



**Kawenni:io-Gaweni:yo  
School**

**Student and Academic  
Policies, Procedures,  
And Regulations**

**September 2023**

**Kawenni:io-Gaweni:yo Private School  
Six Nations of the Grand River Territory  
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## **Our Philosophy and Vision of Kawenni:io/Gaweni:yo**

### **VISION**

To provide a culturally based education that promotes understanding and pride in being Rotinohsion:ni/Hodinohso:ni while preparing students to deal successfully with the complexities of contemporary society.

### **MANDATE**

The parents, grandparents, aunts and uncles, all have put their minds together in the hope of providing an education that encourages the children to pursue and achieve excellence in their personal goals in a culturally appropriate manner.

The Goals of Education have been articulated and form the base upon which all curricula are developed and delivered.

The school is governed by a volunteer Board of Directors, comprised of parents and community members. These members are accountable to the Six Nations of the Grand River Territory by accepting the duties and responsibilities as prescribed in the Board Policy.

### **BELIEF**

Our society depends on citizens who think effectively, read critically, discuss intelligently, evaluate ideas constructively and creatively, and choose to act wisely based on a commitment to ethical values. The complexities and global nature of today's world require that education work in partnership with the rest of society to promote excellence, mutual accountability, lifelong learning, and receptiveness to change. Everyone has inherent value and dignity, and every individual has the right to an education throughout life. The Kawenni:io/Gaweni:yo School (KGPS) prepares future generations of Onkwehon:we/Ongwehonwe to invent their future.



## **Goals of a Kawenni:io/Gaweni:yo School Education**

- i. To develop an understanding of self through the learning of Onkwehon:we Language and Culture.
- ii. To develop respect and appreciation for the gifts of the Creator and to acknowledge thankfulness through the Kanonhweratontshera/Ganohonyonk
- iii. To develop values of respect, trust, sharing, peace, brotherhood, harmony and justice.
- iv. To appreciate and use language as the means for communicating and understanding the ideas and feelings of others.
- v. To learn appreciate and use the English language as a necessary means of communication with people of neighboring communities.
- vi. To develop a mastery of mathematic skills to solve problems to deal with daily situations.
- vii. To develop technical skills necessary to meet the demands of today's technology.
- viii. To understand and appreciate the achievements of all peoples in the natural sciences and social sciences and the arts, and in the Onkwehon:we arts and sciences.
- ix. To develop and promote creativity through a variety of activities and experiences.
- x. To develop a cooperative attitude toward learning, working and living in a group and in a community.
- xi. To develop an ability to examine and evaluate constructively the opinions and situations of other peoples.
- xii. To nurture independent and responsible behavior.
- xiii. To promote self-sufficiency and self-determination through exposure to academic, recreational, and vocational studies.
- xiv. To develop a healthy respect for the views and opinions of other cultures.



## Kawenni:io/Gaweni:yo Guiding Principles

Implicit in the articulated goals for Kawenni:io/Gaweni:yo education are Onkwehonwe values of peace (Skennon/s'geno), respect (Tentewataterihwanonkhwake/Dedwadadrihwanohkwa:k), trust (Tkeia:taras/Gakeya'da:s), sharing (Tsha'tentewatste/Tsadedwahs), brotherhood (Kanonronhkwatshera enion:ni/Ganohkegyo:ni'), harmony (Tekarihwaaien:tas/degaiwhaedadre), and justice (Tkarihwaieri/Tgaehwayei). This Board Policy guides the proper and responsible delivery and operation of the Kawenni:io/Gaweni:yo School by the Principal and staff.

The Kawenni:io/Gaweni:yo Board expects compliance with Board Policy for the implementation of the School's Vision, mandate and goals. New policy developments or changes require the consistent application of the Kawenni:io/Gaweni:yo School's foundational principles.





## **1.0 Accountability for Student and Academic Achievement**

The mission of the Kawenni:io/ Gaweni:yo School is to “provide a culturally-based education that promotes understanding and pride in being Rotinonhsion:ni/Hodinohso:ni while preparing students to deal successfully with the complexities of contemporary society.”

1.0.1 Being accountable for and finding ways to improve student achievement is of paramount importance to Kawenni:io/Gawenni:yo School. Staff, students, parents, and the community share the responsibility for creating the conditions that allow students to succeed.

1.0.2 Effective learning requires environments that are safe, nurturing and stimulating. To help create a classroom learning environment that allows students to meet expectations, KGPS will commit to a continuous cycle of planning, implementing, evaluating and reporting. This on-going process reflects a strong commitment to accountability, quality programming and continuous improvement.

1.0.3 The following foundation statements outline KGPS principles regarding accountability for student achievement: a) High expectations for all learners.

b) Accountability at the KGPS. Includes the following practices:

- Assessment of student achievement
- Review of school effectiveness
- Assessment of programs and initiatives
- Communication regarding successes of our students to all stakeholders
- Engagement in system-wide self-examination and reflection
- Commitment to continuous improvement

c) The primary purpose of student assessment and evaluation is to improve learning.

d) Assessment has the greatest potential to improve learning when it is an integral part of all classroom activities and when it is used to identify students' strengths and weaknesses to outline the next steps for learning. It should never be an end unto itself, but rather, the means through which to inform teaching and learning.

e) Kawenni:io/Gaweni:yo School believes in a balanced approach to assessment. These assessments provide the necessary information to:

- Diagnose and track student progress and achievement.
- Report to students and parents/guardians about student progress and achievement



- Foster the development of students' ability to evaluate their own progress.
- Help guide decisions regarding grading, student placement and certification
- Provide information for teachers, schools and KGPS for planning.
- Implement and improve instruction, curriculum and educational programs for all students.
- Communicate information for accountability purposes.

#### 1.0.5 Objective

To establish guidelines and procedures for the implementation of KGPS Policy, regarding **Accountability for Student and Academic Achievement**.

#### 1.0.6 Definitions

**Assessment:** the collecting and analyzing of data and information about a learner's progress and achievement.

**Evaluation:** the application of judgement to the data collected and its analysis to place a "value" on the learner's achievement.

#### 1.0.7 Procedures:

a) The following foundation statements outline KGPS principles regarding accountability for student achievement:

- i) The Kawenni:io/Gaweni:yo School holds high expectations for all learners
- ii) Accountability at KGPS Includes the following practices:
  - Assessment of student achievement
  - Review of school effectiveness
  - Assessment of educational programs and initiatives
  - Communication regarding the successes of students to all stakeholders
  - Engagement in system-wide self-examination and reflection
  - Commitment to continuous improvement

b) The Kawenni:io/Gaweni:yo School believes in a balanced approach to assessment. These assessments provide the necessary information to:

- i) Diagnose and track student progress and achievement
- ii) Report to students and parents/guardians about student progress and achievement
- iii) Foster the development of student's ability to evaluate their own progress.



- iv) Help guide decisions regarding grading, student placement and certification.
- v) Provide information for teachers, schools and Kawenni:io/Gaweni:yo School for planning
- vi) Implement and improve instruction, curriculum and educational programs for all students
- vii) Communicate information for accountability
- c) Student assessment and evaluation are based on clear expectations for all learners and are consistent with those described in the Ontario Curriculum, KGPS and sound research regarding assessment and evaluation, learning and teaching practices.
- d) All educators require specific skills in assessment and evaluation, learning and teaching practices to support student achievement for all students, including those with learning disabilities. KGPS and its educators are jointly responsible for on-going professional training and dialogue to develop and refine these skills.
- e) Effective student assessment and evaluation methods are varied in approach, equitable and free of bias. These methods ensure that all students are given equal opportunities to demonstrate their skills and knowledge. To be valid, these methods must:
  - Measure what they are intended to measure.
  - Give an accurate description of what students can do.
  - Be consistent with curriculum expectations.
  - Attempt to accommodate the needs of special students.
  - Be appropriate for the compatible with the purpose and the context of the assessment.
  - Provide enough information to allow an accurate judgement of student achievement that is consistent and dependable over time.
- f) Administrative Procedure

**i) Information Sharing**

Information regarding expectations, assessment methods and results should be communicated to all stakeholders as promptly, clearly, and openly as possible. Assessment and evaluation information related to individual students will be shared with students and their parents but is otherwise kept confidential.

**ii) Effectiveness Reviews**

School effectiveness reviews will be conducted to provide a process for informed decision-making and school improvement planning at the local level with input from the community. Reviews of the effectiveness of programs and practices, designed to support





student achievement, will provide the basis for informed system planning and allocation.

**iii) Planning**

The processes of system-wide assessment, school reviews, school and system planning for improvement and reporting of data are to be designed and planned well in advance so that implementation can be coordinated at all levels for KGPS classrooms.



## 2. Attendance- Safe Arrival of Students

### Policy Compliance Statement

2.1 It is the policy of the KGPS that all schools shall develop appropriate procedures to monitor the attendance of students and their safe arrival at school.

- a) Parents/guardians have the responsibility to ensure their child's safe arrival at school. Schools shall support parents in these efforts by developing appropriate procedures to assist in monitoring the attendance of students and their safe arrival at school. The school will attempt, in accordance with the **Procedures**, to contact the parents/guardians whenever a student's absence is unexplained.
- b) Written procedures concerning the monitoring of student attendance shall be developed and implemented by the school Principal, staff, and parents. Procedures shall reflect the local needs and particular circumstances of the school and the community.
- c) Parents/guardians are responsible for informing the school on a timely basis if a student will be late for, or absent from, school at any time.
- d) Confidentiality shall be maintained by those individuals involved in any aspect of the attendance or the safe arrival procedures.
- e) The Principal is responsible for ensuring that the Safe Arrival Procedures are communicated to students and parents on an annual basis.

### 2.2 Objective

To establish procedures and guidelines for the implementation of the KGPS policy regarding; **Attendance- Safe Arrival of Students**.

### 2.3 Definitions

**May:** is used to express possibility, opportunity or optional.

**Shall:** is used to express obligation, necessity, a must.

**Should:** refers to highly recommended.

### 2.4 Procedures-Responsibilities

- a) Responsibilities of Parents/Guardians
  - i) Parents/guardians have the primary responsibility for ensuring their children's regular school attendance. Students should be absent only for reasons of illness, grant days, appointments, suspension, expulsion, and quarantines. Absence for any other reason must be approved by the Principal.



- ii) Parents/guardians shall:
  - Inform the school on a timely basis if their child is going to be late or absent. The communication for such absence shall follow the procedures established by the school.
  - Provide the school with complete and current information to enable the school to make the necessary follow-up contacts.

## **B) Responsibilities of The School**

- i) Principals are responsible for developing and implementing procedures for their schools to ensure that staff and parents/guardians are aware of expectations regarding regular attendance and the safe arrival of students.
- ii) Principals of K/G schools shall:
  - Identify those students for whom no prior notice of absence has been received.
  - Attempt, in accordance with the procedures, to contact parents/guardians.
  - Set clear expectations for parents/guardians for the safe arrival of students.
  - Communicate clearly and effectively, the school's safe arrival procedures to the members of the school community.
  - Review annually, and revise where appropriate, current safe arrival procedures.

## **3. Attendance - Student's Return from Absence**

### **Policy Compliance Statement**

- 3.1 The KGPS believes that regular attendance at school is of paramount importance to student learning and progress.
- 3.2 Students have a responsibility to attend punctually and regularly.
- 3.3 KGPS is committed to providing support and encouragement for each student to meet this responsibility.
- 3.4 The absence of any student from school must be explained as:
  - a) legitimate excuse as per this policy,
  - b) withdrawal of the right to attend, or
  - c) truancy.
- 3.5 Objective

To establish procedures for the implementation of KGPS policy Attendance **Student's Return from Absence.**



### 3.6 Procedures

- a) Teachers are expected to obtain the reason(s) for a student's absence when the student returns to school after an absence.
- b) The Teachers may require the reason to be given orally or in writing.
- c) Information regarding attendance and the reason(s) for absence should be included in the student/parent handbook and in newsletters throughout the year.
- d) A student's absence from school will be recorded as either a "legitimate excuse" or "truancy" depending on the Principal's evaluation of the reason given for the absence.
- e) "Legitimate excuses" may include:
  - failure of transportation arrangements due to inclement weather
  - inclement weather
  - sickness
  - medical or dental appointments
  - attendance at Longhouse ceremonies, for which students are given a Grant Day (G)
  - other unavoidable causes, as approved by the Principal.
- f) All absences are recorded as "A" or "G" in the Register of Attendance.
- g) If a student does not have a "legitimate excuse" for an absence, they will be truant. Where there is a pattern of attendance which causes concern, the teacher and/or Principal will arrange to meet with the student's parents.
- h) Students who arrive after 8:30 AM must go in at the office and get a "Late Slip" from the secretary before going to class.
- i) Students who arrive late on a regular basis may be required to make up the time during recess and /or noon hours.

## 4. Physical Education Classes

Physical education is a very important part of our school curriculum, and all students are expected to actively participate.

If for health reasons, a student cannot fully participate in certain activities, the classroom teacher and the principal should be notified. Send a signed note to the teacher stating the extent to which the student may or may not participate and the reasons. For more than one class missed, a doctor's note is required.

High school students are required to wear shorts or track pants, a t-shirt and a pair of non-marking, rubber-soled shoes for gym classes.

Elementary students will require only running shoes for gym classes. See your child's teacher for more details.



## **5. Special Education- School Team and Identification, Placement and Review (IPRC)**

Students who have behavioral, communicational, intellectual, physical, or multiple exceptionalities, may require special education programs and /or services to benefit fully from their school experience.

Special education programs and services primarily consist of instruction and assessments that are different from those provided to the general student population. These may take the form of accommodations (such as specific teaching strategies, preferential seating, and assistive technology) and/or an educational program that is modified from the age-appropriate grade level expectations in a particular course or subject, as outlined in the Ministry of Education's [curriculum policy documents](#).

These needs may be met through accommodations, and/or an educational program that is modified above or below the age-appropriate grade level expectations for a particular subject or course. Such students may be formally identified as exceptional pupils.

An [Individual Education Plan \(IEP\)](#) for every identified student must be developed. The school also has the discretion to develop an IEP for students who have not been formally identified as exceptional but who are receiving special education programs and/or special education services.

An IEP is a written plan describing the special education program and/or services required by a particular student, based on a thorough assessment of the student's strengths, and needs that affect the student's ability to learn and demonstrate learning.

A student's IEP must typically have a direct progress reporting link to the individual student's Progress/Report Card and are documented in the student's Ontario Student Record folder.

In some cases, a student's program will include, in part or in whole, expectations derived from an alternative program (such as social skills, communication, and behavior management) as described in an Individual Identification Plan (IEP).

If a parent believes their child will benefit from special education programs and /or services as described in an IEP and the school board does not agree, the parent has the right to request that an IPRC meet to determine if their child is an exceptional student. All exceptional students must have an IEP.

### **5.1 Procedures - School Team**

A school team is developed to discuss student learning issues and concerns. The school team is an important resource for the staff and parents. Membership is made up of the Principal, Learning Resource Teacher, Teacher Assistant, the Classroom teacher, and you



the parent. Community support agencies may also be consulted such as the School Nurse, Speech and Language Pathologist, Social Development Counsellor, or other support agencies.

Students are usually referred to the team by a teacher; however, parents may also request that a child's progress be discussed by the team by contacting the child's teacher or Principal. The team may recommend; further testing, a medical examination, minor program changes, changes in seating or room arrangements, resource materials, individual assistance or may seek assistance of the IPRC for a more formal process for identification of exceptionalities.

## **5.2 Identification, Placement and Review (IPRC)**

An IPRC process may evolve from the school team for students to be identified more formally as exceptional.

Exceptional pupils are identified as such by an Identification, Placement, and Review Committee (IPRC). Upon receiving a written request from a student's parent(s)/guardian(s), the principal of the school must refer the student to an IPRC. The IPRC will decide whether the student is an exceptional pupil and, if so, what type of educational placement is appropriate. The principal may also, on written notice to the parent(s)/guardian(s), refer the student to an IPRC. The parent(s)/guardian(s), as well as a student who is sixteen years of age or older, have the right to attend the IPRC meeting and may request that the IPRC discuss potential programs that would meet the student's needs. On the basis of these discussions, the IPRC can recommend the special education programs and/or services that it considers to be appropriate for the student.

The regulation governing the identification and placement of exceptional pupils directs the IPRC to consider the integration of exceptional pupils into regular classes. Before considering the option of placing a student in a special education class, the committee must first consider whether placement in a regular class, with appropriate special education programs and services, would meet the student's needs and be consistent with the parent's preferences. Where placement in a special education class is deemed most appropriate, the IPRC must provide written reasons for its decision.

For students whose needs cannot be met entirely in the regular classroom, a range of placement options is available. These options include:

- *A regular class with indirect support* where the student is placed in a regular class for the entire day, and the teacher receives specialized consultative services.
- *A regular class with resource assistance* where the student is placed in a regular class for most or all the day and receives specialized instruction, individually or in



a small group, within the regular classroom from a qualified special education teacher.

