



CNES  
Chief Napeweaw Elementary School

24-25

# Parent/Student Handbook

A Preschool to Grade 6 School



Frog Lake Education Authority  
General Delivery  
Frog Lake, AB, TOA-1M0  
P: 780-943-3916  
F: 780-943-2963

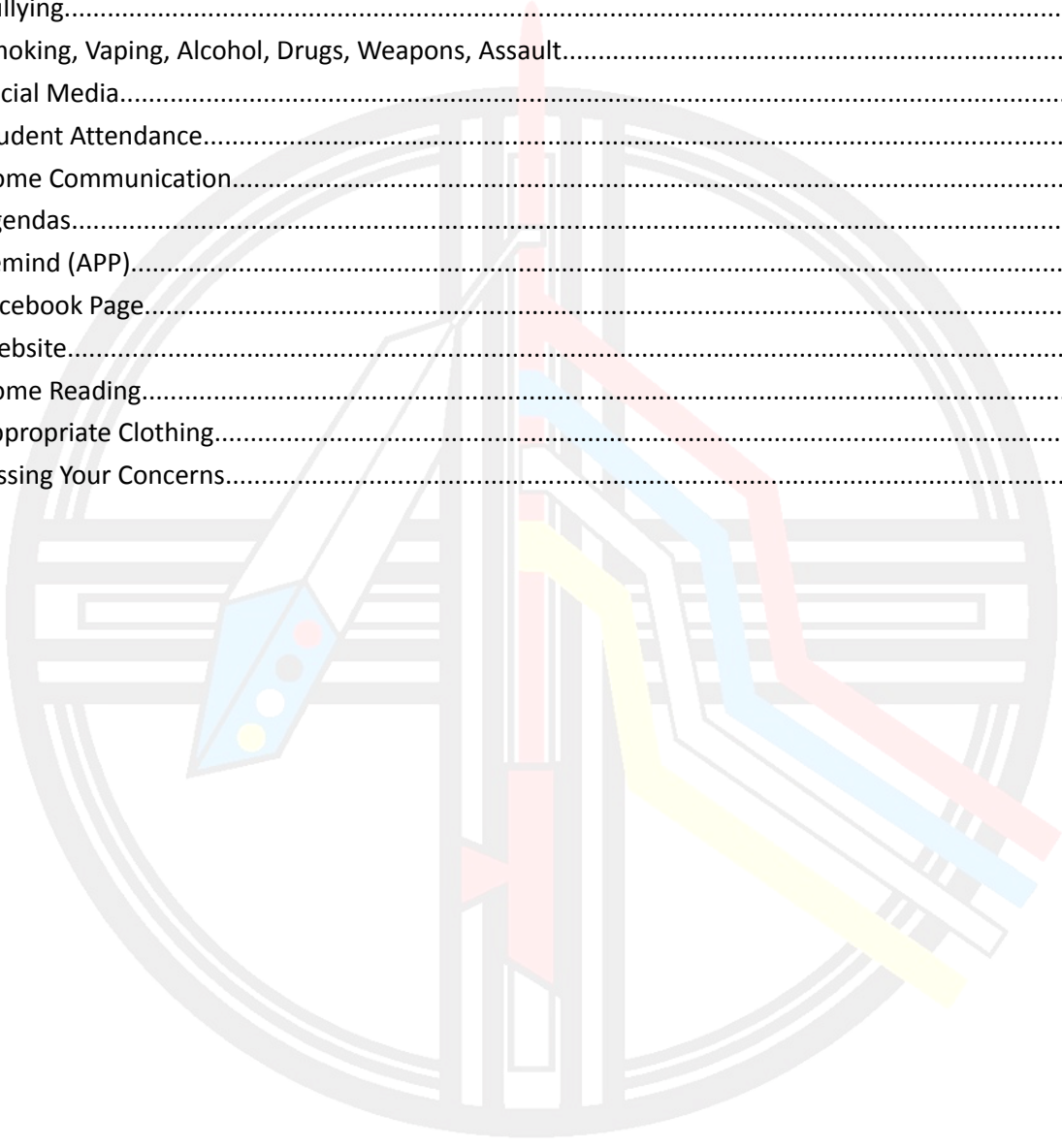


## Contents

Message from Principal.....	4
Mission Statement.....	5
Contact Information.....	5
School Hours.....	5
Staff Hours.....	5
Student Hours.....	5
Time table.....	6
Programs and Services.....	7
Cree Language and Culture.....	7
Land Based Education.....	7
Inclusive Education.....	8
Physical Education.....	9
Assemblies.....	9
Busing.....	9
Inclement Weather.....	10
Bus Status.....	10
Student Counselor.....	10
Field Trips.....	11
Lunch Program.....	11
Library.....	11
Meet the Teacher Night.....	11
Parties.....	12
Preschool.....	12
School Photos.....	12
Thrive Program.....	12
Safety First.....	13
Allergies.....	13
Pets/Other Animals/Service Animals.....	13
Drop-off.....	13
Pickup.....	13
Early Arrival/Supervision.....	13
Equipment/Toys/Electronics.....	13
Injury Procedures.....	14
Medication in School.....	14
Sick Children.....	14
Weapons.....	14
Shoes with Wheels.....	15



Lice.....	15
Student Discipline.....	15
Levels of Discipline.....	15
Level One – Mild.....	15
Level Two – Moderate.....	16
Level Three – Severe.....	16
Bullying.....	17
Smoking, Vaping, Alcohol, Drugs, Weapons, Assault.....	18
Social Media.....	18
Student Attendance.....	19
Home Communication.....	19
Agendas.....	19
Remind (APP).....	20
Facebook Page.....	21
Website.....	21
Home Reading.....	21
Appropriate Clothing.....	22
Addressing Your Concerns.....	22



## Message from Principal

Dear Parents and Students,

Welcome to another exciting school year at Chief Napeweaw Elementary School! We are thrilled to have you as part of our vibrant and dynamic community. Our mission is to provide an enriching educational experience that nurtures the intellectual, emotional, social, and physical development of every student.

