

ROTIWENNAKÉHTE TSI IONTERIHWAIENSTÁHKHWA

September 2017

She:kon.

Your child will be starting a new phase of his/her life at school. He/she will discover a whole new world of knowledge at their fingertips. Your children will have the benefit of a dedicated group of professionals devoted to their personal growth and academic success. Education is a duty we share with you and your support plays a vital role in your child's development. They must know that you will always be there for them to applaud their success and offer support in time of difficulty.

At Rotiwennakéhte Tsi Ionteriwaienstáhkwha we offer a sensitive, encouraging family type environment where children learn who they are as Kanien'kéha. Ohenton Karihwatehkwen (Thanksgiving Greeting) is integrated into the curriculum. Onkwehohwe values are instilled at every opportunity. Grouping in cycles rather than grades is suggested in the Quebec Education Program. (MEES) Students have 2 years to develop and master the competencies for each cycle. Our program of studies is comparable to the provincial and private schools and we also include Mohawk Language and integrate cultural activities.

We thank you for allowing us to be part of your child's life in their formative years. If you have any questions you would like to discuss, please do not hesitate to call the school and speak to the Principal or your child's teacher.

Your child will learn to read, write and count. Our program is designed to help your child establish links between classroom learning and everyday life. During individual, group activities or projects under the supervision of their teacher, the children will have an opportunity to become familiar with ideas and practices that are specifically related to today's world. The link between classroom learning and the world outside the school are explored in the hope that our students will become lifelong learners.

September 2017

Vision Statement

Our vision is to create a safe, caring, and culturally rich environment that will ensure success for all students, foster a strong sense of self as a Kanienkeha:ka, and a positive outlook for their future.

Purpose Statement

At Rotiwennakéhte Ionterihwaienstahkhwa, our purpose is to create a safe, culturally enriched environment in order to have productive and successful learners who have knowledge of their Kanien'keha language and culture.

Our Values - Respect

We will model respect by being kind to one another, using good manners, teaching right from wrong, and keeping our environment clean and safe.

Language & Culture

Because we value our Kanienkeha culture and language we will prioritize our cultural values, history, and language into the curriculum and into our daily school life.

Professionalism

Because we value professionalism we will show unity within our school, support on-going professional development, and we will work collaboratively towards our shared goals.

Caring

By showing compassion and empathy we will create a caring and safe environment for all learners.

Honesty

We will value honesty by being truthful in a respectful manner and by recognizing and fostering the behavior in our students.

Rotiwennakéhte Tsi Ionterihwaienstákhwa
407 St-Michel, Kanehsatà:ke, PQ, J0N 1E0

Teiehtharákhwa/Telephone:
(450) 479-9969 or (450) 479-8373
x 501 Office, x 502 Principal, x 405 Cafeteria

Waterihwatenniehtha/Fax: (450) 479-8707

Tsi Nikaha:wi Kahnhotonkwen / School Hours

Students

Grade N-6 students arrive: 7:45 - 7:55 a.m.
Grab & Go Breakfast

Classes begin: 7:50 - 7:55 a.m.

Morning Recess Break 9:30 - 9:45 a.m.

Nursery students dismissed 11:20

Grade K-6 Lunchtime 11:20 - 12:15

Classes end: 2:40 p.m.

Office Hours 7:30 - 11:30 and from 12:30 - 3:30 p.m.
The office is closed during lunch.

Student safety and security

As has been our policy, all school entrance doors will be kept locked at all times. All visitors to the school are required to check in at the office. If a child is being picked up please call or send a note with your child. If you are sending someone else to pick up your child, we would appreciate a heads up.