- *A regular class with withdrawal assistance* where the student is placed in a regular class and receives instruction outside the classroom, for less than 50 per cent of the school day, from a qualified special education teacher.
- *A special education class with partial integration* where the student is placed by the IPRC in a special education class in which the student-teacher ratio conforms to [Regulation 298](#), **section 31**, for at least 50 per cent of the school day, but is integrated with a regular class for at least one instructional period daily.
- *A full-time special education class* where the student-teacher ratio conforms to [Regulation 298](#), **section 31**, for the entire school day.

The IPRC may also consider referring the student to a provincial committee for consideration of eligibility for admission to one of the Provincial Schools for blind, deaf or deaf-blind students, or to one of the Provincial Demonstration Schools for students with severe learning disabilities/Six Nations Schools.

Kawenni:io/Gaweni:yo School is a language Immersion school where the primary language of instruction is Mohawk or Cayuga therefore the programming that is available to exceptional students may be limited. When a student's needs cannot be met in the KGPS, a referral will be made to have the students attend a school which will have the services available to accommodate their exceptional needs.

## **6. Admission Eligibility Regulations**

- 6.1 It is the policy of the Kawenni:io/Gaweni:yo School to establish guidelines outlining admission eligibility requirements for new students registering in Kawenni:io/Gaweni:yo. The school has the right to make the final decision for all students who are admitted to the school.
- 6.2 A student has the right to attend Kawenni:io/Gaweni:yo if he or she qualifies in each of the following categories: age, guardianship, residency and immunization and suitability criteria are met.
- 6.3 Eligible students have the right to be registered in Kawenni:io at any point during the school year for grades Kindergarten to grade two. Students in grade three and up must have an interview with the Teacher and Principal and have had previous language learning experience and be able to communicate with the teachers and students in the language.



#### 6.4 Objective

To provide guidelines for the admission of a new student into a KGPS.

#### 6.5 Definitions

- ***Adoption Order:*** means an order made under the Child and Family Services Act. In some cases, an interim order is given when an application is made for adoption in the child's best interests for a specified period not exceeding one year.
- ***Baptismal Record:*** is given by a place of worship of faith groups to denote that the person has been baptized into that faith. The Baptismal Record specifies the date of birth.
- ***Birth Certificate:*** is a legal document which provides information regarding the date and place of birth.
- ***Court Order for Custody Purposes:*** means an order under the Divorce Act. It is issued by the court (trial division or branch of the Superior Court of Ontario) and specifies the custody and access arrangements to any or all children of a marriage.
- ***In Six Nations of the Grand River*** guardianship agreements may be in place of court orders in appropriate circumstances.
- ***Guardian:*** means a person who has lawful custody of a child, other than the parent of the child. For a person to have lawful custody of a child as a guardian, that person is required to obtain a court order from the Family Court, or the Ontario Court (Provincial Division), or the Ontario Supreme Court of Justice. Every child not residing with a parent is required to demonstrate proof of legal guardianship for school administration purposes.
- ***Native Status Card:*** is a legal document which provides information regarding the date of birth, Band and ten-digit Band number.

#### 6.6 Procedures

##### a.) Age Requirements

i.) Children may register for Junior Kindergarten in August of the calendar year in which they turn four years of age. Their birthday must be before Dec. 31<sup>st</sup>. ii.) Acceptable documents establishing proof of age are:

- Birth Certificate
- Native Status Card
- Health Card





b.) Guardianship requirements

- i.) The requirement for legal guardianship is necessary to ensure that important school decisions affecting the academic, social, psychological, and physical wellbeing of a student are looked after by a care giver who is recognized by law.
- ii.) Proof of legal guardianship obtained from an Ontario Court must be shown when a child is not living with the parent.
- iii.) Occasionally, at the time of school registration, a student may be residing with an adult who is neither his/her parent nor legal guardian, because of family disruption. The Principal has the discretion to allow such a student to register in the school while legal guardianship arrangements are being made, and to monitor the progress of those arrangements until completion. The Principal may refer exceptional cases to the Director of Education for a final decision.
- iv.) Where a child has a legal guardian, the address of the legal guardian will be considered the principal address used for school admission purposes.

c.) Immunization

- i.) The Kawenni:io/Gaweni:yo School compiles with the enforcement of the School Immunization Program, as mandated under the First Nations & Inuit Health Branch of Health Canada.
- ii.) The School Immunization Program is designed to protect the health of students by ensuring proper immunization status prior to registration and during their attendance at schools in the Six Nations community.
- iii.) All children attending schools in the Six Nations community will be immunized as per the Immunization of School Pupil's Act following the current Provincial Immunization Schedules, as per Band Council Resolution, April 1, 1997.
- iv.) If a parent does not get their child immunized, then they may choose to sign a waiver stating Kawenni:io is not responsible for any illness to their child.

- d.) Copies of all relevant registration documents presented to the school to show proof of age, guardianship, residency, immunization status, and custody, must be maintained by the school and placed in the Ontario Student Record (OSR).



- e) **High School** students need 110 hours of instructional time for each subject per semester. A student is permitted to transfer from another school up to 15 days from the beginning of each semester. After 15 days it will be difficult for a teacher and student to cover the curriculum in their subjects. KG School's final date for accepting transfers is 15 days after the beginning of each semester. Additionally, any current students registered for courses can not switch after 15 days into courses. Kawenni:io/ Gawenni:yo Secondary School follows the Provincial Secondary School guidelines.

## **7. Code Of Conduct Policy**

- 7.1 Policy Compliance Statement:** The Kawenni:io/Gaweni:yo School supports the establishment of policies and guidelines with respect to the conduct of persons in the school.

### **Codes of Conduct will:**

- a) include standards of behavior that are appropriate for individual schools and the Six Nations Rotinohshon:ni community, including the promotion of responsibility, respect, civility, fairness, and academic excellence.
- b) establish standards of behavior for all members of the school community, including students, staff, visitors, and volunteers.
- c) indicate where and/or when these standards will apply; and
- d) be communicated to staff, students, parents, visitors, and volunteers at the beginning of every school year and throughout the year via parent meetings, class discussions, newsletters, parents' handbook, student agenda, and the curriculum.
- f) include procedure and timelines for review and ensure that reviews are conducted every three (3) years; and be aligned with the requirements in KGPS policy documents, the *Safe School Act 2000* and the *Ontario Ministry of Education*.

## **7.2 Purposes of Codes of Conduct:**

- a) to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- b) to promote responsible citizenship by encouraging appropriate participation in the activities of the school and where appropriate, the Six Nations community.
- c) to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- d) to encourage the use of non-violent means to resolve conflict.
- e) to promote the safety of people in Kawenni:io/Gaweni:yo and



- f) to prevent the use of alcohol and illegal drugs.

### 7.3 Application of School Codes of Conduct

Codes of Conduct apply to all members of the school community, including students, parents and guardians, staff, volunteers and visitors.

Codes of Conduct apply:

- a) on school premises.
- b) on excursions, including field trips and sporting events that are part of the school program.
- c) while travelling on a school bus that is owned or contacted by Kawenni:io/Gaweni:yo
- d) off school premises where the conduct has an impact on the safety, security or physical and mental well-being of students and other members of the school community.

### 7.4 Objective

To establish system-wide procedures and guidelines for developing school Codes of Conduct which set out standards of behavior for all members of the school community, including students, staff, visitors and volunteers.

### 7.5 Definitions

- **Rationale:** a statement of why a code is needed and the principles that underlie the code.
- **Rights and Responsibilities:** a range of expected behavior, such as respect for others and care for the school environment.
- **Routines:** day-to-day procedures that are required to provide a sense of order and security.
- **Rules:** parameters to ensure the safety and welfare of members of the school community.
- **Responses:** a range of acceptable consequences to violations of the Code of Conduct.
- **Recognition:** how positive behavior is identified and celebrated in the school and community.
- See KGBD policy, **Education** for additional definitions.

### 7.6 Procedures



- a) Developing a Code of Conduct
- 1) The school will develop a Code of Conduct which is reflective of Rotinonhshon:ni values and community expectations.
  - 2) The process of developing and/or reviewing the Code of Conduct will include representation from all stakeholders.
- b) Communicating the Code of Conduct
1. The Code of Conduct must be prominently displayed in the school, effectively communicated to all, and understood by all members of the school community. Schools should consider displaying their Code of Conduct in a variety of formats and locations, such as the parents' handbook, student agenda/planner, poster format and newsletters.
  2. The Code of Conduct should be explained and reviewed by the school community on an annual basis and to all new students upon entry into the school.
  3. Students and parents/guardians should be encouraged to participate in discussions of activities involving the Code of Conduct, during assemblies, Open House nights, Home & School meetings and classroom lessons.
  4. To ensure that the school Code of Conduct is widely read, schools should consider having parents and students acknowledge their support in some tangible way, e.g., parent and student signature acknowledging that they have read and understood the Code of Conduct.
- c) **Roles and Responsibilities**
- KGPS recognizes that all members of the school community, including students, staff, parents/guardians, and visitors have an obligation to comply with the standards of behavior in school Codes of Conduct.
- a. Kawenni:io/Gaweni:yo School shall:
- provide directions to the school that ensures accountability of Codes of Conduct, e.g., development, communication and review.
  - develop policies and procedures that establish how schools will implement the Code of Conduct.
  - ensure an effective intervention strategy and response to all infractions; and



- provide opportunities for staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence and safe school environments.

b. The Principal shall:

- seek input from all stakeholders in the development or refinement of the school Code of Conduct.
- establish a process that clearly communicates the school Code of Conduct to all parents/guardians, students and staff in a manner that ensures commitment and support.
- ensure that the school Code of Conduct is distributed and explained to students at least once per school year, including students admitted during the school year.
- demonstrate care and commitment to academic excellence and a safe learning and teaching environment.
- enforce the school Code of Conduct by maintaining proper order and discipline within the school.

c. The Teachers and School Staff shall:

- help students work to their full potential and develop self-worth.
- communicate regularly and meaningfully with parents/guardians.
- maintain consistent standards of behavior for all students.
- demonstrate respect for all students, staff and parents; and
- prepare students for the full responsibility of citizenship within the Six Nations community.

d. Students shall:

- come to school prepared, on time and ready to learn.
- show respect for themselves, for others and for those in authority.
- refrain from bringing anything to school that may compromise the safety of others.
- understand and follow the established rules, policies and Code of Conduct by taking responsibility for his or her own actions.
- exercise self-discipline.
- accept such discipline as would be exercised by a kind, firm and judicious parent.



- be courteous to other students, teachers and visitors to the school; and
  - show respect for school property.
- e. Parents and Guardians shall:
- support the efforts of school staff in maintaining a safe and respectful learning environment for all students.
  - show an active interest in their child's schoolwork and progress.
  - communicate regularly with the school.
  - ensure that their child is appropriately dressed for school and is provided with a healthy lunch.
  - become familiar with the school's Code of Conduct.
  - encourage and assist their child in following the rules of behavior; and
  - assist school staff in dealing with disciplinary issues.

f. Police and Community Members

Police and community members are essential partners in making the Kawenni:io/Gaweni:yo school a safer place to learn and work. Community members are expected to support and respect the rules in place at Kawenni:io/Gaweni:yo. Police will investigate and respond to incidents and may provide a Student Safety Teaching Program in the school in accordance with KGPS policy, **Education: Police-School Protocol**.

d) **Standards of Behaviour**

- a. Standards of behavior must promote "A Good Mind" this includes:
- respecting self, others and property, and demonstrating care, honesty, integrity, civility and responsible citizenship:
  - respecting the rights of others.
  - respecting differences in people, their ideas, opinions and the way they learn.
  - treating each other with fairness and dignity especially when there is a disagreement.
- b. To ensure "Physical Safety", all school members must:
- not be in possession of any weapon, including but not limited to firearms.
  - not use any object to threaten or intimidate another person; and/or



- not cause injury to any person with an object.

c. Alcohol and Drugs

- all school members must not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

d. Physical Aggression

- All school members must not inflict or encourage others to inflict bodily harm on another person.
- all school members will seek staff assistance, if necessary to resolve conflict peacefully.

e) Consequences

The Code of Conduct shall set out consequences that are consistent with KGPS **Education** policy.

When rules are broken, Principals may select the most appropriate sanction from a range of consequences that include verbal reprimands and warnings, detentions, in-school withdrawals, counseling, restitution, suspensions and recommendations for expulsions.

## 7.7 Physical Intervention and Restraint

### Policy Compliance

It is the policy of the Kawenni:io/Gaweni:yo School to educate students in the least restrictive environment possible. Physical contact between staff and students is discouraged.

7.7.1 Kawenni:io/Gaweni:yo School acknowledges that there may be occasions when physical restraint is required for student safety, staff safety or to prevent significant property damage.

7.7.2 Physical interventions and restraints are to be carried out in compliance with the approved procedures.

7.7.3 The Principal, parents/guardians, students and staff of guidelines and reporting procedures for the implementation of Kawenni:io/Gaweni:yo School policy - **PHYSICAL INTERVENTION AND RESTRAINT.**

7.7.4 Definitions



**Physical restraint:** refers to a procedure used when there is a realistic concern that a student may suffer personal injury, injure others, and/or cause significant property damage.

#### 7.7.5 Procedures

- a) Kawenni:io/Gaweni:yo School recognizes that some students display a level of inappropriate behavior which is not always controllable and/or cannot be altered by the use of non-intrusive procedures.
- b) Staff are expected to use early intervention strategies whenever possible in order to prevent a situation from escalating to where physical restraint would be required.
  - i) Early intervention includes the recognition of a student's early symptoms of anxiety or agitation.
  - ii) During this phase, a supportive and empathetic approach by staff may defuse or de-escalate the situation. The student should be given the opportunity to sit in a quiet area under the supervision of a staff member.
- b) Students whose behavior escalates beyond the anxiety or agitated level may display defensive behavior or loss of rational control.
  - i) During this phase, staff should maintain a controlled professional manner while setting behavioral limits that are clear, concise and enforceable. The student must be given time to respond.
  - ii) This approach may reduce the likelihood that a student will demonstrate aggressive and assaultive behavior which may require physical restraint.
- d) The use of physical intervention techniques may be required on some occasions as a short-term solution to prevent danger to people or property. Such occasions may include when:
  - staff are required to intercede in a physical dispute between students.
  - A student requires assistance in following directions from staff to move from one location to another if there is a danger to the student or to others.
  - A student requires assistance in following directions from staff to release an object in his/her possession that may cause harm to him/herself or to others.





- staff are required to prevent personal injury to him/herself, other staff or students when a student is being physically aggressive:
- staff are required to prevent personal injury when a student is harming him/herself.

e) **Guidelines for Physical Restraint**

- i) Kawenni:io/Gaweni:yo School staff will use “Non-Violent Crisis Intervention (NVCi) and “Prevention and Management of Aggressive Behavior” (PMAB) as the primary means of behavior management, incorporating the following:
  - preventative techniques
  - calming techniques
  - defusing procedures
  - removal of the student from the situation or removal of other students from the situation (moving on their own)
  - blocking/release techniques
  - physical intervention
- ii) Physical restraint is a safety procedure employed to protect staff and students. To ensure that these techniques are used in a visibly constructive manner, the staff members need to maintain personal self-control and composure throughout the application.
- iii) Physical restraint must be used with caution in accordance with NVCi and PMAB techniques. In no circumstances should students be shaken, pulled, or struck punitively. When applying restraint, the amount of force used by the staff member must be reasonable in the circumstance.
- iv) other students must not be involved in the application of physical restraint and should be removed from the situation.
- v) Throughout the restraint, staff should reassure the student that restraint is being used for reasons of safety until the student gains self-control. Once the student has regained self-control, he/she should be reassured again as to why restraint was used.
- vi) The school Principal may need to consider appropriate follow-up such as counseling, parental contact, and disciplinary action regarding the student.



## **f) Reporting Procedures**

When physical restraint has been employed, the following procedure will be followed:

- i) The parents/guardians of the student must be notified that the restraint has been employed. Notification may be in person, by phone, or the daily communication log.

## **8. Student Duties and Responsibilities**

Discipline is learned in the home, the school and in the community. It is a developmental process that should result in self-discipline and nature responses in society. It is expected that students KGPS will always behave in a respectful and mannerly way. This includes respect for the feelings and rights of others.

Basic to this policy is the premise that every student has the right to an education without disruption and a corresponding responsibility not to disrupt or interfere with either teaching or learning.

Students are expected to learn and abide by rules and regulations adopted for the benefit of all. Teachers, support staff and bus drivers (in working with the school) are focusing on encouraging appropriate behavior in class, in the school building, on field trips, on the playground and on the bus. We are attempting to be fair, firm, and consistent in the application of our policies. For further explanation of our behavior policies, please read the school Code of Conduct and the Six Nations Education Policy.

Our goal is to make Kawenni:io/Gaweni:yo School a place where each child is happy and feels comfortable, safe and secure. We need the support of each child, parent and/or guardian to make this happen.

### **Progressive Discipline and Safe Inclusive Approach**

- The goal of the policy is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach their full potential.
- All inappropriate student behavior, including bullying, must be addressed.
- responses to behaviors that are contrary to the board's code of conduct must be developmentally appropriate.
- progressive discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that build skills for healthy relationships and promote positive behaviors.



