

PRINCIPAL'S MESSAGE

OKI!

Welcome to Aahsaopi Elementary School all new and returning students, parents and staff; your support and dedication for Aahsaopi is greatly appreciated. It is my goal to help all of you to feel safe and secure in our surroundings during the school day. This handbook has been designed to answer questions and give you information to help you understand how things are done within a school setting.

One of my main priorities as the school administrator is to promote quality education and at the same time help students strive for academic success. I need your continued support as parents/caregivers to help our students achieve this success; it is our inherent right to have access to an education. The wisdom of our ancestors who signed Treaty 7, September 22, 1877 needs to be fulfilled by all of us, we are all primary stakeholders it's our responsibility to help our children fulfill their academic requirements.

I am pleased to say that Aahsaopi has caring and compassionate staff who understand the diverse needs of each of our children. I work very close with different entities and groups of people who play a major role in our daily proceedings within this school setting. I wish to acknowledge the Aahsaopi Parent Advisory Committee who are very committed to the well being of Aahsaopi School. The Blood Bus Co-op provides transportation for our children, I meet with the bus drivers on a monthly basis or more often if required; I maintain an open line of communication with various Blood Tribe entities. At all times parents/caregivers are always notified by school personnel to give updates and information when necessary.

It is my hope that each child will be given an opportunity to benefit from our diverse academic programming at Aahsaopi. Remember we are all unique and have different levels of ability. DO YOUR BEST EACH DAY!

Ms. Collette Big Swallow - Principal

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**Kainai Board of Education
2018 - 2019
School Calendar**

KBE District Wide In-Service	August 27 to 30, 2018
First Day of School	Friday, August 31, 2018
Labour Day	Monday, September 3, 2018
Treaty Seven Day	Friday, September 21, 2018
Blackfoot Confederacy Conference	October 4 to 5, 2018
Thanksgiving	Monday, October 8, 2018
Remembrance Day	Monday, November 12, 2018
Christmas Break (two weeks)	December 24, 2018 - January 6, 2019
School Begins for students	Monday, January 7, 2019
Family Day	Monday, February 18, 2019
Parent Conference/ATA	February 21 - 22, 2019
Good Friday	April 19, 2019
Easter Holidays	April 19 - April 26, 2019
Victoria Day	Monday, May 20, 2019
Last Day of school students & teachers	Friday, June 28, 2019

Instructional Days/Students - 182
Teacher Days - 196

Semester I	ID	TD	Semester II	ID	TD
August	1	5	January	18	19
September	18	18	February	15	17
October	20	22	March	19	21
November	20	21	April	16	16
December	15	15	May	21	22
	74	81	June	19	20
				108	115

Total Instructional Days (students) 182
Total Instructional & Teacher Days 196

ADMINISTRATION:

Collette Big Swallow-Principal
Donna Soldier-Associate Principal/Learning Support Teacher
Karin Duzlemic- Learning Support Teacher
Michelle Bruised Head-Administrative Assistant
Kleora Soop-Administrative Assistant
Campbell Eagle Child-Counsellor
Candace Shade-Counsellor

BLACKFOOT STUDIES:

Debbie Many Bears-Instructor/Librarian
Laverne First Rider-Instructor/EA/High Needs

ECS-K4-K5:

Cheryl Scout-Instructor K4
Laurie Reeder-K5 Teacher

GRADE 1-5:

Janine First Rider - Gr. 1 Teacher
Brenda Fox - Gr. 1 Teacher
Rebecca Rawlinson - Gr. 2 Teacher
Rachelle Thomas - Gr. 2 Teacher
Andrea Sheridan - Gr. 3 Teacher
Judith Layton - Gr. 3 Teacher
Deanne Provost - Gr. 4 Teacher
Callie Tardiff - Gr. 4 Teacher
Irene Young Pine - Gr. 5 Teacher

EDUCATION ASSISTANTS-HIGH NEEDS STUDENT SUPPORT:

Rose Hairy Bull	Rosie Small Eyes
Wes Cross Child	Kayla Big Swallow
Ellen Soldier	Sylvia Gros Ventre Boy
Brenda Mistaken Chief	Crystal Crying Head
Heather Blackwater	Chantal Weasel Fat
Verona Whiteman	Leona Quesnelle
April Day Rider	Tanya Healy
Melanie White Man	

O&M:

Marvin Mistaken Chief Veronica Red Crow Arnold Shouting

**AAHSAOPI PARENT ADVISORY COMMITTEE
(PAC)**

Charles Shade

Lester Low Horn

Sylvia Low Horn

Christine Good Striker

Mike Bruised Head - Board Representative

**TRANSPORTATION
BUS CO-OP DRIVERS**

B19	Delcy Healy	(403) 715-8844 cell
B3	Marvin Tailfeathers	(403) 330-5734 cell (403) 737-3834 home (403) 737-3766 work
B4	Ken Vare	(403) 715-3024 cell
B5	Dick Many Fingers	(403) 593-2232 cell (403) 331-8749 cell
B7	Marvin Many Fingers	(403) 382-9917 cell
	Bus Co-op	(403) 737-2505
	Handi-bus Carla Weasel Fat	(403) 331-0615

DISCIPLINE PROCEDURE

At Aahsaopi Elementary School we have high expectations in regards to behaviour, at the same time realizing that children behave in a manner that is modeled for them. The learning team/teachers and support staff encourage our children to make good choices and also be responsible for their behaviour at all times. Kainai Board of Education implemented a Bullying Policy several years ago that we follow; within this policy there are guidelines and procedures to help deal with bullying incidents. Our school counsellors make a serious effort to work close with the classroom teacher/staff, students and parents to reach a positive as well as compromising outcome for everyone. It is everyone's responsibility to help our children understand what discipline is, we hope that you trust our judgment when consequences are in place.

We have a working relationship with the Bus Co-op to provide transportation for our children from home to school-school to home on a daily basis; they in turn have their own regulations which are primarily for safety and managerial purposes. We strongly encourage parents/caregivers to establish a working relationship with your child's bus driver; serious incidents are reported to the school and from there the school investigates and provides a report and recommendations for disciplinary actions.

Types of behaviour that are not accepted or tolerated in classroom, playground, school building, extra-curricular events and transportation units, Bus Co-op, KBE transportation units:

- Bullying, instigating a fight, name calling, fighting, intimidation, threatening another student or staff member.
- Play-fighting and/or Rough-play is unacceptable and will not be tolerated as it leads to fighting and possible injuries.
- Knives, lighters, matches, laser pointers or any objects with the potential to cause harm will be confiscated. Any potential weapons will be confiscated and turned over to School Resource Officer (Blood Tribe Police) or other authorities if need be.
- Pulling the fire alarm, making false threats (bombs, fire) will result in a referral to police and disciplinary actions may follow the criminal code.
- Social networking threats will not be tolerated, texts, emails, face book, twitter, Skype and you tube are not tolerated especially if used as a form of intimidation.
- Vandalism, graffiti and any form of destruction of building or property will not be tolerated.
- Leaving classroom & school grounds is not only dangerous but not allowed at Aahsaopi.
- Theft of personal or school property not tolerated.
- Use of drugs, tobacco or other harmful substances not tolerated

CONSEQUENCES:

- KBE Bullying Policy in effect, steps will be followed as outlined.
- Any objects posing as weapons will be confiscated, parents/guardians will be notified; repeat cases Blood Tribe Police will be notified.
- Fire alarms, safety codes are an automatic police matter.
- The use of cell phones is not allowed, the exceptions are if parents/guardians notify the school if a cell phone is required.
- Vandalism/graffiti upon investigation with Blood Tribe Police; restitution/repayment will be required.
- Leaving school grounds/classroom; 1st offense verbal warning, 2nd time out in school, 3rd outside agency intervention before a reinstatement can occur.
- In school investigation and if necessary police will be notified depending on stolen property; a form of restitution will be necessary if original property is lost or destroyed.
- KBE Drug & Alcohol Policy will be followed if anyone is caught using any type of drugs or substances; trafficking is a board matter immediately/expulsion.
- Use of tobacco requires parents/guardians to assist with intervention.

