

# Mamawi Atosketan Native School

## K to 6 Student Handbook



### A Christian Alternative in Education Kindergarten to Grade 6 2020-2021

Phone: (403) 783 - 4362

Fax: (403) 783 - 3839

RR # 2 Ponoka, AB T4J 1R2

Email : [office@mansalberta.ca](mailto:office@mansalberta.ca)

Website : [www.mamawiatosketan.com](http://www.mamawiatosketan.com)

*Facebook and Twitter: Mamawi Atosketan*

*A program of the Alberta Conference of Seventh-day Adventists*

## School Philosophy

*Mamawi Atosketan Native School* is dedicated to the development of the whole person, the harmonious development of the mental, physical, social, emotional and spiritual faculties. We feel the goal of true education is to make every child an independent thinker, rather than a mere reflector of other men's thoughts. Every child has the capability to become a productive member of society, and a proud citizen of his community as well as a citizen of God's kingdom.

The staff of *Mamawi Atosketan Native School* will endeavour to help each child reach his or her full potential through the use of teaching methods tailored to each child's needs. We will also strive to encourage the development of such personal, **lifelong guidelines** as: Trustworthiness, Truthfulness, Active Listening, No Put Downs, Doing Our Personal Best, Respect for God, Self, Man and Nature.

# Admittance Policy

## 1. Admission:

*Mamawi Atosketan Native School (MANS)* is open to all native children. Those **students who apply MUST be willing to abide by the regulations of the school.** We also urge parents to cooperate with the school, particularly by ensuring regular attendance of their child/children. We encourage parents to feel free to speak with the school staff regarding their child/children's progress at anytime. **Attendance, behaviour and academic performance** are critical to their success at *MANS*. Students who cannot follow *MANS* expectations will be removed.

## 2. Student Entrance Requirements:

- **For Kindergarten**, the student should be five years of age by December 31, 2020.
- Students should be under 16 years of age at date of application.
- **New students must present the report card** from their previous school, indicating their grade placement and undergo the interview process.
- Students who transfer to another school or withdraw from our school during the school year must **reapply** in order to be accepted back at *MANS*.

***PLEASE NOTE: Completing and submitting an application form does not guarantee acceptance.***

## 3. Attendance:

Students need to maintain a high level of attendance to ensure good performance. **Regular and punctual attendance** enhances achievement and will be a factor affecting your child's continuing as a student at *MANS*. Low student attendance may result in your child/children repeating their grade level or receiving an incomplete at the end of the year. *MANS* will attempt to send out written notice of your child/ children's standing if it is not up to expectations as well as make a phone call for your notification. **Excessive absenteeism (10 or more days) may result in your child/ren being removed from the classroom and placed in a homeschool situation.**

## School Policies

### 1. Hours of Operation:

The school day is from **8:45 a.m. to 3:30 p.m.**, Monday to Thursday and **8:45 a.m. to 2:30 p.m.** Friday. Parents who wish to talk with teachers are encouraged to come to the school **before** the school day begins, or immediately **after** the school day ends. The principal is available for visits most times during the school day or by appointment. Please keep a close eye on the calendars that come out each month as we do attempt to take **every other Friday** off. Sometimes, however, this pattern is affected by professional development days in which teachers must be present but not students.

### 2. Staff Meetings:

Staff meetings will be held the **first Tuesday** of each month. On these days school will dismiss at **2:30 p.m.** If the first Tuesday of the month is a holiday please refer to the attached calendar for the scheduled staff meeting.

### 3. School Day:

Students are **NOT** to arrive at the school before 8:30 a.m. and should be picked up immediately after school lets out at 3:30 p.m. and 2:30 p.m. on Fridays. This is very important since the teachers need this time for preparation and other duties. There is no supervision before or after regular school hours.

### 4. Tardiness:

It is important that students are on time not only at the beginning of the school day but for each class throughout the day. Students being on time to class will lessen the number of disruptions and distractions that take away from the learning environment. This also shows respect for the teacher as well as other students. Students who make a habit of being late to class may have a letter sent home with them that needs to be signed by a parent or guardian and returned. If there is a build up of late passes, consequences will be assigned. Students will need to show the signed letter to the bus driver in order to get on the bus. Three tardies are equal to one half day absent.