- the range of interventions, supports, and consequences used by the board and all schools must be clear and developmentally appropriate, and must include learning opportunities for students to reinforce positive behaviors and help students make good choices.

## 9. Suspension Of Students

### Policy Compliance Statement

**9.1** It is the policy of the Kawenni:io/Gaweni:yo School to deal with the suspension of students with a “good mind” and in the best interest of the individual student and others working and learning in the school complies with the KGPS **Suspension of Students Policy** aligned with The Education Act, which governs the suspension of students.

**9.2** It is the mission of the Kawenni:io/Gaweni:yo School to provide “learning environments that are safe, nurturing, positive and respectful”. Our schools are peaceful and welcoming places in/ which to learn, work and play. All members of the school community are to be treated with respect and dignity.

### **9.3** Suspension

- a) A principal shall consider whether to suspend a pupil, subject to the mitigating and other factors below, if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:
  1. Uttering a threat to inflict serious bodily harm on another person.
  2. Possessing alcohol, illegal drugs or, unless the pupil is a medical cannabis user, cannabis.
  3. Being under the influence of alcohol or, unless the pupil is a medical cannabis user, cannabis.
  4. Swearing at a teacher or at another person in a position of authority.
  5. Committing an act of vandalism that causes extensive damage to school property at the pupil’s school or to property located on the premises of the pupil’s school.
  6. Bullying.



7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board, including.

1. **Fighting:** This is an extremely dangerous and serious offence which may result in suspension.
2. **Profane and Vulgar Language:** This type of language is not permitted at any time in classrooms, school, on the playground, buses or at any school sponsored functions.
3. **Intimidation, Threats and Harassment:** It is expected that each student will treat others with respect and sensitivity for their feelings and positions. No student should resort to tactics of threats and name-calling to attempt to resolve conflicts. Retaliation is not a solution. There are socially acceptable ways of resolving conflicts that are much more effective. This should be reported to the classroom teacher to be dealt with immediately.
4. **Pushing, hitting, rough play:** We have a "hands off" policy. Students who persist in this type of behavior may have privileges removed.
5. **Smoking, Alcohol, Illegal Drugs:** Students will not partake of any tobacco, alcohol, or illegal drugs while on school property, buses, or school trips. We want our students to develop healthy self-esteem and a healthy lifestyle. The use of tobacco, alcohol and illegal drugs is dangerous. The law forbids children to use these items for their own protection. Parents and the proper authorities will be immediately notified to investigate the incident. For further information, please see Six Nations Drug Education Policy.

b) Mitigating and Other Factors

When considering the possible suspension or expulsion of a student, the following mitigating factors must be considered:

1. The student does not have the ability to control his/her behavior; or
2. The student does not have the ability to understand the foreseeable consequences of his/her behavior; or
3. The student's continuing presence in the school does not create an unacceptable risk to the safety of any person.

**Other Factors**

For the purposes of these disciplinary procedures, the following other factors shall be considered if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

1. The pupil's history.
2. Whether a progressive discipline approach has been used with the pupil.



3. Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
4. How the suspension or expulsion would affect the pupil's ongoing education.
5. The age of the pupil.
6. In the case of a pupil for whom an individual education plan has been developed,
  - i. whether the behavior was a manifestation of a disability identified in the pupil's individual education plan,
  - ii. whether appropriate individualized accommodation has been provided, and
  - iii. whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behavior or conduct.

c) Duration of Suspensions

1. The minimum duration of a suspension is one school day, and the maximum is twenty school days.
2. When determining the length of suspension, a Principal shall consider:
  - the student's history.
  - progressive discipline.
  - Other matters that the Principal considers appropriate.

- d) Notice The Principal is responsible for the prompt notification, in writing, of the suspension to the parent/guardian and the teacher.

f) Appeal of a Suspension

Notice of Appeal: Where a student has been suspended, the parent/guardian of the student may appeal to the Principal. The appeal must be made in writing and delivered to the Principal within ten (10) school days of the commencement of the suspension. The Suspension appeal is heard by the discipline committee within 15 school days unless agreed in writing to a later date.

### **Suspension pending possible Expulsion**



A student must be suspended and investigated to determine whether to recommend an expulsion where the Principal believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol or cannabis to a minor.

7.1 Bullying, if,

- i. the pupil has previously been suspended for engaging in bullying, and
- ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.

7.2 Any activity listed in subsection 306 (1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, investigate to determine whether to recommend to the board that the pupil be expelled.

### **Mitigating Factors and Other Factors**

The *Education Act* requires the principal to consider mitigating and other factors in determining the length of the suspension pending possible expulsion recommendation and in determining whether to recommend an expulsion from the school.

The Discipline Committee must consider the mitigating and other factors when deciding whether to expel the student, and alternatively, if no expulsion is imposed, when deciding upon the appeal of the underlying suspension.

### **If no expulsion recommended**



If, on concluding the investigation, the principal decides not to recommend to KGS that the pupil be expelled, the principal shall,

- (a) confirm the suspension and the duration of the suspension.
- (b) confirm the suspension but short its duration, even if the suspension has already been served, and amend the record of the suspension; accordingly, or
- (c) withdraw the suspension and expunge the record of the suspension, even if the suspension has already been served.

## **Principal Investigation**

In deciding whether to recommend an expulsion, the principal must complete an investigation, which is consistent with the expectations for principal's investigations.

## **Discipline Committee**

KGS authorizes the creation of a Discipline Committee of three (3) Board Members to decide appeals of principal suspensions and to hear principal recommendations for expulsion. For these purposes, the Discipline Committee will conduct the suspension appeals and expulsion hearings in accordance with their procedures.

The Discipline Committee shall have the powers as set out in the *Education Act* and shall conduct meetings and hearings fairly in accordance with procedures.

## **10. Computer Security Practices for Students**

### **10.1 Policy Compliance Statement: Informed Code of Conduct**

- a) The Principal or their delegate is required to provide a Code of Conduct information that communicates to all members of the school, the types of behavior expected of them. The Code of Conduct should include expectations with respect to computer use. Responsible use of computer resources helps ensure that they are used for educational benefit and that no harm or damage occurs to others, to data and to equipment because of misuse.
- b) The use of the KGS's computers, network, and licensed software as well as access to the Internet using KGS's equipment must be in support of education and consistent with the educational objectives of the KGS. Schools should inform parents that the Internet will be used by their child for educational purposes. See Appendix A, Sample Letter for the School Code of Conduct.



- c) Students must use appropriate and respectful language.
- d) Students must follow personal safety measures including, but not limited to, the following:
  - i) Reporting any suspicious communication with others; ii) Never divulging any personally identifying information over the internet.
  - iii) Never agreeing to meet with strangers with whom they have communicated on the Internet.
  - iv) Inappropriate use of the computer resources will result in consequences.

## **10.2 Computer and Telecommunications Procedures**

To establish expectations with respect to computer and information resources, security procedures, and the role and responsibilities of everyone in maintaining a secure computing environment.

Since students and staff have access to computer and Internet resources as part of their teaching/work experience, they each have a role in maintaining a secure computing environment. Principals are responsible for communicating expectations and ensuring compliance with safe computing practices.

## **11. Health And Safety of Students**

### **Policy Compliance Statement**

It is the policy of Kawenni:io/Gaweni:yo School to comply with the enforcement of the School Immunization Program, as mandated under the First Nations & Inuit Health Canada.

- 11.1 The School Immunization Program is designed to protect the health of students by ensuring proper immunization status prior to registration and during their attendance at schools in the Six Nations community.
- 11.2 All children attending schools at Kawenni:io/Gaweni:yo community will be immunized as per the Immunization of School Pupil's Act following the current Provincial Immunization schedules, as per Band Council Resolution, April 1, 1997.
- 11.3 The enforcement of the School Immunization Program is a joint effort between: Ohsweken Public Health Office, First Nations & Inuit Health Branch, Health Canada:





Six Nations Band Elected Council; and Kawenni:io/Gaweni:yo School

- 11.4 The School Immunization Program consists of four main components:  
Collection of Immunization History; Assessment  
of Immunization Status.  
Immunization of Schools Pupils Act 2016 (found on shared common under Health  
and Safety).

Reference: Ohsweken Public Health  
1679 Chiefswood Road,  
Ohsweken, ON  
Telephone: 519-445-2672

## 11.5 Immunization Procedure

The following are guidelines and procedures for the implementation of  
**Immunization of Students** working co-operatively with the Ohsweken Public  
Health Office in a joint effort to protect the health and safety of students entering  
and attending Kawenni:io/Gaweni:yo school

- a) All students registered and attending schools in the Six Nations community  
must have the required immunizations completed and on file by December  
31<sup>st</sup> of each school year.
- b) Responsibilities Of Ohsweken Public Health

Enforcement of the Immunization Program:

1. Parents/Guardians will be issued two (2) reminder notices (October  
& November) by the Public Health Office to have their child's  
immunization updated and to provide these dates to the same office.
2. Principals at each school will be given a list of students who require  
immunization updates by October 1<sup>st</sup> of each school year.
3. Principals at each school will be given a list of students who continue  
to be outstanding with immunization updates by December 1<sup>st</sup> of  
each year.
4. Parents/guardians who refuse to have their child immunized must  
produce an original copy of an Affidavit of Statement of Conscience  
of Medical Exemption Form signed by a medical doctor. A copy of  
this original document will be kept on the student's medical record  
at the Public Health Office and in the Ontario Student Record file at  
the school.



c) School Principal or Designate

- 1) Forward updated class lists to the Ohsweken Public Health Office by the middle of September of each school year.
- 2) Forward immunization records of new students to the Six Nations school system, to the Ohsweken Public Health Office at the end of each month (if applicable).
- 3) Forward copies of Affidavits and/or Medical Exemption forms to the Ohsweken Public Health Office.
- 4) Be aware of students who are not immunized or not up to date with immunizations. Should a communicable disease (e.g., pertussis) outbreak occur in the school, these students should remain at home until the outbreak is over.

d) Responsibilities Of Community Health Nurses Assessment of Immunization Status:

- 1) Review immunization records of newly registered students.
- 2) Review Immunization records of all students registered in Kawenni:io/Gawenni:yo schools on an annual basis.
- 3) Identify new students to the Kawenni:io/Gawenni:yo school system and initiate new file.
- 4) Request immunization dates from parents/guardians on all students who lack the required immunization.
- 5) Update charts of when immunization dates are received.
- 6) Set up appointments for children to have immunization updated.
- 7) Update charts when immunizations are completed.

## 11.6 Anaphylaxis Regulation

The Kawenni:io/Gawenni:yo School makes reasonable efforts to restrict the presence of known life threatening allergens in its' schools and work sites when lives may be threatened by those allergens. **KGPS** works with parents/guardians to develop appropriate response strategies and to provide appropriate staff in-service and community awareness, regarding the dangers posed by allergens within school facilities and during school-related activities.

### 11.6.1 Sources of Information

Allergy Asthma Information Association

AAIA (National Office)



30 Eglinton Avenue West, Suite 750,  
Mississauga, Ontario. L5R 3E7  
Telephone: 905-712-2242 [www.aaia.ca](http://www.aaia.ca)

Anaphylaxis Project AAIA Ontario: 416-785-4684

Food Allergy Network  
4744 Holly Avenue,  
Fairfax, VA. USA 22030-5647 Telephone:  
703-691-3179  
[www.foodallergy.org](http://www.foodallergy.org)

Canadian Medic-Alert Foundation  
250 Ferrand Drive, Suite 301,  
Don Mills, Ontario. MC3 2T9  
416-696-0267

## 11.6.2 Definitions

**Anaphylaxis:** is a severe allergic reaction that can be fatal. One in fifty Canadians suffers from extreme life-threatening allergies to certain foods, medications, or insect stings, or non-food materials such as latex, or to vigorous exercise. For them, exposure to even a minute amount of the substance to which they are allergic can trigger an anaphylactic reaction. Although peanuts and peanut products are the most common foods to cause this anaphylaxis, shellfish, fish eggs, sulphate, milk, sesame seeds or any other food can cause this dangerous condition. In recent years, anaphylaxis has increased dramatically amongst children and adolescents.

**Anaphylactic reactions:** occur when the body's sensitized immune system overreacts in response to the presence of a particular allergen. Anaphylaxis affects multiple body systems, including skin, upper and lower respiratory, gastrointestinal, and cardiovascular. Symptoms may include any of the following:

- itchy eyes, nose, face
- flushing of face and body
- swelling of eyes, face, lips, tongue and throat
- hives
- vomiting
- diarrhea
- wheezing
- a feeling of foreboding, fear, and apprehension



- weakness and dizziness
- inability to breathe.
- loss of consciousness
- coma

### 11.6.3 Procedures

- The recommended emergency treatment for a student suffering an anaphylactic reaction is the administration of epinephrine (adrenaline) by an auto-injector (i.e., Epi-Pen or by an Ana kit).
- The person affected must be rushed to the hospital to receive further medical attention, even if the symptoms decrease with the administration of epinephrine or by an Ana kit.
- The greatest risk of exposure is in a new situation, or when normal daily routines are interrupted, such as birthday parties, camping or school trips. Young students are at greatest risk of accidental exposure, but many allergists believe that more deaths occur among teenagers due to their increased independence, peer pressure, and reluctance to carry medication.
- There is a need to ensure the safety of students who suffer from extreme allergies and empower school administrators to respond to their needs consistently, but at the same time recognize individual differences from case to case.
- Epinephrine**

The emergency response to this condition is the administration of epinephrine, usually with an Epi-Pen auto-injector. The epinephrine can be easily and safely administered with this device by non-medical personnel with minimal training. An Epi-Pen can be safely transported and is easy to administer. A single injection of the auto-injector may not be sufficient to stop an anaphylactic reaction but will normally give the sufferer 10 to 20 minutes of relief while being transported to an emergency room. It is recommended that students/staff with severe allergies have always at least two auto-injectors available to them. Ana kits can also be used for an anaphylactic reaction. While they provide the same medicine, epinephrine (adrenaline), they are not auto-injectors, and require an actual injection using a prepared syringe.
- Foods Which are Sources of Anaphylactic Reaction**

Any food can trigger an anaphylactic reaction. Cross-contamination of foods is also a concern.



- peanuts/peanut butter/ peanut oil.
- ‘tree’ nits: hazelnuts, walnuts, pecans, almonds, cashews
- sesame seeds and sesame oil
- cow’s milk
- eggs
- fish
- shellfish
- wheat
- soy
- bananas, avocados, kiwis, and chestnuts

#### Other Possible Food Sources

Cookies, cakes, cereals, granola bars, candies

#### Non-Food Sources

- play dough (may contain peanut butter)
- scented crayons and cosmetics
- peanut-shell stuffing in bean bags and stuffed toys
- wild bird seeds, sesame seeds
- insect venom (bees, wasps, hornets, yellow jackets)
- rubber latex (e.g., gloves, balloons, erasers, rubber spatulas, craft supplies, Koosh balls)
- vigorous exercise
- plants such as poinsettias, for children with latex allergies

### g) Creating an Allergen-Safe Elementary School Environment

- i) Parents may request that peanuts and peanut products (or other allergens) not be brought to the school as part of a prevention plan. In this case, the Principal should confirm the doctor’s assessment with the parent in regard to the name/type of allergen, the severity of reaction, possible causes, emergency treatment and emergency contact numbers. **The Principal or designate will post a sign at every entrance indicating the type of allergy, e.g. “No peanut products allowed”.** It should be noted that such a request cannot be reliably implemented and there is no legal responsibility in any jurisdiction to reduce the risk of exposure to allergens to zero.
- ii) Anaphylactic students must learn to avoid specific triggers. Regular education and information must be given to all students and their



families as a means of gaining co-operation and safeguarding the anaphylactic student. Students with anaphylaxis should be encouraged to follow certain guidelines:

- to eat food which they have brought from home unless it is packaged, clearly labeled, and approved by parents.
  - wash hands before eating.
  - not share food, utensils, or containers.
  - wipe off the desk table area with hand wipes to ensure a clean food space.
  - place food on a napkin or a paper towel rather than indirect contact with a desk or table.
  - Not leave food unattended.
- a. Teachers, parents and students must be made aware that certain classroom supplies are allergic to and cannot be brought into the classroom. The classroom teacher should send home a list of these items to the parents at the beginning of the school year and periodically throughout the year.

### iii) Roles and Responsibilities

#### 1. School Principal

- works closely with the parents/guardians of the student and all other parents/guardians of students in the school to increase community awareness of anaphylaxis.
- convenes a meeting with parents/guardians and appropriate staff to gather medical information related to the condition including causal factors, severity of allergy, past incidents of reactions and other health considerations.
- ensures that parents complete the form, “**Administration of Prescribed Medication**”.
- Ensure parents provide an auto-injector. One must be in the school office in a known accessible location.
- Request that the student wear a Medic-Alert bracelet.
- Provides information and emergency procedures to the staff, volunteers, bus drivers, and chaperones of the anaphylactic student.
- Ensures that visual inspections of the buildings, play equipment and play yard take place on a regular basis.