Our role and tasks as school personnel is to help our students make good choices, in the event our children become victims of peer pressure we will help them to understand that they need to take ownership for their actions. Intervention is the key to helping our children become responsible students and in turn be role models for younger siblings and other students within the school. Parents/guardians we ask that you help us by reinforcing the rules and consequences that have been set out by the school. Communication with your child's teacher is important; the school counsellor's role is to act as a liaison between the school and home.

KBE employees are governed by a Code of Conduct within contract obligations, within these policies it is clearly stated that all conflicts, disagreements are not to interfere with their daily activities. It becomes difficult when members of the community attempt to use these conflicts as a form of leverage against an employee; we hope that by outlining the discipline procedure will help define the process for disciplinary procedures. Each classroom teacher is responsible for rules in the classroom, hallways and outside playground.

INCENTIVES, AWARDS &FIELD TRIPS

At Aahsaopi we believe that by validating and recognizing the efforts of our children is important. We strongly encourage students to be at school every day, complete all school work during the school day, parents/guardians assist with homework, display a positive attitude. These are the fulfillments for the 3A's, Attendance, Academics & Attitude; we also understand that there are circumstances and factors that can inhibit or prevent our students from attending school, learning difficulties and social skills may need refining. We will accept 3 excused absences no exceptions, providing there is a medical reason or parent contacting the school for other reasons, meet regularly with teacher to help child with academics and work closely with school counsellor or outside counselling agencies if necessary.

It's important that we teach our children to be accountable and responsible for their behaviour, actions so that they become productive young people. Parents/guardians your input is necessary in these areas to help reinforce good habits. Our various Blood Tribe entities are very generous at year end to help us with bike donations for some of our year end awards. We are very thankful for their contributions, Aahsaopi PAC also make a generous donation, individual families/staff & Aahsaopi School/KBE. We want our children to understand that these incentives and awards are earned through everyone's hard work.

Again, all awards and incentives including field trips are based on the 3A's, teachers and coaches keep a record of each student's overall progress on a regular basis. Teachers and instructors are not only encouraged but advised to maintain regular communication with the home so that there are no surprises or hurt feelings when these incentives are awarded.

GUIDELINES FOR SCHOOL RELATED FIELDTRIPS

Criterion:

Three A's are in effect, attendance, academics and attitude; all parties need to be informed at all times so that there are no surprises for parents/caregivers.

Adequate funding in place, either through school budget (in consultation with principal) or through school fund raising efforts.

Submit a written proposal with a rationale outlining all the details of fieldtrip.

Items to be included:

- Itinerary, including pick up and drop off points with an approximate time line
- Budget
- Permission slip, treaty number (band name), Alberta Health Care Number
- List of students participating as well as those that are remaining (stay backs)
- Contact numbers; cell phone numbers, telephone number of destination
- Homeroom teacher/supervising teacher needs to have the phone numbers for each of the parents/guardians in case of an emergency
- Change of plans due to unforeseen circumstances, not because you are stopping for change of scenery
- Should there be a change in your time line you will be responsible for transporting your students home if regular buses are gone
- Adequate number of supervisors per student
- Limit on personal spending money, large quantities are not recommended
- Guidelines for volunteers, eligibility would be a parent/guardian; or an immediate relative who is mature and responsible/not a high school or young adult

The above items need to be submitted to principal in advance (MIN. 1WEEK) depending on nature and destination of fieldtrip. A reminder to all staff on the fieldtrip, you are required to assist with supervision throughout the duration of the fieldtrip. Please do not abandon your assignment and leave early, drop off at other destination/site; it's imperative that everyone remain with the entire group from beginning to end.