School Staff 2017-2018

Principal & Director of Education
Kanién'kéha Nursery & Kindergarten

Scott Traylen
Tsotonhnhii:ien Gloria
Nelson, & Wathahine
Marylene Nicholas

Grade One & Two

Emmanuelle Teionerahtathe
Simon &

Grade Three & Four

Tsotonhnhii:ien Gloria Nelson
Martha Kahentawaks
Guindon

Grade Five & Six

Melinda Tekaiia'iaks Stenberg

School & Community Special Needs
Coordinator & Grade Six Math

Deborah Kawisente Rennie

Physical Education Teacher
French Second Language Teacher

Melinda Tekaiia'iaks Stenberg
Claudie-Ann

Kanién'kéha Language Teacher Gr.3-6)

Katsi'tsaronkwás Boutin
Wahsontiio Ivy Etienne-
Kibbe

Kanién'kéha Language Teacher Gr.1-2)
Special Needs Technicians

Tsotonhnhii:ien Gloria Nelson
Andrea Kanerahtakwas
Nelson, Sylvie McGillis

Support Staff

Administrative Assistant
Building Attendant
IT Support

Angela Kawisokwas Gabriel
Victor Nicholas
Andre (Smokey)
Tekaronhiake Richard

School Supplies & Requirements

The grades 1-6 students receive an agenda. This agenda is very important as it is used as a source of communication between school and home. Your child's agenda will be used to record homework expectations and provide useful information concerning your child/and or the school. Please make sure to read and send the agenda back to school each and every day.

All of the items listed below are supplied for the children's use at school. Proper care and use of these will be stressed. Parents should also supply basic supplies at home to be available for your child's use. Any books taken home for homework must be returned the next day. Parents may be required to pay or replace lost or damaged material. All children must have a school bag to bring to school each day for carrying school items to and from. Please ensure your child's name is written on his/her personal belongings.

- text books
- exercise books
- binders
- duo-tangs
- pencils
- erasers
- ruler
- colouring pencils
- scissors
- glue

Every student is required to bring in a box of tissues which he/she will keep for personal use. Be sure to write the name of your child on each box. If your child runs low on tissue you will be notified to bring in another box. Remember that frequent hand washing is the key to

keeping yourself protected from illness
Lunch, Recess & Cafeteria

Peanut Allergy

Rotiwennakéhte Ionterihwaienstákhwa has been designated as a peanut free zone. We ask that parents refrain from sending in peanuts or products containing peanuts or traces of peanut. Your cooperation is greatly appreciated and we thank you in advance for your understanding. Please note that any snacks determined to contain peanuts will be confiscated to ensure the safety of our students.

Breakfast will begin on Monday, September 21. Breakfast is free thanks to the generosity and fundraising efforts of the Breakfast Club and Breakfast for Learning. Daily breakfast for the students are grab and go.

A recess break is given to students in the morning each day. Parents are encouraged to send in a mid-morning snack. Please **do not send anything in glass** for snacks, lunch, water or juice.

The Kindergarten students have 2 recess periods per day. Two snacks should be sent in to ensure your son/daughter has something to eat at each recess time.

It is the parent's responsibility to ensure that your child has a healthy snack and lunch everyday.

Starting Tuesday, September 6 the Ratihente High School Cafeteria will be catering daily meals if you prefer to buy a lunch instead of packing one. In order to waste as little as possible we ask that you pre-order using the order forms we send home every two weeks. (one is attached) Certain meals will be made there and some will be prepared here. The cost per meal is \$5.00 per student. **Please respect the deadlines to order a lunch for your child.**

To promote good health and dental habits, soft drinks, chips, chocolate bar, gum and candy are not permitted at school. Please ensure that your child has a healthy snack and lunch everyday.

Lockers

All students will be assigned a locker to store his/her belongings. Due to problems remembering keys and combinations, locks are not permitted. Students are required to keep their locker clean and neat. We reserve the right to inspect lockers at any time.

Medication

All medication sent by parents for children should be given to your child's teacher and will only be administered with written instructions signed by the parent or physician. Parents with asthmatic students should leave a pump with the child's teacher for personal student use when necessary.

Procedures for accidents at school

Minor accidents such as scratches, bruises, nosebleeds etc. are treated at school using first aid supplies by the person in charge of the student at the time. In cases of major accidents such as breaks, head injuries, eye injuries etc. the parents are informed and urged to come to school to take the child for medical treatment. If neither parent nor emergency contact is available, the child will be taken to the Kanesatake Health Center or St-Eustache Hospital in an ambulance.

I-Pads & Computers

Technology provides an opportunity for new and exciting ways of learning in the classroom. Smartboards, laptops, tablets and Internet accessibility are all available to students and staff. The use of these resources requires regulation and supervision. Teachers will review the rules for using i-Pads and laptops. The students will not be able to use these resources as a social networking tool nor will they be able to download apps without permission.