- Reviews procedures with entire staff at the beginning of each school year.
- Designates and provides training for all staff members who will carry out emergency procedures and provides them with a copy of the school protocol for dealing with emergencies; and specific instructions for the administration of medication to the student, including emergency administration of the Epi-Pen.
- Conducts food safety discussions with all students at the beginning of each year and at regular intervals throughout the year while exercising sensitivity to impact on affected student's need for privacy.
- See Appendix E- Additional Information for School Principals and Staff

## 2. Teacher

- Discusses anaphylaxis with the class in age-appropriate terms.
- Encourages students not to share lunches or snacks.
- Choose allergy-free foods for celebrations.
- Establishes procedures to ensure that the anaphylactic student eats only what he/she brings from home.
- Reinforces with all students, the importance of handwashing before and after eating.
- Communicates information to parents/guardians about anaphylaxis and specific classroom practices.
- Leaves information in an organized, prominent and easily accessible format for supply teachers.
- Ensures that Epi-Pens and cell phones are taken on field trips.

## 3. Parents/Guardians of a Child with Anaphylaxis

- Informs the school of their child's allergies and completes the form, "**Administration of Prescribed Medication**".
- Provides a Medic Alert bracelet for their child.
- Provides the school with two up-to-date auto-injection kits, clearly labeled with the child's name and prescription details.
- Reviews the school prevention plan and provides in-service support and information as requested.
- Provides safe food for special occasions.
- Teaches their child:



- about their allergen and substances that trigger it.
- to recognize the first symptoms of an anaphylactic reaction.
- to communicate clearly when he or she feels a reaction starting.
- to know where medication is kept, and who can get it.
- not to share snacks, lunches, or drinks and to politely explain why he/she is not sharing.
- to understand the importance of handwashing.

#### 4. **Student with Anaphylaxis**

- Understands his/her allergy and its triggers.
- Learns how to inform others of the allergy and its consequences.
- Complies with taking medication as arranged by parents/guardians and approved by the Principal.
- Takes as much responsibility as possible for avoiding allergens, e.g., checking food labels, handwashing before and after eating.
- Learns to recognize symptoms of an anaphylactic reaction and promptly informs an adult as soon as symptoms occur.
- Knows how to use the Epi-Pen depending on age and maturity level.

#### 5. **Public Health/School Nurse**

- Acts in an advisory capacity to the Principal and staff in order to collaborate and facilitate access to information, resources and may provide training.
- May provide information and resources to the parents/guardians if requested.

#### 6. **All Parents**

- Respond co-operatively to requests from the school Principal and staff to eliminate allergens from lunches and snacks.
- Participate in parent information sessions.
- Encourage students to respect students with anaphylaxis as well as the school prevention plan.

#### 7. **All Students**

- Learn to recognize symptoms of anaphylactic reactions.





- Avoid sharing food, especially with students who are anaphylactic.
- Follow school rules about keeping allergens out of the classroom/school and comply with handwashing.

**h) Sample Letter related to Students with Anaphylaxis**

See Appendices A to D

**i) Prevention and Management Plan**

- 1) Schools must have a Prevention and Management Plan in place that can and will be executed without fail. These plans must be established prior to the first day of classes and must be reviewed annually. An established plan will help to minimize a child's exposure to triggering allergens, limit the need to use emergency measures, and avoid trauma to all involved parties.
- 2) Questions to ask before developing a school plan.  
Are your expectations realistic?  
Can you act with consistency?  
Who will monitor the plan?
- 3) The school community must recognize the right to life and safety is greater than the right of parents/guardians to feed their children whatever they choose. Part of the task of working with the community is to help see those relative values.
- 4) The first part of the plan is to convey the school's duty to provide a safe environment for all students and responsibility for sharing information and creating awareness. The second part of the plan is the development of reasonable procedures for avoidance of potential anaphylactic situation. The third part of the plan is being able to execute appropriate emergency measures.
- 5) The school's plan should consider the individual needs of the students age, maturity, personal characteristics, competencies, severity of the allergy.
- 6) A prevention plan should include:



- requiring students with anaphylaxis to eat only food prepared or sent from home.
- avoid using the classroom as an eating area for students with anaphylaxis.
- creating an allergen-free classroom or eating area for specific students.
- limiting the sharing of food, utensils and containers.
- increasing attention to the cleanliness of food preparation and eating areas.
- encouraging students to wash their hands before and after eating.
- developing strategies for identifying high-risk areas or activities for students.
- encouraging the child to take appropriate mealtime precautions.
- education and training programs for classmates, parents/guardians, staff, supply teachers, bus drivers, and volunteers.
- a variety of methods for enlisting the co-operation and support of all parents/guardians
- minimizing the presence of triggering substances in school and school-related activities.
- visual reminders for posting in and around the school; and
- identification of roles and responsibilities when the plan is activated.
- procedures for record keeping of forms and daily logs.
- distribution of information about anaphylactic shock and list of products containing allergens.
- developing guidelines to reduce risk in common areas, e.g., computer room, kitchen, library, gym, change rooms and washrooms.
- visual inspections of the exterior of the school building, play equipment and play yard in regard to insect-induced anaphylaxis.

j) Additional information is available from **The Anaphylaxis Network of Canada** at: 416-785-5666, or toll-free at 1-866-785-5660 or at [www.anaphylaxis.ca](http://www.anaphylaxis.ca)

## 11.7 Administration of Prescribed Medication



KGPS staff will assist parents/guardians and students in instances where prescribed medication is necessary in order to enable the student's education to continue, or in emergency situations.

11.7.1 Staff are generally not required to administer medication, except as authorized in this policy.

#### 11.7.2 Emergency Injections (e.g., Epi-Pen/Adrenaline)

- a) These are administered only when failure to do so would result in a life-threatening situation (i.e., anaphylactic reaction to insect bite/food allergy). When a student has been diagnosed with a life-threatening allergy, the courts have indicated in particular cases that staff must exercise the degree of care that an ordinary and prudent parent would exercise in relation to their own child, "in loco parentis".
- b) Designated employees will assist in the administration of injectable medication only through auto-injector (Epi-Pen) in emergency situations. KGPS Principal will facilitate training of employees in the administration of injectable medication. Medication will only be administered if the required forms and authorization are submitted to the Principal.

#### 11.7.3 Non-Emergency Injections (E.G., Insulin)

The injection of medication in non-emergency situations will be administered only by a health professional or by the parent/guardian or authorized student. The injection of medication should be administered in a manner that allows for sensitivity and privacy.

#### 11.7.4 Inhaled Medications

Inhaled medications are used by students with asthma to help control breathing difficulties. Inhaling devices include puffers, aero chambers, powdered inhalers and compressors. An authorization **for Administration of Prescribed Medication** is to be completed if students require the use of inhaled medications, and/or assistance from K/G staff in using these devices.

#### 11.7.5 Objective

To establish procedures for the implementation of K/G School Policy, regarding Administration of Prescribed Medication.



#### 11.7.6 Definitions

***Emergency medication:*** Medication that is necessary for a specific condition and situation,  
e.g. epinephrine for a severe anaphylactic reaction administered by an auto-injector.

***Long-term medication:*** Medication that is necessary on an ongoing basis, e.g.,  
drugs that control hyperactivity or seizures.

***Medication:*** For the purposes of this procedure, medication refers only to medication prescribed by a physician authorized to practice within the Province of Ontario. Non-prescriptive medication of any type is not to be administered by staff without written direction from a licensed physician.

***Short-term medication:*** Medication that is necessary for a clearly specified period,  
e.g., antibiotics, or trials of drugs for specified conditions.

#### 11.7.7 Procedures

- a) These procedures apply to the administration of medications which may be safely administered by an untrained person and do not apply to medications which must be administered by a regulated health professional.
- b) The primary responsibility for the treatment of the medical condition(s) of a student lies with parents/guardians and medical practitioners.
- c) The safety, health, and well-being of students are a shared concern of the K/G Administration and its staff, students, and parents/guardians.
- d) K/G Administration and its staff are responsible for exercising the duty of care, which a reasonably careful and prudent parent/guardian would exercise. Staff administering prescribed medication are acting in the place of the parent/guardian of the student and not as health professionals.
- e) During a school day, situations may arise that require measures to be taken to address students' medication needs. K/G Board authorizes the involvement of designated staff in the essential administration of prescribed medication only when all the following conditions apply.



- i) the use of the medication is prescribed by a physician.
- ii) Medication is essential for a student to continue to attend school.
- iii) it is necessary that the medication must be taken during school hours or during school-sponsored events.
- iv) it is not appropriate for the student to self-administer the medication; and
- v) The student's parent/guardian or other authorized adult is not reasonably able to attend school to administer the medication.

#### 11.7.8 Roles and Responsibilities

##### a) K/G Board Designate Representative

- i) Ensures that all staff and school Principals are aware of this operational procedure.
- ii) Ensures school Principals develop and annually review school-based procedures.
- iii) Ensures that the school nurse program is consulted when the administration of medication falls beyond the procedures.

##### b) School Principal

- i) Collects and maintains health and medical information for all students currently registered.
- ii) Designates which person(s) will supervise the administration of medication, as well as an alternate staff member to administer medication if designated staff is absent.
- iii) Ensures a daily log or record is in place and completed by designated person(s).
- iv) Reviews annually school-based procedures for administration and storage of medication.
- v) Ensures information is available for staff designated to administer medication.
- vi) Ensures that staff designated to administer medication have received.



- instructions and training on the administration of the medication. vii) Reviews and makes decisions regarding the request of a parent/guardian as detailed on the **Administration of Prescribed Medication** form.
- viii) Provides a letter to parents (see Appendix) and necessary forms to parent/guardians about the administering of medication.
- ix) Develops a school plan that includes:
- a procedure to ensure that staff and designated students know of and have access to the medication during outdoor activities and school trips.
  - provision for storage of medication in a safe, accessible place clearly labeled with student's name, physician's name and storage requirements.
  - a file of completed **Administration of Prescribed Medication** forms which can be accessed by designated staff.

c) Parents/Guardians

- i) Complete the appropriate Administration of Prescribed Medication form.
- ii) Meet with school staff as required, to review the manner of administration of the medication and any related issues.
- iii) Provide up-to-date health and medical information about their child for purposes of this procedure.
- iv) Provide medicine in correct dosage and in pharmacy-issued container.

d) Students

- i) Complies with taking medication as arranged and approved by the Principal.
- ii) Will understand that sharing his/her medication with other students is a violation of KGPS Safe School policy.
- iii) Will inform the school office if taking other medication.

e) Public Health or School Nurse

- i) Acts in an advisory capacity to the Principal and staff in order to collaborate and facilitate access to information and other relevant resources.



## APPENDICES

Appendix A Administration of Prescribed Medication Form

Appendix B Sample Letter to Parents/Guardians for Administration of Prescribed Medication to Students

Appendix C Monthly Medical Administration Record

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### Appendix B

Sample Letter to Parents/Guardians for Administration of Prescribed Medication to Students (School Letterhead) Date:

Dear:

You have requested to have prescribed medication administered to your child by school personnel. While it is the responsibility of parents to administer medication to their child, the KGPS staff is prepared to agree to undertake this responsibility on the following conditions:

- that the use of medication is prescribed by a physician.
- that medication is essential for a student to continue to attend school.
- that it is necessary that the medication must be taken during school hours or during school sponsored events.
- that it is not appropriate for the student to self-administer the medication.
- that the student's parent/guardian or other authorized adult is not reasonably able to come to the school to administer the medication.

The following steps must be followed:

1. The attached form "Administration of Prescribed Medication" must be carefully and fully completed by you and your child's physician before medication is administered at the school.
2. The instructions from your physician must be very clearly stated.



3. Under normal circumstances, only a maximum of one week's medication can be stored in the school.
4. The medication must be delivered by you to the school in the original prescription container, clearly labeled, with student's name, name of the medication, dosage/frequency, physician's name, storage and safekeeping requirements, possible side effects and the medicine must not be stale dated.
5. It is your responsibility to ensure that the medication kept in the school is current and that all medical information about your child and where the school may reach you is up to date. This would also pertain to requisite medical information for school excursions. You are encouraged to require your child to wear a medical information/alert bracelet or pendant while at school or at school-sponsored activities.

School staff will not administer prescription drugs or over the counter drugs unless authorized in writing by a physician.

The Principal will inform school staff and volunteers of your child's need for this medication.

In return for the agreement of the K/G Board to administer the medication to your child, K/G Board, its employees and agents are absolved from any legal liability related to the administration of this medication by K/G Board or its employees or agents and will not be held responsible for any illness or injury to your child relating to or resulting from the administration of the medication.

Please understand that all this information is required in the interest of your child's physical well-being. The school does not have health professionals who administer medication. This would be done by a consenting adult within the school who is not medically trained but acting in the place of the parent/guardian.

Should you have any questions with respect to these procedures, please consult with the principal of your child's school.

Sincerely,

Principal

### **Attached Form**

I/We acknowledge receipt of this letter, have reviewed its contents and agree to the conditions set out in this letter in return for K/G Board's agreement to undertake the administration of medication to our child.





Child's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 11.8 Pediculosis (Head Lice) Control

### Policy Compliance Statement

It is the policy of the Kawenni:io/Gaweni:yo School to work with parents/guardians and Six Nations Health Services to develop proactive communication and appropriate response strategies regarding the control of pediculosis. (See Six Nations Health Service Manual and School Nurse Administration Manual)

11.8.1 The Kawenni:io/Gaweni:yo School supports the development of a uniform approach to addressing the pediculosis (head lice) issue in its schools. These procedures will provide standard practice and must include attention to confidentiality and sensitivity to students and their families.

11.8.2 Kawenni:io/Gaweni:yo School recognizes that the Control of pediculosis is a shared responsibility. It is the responsibility of the parents/guardians to check and treat their child.

### 11.8.3 Objective

- c) To provide uniform procedures and guidelines for the implementation of Kawenni:io/Gaweni:yo School policy **Pediculosis (Head Lice) Control**.
- d) To Provide clear procedures for communicating to parents and addressing the pediculosis (head lice) issue in the schools.

### 11.8.4 Definitions

***Pediculosis:*** is the infestation with lice. Head lice are parasitic insects that live on the human head. They are commonly found on the scalp behind the ears and near the neckline at the back of the neck. The disease is spread from person to person by close physical contact or through the shared use of combs, hats, coats, clothes, pillows, bed linens and stuffed toys.

### 11.8.5 Procedures



- a) **Staff Awareness**
- i) In the first week of school in September, the Principal will provide the school staff with an outline of Kawenni:io/Gaweni:yo School policy and procedures, and the school's plan for communicating to adults and pediculosis
- b) **Parental Awareness**
- i) In September, the Principal will communicate with parents the school's policy and procedures in the first newsletter of the school year, through the student/parent handbook and throughout the school year. ii) Information to be included in newsletters and the student/parent handbook:
- \* A reminder to parents to take responsibility to check their child's hair on a regular basis.
  - \* A request that parents co-operate by administering effective treatments recommended by a pharmacist, family doctor or school nurse.
  - \* A reminder to inform the school Principal or teacher if parent(s) suspect that their child has pediculosis.
  - \* An invitation to contact the school Principal or teacher if there are questions or concerns.
- c) **Pediculosis Screening Process**
- i) Screening is at the discretion of the school Principal or Classroom teacher in consultation with Health Services. Health Services will give directions as to the procedure for checking students' heads. Parents must fill out a form for the health nurse to be able to check student's heads. The health Nurse will come in periodically to check heads but will not come in to check heads upon request. ii) The optimum times for screening are after holiday periods: September, January, and March. Screening may involve a whole class and any siblings in the school.
- iii) If the teacher or principal observes an infestation in a student's head, the child will be segregated from the rest of the class and sent home to have their heads treated. The students must have their head treated before they will be allowed back into the class.
- d) **Care of Students Identified with Pediculosis**
- i) Parents of children identified with head lice will be notified by the school nurse or secretary of that fact by phone call and will be required to seek treatment for the child.



- ii) The parent is required to keep the child at home until the problem is cleared. The parent is provided with a treatment instruction sheet which contains information about remedy options and instructions for treating head lice, as recommended by Six Nations Health Services. Students are not allowed to ride the school bus that has head lice.
- iii) All parents of children in a class which a student or students are found to have head lice will be sent a letter informing them of that fact. The letter contains a description of methods of observation and precautionary measures that can be taken in the home to monitor and treat head lice infestations.
- iv) For further information, contact Six Nations Health Services.

e) **Confidentiality**

- i) Attempts will be made to provide privacy and confidentiality for students. The self-esteem of children is important and should be protected. The school Nurse or school Principal or designate will contact the parents of the child who has been identified with pediculosis.

## 12. **Appropriate Student Dress**

### **Policy Compliance Statement**

It is the policy of the Kawenni:io/Gaweni:yo School to assess expectations of appropriate student dress through procedures/guidelines for the implementation of KGPS policy regarding **Appropriate Student Dress**.