REMEMBER SAFETY IS OUR FIRST PRIORITY

GUIDELINES FOR VISITOR/GUESTS & PARENTS/GUARDIANS

First of all, at Aahsaopi we appreciate the presence of guests, primarily our parent's/ caregivers. It's important that we validate our children/grandchildren in their academic/extra-curricular achievements as well as participation. At the same time for the purpose of privacy and respect for other children, staff and primarily teachers/education assistants these guidelines will now be in place and effective immediately:

- 1) All guests, parents/grandparents/and foster-parents please report to the front office and sign in upon your arrival and state purpose of visit.
- 2) Classroom teachers and other staff please notify front office if you are expecting any of these people identified
- 3) Teachers/staff are to ensure that our guests remain in designated classroom or other parts of the building with your presence
- 4) The exceptions are events planned for the gym; everyone is required to be in the gym for all schooled sponsored events

- 5) If guests/parents are preparing things for you an EA/Teacher preferably needs to accompany the parent or guest
- 6) All files and information regarding students/staff are strictly for the knowledge of only full time employees of KBE/Aahsaopi Elementary School

The above conditions will be reviewed periodically and subject to revision; it's important to understand that the information surrounding some of our student files is highly confidential and sensitive. FOIP (Freedom of Information Protection) is strongly adhered to at Aahsaopi Elementary School and we hope that everyone both Aahsaopi employees and the public understand this. Your cooperation will help us with following guidelines set out by Alberta Learning/KBE Policies and all child protection entities.

In the event you witness a situation that you believe is inappropriate you need to address it properly through a written documentation to in-school administration. Again, these guidelines are being set in place so that no one is caught in a situation whereby they feel uncomfortable.

BUS CO-OP RULES & REGULATIONS:

First of all I am grateful that we have individuals who have dedicated their lives to the daily transportation of our children to and from school. Safety is everyone's main concern and communication among all parties. The Bus Co-op have their own set of rules and regulations and these are the guidelines that Aahsaopi follows, every effort is made to ensure that we mediate and negotiate for parents and at the same time recognize the efforts of bus drivers. This is not always easy because emotions are usually escalated by the time the school intervenes therefore; very important for parent/bus driver to COMMUNICATE. (See attached rules regulations)

BUS CO-OP REGULATIONS

1. The driver is in full charge of the school bus at all times. The pupils must obey the driver, and the student's failure to co-operate shall be reported to the principal in addition, the students will not be permitted to ride on the bus until permission has been granted by the principal.
2. All students must be seated while the bus is in motion; students must not rise from their seats to exit before the bus is stopped; and students must not enter the bus while it is in motion; and students must not remain standing after the bus proceeds. The bus driver will allow the student(s) time to be seated after the student has entered the bus.
3. Conversation with the driver is prohibited. Outside of ordinary conversations, classroom conduct is to be observed, and the driver may separate pupils, or groups of pupils, who do not co-operate.
4. The use of tobacco and liquor on the bus is prohibited.
5. Pupils must not throw paper or other garbage on the floor of the bus. No object or item shall be thrown from the bus.
6. Students must not extend their arms, head or other parts of their body out the windows of the bus.
7. When entering or leaving the bus, pupils must observe directions of the bus driver. Pupils should cross the road in front of the bus on entering or leaving the bus. Students must not use the rear emergency door except as directed by the driver.
8. Pupils must notify bus drivers when not returning home.
9. Buses are not permitted to make stops other than those designated by the Board. A stop to pick up groceries, deliver messages, or other such stops is not permitted.