Electronics are banned

Bringing toys, i-pods, handheld electronic games and cellular phones to

school is not permitted. If such items are brought to school, they will be confiscated and parents will have to come to pick them up.

Homework (Gr.1-6)

Expect your child to bring homework home daily. The homework which is sent home is extra review and practice. It may also be work which was assigned during the day which the child didn't finish. Check your child's agenda for homework assignments they have been given to do each and every night. Providing an environment that is conducive to learning will help your child complete their homework. Parents are asked not to do the work for their children but rather to check the agenda for the homework and to make certain that the child makes an honest effort to complete it. Ask questions to your child's teachers or the Principal if you have concerns regarding the type and amount of homework being assigned. **Please review the agenda every night.**

Report Cards

Report cards will be given out three times during the school year; twice at Parent-Teacher interviews, and the last one at the end of June.

Please make a special effort to visit the school and your child's teachers on the parent-teacher interview dates which are scheduled during the months of December and March.

Lice Checks

Head lice are very common in child care centers and schools because the lice are easily spread among children who are together in one place. Parents should check their child's head weekly to ensure that they are nit free. Parents' collaboration is essential in preventing and controlling head lice. Report all lice/nit cases to the school. This is the only way schools can remain nit free. Students with lice should be kept home until they have been treated and all the nits have been removed.

School Dress & Appearance

We encourage the students to dress appropriately. In the winter, please make sure your child is wearing a hat, mittens/gloves, boots, a coat and snow pants. We strongly suggest that you send in an extra pair of mittens or gloves daily.

Students must also always wear shoes while in school. Boots, felt slippers and high heels are not considered proper indoor footwear. Hats/caps should be kept in your child's locker. Flip flops are only permitted as proper footwear while your child is inside. Your child will be made to change into running shoes or boots when they participate in phys. ed and go outdoors.

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Items of clothing that are found to be a distraction or is of a vulgar nature will not be permitted. **Little girls should not be wearing make-up or high heels.**

All children are required to have 2 pairs of shoes, one for outdoor use and one for indoor use/gym. For the indoor pair of shoes we ask that you please not buy shoes with black bottoms which leave terrible marks all over the floors. Try buying non-marking running shoes. Each child must always keep a pair of running shoes at school **at all times.**

Examples of articles of clothing which are NOT PERMITTED to be worn at school at any time:

- high heels and roller shoes
- short t-shirts which bare belly button or midriffs
- mini-skirts, skirts and shorts that are too short or too tight
- tube tops, spaghetti strap tank tops and halter tops
- visible underwear or see-through clothes
- clothing that is too revealing, contains vulgar or suggestive wording, or has chains/studs embedded in it fall within this category.

The school reserves the right to determine what is acceptable attire for school.
Attendance Policy

If your child will be late or absent, we would appreciate a quick call in the morning. All absences require an explanatory note from the parent/guardian upon the return to school. Please ensure that your child arrives at school at least five minutes before classes start in the morning. Don't send your child to school if they have a fever, diarrhea, and vomiting, itchy or oozing rash and/or green or yellow discharge from their ears or eyes. Make sure the symptoms have ceased for at least 24 hours before sending him/her back to school. A stomach ache without vomiting or diarrhea is not considered an illness.

Absences and lateness hinder not only the child absent but the rest of the class who will wait for the teacher while he/she reviews missed work for that child that was absent or late. Normally if your child is well enough to come to school they are well enough to go outside for the short 15-20 minute period they are outdoors during the recess and/or lunch hour. If there is an exceptional circumstance, parents must send in a note for their child to remain inside during recess and/or lunch hour.

Students are validly absent from school for:

1. illness
2. bereavement
3. traditional festivals
4. extreme personal family problems
5. medical appointments-please try to plan appointments on Pedagogical days or after school hours whenever possible.
6. **being late to school is considered time absent**

Invalid excuses for being absent include: hair dresser/barber, shopping, babysitting, movies, vacation, employment, lack of transportation, motor vehicle appointments, and oversleeping.