### 5. Hall Passes:

A similar letter to the “Tardy Letter” may also be given to students found in the hallway without a hall pass. These letters will need to be signed by their parent/ guardian and returned to the school. Students are expected to be in class at all times unless given permission by the teacher to be elsewhere. Students who cannot refrain from wandering the hallways or leaving class without permission risk a variety of consequences that could range from essays to explain the importance of being in class to detentions to in-school suspensions to out of school suspensions.

Parents/Guardians need to encourage students to remain in class so that they can help create the optimal learning environment needed for a good education. Students will not be permitted on the bus without the signed letter. **Students who skip classes will be marked absent from school.**

## 6. Visitors to MANS:

**ALL visitors MUST check in at the office when they arrive. Parents or other interested adults** are encouraged to come and observe the school in action at any time; however, prior arrangements must be made. **Parent volunteers are also welcome and very much appreciated but do need to have a Criminal Record Check on file.** If you have an interest in volunteering within the school, please let us know.

**Students are not** to invite friends to school without making prior arrangements with their **teacher and the principal.** All visitors must report to the office first.

## 7. Hats, Hoods, Bandanas, Toques:

MANS has a **no headgear policy at school** and at special functions, including monthly assemblies. Students are permitted to wear hats during outdoor recesses only. Students wearing headgear (including but not limited to baseball hats, toques, bandanas, headbands, hoodies) to school are required to lock them in their lockers. If a student insists on wearing headgear, it will be confiscated and given to the office for a period of time or until a parent/guardian can come to the school to pick it up. This lack of headgear shows respect for other students, for teachers and helps to create a learning environment that is different from the street. As students and staff enter the learning environment, removing headgear demonstrates our willingness to create this positive learning environment and our willingness to comply with school rules.

## 8. Jackets:

Students are not permitted to wear their jackets in the classroom. We are trying to promote an environment that is different from the outside. Wearing jackets in class only allows for temptation in carrying objects that are not permitted. Please encourage your child/ children to wear appropriate classroom attire.

## 9. School Calendar:

The *Mamawi Atosketan Native School* calendar will attempt to follow the Wolf Creek School Division and the Ermineskin School calendar as much as possible. Our school day will run from 8:45 a.m. to 3:30 p.m. Monday to Thursday and 8:45 a.m. to 2:30 p.m. on Fridays, with a 30 minute lunch break. Our school year closes on **June 19<sup>th</sup>, 2019.** Because our school day is full, **it is important that students be in school each day.**

## 10. Report Cards:

Report cards are issued four times per school year: November, January, April, and June. Parent-teacher conferences will be held in **November** and **April.** We recommend that parents take advantage of these opportunities to become better acquainted with the teachers and to discover the methods used in the evaluation of their child/children's school experiences. Parents are encouraged to come visit their child's room at any time. Report cards not collected by parents at these times will be mailed out. Progress reports are sent home around the 15<sup>th</sup> of every month to inform parents and students of regular progress and missing assignments.

### **11. Telephone Use:**

Use of the phone is not encouraged, unless it is an emergency. Parents may call and leave important messages with the secretary to relay to a student. Students who wish to make a legitimate call will need to do so before **2:00 p.m.**

### **12. Electronic Devices:**

Use of electronic devices are **NOT permitted** during school hours unless a letter has been sent home and is signed by the parent/guardian for its use with the curriculum on a specific day. Any electronic device **may be confiscated** without question and turned in to the principal. If an electronic device is confiscated, a parent or guardian may pick up the device at any time during a school day or when they come for parent/teacher conferences. They may also call the school to have it sent home. The school is **not responsible** for any **lost or stolen goods**. **All devices should be locked away during school hours.**

### **13. Non educational products:**

Students are encouraged to leave any and all non educational products at home. These products include but are not limited to magazines, playing cards, game cards, trading cards, action figures, toys etc. These items may be confiscated and will need to be picked up by the parent/guardian if they become a problem. The school will not be responsible for any lost or stolen goods.

### **14. Skateboards and Rollerblades:**

Due to insufficient space for their use and the high risk of injury, skateboards and rollerblades are not permitted at school. Should a student bring either to school, they will be kept in the office and returned to the student when the school day is over or until a parent or guardian can pick them up. This also includes roller shoes.