#### 13.1 Procedures

- a) Principals will consult with their staff on an annual basis to review expectations related to student dress.
- b) Appropriate consideration must be given to the following issues:
  - affordability for families, expectations for student compliance, a review process that involves consultation with parents, the role that an appropriate dress code has in promoting a safer and more respectful learning and teaching environment.
- i) Clothing that puts a student's safety in jeopardy is considered inappropriate.
- ii) While the selection of clothing worn at school is the responsibility of parents and students, the school administration reserves the right of final decision concerning student dress.



- c) Requests for changes to the school dress code will be directed to the school Principal and will be made in consultation with school staff and parents.
- d) The school dress code must be communicated to all students and parents on an annual basis.
- e) It is the responsibility of the school Principal to ensure that every student follows the dress code.
- f) Non-compliance with the dress code will result in the imposition of consequences.
- g) The following items are **NOT ALLOWED TO BE WORN** at school:
  - tank tops
  - halter or backless tops
  - pants that are too big at the waist
  - and T-shirts or sweatshirts which advertise alcoholic beverages, illegal substances, swearing or discriminatory, hateful, or other inappropriate language. In addition, hats, hoods, and scarves are not allowed to be worn inside of school.

### 13. School Lock-Down Policy

#### Policy Compliance Statement

It is the policy of KGPS to require school administrators to take action when they may be faced with crisis. In situations where the paramount concern is the safety and well-being of students and staff, KGPS recognizes that a variety of situations have the potential to impact on student and staff safety and confidence in a particular situation.

#### 13.1 Objective

This procedure provides guidelines to help:

- i) identify what response or message is required from KGPS staff in the school.
- ii) identify who will be responsible for crisis management in each situation.
- iii) ensure that an appropriate and consistent direction is communicated to staff, parents, students, the public and external assistance, as required.

#### 13.2 Definitions

Incidents of crisis or emergency: These include any incident that threatens the well-being of students, staff, or volunteers in a school whether it be an accidental injury, fire, violent episode, or other emergency/crisis situation.

#### 13.3 Procedures - When the Situation Occurs or the Issue Arises



### School Level Response

These situations may include: when a school is shut down for the day for any reason; when a school is evacuated for safety concerns; prior to letters being sent home that are likely to raise concerns in the community (e.g., health-related matters, Amber Alert, bomb scare, mold alert); when a violent incident takes place; incidents involving staff/student arrests/charges; communication for a death in the KGPS community;

1. In most situations, the Principal or designate will discuss and identify the most appropriate spokesperson for the school. Usually, the spokesperson for the school will be the Principal.
- ii) In all cases where police are involved, all questions related to the police investigation will be referred to the Principal
- iii) The Principal will be responsible for internal communication to all staff at the school, to students and parents/guardians.
- iv) In the event of a student injury, the Principal will inform the parents/guardians. In the event of a death, the police will inform the parents/guardians.
- v) The Principal will arrange for appropriate staffing of school telephones to answer parent/public inquiries. A brief, factual statement, prepared by the Principal will be provided to school staff. A letter for parents/guardians and students, prepared by the Principal in consultation with the K/G Board, may also be prepared.
- vi) School administrators have four options when approached by a reporter:
  - provide accurate information on the incident, stating only information that has been confirmed by the school, without compromising confidentiality.
  - state you are continuing your investigation and will confirm information with the community as soon as possible.
  - state you are discussing the matter with the K/G Board, and that one of you will respond to the KGPS community with the information.

### 13.4 Evacuation Procedures (e.g., fire or another emergency)

Evacuation will be signaled by the fire alarm or other announcement. A safety plan has been established for the school indicating primary and secondary escape routes from all areas of the school. Each teacher is responsible for insuring her/his students know these routes and all procedures. The principal/designate will signal when it is safe to return into the building. Students are expected to take all fire drills very seriously. There will be at least one fire drill per term.



## **14. Excursions - Field Trips and Sporting Events**

### **Policy Compliance Statement**

KGPS is committed to, and providing a basis for, the full and equitable inclusion of all students in safe, curriculum-based excursions.

- 14.1 K/G Board recognizes and encourages the educational value of learning experiences in the world beyond the classroom and acknowledges that excursions should be an integral part of every student's program of studies.
- 14.2 All excursions, field trips and sporting events, shall involve sufficient preparation and follow-up to ensure compliance with these policy requirements. Student safety shall be the priority in the planning and implementation of all excursions.
- 14.3 The excursion shall have an educational purpose with curricular relevance that is clearly identified by staff for students and their parents/guardians.
- 15.4 Written and informed consent of custodial parents/guardians shall be obtained for all excursions.
- 14.5 Every effort shall be made to ensure that the excursion is appropriate to the age, maturity, experience, health, skill, physical abilities, emotional capabilities, and exceptionalities of the participants. As far as possible, the excursions shall be appropriate to the cultural background and experience of our Six Nations students.
- 14.6 Schools should make every reasonable effort to be aware of Longhouse ceremonies and the religious observances of their staff, students and community when planning special meetings, examinations, school concerts, parent interviews, field trips and other significant events. These limitations do not apply where it is known that none of the potential participants would observe the day in question.
- 14.7 Excursion planning shall include careful consideration and preparation in relation to the following: funding, training, travel, supervision, risk management, contingency planning, and evaluation.
- 14.8 An appropriate and related program, including any assessments, shall be planned for all students who do not participate in the excursion. Conversely all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion, within a reasonable time after the excursion and without penalty.
- 14.9 The Principal shall ensure that enough teachers and adult supervisors accompany students on excursions. The teacher will refer to the ratio chart for every school trip.



#### 14.10 Definitions

- I. **Commercial Excursions:** Commercially organized or advertised events.
- II. **Excursion:** Any approved school or KGPS organized educational activity involving students that takes place off school property, e.g., ROM, leadership camps, end-of-year day class trips, sports' games, and tournaments away from school, out-of-town multi-day trips required a signed form by parents. If students regularly travel to a location as part of their curricular program, e.g., Cooperative Education placements, then excursion forms are not necessary. However, parents must be informed of dates, location, supervision, and method of transportation. Graduation ceremonies and school socials off school property are not considered to be excursions.
- III. **High-Care Activities:** Refer to those types of activities that involve increased risk and/or special safety considerations, along with one or more of the following:
  - multiple risks, e.g., weather.
  - occur in or on the water, such as canoeing activities or travel on large water vehicles used for public transportation.
  - require special qualifications or certification for supervision; or
  - take place away from easy access to first aid.
- IV **Informed Consent:** Consent given after all reasonable efforts have been made to fully explain the activity and any reasonably foreseeable risks associated with that activity; a reasonable effort would include measures such as translation or interpretation in the consenting person's first language.
- V **Out-of-Country Excursions:** Excursions that involve travel to countries outside of Canada.
- VI **Parents:** For the purposes of this document, the term parent includes guardians, or any caregiver legally recognized as acting in the place of a parent.



**VII Program Service Providers:** Organizations that provide services, programs, or facilities that are used for excursions.

**VIII Student Excursion Report:** Report generated by individual schools that lists all the students on the excursion, their addresses, phone numbers and emergency contacts, along with any health issues.

**IX Supervision:** Overseeing for the purpose of regulation, direction, or ensuring safety and security.

#### 14.12 Responsibility

Principals are responsible for ensuring that these procedures are adhered to prior to any students participating in excursions off school property. Principals must approve all excursions.

#### 14.13 Procedures

##### a) Considerations

##### Accommodation of Religious Requirements, Practices, and Observances

- i) Schools should make every reasonable effort to be aware of Longhouse ceremonies and religious observances of their staff, students, and community when planning special meetings, examination schedules, school concerts, parent interviews, field trips, and other significant events.
- ii) For additional information regarding Longhouse ceremony days, consult the school year calendar.

##### Physical Education

- i) All staff and volunteer coaches must be aware of procedures, supervision requirements and approvals of excursions involving physical activities.

##### Other Program Areas

The teacher should consult appropriate curriculum and safety documents for requirements specific to other program areas.

## 2. Medical Requirements





At the beginning of the school year, the school will send out Student Information Forms. This form should be collected, and the information filed.

It is not necessary to complete another Medical Information Form for any excursion, except for an overnight excursion. Parents will have the opportunity to update their child's medical information throughout the year. The Student Excursion Report must be carried for each excursion or sports activity.

c) Restrictions

- i) An appropriate and related program, including assessments, shall be planned for all students who do not participate in the excursion. Conversely all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion within a reasonable time after the excursion, without penalty.
- ii) The Principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions in accordance with the minimum supervision ratios outlined in this document.
- iii) K/G School assumes no responsibility or liability for activities or events that do not comply with the requirements outlined in this document. Teachers shall not become involved in student activities or events that do not meet the requirements outlined in this document.
- iv) No K/G Board employee shall engage in the distribution of any literature on school property or use any equipment or property of the K/G School to organize, promote or discuss any excursions that do not comply with the requirements outlined in this document or that have not been formally approved.
- v) No K/G Board employee shall use any forms, literature, or any documents that may indicate to the custodial parents or the students that unapproved excursions have been approved by the K/G Principal.
- vi) Any teacher or Principal who becomes aware of an activity or event that has not been formally approved according to the requirements of this document shall make every effort to inform the students involved, and their custodial parents, that K/G School does not assume any responsibility for such an activity or event.



- d) Risk And Liability
  - i) Excursions involve risks and responsibilities different from those encountered in the classroom.
  - ii) K/G School's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for K/G School. The insurer responds to lawsuits that are brought against staff or volunteers who are supervising school events and activities approved by the Principal.
- e) Minimum Responsibilities for The Principal
  - i) At the beginning of the year, Principals shall ensure that: Student Information (Registration) Form is distributed to each student. This form needs to be completed by parents/guardians and signed. Signed forms need to be returned to the school so that changes can be kept on record, copied, and filed. The Student Information Form should be kept on file in the office.
  - ii) Medical Information for Excursions has been obtained from parents, authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student. Principals must ensure that the medical information is accurate and available to the teacher in charge of the excursion. The entering of this information into the computer system is a top priority, as this is a health and safety issue. Each parent/guardian receives a copy of the Parents'/Guardians' responsibilities for excursions.
  - ii) The Principal shall make the decision to approve or not approve any excursion and/or participants.
  - iii) For those excursions that require the additional approval of the K/G Board, one month prior to the excursion, the Principal shall submit the form, Request for Excursion Approval by Board, accompanied by the Parent/ Guardian Permission for Excursion.
  - iv) The Principal or designate identified to the teachers, shall be available by telephone, cellular telephone, or other wireless means of communication to teachers in case an emergency arises at any time during the excursion.
  - v) The Principal shall keep with him or her at all times, as well as posting in the office:



- the phone number or contact information for the Principal or designate and
  - the excursion itinerary and phone numbers for the teacher while on the excursion.
- vi) The Principal shall designate one certified teacher from the school as the teacher in charge of the excursion. The Principal shall not designate a Supply teacher as teacher in charge of an excursion, unless the Supply teacher is a long-term occasional teacher, who, in the judgment of the Principal, has sufficient knowledge about the students and the activity of the excursion.
  - vii) The Principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions, in accordance with the minimum supervision ratios outlined in this document.
  - viii) The Principal shall make every effort to ensure that a signed Parent/Guardian Permission for Excursion is obtained for each student participating in an excursion. The Principal and the teacher should consider holding parent information sessions when overnight excursions are planned, to outline the educational purpose, explain risks, and answer any questions.
  - ix) The Principal shall ensure that all supervisors are aware of relevant medical concerns for all participants.
  - x) The Principal shall make every effort to approve all volunteers on excursions, including volunteer drivers.
  - xi) Volunteer drivers must have the proper license to transport students, the Principal shall ensure that the form Parent/Guardian Permission for Excursion includes specific information about the volunteer drivers. Only vehicles that are leased or rented from a reputable company shall be used due to the liability factor involving properly insured vehicles.
  - xii) Use of vehicles are strictly prohibited for transporting students.
  - xiii) The Principal shall ensure that contingency planning is part of every excursion. A formal contingency plan is part of every high-care or overnight excursion and must be approved by the K/G Board.



- xiv) The Principal shall ensure, wherever possible, that supervisors on an excursion shall carry the Emergency Procedures Checklists.
- xv) Wherever possible, supervisors on an excursion shall carry cellphones and/or two-way radios. Where cellphones and or two-way radios are the property of the school, the Principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cellphones and/or two-way radios are in good working condition, and that any batteries are fully charged prior to the excursion.
- xvi) The Principal shall take into consideration:
  - if a student has a serious medical condition; and/or
  - the administration of medication is too complicated; or
  - A student has engaged in serious misconduct, including breach of the school Code of Conduct to determine whether a student participates in an excursion.
- xviii) The Principal shall ensure that one copy of all the appropriate approved forms is on file in the school until at least the end of June of the school year following the school year in which the excursion takes place.
- xix) The Principal shall ensure that all teachers participating in the excursion receive a copy of the School Operations Policy and Procedure for Excursions - Field Trips and Sporting Events.

### **For The Teacher**

- i) Teachers participating in an excursion must be familiar with the content of the procedures for Excursions - Field Trips and Sporting Events.
- ii) The teacher shall ensure that each excursion has an educational purpose with curricular relevance that is clearly identified to the students and their custodial parents.
- iii) The teacher shall complete and submit to the Principal for approval the form Request for Excursion Approval by Principal. For those excursions that require the additional approval of the K/G Board, at least one month prior to the excursion, the teacher shall submit to the Principal the form, Request for Excursion Approval by the Board. Request for Excursion Approval by Principal as completed by the teacher, and Parent/Guardian Permission for Excursion. Note: Request for Excursion Approval by the



Board must be submitted at least three months in advance for overnight excursions outside of the province.

- iv) The teacher shall ensure that contingency planning is part of every excursion. A formal contingency plan, Formal Contingency Plan is part of every high-care or overnight excursion.
- v) The teacher shall ensure, wherever possible, that supervisors on an excursion shall carry the Emergency Procedures Checklists.
- vi) The teacher shall inform the Principal of alternate plans for supervision in case one or more supervisors are unable to attend the trip.
- vii) The teacher shall make every effort to inform students, and custodial parents, of details of the excursion, including costs, deposits, refunds, non-refundable costs, behavioral expectations, and any risks associated with the excursion, on the form, Parent/Guardian Permission for Excursion.

The teacher, in consultation with the Principal, should consider holding parent information sessions when overnight excursions are planned, in order to outline the educational purpose, explain risks, and answer any questions.

In exceptional circumstances, excursion dates and time may change. The teacher shall make every effort to inform custodial parents of these changes.

- viii) The teacher shall make every effort to inform custodial parents in writing through the form, Parent/Guardian Permission for Excursion the names of any volunteer drivers participating in the excursion.
- ix) The teacher shall make every effort to inform parents in writing through the form Parent/Guardian Permission for Excursion that they will be responsible for any applicable losses or costs should their child engage in misconduct, including a breach of the school's Code of Conduct during the excursion. This could include costs for transportation home or for damage resulting from misconduct.
- x) Where practical, teachers will provide custodial parents with a cover statement describing the contents and importance of all forms and any other written communication regarding the excursion.



- xi) The teacher shall arrange an appropriate and related program, including any assessments, for all students who do not participate in the excursion. Conversely, all students participating in an excursion shall be allowed to complete any assignments or assessments missed due to the excursion, within a reasonable time after the excursion, without penalty.
- xii) The teacher shall be aware of the details of all medical and emergency care information for all participants prior to any excursion.
- xiii) The teacher in charge shall inform all supervisors of relevant medical concerns for all participants and expected interventions.
- xiv) The teacher shall ensure that participants have the appropriate Ontario Health Card number, and health/accident/travel insurance requirements, as required, for each student. The teacher will check the Consular Affairs Web site ([www.voyage.gc.ca](http://www.voyage.gc.ca)) for specific requirements for the destination.
- xv) Where the child is subject to a custody order, the consent of both parents is recommended if there is joint custody.
- xvi) The teacher shall arrange and supervise all aspects of transportation required for the excursion, including specialized transportation, when appropriate, for students with special needs.
- xvii) The teacher shall submit to the Principal one copy of all appropriate approved forms to be kept on file in the school until at least the end of June of the school year following the school year in which the excursion takes place.
- xviii) Wherever possible, supervisors on an excursion shall carry cell phones and/or two-way radios. Where cell phones and/or two-way radios are the property of the school, the Principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cell phones and/or two-way radios are in good working condition, and that any batteries are fully charged prior to the excursion.
- xx) Wherever possible, all supervisors on an excursion shall carry the Emergency Procedures Checklists.



### **For The Volunteers**

- i) Volunteers shall adhere to K/G Board policies and practices and shall work under the supervision of the Principal and teachers from the school.
- ii) Volunteers shall adhere to K/G Board procedures relating to volunteers. Volunteers who accompany students on an overnight or multi-day excursion for the purpose of assistance with supervision must have a police reference check. Whenever possible, the Principal should maintain a list of "approved" volunteers. "Approved" volunteers must be age 18 or older.
- iii) Volunteers who agree to be a driver for school excursions must comply with any new Government regulations. The principal has the right to approve all volunteer drivers.