Parents will be contacted:

- After 3 days of consecutive or cumulative un-excused absences, the parents will be reminded of the attendance policy
- After 6 days of consecutive or cumulative unexcused absences, the Principal will meet with the parents to attempt to solve the problem

-After 9 days of consecutive or cumulative unexcused absences, the Principal will refer the case to **Youth Protection** to meet with the parents.

School and Storm Closings

If overnight weather impacts the safety of local road conditions, a decision to close the schools will be taken by 6:30 a.m. Generally, if you hear that the Lake of Two Mountains High School is closed, so are we. Decisions concerning school closings are made jointly between the Transportation Co-ordinator, Principal and the Director of Education.

Announcements concerning our school closing due to weather, electrical, heating or other problems will be announced on radio stations CJAD (800 a.m.), Virgin Radio (95.9 F.M.) and on Global TV Montreal.

In case of a school emergency evacuation where the children are sent home, we will do our utmost to contact you prior to evacuating. We would ask that in the event you are not at home, you ensure that your child(ren) has/have an alternate place to go in walking distance once they are off the bus.

Physical Education

Gym days are on Monday, Wednesday and Friday. Please ensure that your child wears running shoes, a t-shirt, shorts or sweat pants on gym days. Jeans, skirts and dresses are unacceptable for use during phys. ed. Students are given time to change before and after if necessary. We are hoping to be able to incorporate yoga into the gym period this year. More information will follow as soon as it is available.

Parental Involvement & Volunteering

Throughout the year you will be given opportunities to volunteer at our school. If you have a special talent or would just like to help out on occasion, please let the Principal or your child's teacher know and arrangements can be made.

Discipline & Behaviour

The school determine will the consequences for misbehaving. If the teacher deems that the consequences given have not been effective or that the offence is of a serious nature, the student will be referred to the office to meet with the Principal and parents may be called.

Detention Policy

A detention can be given by a teacher to a student who is

- repeatedly late or unprepared for class
- disrupting the class
- unwilling to complete class assignments & homework
- disrespectful and/or rude

Suspension Policy

A suspended student will be removed from classes and from social settings with friends & classmates. The suspension might be an in-school suspension or an out-of-school suspension. This will depend on the situation.

A student will be suspended from classes for the following reasons:

- accumulation of detentions
- fighting (after the 3rd. occurrence & parents being informed each step along the way)
- causing intentional damage to school or personal property
- theft
- misbehaviour

At no time is a staff member permitted to use physical force with a student in order to administer discipline. The only exceptions include situations where a student is a danger to themselves or poses a risk to the safety and security of others. An intervention will also take place to prevent a student from deliberately vandalizing school property.

STUDENT RESPONSIBILITIES

1. **RESPECT YOUR ELDERS (all school staff)**
 - a. Listen, do not answer back
 - b. Speak politely
 - c. Behave in a respectful way
 - d. Remove your hat upon entering the school and leave it in your locker
 - e. No chewing gum or bringing junk food to school

2. **RESPECT YOURSELF & EACH OTHER**

Treat others the way you would like to be treated.

 - a. Speak politely with each other
 - b. Behave in a respectful way with each other
 - c. No throwing of rocks, sticks, pine combs, pine needles and snowballs
 - d. Fighting (even play fighting) will not be tolerated
 - e. Spitting is prohibited
 - f. Stealing, putdowns, name calling and lies are not accepted
 - g. Excluding others and all forms of bullying are not tolerated

3. **RESPECT FOR PERSONAL PROPERTY**
 - a. Keep lockers and desks clean
 - b. Take care and put away your belongings
 - c. Take care of your school work
 - d. Dress appropriately and respect your appearance

4. **RESPECT FOR SCHOOL PROPERTY**
 - a. Respect the school buildings and yard. Pick up after yourself - do not litter
 - b. Respect the school lockers, desks, chairs, equipment, computers and supplies
 - c. Do not hurt the trees and/or pick up sticks or branches and run with them

5. **RESPECT FOR SAFETY RULES**
 - a. Walk in the hall ways and keep your voices low
 - b. Play in the designated play ground area
 - c. NO bicycle, scooters, skateboard or roller blade riding on school grounds
 - d. Line up immediately when the bell rings
 - e. Toys, pets and insects are to be left at home

6. **RESPECT FOR SCHOOL ROUTINES**
 - a. Come to school everyday unless you are sick
 - b. Do your homework and return it
 - c. Bring gym clothes for physical education
 - d. Come to school on time

School Bus Policy

The Kanehsatake Education Center is in charge of school transportation. The bus dispatcher is Kay Gaspé (450) 479-8358 extension 225.