### **15. Leaving School Property:**

When students arrive at school in the morning they are not permitted to leave school grounds until the day is over at 3:30 p.m. Students wishing to get dropped off anywhere other than where they are regularly picked up **must have a note from a parent/guardian** or **the parent/ guardian must call** the school and speak to either the secretary or the principal. **Bus drivers are not required to drop students off outside their regular bus route.** Students leaving school grounds without permission may be given a **2 day out of school suspension** on the first offence, and **3 days out of school** for further offences. If it continues to be a problem other arrangements may be made for your child's education. If a student leaves school grounds we will make an attempt to find them and an attempt to contact the parent. If our attempts fail, the parents will be responsible for the safety of their child and any damage that may occur because of the situation. Please encourage your child/children to stay on school grounds until it is time for them to leave.

If your child is **being picked up** during the school day by someone other than yourself, the **parent/guardian** needs to send a note or call the school before we can allow your child/children to leave the school. This is for your protection as well as your child/ children's protection, so that they

do not end up someplace they should not be. If **you are picking up** your child before the end of the day, **please visit the office** to let us know, as again, we are trying to protect your children.

#### **16. School Closure:**

In the event of bad weather, school cancellations will be announced on **790 CFCW** and **1170 CKGY and Sunny 94** and through **PowerSchool** by 7:30 a.m. and will also be posted on our school website: [www.mamawiatosketan.com](http://www.mamawiatosketan.com) and our Facebook page.

#### **17. Lunch and Canteen:**

**Students will need to bring lunch.** However, lunch items may be purchased for cash from the school canteen. There are also lunch items available to students who are not able to bring lunch. We encourage parents/guardians to provide nutritious lunches to their child/ children as the proper foods for children affect their behaviour and ability to learn.

#### **18. Medications:**

**Medications** CANNOT be dispensed by the school, with or without the permission of parent/guardian. Should your child need medication, it is the responsibility of the parent/guardian to come to the school to administer it.

#### **19. Dress Code:**

Parents should ensure that students are dressed appropriately for the weather. Students are to remove outdoor footwear in the entrance and place them in the assigned areas. **Students need to have shoes for indoor use.** Students should also dress modestly. This includes wearing clothes that do not expose the midriff or clothes that are cut short or low including but not limited to tube tops, and short shorts. Pyjamas are not school appropriate clothing and students are **not** permitted to wear them during school hours. **Clothing advertising alcohol, drugs, gangs or other inappropriate messages must not be worn.** Students coming to school with this type of clothing will be given a t-shirt to wear for the day or they will be removed from their classroom.

Students that are not dressed for the weather in winter may **not** be permitted on the bus. The bus could break down or get stuck and we do not wish to have any student unprepared for this possibility. For safety reasons, jewelry must be removed for PE classes. Facial piercings are **not** permitted at school.

#### **20. Bullying:**

Bullying will not be tolerated at school or on the bus. Bullying is defined as any kind of behaviour towards another student that creates an atmosphere of intimidation or fear. This could be verbal or physical. At MANS we strive to create a positive atmosphere of learning where all students feel cared for and safe. Situations will be dealt with accordingly.

## 21. Tobacco, Drugs and Alcohol:

The **use of tobacco, alcohol or drugs is prohibited** at school. Anyone in possession of these items or under the influence of alcohol or drugs will receive an **automatic three (3) day out of school suspension** for the first offence. A second offence will go before the school board with results pending. A third offence will mean automatic expulsion from MANS. In each case, parents will be notified **immediately**. This also pertains to any kind of alcohol or drug paraphernalia. Those caught using tobacco or tobacco products will be dealt with appropriately. In all cases, letters will need to be signed and returned to the school by the parent/guardian.

## 22. Guns, Knives and Other Weapons:

Any students found carrying weapons (including but not limited to guns, knives, razor blades) will receive an automatic three day out of school suspension. Depending upon the severity of the offence will determine if the RCMP, or school board will be notified. This also includes firecrackers of any kind.

