due to inclement weather, will not return students in the afternoon. If parents drive students to school in the morning, they are responsible to pick their children up and take them home in the afternoon.

Early Dismissal

Early dismissals will only occur in extreme circumstances. The decision for early dismissal will be broadcast through the traditional means of regular inclement weather cancellations.



- In the event of an early dismissal the LSK Elementary School day and time required to contact caregivers, efforts will be made to ensure a call for closures is undertaken by 12:00 noon (provides one hour for notification calls). If no contact can be made with caregivers, students will remain at the school until caregivers have been contacted and have made arrangements to pick up their children.
- In instances where the call for closure is undertaken after 12:00 noon the LSK Elementary School will continue going to the end of the school day.

COLD WEATHER

Following the Canadian Pediatric Society recommendation of keeping the children indoors:

- If the temperature falls below -25°C (-13°F) regardless of the wind chill factor.
- If the wind chill factor is reported as -28°C (-15°F) or greater, regardless of the temperature (this is the point at which exposed skin freezes in a matter of minutes).

This is a recommendation only and the safety of students will be the determining factor in whether the children go outdoors or stay indoors.

INAPPROPRIATE STUDENT BEHAVIOUR

Whenever and wherever inappropriate behaviour or action occurs, the staff has the responsibility to correct the misbehaviour or action in a positive manner. Many misbehaviours require only a reminder of what is a more appropriate choice.

Unfortunately, there are, in varying degrees of intensity, situations where deliberate disrespect, disobedience, unsafe conduct, or repeated actions occur.

In dealing with inappropriate situations, they will be classified as minor and major. Minor situations will be handled by the teacher/staff. After one minor offense, the teacher will discuss with the parent. The Principal along with parental involvement will handle major situations.

If there are any changes in the home situation could you please inform the school as it may affect the student's behaviour.

NOTE: Disciplinary action will vary depending on the situation, frequency, and intensity of the misbehaviour. In all cases, the **PRIMARY GOAL** of discipline is to eliminate the undesirable action while maintaining the self-esteem of the child.



MINOR BEHAVIOURS

Misbehaviours, which are minor in nature but are disruptive to the learning environment, may be handled on the spot or as soon as is practical, and may be handled by the staff member but may require assistance from other staff/office and include:

- Incomplete homework assignments;
- Inability to bring appropriate materials to class;
- Inability to be on time for class;
- Inability to stay on-task during class;
- Lack of respect for other students, staff, and for school rules.

Whenever appropriate, a discussion of appropriate behaviour and choices available will take place when encountering the situation and/or strategies. These may include consequences such as, but not limited to, loss of privileges, apologies, written assignments, detentions, or other appropriate measures, which encourage one to reflect on behaviour.

MAJOR BEHAVIOURS

Misbehaviours, which are persistent, untactful, and/or injurious to the people, property or moral tone of the school, must be treated more seriously. These include actions such as:

- Defying the authority of any staff member;
- Deliberate injury or attempted injury – hands off rule means – HANDS OFF!!
- Harassing/intimidating/abusing behaviours or the promotion of such behaviours in others. Such inappropriate behaviours include but are not necessarily limited to the following: teasing; name calling; gestures; threatening; stalking; blocking movements; hiding or hindering use of personal property; bullying; derogatory remarks based on race, culture, religion, language, socio-economic status, gender, disability, personality or appearance; disrespectful inappropriate language; pushing; shoving; fighting; vandalism; theft.
- Repeated minor offences over a period of time;
- Others – Drugs; alcohol; weapons or replicas of weapons; ammunition; pornography; tobacco products (excluding ceremonial use).

Consequences will include parental involvement, or in-school detentions, which can lead to a mandatory suspension of the pupil according to the *Education Act* 306(1). This may include the services of outside agencies (Social Services, Family and Children's Services, and Police) at any given situation.



EXPECTATIONS AND RESPONSIBILITIES

Bearing in mind the foregoing rationale, the following will be the expectations and responsibilities of students, staff members, and parents of the Lloyd S. King Elementary School family.

Lloyd S. King Elementary School is centered in the teachings of RESPECT, WISDOM, TRUTH, HUMILITY, LOVE, HONESTY and BRAVERY. These teachings incorporated within the medicine wheel, are also found to exist throughout many cultures.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

MAY EXPECT TO...	IS EXPECTED TO...
1) Receive an education without undue interruption	1) Exercise self-control and not disrupt the instruction of others: a) Be punctual, b) Attend regularly, c) Have proper equipment, d) Complete assignments as outlined, e) Participate appropriately with the lesson, f) Follow classroom routines, g) Honour commitment to support teams, clubs, etc.
2) Be safe at school.	2) a) Show tolerance of the differences in others, including sensitivity to gender, racial, cultural, ethnic and religious norms, b) Conduct oneself in a safe manner
3) Be given the tools to make decisions: a) On school premises; b) On out-of-school activities that are part of school program.	3) a) Develop problem-solving strategies appropriate to his/her age, b) Show respect for the property of: peers, school, community and self, c) Be responsible for their decisions.
4) Be treated in a respectful manner.	4) Show and maintain respect for themselves and others by: a) Being courteous, b) Being clean in person and habits, c) Dressing appropriately, d) Informing parents of their school accomplishments and needs, and promptly carrying home all Newsletters, Memos and