The bus driver holds the principle role in the school bus transportation system; and as such, he must have the cooperation of students, parents, and school personnel. He is responsible for the safety and security of all his passengers. Parents are reminded to encourage good behaviour on the bus. The school bus shall be considered an extension of school property at all times. All school rules and K.E.C. rules shall apply while students are being transported.

The K.E.C. has a carefully thought-out route which it follows daily. If you have questions concerning the route please call the bus dispatcher, not the school. **Unless absolutely necessary, please do not ask the bus driver to make daily changes in drop off or pick up for your child(ren).** Parents are responsible for their children once they are dropped off. Should there be no parent to meet the bus, the younger students will be returned to school and transportation will be the parent's responsibility.

When a student misses the bus, it is the parent's responsibility to arrange and provide transportation for the student to get to school.

Rules:

1. Always be at the bus stop 5 minutes prior to pick up.
2. Board the bus in single file and in an orderly fashion. Refrain from pushing or shoving when boarding or leaving the bus.
3. Remain seated, talk quietly. Loud noises and yelling distracts the driver and may cause an accident.
4. If there are seat belts on the school bus, students must wear them.
5. Do not eat or drink on the bus. Do not leave garbage on the bus. Swearing will not be tolerated.
6. Never put your hands, arms or head out of the windows.
7. Never throw anything in, out or at the bus anytime.
8. Wait for the bus to come to a complete stop before leaving your seat.
9. The driver is always in charge when riding the school bus. Always listen to his or her instructions. Remember that your driver is responsible for everyone's safety on the bus.
10. Know where the emergency exits are but never tamper with them.
11. Always have respect towards the bus driver, and all other students on the school bus.

Failure to follow these rules could result in a suspension of bus privileges for a period of time.

Travelling on the school bus is a PRIVILEGE not a RIGHT.

The complete "School Bus Policy" is available at the Kanehsatake Education Center

The following forms should be completed, signed and returned to school by Tuesday, September 6th, 2017.

You will be asked annually to complete these forms. It is important to return them as the registration forms and health info will be used to up-date our files in case of changes.

OUT-OF-DOORS ADVENTURE

The following is a request for your written permission allowing your child to participate in "mini" field trips outside of the school yard. Our curriculum emphasizes community involvement. Most trips involve taking the children to the baseball field, lacrosse field, cemetery... The teachers are encouraged to take the students out of the school as much as possible. By doing so, each lesson creates more of an impact. These trips could even take the children out as far as the post office, Metro, Oka Park and even the Blue Mountain. Rest assured, you will be informed prior for such trips.

"MINI" OUT-OF-DOOR ADVENTURE FIELD TRIP PERMISSION FORM

Valid for this school year 2017-2018

Name of Student: _____ Grade: _____

Permission is given herewith for my child's participation with the class in the "mini out-of-door" school field trips as proposed from this date to the end of the school year.

Signature of Parent or Guardian

Date

CONFIDENTIAL SCHOOL REGISTRATION & MEDICAL RECORD

You will be asked annually to update the information in your child's file

Student Name: _____

Address: (include P.O. box if you have one)

Parent E-mail Address: _____

All parents must provide a valid telephone number or emergency number. We must be able to reach you.