10. Pupils must be at the bus stop for pick up. Buses will not wait for students to come from the home. However, the driver must wait for a student who is on route to the pick up point at the time of the bus arrival.
11. No one other than pupils and the driver, with the exception of Board Members or assigned staff, may ride on the bus on its regular route.
12. Students must not leave the loading position until the bus comes to a complete stop and the door is opened.
13. Absolutely no eating or drinking on the bus without the authorization of the bus driver, however the driver must ensure clean up if such behaviour is allowed.
14. No student shall maliciously or wilfully attack or otherwise molest another on the bus.
15. Students must not take with them on the bus such items as firearms, blowguns, water pistols, elastic flippers, or any other items which, through its use may damage the bus, inflict injury on another person, or cause unnecessary disturbances.
16. Any wilful or negligent damage to the bus by any student must be paid for by that student. The student will be suspended from riding the bus until the bus owner is fully paid for the incurred damage.

SUSPENSION OF STUDENTS - SUSPENSION OF RIDING PRIVILEGES

Should it become necessary for a pupil to be suspended from riding the bus, the following steps should be taken:

1. The driver should inform the student that he/she will not be permitted to ride on the bus until permission has been granted by the principal. Also, the driver will inform the parent of the student that the above action has been taken.
2. The driver should then report the situation to the principal who will then take appropriate action. The driver may suggest to the principal what he feels should be required from the students as a disciplinary action (i.e. assessment for damage, apologies, etc.).
3. Report the situation to the coordinator.

SPECIAL NOTE TO PARENTS

1. No parents are permitted to get onto the bus under any circumstances, without the permission of the driver.
2. No parents are permitted to scold, wilfully attack or otherwise molest any student on the bus.
3. Any parent with complaints regarding incidents which may have occurred on the bus involving their child should report the situation to the driver to the principal immediately. It is the responsibility of the school principal to take appropriate disciplinary action if required.
4. To deter parents from boarding onto a bus to scold, or to wilfully attack pupils on a bus, the co-op policy is to suspend transportation service to that particular household. This is to impress upon the parents that there are certain procedures to be followed when complaints arise as a result of incidents which may have occurred on the bus or at school which may concern the child.
5. During the winter months all busses from the Blood Co-op will not run when the weather is -30 due to the safety of the children and the buses, and liability.
6. In the event of a flood, bad roads and road closures. Buses will not go through roads that are closed, again for the safety of the children and buses and liability.
7. Due to the safety and liability of the students, they have to be properly dressed for the winter months (i.e. toque, gloves, and snow boots, pants and winter jacket) if the students are not properly dressed the bus driver has the right to refuse the student on the bus until they are dressed properly.
8. If your child has not been in school or on the bus for 3days, the buses will no longer stop at your house until notified by the parent or guardian.
9. In the event of a parent not being at home when the child arrives home from school the driver has the right to bring the child to the police station.

BLOOD TRIBE HEALTH DEPARTMENT:

A healthy child learns best! Blood Tribe Health Dept. makes a diligent effort to provide services to Aahsaopi Elementary School regarding immunization, dental health and hygiene, and information regarding communicable diseases.

With consent from the parent/guardian, a dental hygienist comes to the school to 'clean' the student's teeth and provide information on 'how to keep your teeth healthy'.

The Public nurses provide immunization particularly to grade five (5) students and the seasonal 'Flu' vaccinations. They are also available for consultation and advice to the school on any communicable disease or any outbreaks in the community which we need to be aware of.

Also provided by Blood Tribe Health is the routine inspection of school to ensure we meet Health standards for our school.

INAIHKA'SI BULLYING BEHAVIOR POLICY

The goal of our schools is to keep our campus "Bully" free. The schools shall strive to provide a safe, caring and learning environment for all students.

Bullying is a form of harassment of others by the real or threatened infliction of physical violence and attacks, racially or ethnically based verbal abuse, gender based put downs, verbal taunts, name calling emotional abuse, extortion or stealing of money or possessions and social out casting, any of which lies on them by written, verbal or electronically transmitted communication: Indirectly or directly will be grounds to apply the procedures of this policy.