	Notes from school, e) Being respectful to all staff and helpers, f) Using acceptable language in all situations, g) Adhere to the rules of the bus.
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STAFF MEMBER EXPECTATIONS AND RESPONSIBILITIES

MAY EXPECT...	ARE EXPECTED ...
1) To be treated with respect, courtesy and consideration	1) a) To treat all members of the school community with respect, courtesy and consideration b) To set good examples of behaviour, dress, respect and conduct c) To encourage acceptance of the difference in others d) To model exemplary conduct by adhering to the same code of behaviour as for students
2) To provide instruction without interruption	2) To understand and possess a knowledge of the characteristics of the learner
3) To have students comply with reasonable requests	3) a) To plan for and effectively teach meaningful and challenging lessons b) To be willing to provide appropriate assistance for students
4) To work in a safe, positive environment	4) To provide a safe, positive, caring and supportive climate for learning
5) To be kept informed of any situation that may affect your child's learning or behavior	5) To communicate clearly and respectfully with parents regarding students' progress and conduct
	6) To be consistent when dealing with students
	7) To provide consequences for student behaviour

PARENT EXPECTATIONS AND RESPONSIBILITIES

MAY EXPECT...	ARE EXPECTED TO...
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<p>1) A positive safe school environment</p>	<p>1) a) Be supportive of the school and encourage a positive attitude towards learning b) Encourage punctual and regular attendance c) Provide an adequate and safe environment for learning, i.e. - A quiet place for home study - Sufficient sleep, meals, and clothing - Regular dental and doctor visits</p>
<p>2) Regularly scheduled communications from the school.</p>	<p>2) a) Notify or explain with a note: lates, absences, and changes in lunch or transportation routines b) Keep the school informed of any situation that may affect your child's learning or behaviour c) Return request and permission sheets promptly</p>
<p>3) To be invited to parent-teacher conferences (interview, phone, report card)</p>	<p>3) a) Attend school conferences b) Participate in co-operative decision making</p>
<p>4) To be treated with respect, courtesy and consideration</p>	<p>4) a) To treat all members of the school community with respect, courtesy and consideration b) To set good examples of behaviour, dress, respect and conduct c) To encourage acceptance of the difference in others d) To model exemplary conduct by adhering to the same code of behaviour as for students</p>
	<p>5) To reinforce bus guidelines with their child</p>

STUDENT CONDUCT ON SCHOOL BUSES

Every school day, many of our students travel to and from school on a school bus. The well-being and safety of children is our major concern. In order to provide a safe environment in which your child is



transported, the following regulations and expectations are issued, as bus riding is a **privilege**, not a right.

1. Every child is responsible for his/her behaviour on a school bus.
2. When conduct becomes disruptive to the safe operation of the school bus, the driver is obligated to bring the child to the principal for disciplinary action. Disciplinary action will involve loss of riding privileges on an escalating scale up to removal from the bus for the school year.

The consequences are as follows:

- | | |
|--------------------------|---|
| 1 st Incident | Bus returns to school and parents are called to pick up the child and they are <u>off 1 day</u> . Parents/guardians are responsible for their child's transportation to and from school. |
| 2 nd Incident | Bus returns to school, parents are called to pick up the child and <u>3 days off the bus</u> . Parents/guardians are responsible for their child's transportation to and from school. |
| 3 rd Incident | Bus returns to school, parents are called to pick up the child and <u>5 days off the bus</u> . Parents/guardians are responsible for their child's transportation to and from school. |
| 4 th Incident | Bus returns to school, parents are called to pick up the child. Extenuating circumstances will be considered and appropriate suspension of riding privileges will be discussed with student and parents. |
| 5 th Incident | Bus returns to school, parents called to pick up the child and <u>off the bus for the school year</u> . If the student is off the bus for the school year they will NOT be allowed on the bus for ANY school event. Parents/guardians are responsible for their child's transportation to and from school. |

BUS GUIDELINES

1. Get on and off the bus in a single file orderly fashion and sit down promptly.
2. Be seated and remain in your seat while the bus is in motion.
3. Be reasonably quiet and well behaved.
4. No eating or drinking on the bus.
5. Open windows ONLY if the bus driver grants permission. No objects or any part of the body out the window.
6. Skates are allowed provided they are protected to prevent any injuries.
7. Arrive at your bus pick-up on time. Drivers are not required to wait.
8. Obey your bus driver and be courteous at all times.
9. Keep the center aisle of the bus free from backpacks and feet.
10. Do not antagonize or intimidate any person through word, action or gesture. This includes persons not on the bus.



11. If you must cross the road to board the bus, arrive early and cross the road safely or wait for the bus to stop and allow you to cross with the bus lights flashing.
12. Always watch the traffic when boarding or leaving a bus.