Home Telephone: _____

Cellular Phone: _____

Emergency Name & Number: _____

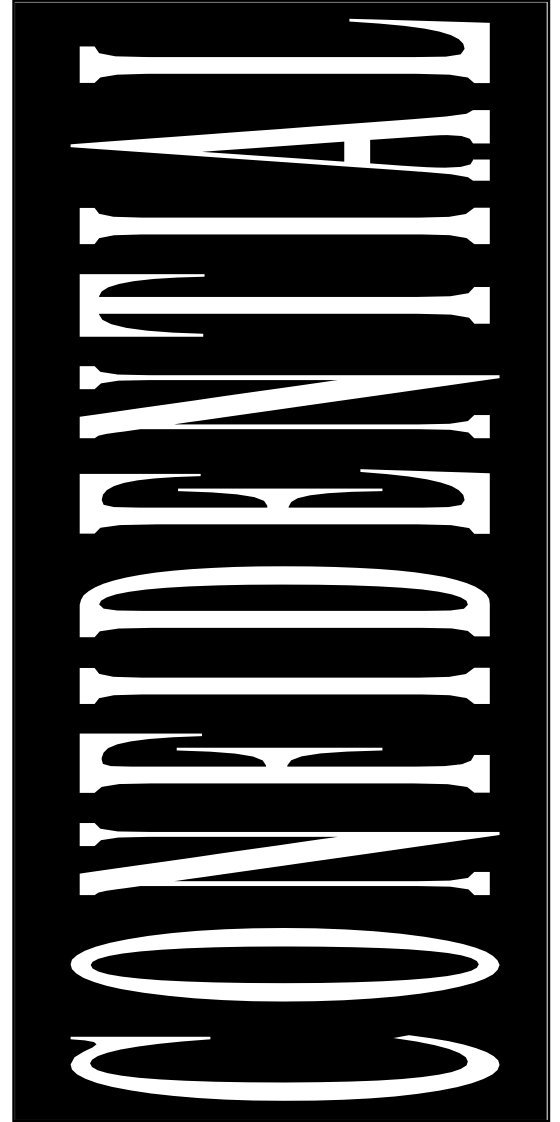
Mother's Work Phone Number: _____

Father's Work Phone Number: _____

Medicare Card No: _____

Expiration Date : _____

In the case of a school emergency evacuation and the children are sent home, we will make it our utmost priority to contact you prior to evacuation of the premises. As a precautionary measure in an extreme emergency, we are asking that you arrange an alternate place to go nearby for you child in case we are unable to contact you. Please indicate where your child is to go in the space below and remind them of this on a regular basis.



Emergency Person

Address

Phone Number

MEDICAL HISTORY

Name of Child: _____

- | | | |
|--|-----|----|
| 1. Asthma: Please state treatment _____ | Yes | No |
| 2. Allergies: Please be specific & state treatment if any _____ | Yes | No |
| 3. Neurological Problems: (Seizures, migraine headaches etc). | Yes | No |
| 4. Bone, muscle or joint problems: state type and if there are any limitations to physical activity. _____ | Yes | No |
| 5. Urinary Problem: Please state treatment if any _____ | Yes | No |
| 6. Hearing Problems/Vision Problems: Please be specific _____ | Yes | No |
| 7. Skin Problems: State type & treatment _____ | Yes | No |
| 8. Heart Problems: State type & treatment _____ | Yes | No |
| 9. Gastrointestinal problem: State type & treatment _____ | Yes | No |
| 10. Diabetes: State treatment _____ | Yes | No |
| 11. Does your child require any medication (regular or for an emergency)
State type _____ | Yes | No |

I authorize the school to offer my child screening services if available such as hearing, speech, vision and dental. I also give permission to the school to share this information with the health nurse at the Kanestate Health Center.

_____ Parent/Guardian Signature 2017-2018

ROTIWENNAKÉHTE



IONTERIHWAIENHSTÁHKHWA / SCHOOL

407 St-Michel, Kanehsatà:ke, PQ, J0N 1E0

Telephone: (450) 479-9969 x5 Fax: (450) 479-8707

Computer Technology Acknowledgement & Media Authorization and Consent Form

I, the undersigned, do hereby consent that Rotiwennakéhte School teachers have the permission to take photographs, videotape, or digital recordings of my child throughout the 2016-2017 school year and to use these in projects, notes sent home, media publications and for school website publications to promote the school and its programs.

I do hereby grant the Rotiwennakéhte School, all rights to exhibit this work in print and electronic form publicly. I understand that there will be no financial or other remuneration for recording my child, either for initial or subsequent transmission or playback. I understand that the names will not be used with the published photographs, recordings, pictures or projects.

I, the parent or guardian of the parent students, have read and understood the media form.

MEDIA CONSENT FORM

I, _____, the parent or guardian of _____ have read and understood the foregoing statement and give my consent to this agreement.

I, _____, the parent or guardian of _____ do not give my consent _____.

Signature _____ Date _____