### **For The Students**

- i) Teachers shall review the information about Students' Responsibilities on Excursions with students at the beginning of the school year. This information is in the student planner and handbook. For interschool athletics, students will also receive a copy of the Code of Behavior for Athletes.
- ii) Students shall adhere to K/G Board's Education Policy and the school's Code of Conduct, and for interschool athletics, the Code of Behavior for Athletes, for the duration of all excursions. Students who fail to adhere to the Education Policy, the Code of Conduct, or the Code of Behavior for Athletes, while on excursions, will be subject to the same consequences as if the student attended school during regular school hours.
- iii) While on excursions, and while travelling to and from excursions, students will continue to be responsible for their conduct to the Principal. Students shall exercise self-discipline.
  - accepting such discipline as would be exercised by a kind, firm, and judicious parent.
  - being courteous to fellow pupils and obedient and courteous to teachers.
  - being clean in person and in habits; and



- showing respect for school property.
- iv) Students shall adhere to K/G Board policy that prohibits tobacco, the use of alcohol, and the non-medical use of drugs at all school activities, whether they take place inside school or off school property on excursions.
  - v) Students are expected to be prepared for the excursion and adhere to excursion expectations.
  - vi) Students shall follow the directions of teachers and other supervisors during the excursion.
  - vii) A student who participates in an excursion is expected to complete, without penalty, any assignments and assessments missed in any subject due to the excursion, within a reasonable time after the excursion, as determined by the student's teachers.

#### **For The Parents**

- i) At the beginning of the school year, all custodial parents shall be provided with a copy of Parents'/Guardians' Responsibility for Excursions.
- ii) Custodial parents of students who wish their child to participate in an excursion are required to provide consent for each excursion by completing and returning to the teacher the form Parent/Guardian Permission for Excursion.
- iii) The Parent/Guardian Permission for Excursion form will contain information about the nature and purpose of the excursion, any special risks or unusual activities, locations, dates and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements, any other information that could have some bearing on whether the parent would give or withhold consent, a request to update relevant medical or emergency information, and a reminder that student accident insurance may be purchased.
- v) Custodial parents who wish their child to participate in an excursion are required to indicate if there is any medical reason why their child should not participate in the activity, or that may lead him/her to require special attention during the activity.





For excursions, parents shall complete the Medical Information for Excursions authorizing the teacher in charge of the excursion to seek and obtain medical care.

This medical information shall be requested annually by the school, and custodial parents are expected to provide the school with any relevant information or changes throughout the school year.

- vi) Custodial parents are expected to ensure that their child is prepared appropriately for the excursion.
- vii) Custodial parents are responsible for any applicable losses or costs should their child engage in misconduct, including a breach of K/G Board's Education Policy or the School's Code of Conduct, or the Code of Behavior for Athletes. This could include lost deposit fees, costs for transportation home, or for damages resulting from misconduct.

#### **For the Chairperson for the Board**

- i) The K/G Board may make the decision to approve or not approve the following types of excursions:
  - 1) excursions requiring bus travel.
  - 2) excursions involving high-care activities, those types of activities that involve increased risk and/or special safety considerations, along with one or more of the following:
    - multiple risks, e.g., weather.
    - occur in or on the water or travel on large water vehicles used for public transportation; or
    - require special qualifications or certification for supervision; or
    - take place away from easy access to first aid.
  - 3) overnight excursions.
  - 4) out-of-province excursions, including day trips.
  - 5) excursions on days not identified as instructional days as per the approved school year calendar; and
  - 6) excursions where the service provider requires the parent or the student to sign waiver or release forms.
- ii) One month prior to the excursion, Principals should submit the form. Request for Excursion Approval by the Board and the form



Parent/Guardian Permission for Excursion. The form Request for Excursion Approval by the Board must be submitted at least three months in advance for overnight excursions outside of the province.

f) Application And Approval

- i) The written informed consent of custodial parents shall be obtained for all excursions, using the form, Parent/Guardian Permission for Excursion. Where the written informed consent of custodial parents cannot be obtained, the student shall be excluded from the excursion unless the Principal, having regard to all the circumstances, determines that it is appropriate to allow the student to participate, has verbal permission from the custodial parents, and the activity is not high-care, overnight, or beyond one hour of bus travel time from Six Nations.

Parent information sessions when overnight excursions are planned, in order to outline the educational purpose, explain risks, and answer any questions, will ensure that informed consent is obtained.

In exceptional circumstances, excursion dates and times may change. The teacher shall make every effort to inform custodial parents of these changes.

- ii) Custodial parents who wish their child to participate in an excursion are required to indicate if there is any medical reason why their child should not participate in the activity, or which may lead him/her to require special attention during the activity.
- iii) For overnight excursions only, parents shall complete the form Medical Information for Excursions authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student.
- iv) The Principal shall make the decision to approve or not approve any excursion and participants, including those requiring additional approval from the K/G Board. The Principal may wish to consult the K/G Board before making a decision.
- v) No monies shall be collected prior to the full approval of the Principal and/or K/G Board.
- vi) High-care activities shall be submitted to the K/G Board for approval prior to school participation.



- vii) Any excursion or activity that is not approved by the Principal as part of the school program shall not be promoted or organized during school hours or in association whatsoever with the school or K/G Board. The teacher shall not become involved in excursions or activities that have not received the requisite approvals.
- viii) K/G Board-organized excursions shall comply with the same standards of curricular relevance to students' individual programs as those excursions organized by the school.

#### Excursions Within Walking Distance of the School

Appropriate supervision shall be approved on a case-by-case basis by the Principal. Where possible, the teacher and Principal will notify parents/guardians of the activity, location, date, and time through newsletter, web sites, or notes in school planners/agendas where nonhigh-care curricular activities in instructional time are within walking distance of the school.

#### Series of Scheduled Events or Class Activities

Where the excursion involves a series of related or repeated events or activities to the same destination or for the same purpose, the teacher shall prepare a schedule of activities and a single form, Parent/Guardian Permission for Excursion. For interschool athletics, a league/tournament schedule will be included.

#### Non-Sanctioned Excursions

Certain excursion activities will not be approved, as they are deemed to be unsafe because of high or multiple risk factors. Examples of such activities include but are not limited to: whitewater canoeing; whitewater rafting; parasailing; parachuting; gliding; hang gliding; bungee jumping; swimming parties at or non-regulated pools, rivers, or lakes; hot-air balloon rides; scuba diving; and snorkeling.

#### Commercial Excursions and Student Tours

- i) For any commercial excursion, or student tour, the teacher shall complete and submit to the Principal a form, Request for Excursion Approval by Principal and, if appropriate, the form Request for Excursion Approval by the Board at least six months prior to the excursion.



- ii) The teacher shall report any changes to the excursion plan, including the time or point of departure, destination, or addresses, to the Principal as early as possible, in advance of the excursion. The Principal will inform the K/G Board.
- iii) Commercial excursions and student tours shall be arranged through a travel agent or travel wholesaler duly registered under the Ontario Travel Industry Act.
- iv) The teacher shall confirm that the travel agent or travel wholesaler is duly registered under the Travel Industry Act by obtaining its' registration number, either directly from the travel agent or travel wholesaler, or by contacting the Registrar appointed under the Travel Industry Act.

All travel agents must possess a license issued by the Travel Industry Council of Ontario (TICO). Contact TICO to verify the authenticity of such licenses. The phone number for TICO is 1-866-773-7755, and the web site is [www.tico.on.ca](http://www.tico.on.ca)

- v) Staff and students participating in a commercial excursion, or student tour shall be covered by an insurance package that includes the following types of insurance (where applicable):
  - repatriation.
  - cancellation.
  - health.
  - Baggage.
  - accident.
- vi) All excursion contracts must contain the following clause:

"Despite any other agreement, oral or written between the parties, the agent will fully refund within 30 days all monies paid for hotel, flight, transportation, deposits, or other services if the Principal of the school notifies the agent that, in the opinion of the K/G Board, it is unsafe for the trip to proceed unless permission is obtained from the K/G Board, in which case the Principal shall make the students and their custodial parents aware in writing on the form, Parent/Guardian Permission for Excursion, the travel agency's or travel wholesaler's policy regarding refunds.



- vii) In the case where the deposit is non-refundable, the custodial parents/students must agree that K/G Board is not liable for the loss of deposit.
- viii) Travel agencies or travel wholesalers who arrange for transportation shall ensure that such transportation complies with K/G Board insurance requirements.
- ix) All cheques for payment of students' travel costs should be made payable directly to the travel agency or travel wholesaler. Cheques shall not be made payable to the teacher, the school, or the K/G Board. However, the teacher may act as a conduit by collecting cheques and forwarding them to the travel agency or travel wholesaler.
- x) The teacher shall ensure that all notices and/or advertisements for the excursion identify the registered travel agent or travel wholesaler through whom travel arrangements are being made. All notices and/or advertisements shall also include the registration number of the travel agent or travel wholesaler.

g) Supervision

Principles of Supervision

- i) All activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.
- ii) Supervisors should be aware of, and incorporate, the three categories of supervision set out by K/G Board.
  - Constant visual: The supervisor is physically present, watching a single activity.
  - On-site/In-sight: The supervisor is present, but not necessarily constantly viewing a single activity.
  - In-the-area: The supervisor may be in one area while activity is taking place in another area nearby.
- iii) Supervisors of athletic activities shall adhere to the designated level of supervision as stipulated in the appropriate safety documents.



- iv) Supervisors should exercise their discretion in determining the appropriate level of supervision during an excursion, having regard to the following factors, among others:
- the risk level of the activity.
  - nature of the destination and/or travel.
  - safety gear.
  - the participants' special needs, skill level, competence and capacity.
  - the participants' ages and maturity.
  - Additional supervision may be advisable where a student's exceptionality is warranted.
  - The supervisor shall make students aware of the rules and safety considerations of any activities engaged in during the excursions. Rules may be modified to suit the age and physical abilities and exceptionalities of the students, but once made, they shall be strictly enforced.
  - Where appropriate, students and supervisors shall receive safety briefings regarding the use of emergency gear and emergency procedures in advance of the excursion.
  - The supervisor shall be vigilant to prevent one student from pressuring another into trying skills or activities for which he or she is not ready or not able to perform.
  - The supervisor shall provide for a mandatory "buddy system" so that student numbers can be determined quickly in the event of an emergency.

#### General Guidelines Regarding Supervision

- i) When supervising students on excursions, teachers and other school authorities shall comply with the common-law standard of care of a reasonably careful or prudent parent in the circumstances.
- ii) In monitoring excursions, K/G School and its employees shall comply with all statutory duties, including the duty to provide instruction and adequate accommodation for students, and ensure that every activity is conducted in accordance with KGPS policies and procedures.
- iii) In approving and supervising excursions, Principals shall comply with their statutory duties, including the duty to maintain proper order and discipline in the school, give assiduous attention to the health and



comfort of the students, supervise instruction in the school, provide for the supervision of any school activity authorized by the school board, and report promptly any neglect of duty or infraction of school rules by a student to the custodial parents.

- iv) In planning and supervising excursions, teachers shall comply with their statutory duties, including the duty to teach diligently and faithfully the classes or subjects assigned to the teacher by the Principal; encourage students in the pursuit of learning; encourage the highest regard for truth, justice, loyalty, and other virtues; maintain proper order and discipline in the classroom and on the school ground; be responsible for effective instruction, training, and evaluation; ensure that all reasonable safety procedures are carried out; and co-operate with the Principal and other teachers to establish and maintain consistent disciplinary practices.
- v) For non-athletic activities, the Principal shall ensure that a sufficient number of teachers and adult supervisors accompany students on all excursions, in accordance with the minimum supervision ratios outlined in this document.
- vi) Where the excursion involves physical education or interschool athletics, the minimum supervision ratios must be adhered to.
- vii) The following individuals, provided they are 18 years of age or over, may be designated by the Principal as supervisors on an excursion; Principals, Vice-Principals, teachers, education staff, and parent and community volunteers.
- viii) Elementary schools may use senior high school students as assistants on excursions at the discretion of the Principal, but these students must be used as assistants only, and not as excursion supervisors. Permission to participate must be obtained from the high school administrator.
- ix) For interschool athletics events, teachers, long-term Supply teachers, Principals, and Vice-Principals employed by K/G Board and retired teachers who are in good standing with the Ontario College of Teachers, are eligible to coach, subject to the approval of the Principal.
- x) Employees of K/G Board who are not teachers, and persons not employed by K/G Board ("community coaches"), may coach subject to the approval of the Principal, provided they meet criteria for coaching eligibility and



are under the direct supervision of a teacher/administrator ("staff supervisor") who is employed by K/G Board.

- xi) Volunteers shall adhere to the procedures of the K/G Board relating to volunteers, including criminal record checks. Volunteers who on a casual basis assist with a variety of activities (e.g., volunteer drivers) do not require a Criminal Records Check. Volunteers who accompany students on an excursion for the purpose of assistance with supervision must have a Criminal Records Check.
- xii) The Principal shall designate one certified teacher from the school as the teacher in charge of the excursion. The Principal shall not designate a Supply teacher as the teacher in charge of an excursion, unless the teacher is a long-term Supply teacher, who, in the judgement of the Principal, has sufficient knowledge about the students and the activity of the excursion.
- xiii) All overnight excursions shall be supervised by at least two adults, including at least one teacher from the school. For excursions that include students from more than one school, and it is not practical to have a teacher from each school, one teacher shall be designated responsible.
- ix) If an overnight excursion involves students of both genders, then adults of both genders shall supervise the excursion.
- x) The Principal shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.
- xi) The Principal shall ensure that the following minimum supervision ratios are met for each excursion:

Minimum Supervision Ratios (for a maximum group size of 30 students)

Grade Levels	Day Excursions	Overnight Excursion
JK-SK	Three adult supervisors per group	Will not be approved
1 – 3	Two adult supervisors per group	Will not be approved
4 – 8	Two adult supervisors per group	Two adult supervisors Per group

- xii) The Principal may grant exceptions to these supervision ratios only for excursions within walking distance of the school.





- xiii) The K/G Board may grant other exceptions to the supervision ratios and standards.
- xiv) Relevant considerations for the Principal or the K/G Chair in exercising his or her discretion to increase supervision ratios, in the chart above, may depend on:
- the nature of certain destinations.
  - the nature of the activity.
  - whether students with special needs and exceptions will be participating.
  - the competence and capacity of the students involved.
  - the age of the students.
  - whether athletic teams are involved.
  - whether excursions are K/G Board-initiated and/or involve students from different schools, e.g., science camp.
  - whether the activities require supervisors to have specific training and/or certification in order to supervise and instruct the activity. Examples of these activities include, but are not limited to, canoeing, swimming, skiing, snow tubing, camping, horseback riding, and rock climbing.

#### h) WAIVERS

From time to time, organizations may require the participants in an excursion to complete a waiver and/or release forms prior to participating in the excursion activities. These forms contain legal language releasing the organization and its officers, directors, agents, and employees from all liability. Where an organization requests that a waiver and/or release form be signed, the teacher in charge of this excursion shall submit the forms to the K/G Board, prior to the excursion, for his or her approval. External waivers must be acceptable to the K/G Board's Legal Advisor and approved by the K/G Board.

#### i) Billeting

- i) The Principal shall approve, in advance, any billeting arrangements. Billeting students has been used in the past as a means of reducing costs for excursions, as well as allowing students to meet new people in different cultural situations.
- ii) The teacher in charge of an excursion involving billeting shall make every effort to ensure that students are entering a safe and secure



environment, for example, through consultation with the Principal of the hosting school and through host parent meetings. iii) Every effort shall be made to billet students in groups of two. iv) The teacher in charge shall include information about the accommodation and/or billeting arrangements on the form Parent/Guardian Permission for Excursion, including:

- the name of the individual with whom the student will be billeted.
  - contact information, including the telephone number and address, of the individual with whom the student will be billeted.
  - whether any other students will be billeted with the student; and
  - any other pertinent information regarding the individual with whom the student will be billeted.
- v) Individuals billeting Six Nations students must have children attending the school that is hosting or sponsoring the event. Exceptions must be approved by the K/G Board.
- j) Transportation (Reference K/G Board Policy, Transportation of Students)
- i) Acceptable means of transportation for student participating in excursions may include:
- buses and vans owned or hired by the K/G Board.
  - transit authority and licensed government and commercial public carriers, vehicles, and vessels.
  - taxis.
  - other forms of transportation approved by the K/G Board.
  - vehicles will not be used to transport students for any excursion.
- ii) Parents/guardians are responsible for transporting their child to and from the point of departure.
- iii) Students should receive full safety briefings regarding the use of emergency gear and emergency procedures, possibly from the transportation provider, in advance of the excursion.

#### Boat and Air Transportation

- i) Whenever a commercial boat or ship not operated by a government agency is included as part of an excursion within Ontario, the teacher shall contact Marine Safety, Transport Canada, Ontario Region, 416-



954-8926, to determine if the vessel has passed inspection for the current year. This does not apply to the Toronto Island Ferry.