GENERAL OUTDOOR RULES

1. Outdoor shoes **MUST** be removed and carried to the locker when coming in, and taken to the entrance when going out.
2. **A Hands Off** Policy is in effect; respect the space of individuals. **NO CONTACT.**
3. Students need permission to be in the halls, and to come into the school during recess and prior to commencement of school.
4. Use appropriate, acceptable language. Inappropriate language such as swearing, teasing, and name calling are not permitted.
5. No rough play (i.e. pushing, kicking, wrestling, tackle football, red rover).
6. Proper clothing must be worn at all times.
7. **LISTEN** to the monitor on duty, and comply.
8. Students are not to pick up and throw gravel or snow at any time.
9. Students coming in from recess are considered late once the teacher has retrieved the class.
10. No food allowed outside.

OUT OF BOUNDS

1. Wooded Area.
2. On the far side of the track (bushes).
3. Front of the school.
4. On far hill by the ball diamond.

SWINGS

1. Share the swings.
2. One person on swing.
3. Sit down at all times.
4. Do not twist chains
5. Do not swing sideways.
6. No jumping off swings.
7. Anyone not on swings should stay away.



SNOWY DAYS

1. No GT snowboards or inflatable sleds are allowed.
2. **No** throwing snowballs or snow.

RAINY DAYS

1. Indoor recess: students remain in their classrooms doing quiet activities.
2. Students must stay in their classrooms and may only be in the hallway with permission.

MUDDY DAYS

All students remain on blacktop area; stay out of the mud and water.

CONSEQUENCES

- | | |
|--------|---|
| Step 1 | Warning, remind child of rules, choices, and next step. |
| Step 2 | Time out or loss of privilege. Reminder of next step. |
| Step 3 | Detention(s). |
| Step 4 | Suspension. |

** Bypassing steps 1, 2 and 3, students may be sent to the office immediately if their behaviour is serious.

*** Students who have demonstrated unacceptable behavior *may* still be allowed to participate in extra-curricular events, but will require a parent or chaperone to accompany them.

LOCKDOWN/HOLD AND SECURE/SHELTER IN PLACE PROCEDURES

Lockdown

Lockdown shall be used when there is a major incident or threat of school violence within the school or targeted toward the school. LSK Elementary School shall have two lockdown drills each school year. Lockdowns may be initiated by any staff member, student, or community member.

Announcing Lockdown

When notified of a violent incident, activating LOCKDOWN, calling 911, and notifying the Principal or designate should happen as closely together as possible. Responding personnel will have to use individual judgment as to what they can and should do first, keeping in mind that their primary role is taking care of students and staff at risk.



Inside School Building During Lockdown

Lockdowns will be made as quickly as possible without delay. During the lockdown phase, staff will focus on taking care of students and ensuring they are directed out of harm's way. Staff will direct students to the closest secure area, remain with the students, and, if possible, lock doors to the area. Staff will assess whether anyone is injured and the severity of injuries. Staff will take appropriate measures to assist the injured without jeopardizing the safety of self or others.

Lockdown Procedures within Classroom

The goal of a lockdown is to make the room appear vacant.

- If you are in a classroom remain there.
- If you are in a hallway, move to a room or other place of safety immediately
- Secure doors if possible, turn out lights, cover windows or pull shades if possible.
- Remain quiet and out of sight. Stay away from all windows and doors.
- Turn off all cell phones to protect emergency communications. Staff members shall gather phones from students if necessary until the lockdown has passed.
- Staff take attendance in class and complete an attendance report
- Stay quiet and await instructions. Lockdowns can last a considerable time.
- Disregard fire alarm system and school bells unless otherwise informed.
- Staff, students, and any other occupants are to remain in the secure location until notified by appropriate personnel on what actions to take.

Outside School Building During Lockdown

Not all students and staff will be inside the building when a lockdown is initiated. Those who are outside the building when a lockdown is called shall not re-enter the school but shall proceed immediately to a pre-determined off-site evacuation location.

- DO NOT ENTER SCHOOL
- Move as far away from the school as possible.
- Proceed to identified area.
- Staff endeavour to have students remain in the identified area
- Staff take attendance

Ending a Lockdown

Lockdown is in effect until cancelled by the Principal or designate. It may include a general announcement using the PA system or it may be a room to room visit/clearance.



Bus Procedures/Dismissal During a Lockdown

If a lockdown happens during school hours parent are not permitted to pick up students. Nearing the end of the school day buses will be held within a reasonable timeframe. Parents are welcome to pick up children once the lockdown has ended.

Hold and Secure

Hold and Secure shall be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. bank robbery occurs near a school but not on school property). In this situation the school continues to function normally with the exterior doors being locked until such time as the situation near the school is resolved. Students' active breaks shall be taken indoors.

Bus Procedures/Dismissal During Hold and Secure

If the situation is resolved prior to dismissal time students will be escorted to the bus as quickly as possible. If the situation is not resolved prior to the dismissal time and buses have been cancelled in the interest of student safety students will be held at LSK until 5:00 pm.

Shelter In Place

Shelter In Place should be used for an environmental or weather related situation where it is necessary to keep all occupants within the school (e.g. chemical spill, blackout, extreme weather condition)