## 23. Gang Related Activity and Clothing:

Activities, language, symbols and apparel related to **gangs is not** permitted at school. Items may be confiscated so please leave it at home to avoid confrontations. This also includes the wearing of gang colours, logos, bandanas and **anything else relating to gangs**. We are trying to promote a SAFE and CARING environment for ALL. Please respect this as situations occurring will be dealt with and may lead to alternative education.

## 24. Search Policy:

A student and/or their belongings and locker may be searched if there are reasonable grounds for suspicion regarding the possession of, or the use of the following items:

- tobacco            Illegal drugs            knives
- guns                lighters                Other weapons

MANS also reserves the right to have the RCMP, with or without their narcotics dog, to do random searches as well. Advance notice of this activity is **not required**. Situations where objects are found that are not permitted at school will be dealt with accordingly. Random locker searches under direction of administration are also conducted on a regular basis and advanced notification is not required. Please be aware of this and leave all prohibited objects and substances at home. It is important for students not to share their locker codes with anyone as they are responsible for items found in their lockers.

## 25. Failure to comply with school rules:

Students who fail to comply with the school's policies and rules may be removed from the program or asked to move to a home education program. Parents will have to sign a contract with the school and it is the parent's/guardian's responsibility to arrange for their student to meet regularly with the teacher or principal to pick up work and return work for correction.



## 26. Field trips:

Students attending field trips outside of the Ponoka area will be required to have a permission slip signed by the parent/guardian. During registration, there is a form signed to permit students to attend “last minute reward” field trips to Ponoka county. Please look for this as you sign the forms.

Due to district regulations, parents wishing to attend field trips with their children must have a Criminal Record check on file at the school. Please keep in mind this is for the safety of all children in attendance. We are happy to provide you with a letter to indicate that you are a volunteer if you inform us of your decision to attend. **Please Note: It generally takes 7-10 days to get a Criminal Record Check from your local detachment.**

Students who have been suspended from school may not be permitted to attend field trips. This will be determined by the principal and an attempt will be made to notify the parent in advance. Students who do not participate in field trips will remain at home on the day of the field trip.

Field trip forms **MUST** be completed and returned to the school **on or before the date indicated on the permission form**. Transportation arrangements are required to be finalized before the field trip date and therefore require a definite number of students attending. Permission forms **will not** be accepted on the day of the field trip. Students will be refused attendance and classes will not be provided for them. Any students not attending a field trip will remain at home on the day of the field trip.

**Students who have not been in regular attendance or have been involved with discipline issues may not be permitted to attend field trips.**

## 27. Arrival at School

Upon arrival at school, the students should go directly to their own classroom. Students are not to leave their classrooms without permission, nor are they to leave the school grounds without permission. In general, students are expected to:

- show respect for self and others.
- show respect for teachers and staff
- practice abstinence from harmful substances
- show respect for school grounds and facilities as well as others' property
- stay on school grounds during school hours
- remove foot and head gear at front entrance
- leave electronic devices at home, in lockers or at the office

# School Rules

In order for the school to operate smoothly and to best serve its purpose of preparing children to live a happy and successful life, discipline must be maintained at all times. It is expected that students will abide by school regulations and will be kind and courteous to one another, as well as their teachers. In the event that disciplinary measures are needed, the teachers and/or principal will use the method of discipline that they feel is most effective for the particular occasion. **Failure to follow** school rules could result in a **suspension/expulsion** from school.

## **Four School Agreements/ Expectations:**

### **1. Right to pass/ right to participate**

(This does not give students the right NOT to participate but rather at a level in which they feel comfortable and safe.)

### **2. Active Listening**

(Students must be respectful to both staff and students. They listen with their heart; eyes, and ears. This means in general conversation, during classes, presentations and interactions with staff and students while here at school. )

### **3. Appreciations/ No Put Downs**

(This helps create an environment of safety and caring. Put downs and bad language are not acceptable and do not create a positive environment. Appreciations build self esteem and cooperation.)

### **4. Mutual Respect**

(Mutual respect is expected between students as well as between staff and students. This also includes respecting oneself. Students need to keep themselves safe from harmful actions and substances, as well as dress in a manner that promotes self dignity. Putting forth one's personal best at all times shows respect for oneself and everyone around them. By showing mutual respect we are not doing anything to hurt another person or oneself, physically or emotionally. Again this helps create an environment conducive to learning and positive relationships.)