- ii) For excursions involving boating activities, the boat operator shall be notified of the number of students under 40 kilograms, as these students will require a child's lifejacket. The excursion shall not proceed if the boat does not have the requisite number of proper-fitting lifejackets for all adults and students, as well as any other necessary lifesaving equipment.
- iii) Air travel and sightseeing must be taken only on planes licensed to operate commercial passenger and sightseeing flights. The pilot must be commercially licensed.

#### Use of Buses and Vans

- i) The only method of transportation for students on excursions is by buses or vans owned and or hired by K/G School.
- ii) A teacher from the school shall supervise students on a bus or van during all school-organized excursions. The Principal may delegate to a team coach or other responsible adult the responsibility of supervision of students on a bus or van.
- iii) In situations where a bus or vehicle hired by K/G School is used to transport students during an excursion, the teacher shall make and carry a list of the students, along with the Student Excursion Report on each vehicle.

#### Tour Companies

Tour companies that utilize their own carriers shall meet K/G School insurance requirements for pre-approved carriers.

#### Educational Staff Renting Vehicles

- i) Vehicles being rented by educational staff for K/G School excursions shall be rented in the name of the Kawenni:io/Gaweni:yo School Board.



- ii) The full insurance coverage offered by the rental company is to be purchased, including:
  - Motor Vehicle Liability, with a limited-on liability of at least \$ 1 000,000.
  - Accident Benefit.
- iii) The driver shall provide proof of a license required to operate the specified vehicle rented.

#### Educational Staff Using Board Vehicles

The driver shall provide proof of a license required to operate the specified vehicle being used.

#### Student Identification for Transport

All students are expected to carry with them identification, including home, emergency, and school telephone numbers. When traveling on public transit, students should also carry the address of the excursion venue and the correct transit stop.

#### Travel in Inclement Weather

- i) From time to time, weather conditions may make travel hazardous, particularly on the highway. For information on road conditions, call 416-235-4686; for information on weather conditions, call 416-6610123; or view Environment Canada's Official Canadian Text Forecasts for Southern Ontario, or the Weather Network Web site at [www.theweathernetwork.com](http://www.theweathernetwork.com) or by viewing the Weather Network channel.
- ii) The teacher in charge has the ultimate responsibility for the safety of the students and shall decide in these circumstances whether to proceed or not proceed with the excursion. Where possible, a check must be made for travel or weather advisories.
- iii) The K/G School will cover any costs associated with the cancellation or delay of the excursion.



### Transportation of Excursion-Related Equipment and Supplies

The transportation of excursion-related equipment and supplies shall be done in accordance with the safety requirements of the approved carrier.

#### k) Funding And Excursion Costs

- i) Teachers shall inform custodial parents of the cost of the excursion on the form Parent/Guardian Permission for Excursion. For out of province excursions, teachers shall inform custodial parents of detailed costs, deposits, refunds, and non-refundable costs associated with the excursion.
- ii) No monies shall be collected prior to the full approval of the Principal and/or K/G Board.
- iii) Principals shall inform custodial parents that they will be responsible for any applicable losses or costs should their child engage in misconduct while on the excursion, including damages and/or return transportation fare, by distributing each September, the Parents'/Guardians' Responsibilities for Excursions. Principals shall inform custodial parents that they will be responsible for any nonrefundable deposit associated with the activity should K/G Principal cancel this excursion in the interest of student safety or for any other emergency.
- iv) Every effort should be made to ensure that excursions are affordable for students. No student shall be excluded as a result of financial inability to pay.
- v) The Principal shall make the decision whether to approve or not approve any excursion costs.
- vi) Costs for excursions, including fund-raising, will be reviewed annually with input from Home and School.
- vii) Supervision costs may be paid by students up to the required ratios of supervision. Above the required ratio of supervision, additional costs shall be shared by all participating staff.

#### 1) Risk Management

The following questions relating to high-care activities and risk management should be asked when planning excursions:



- i) Risk Avoidance: Do we need to do the activity?
- ii) Risk Assessment: If we do it, is it foreseeable that someone can be injured?
- iii) Risk Assessment: What is the probability of injury?
- iv) Risk Reduction: What can we do to prevent an injury?
- v) What is the probable severity of the most likely injury?

### Contingency Planning

- i) The Principal shall ensure that contingency planning is part of every excursion. This includes anticipated risks, potential emergencies, and response to these emergencies. Wherever possible, supervisors on an excursion shall carry the Emergency Procedures Checklists.
- ii) A copy of the formal contingency plan is to be taken on the high-care or overnight excursion and a copy left with the Principal. Contingency plans shall be formulated for each aspect of the high-care or overnight excursion, and shall be shared with parents, students, and the transportation provider.
- iii) Contingency plans should consider the degree of isolation of the event. An appropriate contingency plan should include the recognition of potential emergencies, training and preparation, response during the emergency, and communication plans. An appropriate contingency plan should ensure that those supervising the event are familiar with relevant policies and procedures.
- iv) During an emergency, the supervisor shall take care of the immediate needs of the participants involved in the incident, prevent the situation from escalating, and follow the steps below:
  - Assess the situation to determine if immediate medical care is required or if assistance is required.
  - Account for all participants and remove participants from further danger. A supervisor shall take charge of this group. Provide comfort and necessary information to all involved.
  - Arrange for the administration of first aid or CPR as required.



- Call 911 or necessary emergency services for assistance, depending on the area (e.g., OPP).
  - Call the school emergency contact. Contingency planning should be coordinated with the school emergency coordination.
  - In life-threatening situations, call the school contingency contact after alerting emergency services.
- v) Considerations in reporting an emergency:
- State name of school/site
  - State name of caller
  - Describe the nature of the problem.
  - Describe type and extent of injury • How many participants are injured?
  - Describe the action taken.
  - Specify needs (i.e., medical, transportation, supervision)
  - Transport participants to medical care as quickly as possible
  - Staff members or adult supervisor should accompany injured participant to the hospital. Contact Principal from hospital and update participant's condition.
- vi) The Principal shall arrange a convenient meeting area for parents when an emergency arises, to allow for privacy, fact finding, and exchange of information.
- vii) During an emergency, where possible, the teacher in charge will keep or arrange for an ongoing written log of events and times to be kept.

#### Medical and Emergency Procedures

- i) At the beginning of the year, Principals shall ensure that the form, Medical Information for Excursions, has been obtained from parents, authorizing the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student. Principals must ensure that the medical information is recorded, copied, and filed.
- ii) To determine whether a student participates in an excursion, the Principal shall take into consideration:
- if a student has a serious medical condition; and/or
  - the administration of medication is too complicated; or



- a student has engaged in serious misconduct, including breach of the school's Code of Conduct.
- iii) Students may attend school and school-based excursions, even if they do not have health coverage.
- iv) Principals are advised to ensure the following:
- that best efforts are made to obtain accurate information on the health coverage of all students at registration.
  - that parents are advised to purchase health care insurance if they are not covered by OHIP.
  - Teachers and adult supervisors shall carry the Student Excursion Report Form on every excursion. This will ensure that students' medical information is directly accessible to them throughout the excursion.

#### Emergency Communications

- i) In advance of the excursion, the teacher in charge shall leave an itinerary of the excursion in the school office, including contact information, so that the Principal or his or her designate may contact the teacher in charge if an emergency arises.
- ii) The Principal or designate identified to the teachers shall be available by telephone, cellular telephone, or other wireless means of communication to teachers in case an emergency arises at any time during the excursion, or if a return is delayed.
- iii) The Principal shall keep with him or her at all times, as well as posting in the office:
- the phone number or contact information for the Principal or designate;
  - the excursion itinerary and phone numbers for the teacher while on the excursion.
- iv) Wherever possible, supervisors on an excursion shall carry cell phones and/or two-way radios. Where cell phones and/or two-way radios are the property of the school, the Principal shall make such items available to supervisors on an excursion. Supervisors shall ensure that cell phones





and/or two-way radios are in good working condition, and any batteries are fully charged prior to the excursion.

- v) Wherever possible, supervisors on an excursion shall carry the Emergency Procedures Checklists.

#### Early Termination of Excursions

In the event that the Principal or teacher in charge determines that a student or students should return home prior to the end of the excursion, the Principal or teacher in charge shall inform the custodial parents and make suitable and safe arrangements for the return of the students.

### **15. Food In Our School**

#### **Policy Compliance Statement**

The KGPS staff promotes the requirement that food served in the school should reinforce good nutrition. This statement is emphasized in the Ontario Curriculum and in health education programs offered in the Six Nations schools. This guideline is intended to assist Principals, teachers, students, volunteers, and parent groups to make informed decisions regarding the selection of food for school food events and special celebrations.

#### **15.1 Regulation Objectives:**

- a) To assist students to make healthy food choices.
- b) To foster a positive attitude toward good nutrition.
- c) To provide directions in the selection of a wide variety of affordable and nutritious foods and beverages.
- d) To be considered when planning food events such as fund-raising meals and celebrations.
- e) To promote the safe handling and preparation of food.

#### **15.2 Rationale**

Research has shown that children with poor nutrition may exhibit:

- below average growth and development,
- greater absenteeism due to a decreased resistance to infections,
- reduced academic achievement due to fatigue, limited concentration, and motivation, and behavioral and/or emotional difficulties,



- healthy food choices reduce the risk of obesity and chronic illnesses such as heart disease, certain types of cancer and diabetes,
- establishing healthy food habits during childhood can ensure lifelong benefits.

### 15.3 Concepts to Be Implemented:

- a) Foods offered to students in Six Nations schools should reflect Canada's Guidelines for Healthy Eating. While sugar is not mentioned directly in these guidelines, sugar should be used in moderation.
- b) Canada's Guidelines for Healthy Eating emphasize the following concepts:
  - i) Enjoy a variety of food from each and within each major food group in Canada's Food Guide to Healthy Eating (grain products, vegetables and fruit, milk products, meats and alternatives).
  - ii) Emphasize whole grain cereals, breads, and other grain products; iii) Emphasize vegetables and fruit.
  - iv) Choose low-fat milk products, leaner meats, and foods prepared with little or no fat.
  - v) Limit salt and caffeine.
  - vi) Encourage regular physical activity and healthy eating in order to achieve and maintain a healthy weight.
- c) Foods offered to students in Six Nations schools should be handled and prepared safely. Steps should be taken to ensure that safe practices are observed.
  - i) Food temperature is important. Hazardous foods such as meat, fish, dairy products, and eggs can support the growth of bacteria. These foods must be kept hot at 60° C (140° F) or higher or cold at 5° C (40° F) or lower.
  - ii) All people must wash their hands before preparing food. It is important that food handlers be free of communicable disease and wear clean clothes.



- iii) Work surfaces and utensils must be kept clean. They should be washed with hot soapy water and rinsed with a sanitizing solution. Make this solution by adding 15 ml of bleach to one liter of water.

#### 15.4 Safe Food Preparation

- a) All foods must come from an approved source.
- b) Hamburgers, hot dogs, pizza, submarine sandwiches, and milk are commonly brought in from outside suppliers. Hot foods should arrive hot and cold foods should arrive cold. They should be served within half an hour. The arrival time should be specified when the order is placed with the suppliers.
- c) A responsible adult who is familiar with safe food handling practices should supervise food prepared within the school/classroom.

#### 15.5 Respecting Children with Food Allergies

- a) Schools must be mindful of the dangers posed to students who face severe allergic reactions to certain foods. Foods which are contributed for a class function pose a risk for such children.
- b) Principals should contact the K/G Board when considering banning a particular food at the school.

#### 15.6 Nutritious Food Selection

While it is healthiest to choose foods from the four food groups, it is still acceptable to select other foods in moderation. Students need to be aware that all foods can fit into the pattern of healthy eating. Educating students about the importance of good nutrition, active living, and proper dental care to achieve and maintain overall health is key.

#### 15.7 Resources

Canada's Food Guide to Healthy Eating from the Minister of Public Works and Government Services Canada, 1997; is available on the internet at the following address:

<http://www.hc-sc.gc.ca/hppb/nutrition/pube/foodguid/index.html>



## **16. Involvement Of KGPS In Community Events**

### **Policy Compliance Statement**

The KGPS staff, students, and members support the concept of the involvement of schools in community events that are significant to the Six Nations of the Grand River Territory, and with the support of the staff and parents, the academic staff may designate a maximum of one instructional day per school year for the purpose of the whole school participating in such a community event.

#### **16.1 Procedures**

- a) The intention to designate a day must be submitted by the school Principal to the K/G Board prior to the beginning of the school year. Notification must include the purpose, the nature of the educational activities involved, and the strategies to ensure appropriate supervision of all students for that day.
- b) For all approved school organized educational activities, proper procedures and permission forms must be completed. See K/G Board policy FIELD TRIPS AND SPORTING EVENTS.

## **17. Leaving School Property**

### **Policy Compliance Statement**

It is the policy of the KGPS that once students arrive at school, they are not allowed to leave the property without permission from the school office.

#### **17.1 PROCEDURES**

If students are required to leave the school property:

- a) Parents/Guardians must send a note to the child if that child needs to leave early for an appointment.
- b) Parents/Guardians must meet their child(ren) at the main office. Only parents with official guardianship or parental custody will be allowed to pick up students at the office. Any others will need consent by parent/guardian.
- c) Students are required to sign out at the office upon leaving.
- d) Students are not allowed to leave the school property without being accompanied by their parents or a guardian.
- e) Likewise, unknown and unauthorized persons appearing at the school office requesting to see, interview or take a student out of school, will not be



permitted to do so without advance approval or consent of the parent or guardian and approval of school administration.

- f) In the case where a child is to be dropped off by the bus at a location other than their regular drop off stop, then a written consent/note or phone call from the parent or guardian must be submitted to inform the school. The school will inform the bus driver.

## **18. Opening & Closing Exercises At Schools**

### **Policy Compliance Statement**

- 18.1 It is the policy of the KGPS that all elementary and secondary classes hold daily opening and/or closing exercises.
- 18.2 Opening and closing exercises should include and show respect for Rotinohsion:ni-Hodinohso:ni culture and languages.
- 18.3 Opening and/or closing exercises will incorporate student involvement and recognition.
- 18.4 The Principal or designate is responsible for implementing daily opening and closing exercises.

Ontario Student Record (OSR) guideline, 2000 (revised 2020)

### **Policy Compliance Statement**

- 19.1 It is the policy of the KGPS that the Principal will collect information for inclusion in the Ontario School Record in respect of each student enrolled in the school and to establish, maintain, retain, transfer and dispose of the record.
- 19.2 The KGPS recognizes that Ontario Ministry of Education legislation regulates access to an OSR and states that the OSR is "privileged for the information and use of supervisory officers, the Principal and teachers of the school for the improvement



of instruction". The Principal will ensure that student information contained in the OSR is treated with the same intent and respect.

- 19.3 Each student and parent must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.
- 19.4 The School Principal will follow The Ontario Student Record (OSR) Guideline 2000 and the KGPS OSR Guideline and Procedures 2005, which sets out procedures regarding the establishment, maintenance, use, retention, transfer, and disposal of the OSR.
- 19.5 References: The Ontario Student Record (OSR) Guideline 2000 Guide to the Provincial Report Card, Grades 1-8, Growing Success Assessment, Evaluation, and Reporting in Ontario Schools 2010. These publications are available on the Ministry of Education's website, at <http://www.edu.gov.on.ca>.
- 19.6 KGPS follows the procedures in the Ontario Student Record Guideline 2000 and ensures that the content of individual Ontario Student Records will be protected to ensure privacy.

## **20. Reporting Child Abuse and Neglect Regulation**

- 20.1 The Kawenni:io/Gaweni:yo School Board is committed to providing each and every student with a safe, nurturing, positive and respectful learning environment.
- 20.2 The Kawenni:io/Gaweni:yo School Board has a duty to prevent, detect, intervene in and report abuse or neglect of any students. Kawenni:io/Gaweni:yo School Board employees have a special role and responsibility in the protection of children and students of all ages.
- 20.3 For the purpose of this policy, abuse is any form of physical harm, sexual mistreatment, emotional harm, or neglect, which can result in injury or psychological damage.
- 20.4 Early identification of child abuse and neglect can occur through disclosure or as the result of reasonable suspicions on the part of the Kawenni:io/Gaweni:yo School Board employees and volunteers. Early intervention may ameliorate the long-term effect of abuse and break the on-going cycle of further victimization and harm.

### **20.5 Requirements for Reporting**



The Child and Family Services Act contains provisions under Part III, Child Protection, for reporting a child who is or may need protection. If any person – including a teacher, a Principal, or another professional – has reasonable grounds to suspect that a child is or may be in need of protection, the act requires that the person report his or her suspicions "forthwith" to a Children's Aid Society and provide the information on which the suspicions are based. Therefore, teachers, Principals or other professionals who, while performing their professional or office duties, suspect that a child is or may be in need of protection must report this information without delay to a Children's Aid Society. If a professional or official does not report the suspicion, he or she is liable, upon conviction for the offence, to a fine of up to \$5000.

#### 20.6 Protection for Persons Making Reports

Subsection 72(7) of The Child and Family Services Act provides that no action for making a report shall be instituted against a person who acts in accordance with the duty to report in section 72, unless the person acts maliciously or without reasonable grounds for the suspicion.