Parental and community support is required for this policy to ensure optimum and a positive learning time for all our students. This policy is in cooperation with other agencies and programs such as the Aisiimohki Program, Kainai Wellness, Blood Tribe Police Services, Community Corrections, Kainai Youth Council and BT Recreation and Parks.

Suspension Policy

- 1.1 When it is deemed that a student is bullying he/she shall be suspended depending on the type and severity of the bullying activity. Parents/guardians shall be notified and must be present for reinstatement conditions. The Alberta School Act maybe implemented regarding the section referring to "Disturbing the Peace." All incidents will be documented.
- 1.2 As required by law, depending on the severity of the type of bullying and the effects of the bullying situation, the police shall be contacted for further investigation and/or counselling. Changes will be pending, depending on each individual case and KBE will be contacted.
- 1.3 Students/family must participate in anger management counselling and pas an anger management course. Recommendation for reinstatement from counsellors and if required, further counselling from other counselling agencies. Support services to be provided for all parties involved.
- 2.1 A student caught or deemed to be bullying for a second time shall receive an automatic suspension with the possibility of being placed on home schooling.
- 2.2 Reinstatement will be accepted on the completion of suspension and/or home schooling program.
- 2.3 Reinstatement shall be requiring a proof of treatment from a counselling agency on anger/bullying behaviour with counsellors recommendations on reinstatement.

- 3.1 For a third offence, in the same school year, a student shall be suspended with a recommendation to the school board for expulsion.
- 3.2 Home schooling on a long term basis will be the only alternative to continuing education if a third offence has been committed. Appeals to be assessed by KBE.
- 4.1 Threats - Acts of - Gangsterism
any student deemed to have made a threat, caused physical harm of gang related behaviour against a student or staff member shall be suspended indefinitely and police shall be notified. The Kainai Board of Education will be notified and the student shall be recommended for expulsion.

DRUG AND ALCOHOL POLICY

The goal of our schools is to keep our campus drug/alcohol free. The school will strive to provide a safe and caring and learning environment for all students. The school will not tolerate drugs and alcohol within the school setting.

To ensure optimum learning time for our students your parental support is required.

This policy is in cooperation with other agencies to assist our students with prevention and intervention activities such as the use of the Aisiimohki program.

SUSPENSION POLICY

- 1.1 Any student caught using in the possession of or in the presence of drugs or alcohol shall be suspended for five (5) school days. Parents/guardians will be notified and must be present for reinstatement conditions i.e. Aisiimohki program.
- 1.2 As required by law, confiscated drugs and alcohol shall be turned over to the police. Charges' pending depends on each individual case.
- 1.3 Student and parent participation is required in drug counselling education, and group sessions, i.e. Aisiimohki & NNADAP programming. The resource participation is consisted of the following:
 1. Member of B.T.R.
 2. Elders
 3. Members of outpatient i.e. NNADAP
 4. School Counsellor
 5. Young Offender Probation Officer
 - The Student is required to contact Program for an appointment; as stated in the Suspension letter.

- 1.4 Students will not be allowed to participate on overnight field trips.
- 2.1 A student caught a second time shall be suspended for the remainder of the school year.
- 2.2 Reinstatement will be accepted only if proof of treatment from an accredited treatment institution is documented

Kainai Adolescent Treatment Center
Blood Tribe Youth Ranch
Wood's Home
Pound-Maker's etc.
- 2.3 Child Welfare agencies will be notified for certain cases as mandated by law. (i.e. Age, mental capabilities)
- 3.1 For a third offence in the same school year, a student will be suspended with a recommendation to the Board for expulsion.
- 3.2 Home schooling to be the only alternative to continuing education if a third offense has been committed.
- 4.1 Drug trafficking

If a student has been caught trafficking he/she will be suspended indefinitely and police will be notified. The KBE will be notified and student recommended for expulsion.
- 4.2 Home schooling is the only alternative to continue education.

Attendance Policy is still a work in progress and will be attached when finalized.