Mamawi staff will guide and teach students so that all students will know and understand these school wide agreements. Students will be expected to put an effort forward to comply with these school wide agreements.

## Discipline

We believe that God has given parents the responsibility for discipline and instruction of their children. For effectiveness in molding children's lives, mutual support and cooperation between the home and the school is critical. As a school, we ask for your prayers and support.

Individual classroom discipline will vary. However, in every classroom we believe students have the right: to be heard; to present their cases; to an unbiased decision.

**Fighting:** The students involved will receive an automatic suspension, effective until the parents/guardians, students, teacher's and/or Principal have an opportunity to meet. At that time, further action will be discussed. **Repeated fighting may result in expulsion.**

**Insubordination:** The student/s involved will receive automatic in school suspension, effective until the student/s, teacher(s) and/ or Principal have an opportunity to meet. At that time, further action will be discussed. Insubordination also includes but is not limited to disrespect, not following instructions, non compliance, rude behaviour, talking back, calling names, repeated disruption in the classroom, lying, false accusations etc. **Repeated insubordination may result in a suspension with parents being notified. If the behaviour continues the student may be required to move to a homeschooling program or expulsion.**

**Vandalism:** The student involved will receive an automatic in school suspension or out of school suspension, effective until the student, teacher(s) and Principal have an opportunity to meet. At that time, further action will be discussed. **Repeated vandalism may result in expulsion.**

**Bullying:** The student(s) involved will receive an automatic in school suspension or out of school suspension, effective until the parent/guardian, student, teacher(s) and/or Principal have an opportunity to meet. At that time, further action will be discussed. **Repeated bullying may result in expulsion.**

**Gang Activity:** Students involved will be dealt with accordingly. Anything relating to gang activity including but not limited to "colors", bandanas, logos, slogans, violence, symbols, language, hand gestures, drawings, are unacceptable and consequences will vary. These aspects and issues need to be left at home and not brought to school. Depending on the action, RCMP may also be notified.

### Law Enforcement

**In the case of a criminal offence or any offence the school feels warranted, Law Enforcement agencies may be contacted. Should this action be necessary, the Board Chairperson will be notified immediately.**

## Section 19 of the School Act:

When primary procedures fail, secondary procedures involving the Principal and/or School Board may be implemented. These procedures follow Section 1 of the School Act, as outlined below.

**A student may be suspended or expelled** if, in the opinion of the teacher, the Principal or the Board, the conduct of the student does not comply with school guidelines.

**A Teacher may suspend** a student from one class period, and up to half a day.

**A Principal may suspend** a student from one or more class periods, courses, school programs, school days or riding the school bus.

**A Principal may reinstate** a student suspended by them or by a teacher.

When a Principal suspends a student, the Principal shall **immediately inform** the student's parent/guardian and report in writing the circumstances respecting the suspension.

If the student is not to be reinstated within 5 school days from the date of his suspension, the Principal shall inform the School Board of the suspension and report in writing to the Board all the circumstances of the suspension together with the Principal's recommendations.

On receiving the report from the Principal, the Board shall, **within 10 school days** from the first day of the suspension, reinstate or expel the student. **The Board may reinstate** a student who has been expelled.

**If a student is expelled**, the Board must notify immediately, in writing, the parent and, in the case of a student who is 16 years of age or older, the student of their right to request that the Superintendent review the matter.

Prior to a Board's making a decision, the parent of the suspended student and the suspended student may appeal to the Board with respect to the suspension.

### Appeal Process

Parental Involvement: Parents/guardians are encouraged to be involved in any discipline procedure.

1. **Meeting with Principal:** If the teacher(s), parents/guardians, and student cannot reach an agreement, then a meeting will be arranged with the parent, teacher(s), student and Principal.
2. **Meeting with the School Board:** If an agreement cannot be reached among the teacher(s), parents/guardians, student and Principal, concerns will be brought to the School Board which meets once a month. In specific situations, emergency meetings can be held.