#### 20.7 Investigation

It is the responsibility of the Children's Aid Society and, if necessary, the police to investigate the possibility that a child is in need of protection. School personnel who suspect that a child is or may need protection should not conduct an investigation regarding their suspicions or the disclosures of the child and should question the child only to clarify the nature of the complaint.

### 21. **EDUCATION POLICY**

21.1 The mission of the Kawenni:io/Gaweni:yo School Board is to provide learning environments that are safe, nurturing, positive and respectful. All members of the school community are to be treated with respect and dignity.

21.2 The Kawenni:io/Gaweni:yo School Board :

- a) is committed to providing a safe learning and working environments for all students, staff, and visitors to our schools.
- b) will include in its Education Policy clear expectations for all students, parents, and staff, which will be communicated on a regular and ongoing basis.



- c) will ensure that each school establishes a Education Committee and develops a Code of Conduct and a Safe School Plan.
- d) will continue to incorporate violence prevention, conflict resolution, social skills, and peaceful problem solving into the curriculum beginning in Junior Kindergarten.
- e) expects its students, parents/guardians, employees and community members to actively participate as partners in maintaining a safe learning and work environment in its schools, offices, work sites and at all Kawenni:io/Gaweni:yo School activities;
- f) will not tolerate on Kawenni:io/Gaweni:yo School property, on school contracted transportation, or at Kawenni:io/Gaweni:yo School sponsored events:
  - violence of any kind.
  - the possession or presence of weapons.
  - harmful, threatening, or actual acts of violence or other unlawful acts.
  - verbal abuse in any form.
  - the presence of any intruder or any activity which places the safety of students, staff, or visitors at risk; and
  - the possession of, use of, or trafficking in alcohol, illegal drugs or unauthorized prescription drugs.
  - Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
  - Bullying
- g) will ensure that school administrators and staff respond appropriately, without delay and in a consistent manner when violent incidents threaten the safety and security of our schools and the well-being of our students, staff, and larger community.
- h) will ensure that there are serious consequences to any student who commits a violent act, up to and including suspension and/or expulsions.
- i) acknowledges its responsibility to educate all students, including those who commit violent acts, and to provide these students with opportunities to attend programs and access services appropriate to their academic and social/emotional needs.





### 21.3 KGPS VISITORS TO THE SCHOOLS

The KGPS Board encourages the active interest and involvement of parents and visitors in the school. To avoid interruption of the instructional program and to promote the safety of students and staff, the KGPS shall establish procedures concerning visitors to the school.

**The following general guidelines shall be included as procedures concerning VISITORS.**

- A. The term **“visitor”** shall apply to any person on school grounds or in school buildings who is not an employee or student at the school.
- B. All visitors shall report to the main office upon arrival at the school and sign in/out as they enter and leave the school.
- C. Parents delivering lunches or other items will be expected to drop off at the reception area and students or teachers will come to the front to pick up the lunch or items in a timely manner.

Note: This shall not apply to parents or citizens who have been invited to school for an open house, performance, or other preplanned school programs.

- C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors. All visitors who visit classrooms must sign a confidentiality form.
- D. Individual School Board members shall follow the same procedures as other visitors, and state whether they are visiting the school on personal business or in connection with Board duties.
- E. Visitors shall comply with all applicable policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The building administrator/designee has the authority to refuse entry to the school grounds to persons who do not have legitimate, school related business and/or who may disrupt the operations of the school. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.



- G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the school.
- I. Any person refusing to leave the premises may result in a soft code blue alert to teachers. The receptionist will request the teachers to lock their doors until the situation has been resolved.

## 22. Emergency School Closing

In the event of severely inclement weather or mechanical breakdown, the school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal of students, will be announced over the community radio station, CKRZ (100.3 FM) and CKPC (1380 A.M.) Morning radio reports can be heard between 7:00 A.M. and 9:00 A.M.

If no reports are heard, it can be assumed that school will be in session. In this case, please do not call the school, telephone lines must be kept open for emergencies. In the event of early closing, your child will be instructed to go to the home or location designated by parents on the Registration Form at the school office. Parents are asked to review family plans with students regularly regarding their expectations for student safety and supervision when emergency school closings and early dismissals are put into place.

## 23. School Hours Policy

### JK TO GRADE 8 BALANCED DAY

8:30 - 10:10 A.M.	Instruction time (100 Minutes)
10:10 - 10:50 A.M.	Nutrition Break (40 Minutes)
10:50 - 12:30 P.M.	Instruction time (100 Minutes)
12:30 - 1:10 P.M.	Nutrition Break (40 Minutes)
1:10 - 2:40 P.M.	Instruction time (100 Minutes)



Extended Instructional time to 3:10 P.M. - 3:15 Class Dismissal and Closing  
Buses will leave school at 3:25

**\*\*STUDENTS SHOULD NOT ARRIVE OR BE DROPPED OFF AT SCHOOL BEFORE 8:30 A.M. IN THE MORNING. THE SCHOOL BUSES WILL NOT LEAVE SCHOOL UNTIL 3:25 p.m. EACH DAY.**

## **24. Instructor-Student Ratio Policy**

24.1 It is the policy of the Kawenni:io/Gaweni:yo School Board to establish a standard upon which teacher allocation occurs within the elementary system.

### 24.2 Recommended Class Sizes:

Kindergarten – 15 students

Primary classes, 1 to Grade 3 – 20 students

Junior classes, Grade 6 to 8 – 20 students

Intermediate classes, Grade 7 & 8 – 25 students

### 24.3 Considerations for Determining Class Size:

- a) Number of registered students per grade level.
- b) Number of students per grade in a split-grade classroom.
- c) Number of students with identified exceptionalities and specific needs.
- d) Space accommodation.

Reference: Human Resource Policy, **Staffing Ratio**  
Special Education Policy, **Class Size**

## **25. Student Bussing Transportation Policy**



- 25.1 KGPS is committed to the provision of safe and reliable transportation for resident students. The means of transportation for eligible students is by school bus.
- 25.2 Method of transportation will be by contracted carrier services.
- 26.3 Summer school transportation may be provided, however this decision will be made by the KGPS and communicated to parents prior to the beginning of classes.
- 25.4 Riding the school bus is a privilege that may be taken away from a student as a disciplinary action for unacceptable unsafe behavior.
- 25.5 All bus monitors will be expected to assist and cross the road with all Kindergartens.
- 25.6 KGPS requires that all contracted bus carriers meet mandatory performance requirements. See KGPS procedure- **Student Transportation**.
- 25.7 **Objective**  
To establish procedures to ensure the provision of safe and reliable transportation for resident students in accordance with KGPS policy. **Student Transportation**.
- 25.8 **Procedures**

a) Eligibility Criteria

Regular bus transportation is provided to the students who are registered in Junior Kindergarten to High School at Kawenni:io/Gaweni:yo School.

b) Student Conduct

The KGPS is committed to the provision of safe transportation for students. To this extent, students have a responsibility to behave in a safe and acceptable manner. Students will observe the following rules of conduct while travelling on the bus:

- Arrive at the pick-up point on time.
- Keep off the travelled portion of the roadway while walking to the pick-up point and while waiting for the bus.
- Be certain that traffic is clear or stopped before crossing the roadway.
- Board the bus in a safe and orderly fashion.
- Follow instructions from the bus driver and monitor.



- Sit where the bus driver has requested.
- Do not eat or drink on the bus.
- Be picked up and discharged only at designated spots. Students will not be allowed to board another bus or get off at another stop without the approval of school administration and without the written request of the parent or guardian. In the case of an emergency, parents must call the school office or send a note indicating the alternate emergency arrangements.
- Take a seat on the bus as directed by the driver and remain in the same seat throughout the trip.
- Keep books, gym bags and other bulky items on their lap, not in the aisle.
- Always keep arms and head inside the bus.
- Do not open and close windows, unless authorized by the driver.
- Do not create a disturbance by interfering with another student or touching another student's belongings; and
- Dangerous items are not permitted on the school bus.

**Bus schedules** are developed upon registration of students. These bus routes are formed to allow students to be picked up and dropped off at the gate of their house. However, students in the younger grades of JK and SK kindergarten will need parents/guardians to be at the gate to greet children as they get off the bus. If there is a sibling riding the same bus as the JK and SK student and they are at least 11 years old the bus driver will allow the older sibling to be responsible for getting their younger sibling off the bus. The parents must provide a note to the bus driver stating this is permissible.

If parents/guardian are not there for the JK/SK kindergarten students, the bus driver will bring the child back to school and parents/guardian will have to arrange to come to the school to pick up the child. Children between the grades 1 to age 10 years old must have a parent/guardian visible from the bus to allow the children to be dropped off.

Children will be picked up and discharged only at designated spots. Students will not be allowed to board another bus or get off at another stop without the approval of the school administration and without the written request of the parent or guardian. In the case of an emergency, parents must call the school office or send a note indicating the alternate emergency arrangements.

### c) Bus Disciplinary Procedures

Every effort should be made by the driver to create a positive relationship with the students. When a student behaves in a manner which seriously jeopardizes



the safety of the students on the bus, the following procedures are to be followed:

- If conditions warrant, the driver should advise the student, in a manner that does not endanger the safety of the passengers on the bus that their behavior must stop. At the same time, they are to inform the student that if this misbehavior continues, they will advise the Principal.
- Under no circumstance will a driver attempt to restrain or evict a student unless the safety of the passengers is endangered.
- Students whose riding privileges are being recommended to the Principal for suspension shall be taken either to the school or to their home stop and informed that their riding privileges may be suspended. The driver is to complete a **Bus Incident Report** and submit it to the Principal within one working day;
- The driver must inform the Principal of repeated misbehavior. The Principal will take action and in all cases will inform the student's parents/guardians and driver;
- In cases where a suspension of bus riding privileges has taken place, a meeting between the Principal and parent/guardian will be arranged to discuss reinstatement of the student's bus riding privileges;
- A first suspension will be for three (3) days unless the driver and the Principal agree that due to the nature of the offense, the period of the suspension should be otherwise;
- For an offense or repeated offenses that endanger the safety of the bus and its' passengers, the student's bus riding privileges may be withdrawn for an indefinite time. This decision rests with the Principal.
- Parents have a right to appeal all bus riding suspensions.

d) Summary of Mandatory Performance requirements for Bus Contractors

- a) **Insurance Coverage:** Each carrier will be required to carry a minimum of 20-dollar million coverage, combined per vehicle, per accident, for passenger and road hazard liability insurance.
- b) **Radio Communication:** Each vehicle must be equipped with a two-way radio online to a base station.
- c) **Pick-up Times:** Will be no earlier than 7:15 a.m. for elementary students.
- d) **Morning Drop-off Times:** To be no earlier than 8:30 am each morning.
- e) **Student Travel Time:** To be no longer than forty-five (45) minutes under normal conditions.



- f) **Seatbelts:** All vehicles which are 48 passengers or larger are not required to have seatbelts. Buses with seatbelts must be equipped with an appropriate number of seat-belt cutters.
- g) **Age of Vehicles:** Twelve (12) years maximum for 72 passenger bus or larger and ten (10) years maximum for all other vehicles.
- h) **First-Aid Training:** All drivers must have a current and valid certificate in first aid and receive Epi-pen training.
- i) **Childproof Locks:** All vehicles up to but not including 16-passenger capacity, used on a regular basis, must be equipped with childproof locks.
- j) **Car Seats and Booster Seats:** When required, it is the responsibility of the parent/guardian to provide a government-approved car seat or booster seat that conforms to current safety guidelines.

## 26. Kawenni:io/Gaweni:yo School Volunteer-Policy Statement

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There are many ways in which parents and other community members may become involved within the school.

We are pleased with the many community partnerships that have already been established at Kawenni:io/Gaweni:yo Elementary School.

If you can volunteer some time at the school, please let us know when you are available and how you would like to help.

If you would like to join this group of dedicated individuals, please contact any of the school staff members. You may be able to help in one or more of the following ways:

1. Committee work – i.e., Fund Raising Committee, Toy Bingo committee, Building committee.
2. On class trips
3. Home and School
4. Coaching Sports
5. Swimming, Skating, and Fundraising.



6. By offering your special skills in cooking, pottery, singing, quilting, typing, dancing, coaching, drama, beading, carving, decorating, art and handicrafts, etc.

All volunteers may become involved in activities for schools but are to be performed under the direct supervision of a teacher or the principal/board.

Criminal Background Checks are mandatory for staff / volunteers (at school boards required by Reg 521/01) before they can tutor/mentor in any classroom or participate in activities with students.

## **Volunteer Guidelines**

Always report to the main office first to sign in and as a visitor.

Upon departure, make a final stop in the main office to sign out.

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### **Appearance**

A volunteer should always dress appropriately, remembering that he/she is setting an example for the students and Kawenni:io/Gaweni:yo School.

### **Child Neglect and Abuse Reporting**

If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and ly to the teacher or principal.

### **Confidentiality**

As you work with staff and students, remember that the problems, abilities, relationships and confidences of students, their parents, and staff should never be discussed with anyone other than the teacher or principal of the school.

### **Discipline**

The school and each classroom have an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the





teacher or other supervising school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior.

### **Emergency Drills**

If you are present during a drill, follow the lead of the nearest faculty or staff member. Ensure you check the emergency escape plan posted in the classroom.

### **Helping the Teacher and Class**

As a volunteer you will work under the direction of the classroom teacher or office staff. When serving as a classroom volunteer, the teacher(s) will work with you to create a volunteer schedule. If for any reason you will be unable to volunteer at your regularly scheduled time, please notify the classroom teacher to make alternate arrangements.

### **All volunteers work under supervised conditions only.**

When working in the building, please adhere to the volunteer schedule and try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please plan to do so at a time agreed upon with the teacher that does not interrupt instructional time.

### **Impartiality**

A volunteer shall favor no one side or party more than another in all school situations and ensure fairness and equality.

### **Names and Labels**

Every child brings to school his or her own specific skills and abilities and grows and learns at his/her own pace. Please do not make value judgments or label the abilities of any child. Please be careful not to compare your child to another in the class as they are all unique individuals.

**Tobacco Products, Drugs and Alcohol** - Volunteers are prohibited from using or being under the influence of tobacco products, drugs, or alcohol.

### **Objectivity**

A volunteer should not let personal feelings enter into his/her work as a volunteer.

### **Respect for Authority**

A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the principal's attention at an appropriate time.

### **Safe Touch Area**

Handshakes and high fives are considered appropriate friendly touches. Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher.



**Safe Verbal Communication**

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist or offensive.

**Volunteer Sign-Up Sheet**

Name: \_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address:

\_\_\_\_\_

Do you have any medical conditions that we should be aware of \_\_\_\_\_ Yes \_\_\_\_\_ No  
while you are working as a volunteer in the school?

Explain: \_\_\_\_\_

Name of School \_\_\_\_\_

Principal \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

Language \_\_\_\_\_



### **Kawenni:io/Gaweni:yo School Oath of Confidentiality CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY**

The EMPLOYEE/VOLUNTEER acknowledges that she/he may acquire information about certain matters which are confidential whether or not designated or labeled as confidential or proprietary and which information is the exclusive property of Kawenni:io/Gaweni:yo School, including but not limited to the following:

- Cultural curriculum adaptations
- Student Records
- Financial information
- Marketing information
- Research and development information
- Personnel Matters

The EMPLOYEE/VOLUNTEER acknowledges the information could be used to the detriment of the school and that the disclosure could cause irreparable harm to the School. Accordingly, the EMPLOYEE/VOLUNTEER undertakes to treat confidentially all information and not to disclose it to any third party or to use it for any purpose, either during his/her employment, except as may be necessary in the proper discharge of his/her duties, or after termination of his/her employment for any reason, except with the written permission of, Kawenni:io/Gaweni:yo School unless and until such information has ceased to be secret or confidential without his/her fault.

The EMPLOYEE/VOLUNTEER acknowledges and agrees that Kawenni:io/Gaweni:yo School acquires by virtue of the employment/volunteer relationship, all intellectual property right to all writings, developments or services, improvements and ideas which the EMPLOYEE/VOLUNTEER makes, conceives, discovers or



develops while he/she is employed by Kawenni:io/Gaweni:yo School whether during working hours or at any other time, which relate to or are used or are intended for use in connection with any business carried on by Kawenni:io/Gaweni:yo School that when using the same shall acknowledge the contribution by the EMPLOYEE/VOLUNTEER. For greater certainty this oath will abide by any further KGPS policy in regard to intellectual and cultural property rights.

I, THE UNDERSIGNED, promise to hold in confidence all matters that come to my attention as a volunteer/staff member of Kawenni:io/Gaweni:yo School according to this agreement.

Also, I WILL RESPECT the privacy of people with whom I serve and confer appropriately with my supervisor.

I UNDERSTAND that I am required to act in a responsible manner regarding any information gained during my educational/work experience with the school.

I FURTHER UNDERSTAND that a breach of confidentiality on my part will seriously compromise my standing with the school.

Name of Volunteer/Staff \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