# Bus Rules and Regulations

The following is a list of regulations which **MUST BE** followed by all school bus passengers:

1. Students riding the bus are **COMPLETELY RESPONSIBLE** to the Bus Driver, who has the same authority as a Teacher in the classroom.
2. Students will be expected to **REMAIN IN THEIR SEAT** when the bus is in motion. Seats may be assigned by the driver. The driver's permission is needed for students to change seats.
3. Students will be **PICKED UP REGULARLY**, morning and evening according to schedule. They are expected to be at their regular pick up points on time. Students who are late may be left behind.
4. Students will **ONLY** be dropped off in the afternoon where they were picked up in the morning **UNLESS** they have a note or a phone call **FROM** a parent or guardian. Students will be discouraged from asking to use the telephone in order to make plan changes during the day.
5. Students are **NOT** allowed to:
  - a. Leave their seats and walk around while the bus is in motion..
  - b. Engage in unnecessary conversation with the driver.
  - c. Fight (real or play) or harass other passengers in any way.
  - d. Stick any part of their body out of the window.
  - e. Tamper with windows, fire door, emergency or any other equipment.
  - f. Cause damage to the bus in any way. **Damage to the bus by any student must be paid for by the student.** The price will also include the labor costs of the repair job.
  - g. Make loud noises, or swear.
  - h. Eat and drink on the bus without permission from the driver.
  - i. Use tobacco, liquor or narcotics.
  - j. Throw objects within the bus.
  - k. Throw objects out of the windows, spit, litter or otherwise make a mess.
  - l. Enter or leave the bus in a disorderly manner.
6. Students **MUST DRESS APPROPRIATELY** especially in cold or wet weather. Students not appropriately dressed may be refused admittance on the bus.
7. Students misbehaving on the bus, or being disrespectful to the bus driver, may be brought to the principal's office.
8. Intimidation and harassment of the bus driver will not be tolerated.
9. Insurance prohibits non-student passengers except on specific school activities.

**The bus driver reserves the right to not allow a student on the bus for behaviour or dress reasons and will notify the principal immediately of this action. The parent/guardian will also be notified.**

## Bus Discipline Guidelines

Bus discipline lies in the hands of the bus drivers. Students are required to give drivers the same respect and obedience they give teachers in the classroom. Proper behaviour is critical to the safety of students being transported on the buses. Should students misbehave on the bus, the following steps will be taken to ensure the physical and emotional safety of each student.

Bus rules and regulations are in place for the **safety of all passengers** and it is important that everyone riding the bus abide by the rules and regulations. If students cannot follow bus rules and

regulations they will not be permitted to ride the bus and will have to find alternative transportation that will be the responsibility of the parents.

**Step #1**

**Driver** will present a written report of the student's inappropriate conduct to the principal. Action will be taken by the bus driver as a result of the conduct.

**Step #2**

The **bus driver and student** will meet with the principal to discuss the situation and ways to resolve it positively. Appropriate discipline will be administered.

If the problem persists, the bus driver, student, and principal will need to meet. **The parent/guardian will be phoned**, with the student explaining his/her misbehaviour. If the parent/guardian cannot be contacted, a letter, signed by the student and principal will be sent home to the parent/ guardian. The letter will need to be signed by the parent/guardian to indicate that the letter was read. This signed letter needs to be presented to the bus driver in order for the student to be allowed on the bus again. The returned letter will be placed in the student's file. The student may be denied privileges involving travel by his/her class for any outings until the issue is resolved.

**Step #3**

The student will not be picked up by the bus driver in the morning or driven home in the afternoon. Parents will be responsible for getting their child/children to and from school. (The last paragraph above details further action.) A written behavioral contract will be drawn up outlining what is expected of the student plus consequences of the student's behaviour. If the student is involved in problems within the school as well, it may be necessary to refer the student for counselling therapy or to seek his removal from the school family.

Bus rules and regulations are in place for the **safety of all passengers** and it is important that everyone riding the bus abide by the rules and regulations. If students cannot follow bus rules and regulations they will not be permitted to ride the bus and will have to find alternative transportation.

**Please encourage your children to behave in an appropriate manner in order to ensure safety both at school and on the bus. We appreciate your support and encouragement in these matters. We look forward to the upcoming school year.**

**CHANGES TO STUDENT HANDBOOK**

*Mamawi Atosketan reserves the right to make changes and additions to the rules, regulations and policies contained in the handbook to serve the best interests of our school, students and standards; these changes apply to all students.*