At Chief Napeweaw Elementary, we believe in the power of collaboration between the home, school, and community. Together, we can create a supportive and engaging environment that inspires a love for learning, fosters creativity, and promotes respect for self and others. Our dedicated staff is committed to delivering high-quality education and ensuring that each student reaches their full potential.

This handbook is designed to provide you with essential information about our school policies, procedures, and the various opportunities available to our students. We encourage you to familiarize yourself with its contents and keep it as a reference throughout the year. Should you have any questions or need further assistance, our office staff and I are always here to help.

We look forward to a year filled with learning, growth, and memorable experiences. Thank you for entrusting us with your child's education. Together, we will make this school year a success.

Warm regards,

Ms. Neyosa Quinney

Principal

Chief Napeweaw Elementary School



## Mission Statement

At Chief Napeweaw Elementary School, our mission is to deliver positive educational experiences by fostering self-esteem, identity, creative thinking, a love for learning, and respect for oneself and others. We recognize that quality education is a lifelong journey encompassing physical, mental, emotional, spiritual, and social development to cultivate happy, responsible citizens. We believe that for children to achieve their full potential, education must be a collaborative effort between the home, the school, and the community.

## Contact Information

Please contact the office throughout the year with any changes to phone numbers, cell numbers, addresses, emergency contacts, etc. Registration verification forms are required each September and need to be returned to the office. Please also inform the office of any shared custody/parenting agreements or contact orders. We cannot enact any orders unless proper court documents are shared with the office.

## School Hours

### Staff Hours

Administration and teaching staff are required to be at work by 8:15 am (excluding inclement weather, etc.) Administration and teaching staff are dismissed at 3:30pm.

Support Staff are required to be at work by 8:30 and are also dismissed at 3:30 pm.

### Student Hours

Student hours are from 8:40am to 3:09 pm daily.

Students should not be dropped off earlier than 8:30am. This is for the safety of your student.

Any students arriving after 9am will need to be walked into school by a parent/guardian to visit the office for a late slip due to the exterior doors being locked.

Any students who are picked up by parent/guardian will have to enter the office upon arrival, sign out the student with the secretary, and wait in the office or foyer area. No parent/guardian



shall go to the classroom without notifying visiting the office first and notifying school personnel.

Time table

CNES 24/25	Day 1/Mon	Day 2/Tues	Day 3/Weds	Day 4/Thurs	Day 5/Fri
<b>Period 1</b> 8:40-9:23 43 min					
<b>Period 2</b> 9:23-10:06 43 min					
<b>Recess</b> 10:06-10:21	Recess	Recess	Recess	Recess	Recess
<b>Period 3</b> 10:21-11:04 43 min					
<b>Period 4</b> 11:04-11:47 43 min					
<b>Lunch</b> 11:47-12:02	Lunch	Lunch	Lunch	Lunch	Lunch
<b>Recess</b> 12:02-12:17	Recess	Recess	Recess	Recess	Recess
<b>Period 5</b> 12:17-1:00 43 min					
<b>Period 6</b> 1:00-1:43 43 min					
<b>Period 7</b> 1:43-2:26 43 min					
<b>Period 8</b> 2:26-3:09 43 min					

43 periods x 8 periods = 344 minutes per day





## Programs and Services

### Cree Language and Culture

At Chief Napeweaw Elementary School, we place great importance on preserving and promoting the Cree language and culture. We believe that language and cultural heritage are integral to our identity and community. By integrating Cree language and cultural practices into our curriculum, we aim to foster a sense of pride, belonging, and continuity among our students. Learning Cree not only enriches our students' educational experience but also strengthens their connection to their heritage and ancestors. We encourage all parents and students to actively participate in and support our efforts to celebrate and uphold the Cree language and culture within our school. Together, we can ensure that these vital aspects of our community thrive for future generations.

We are excited to offer Cree language and culture classes tailored specifically for boys and girls. These classes are designed to deepen students' understanding and appreciation of our rich Cree heritage. By creating separate classes, we aim to address the unique learning styles and interests of boys and girls, providing them with a more personalized and engaging educational experience.

Thank you for your continued support in preserving and promoting the Cree language and culture within our school community.

### Land Based Education

Frog Lake Education Authority is excited to have a land based coordinator. This coordinator will plan activities with the schools such as land based camps, seasonal activities, and more. Our goal is to enrich our students with the Nehiyaw language and culture in and outside of the classroom.



## Inclusive Education

The goal of inclusive education is to ensure that all students, regardless of their abilities, backgrounds, or learning needs, have equal access to quality education in a supportive and welcoming environment. Frog Lake Education Authority has an inclusive education coordinator.

The goal of the Inclusive Education Coordinator is to promote and support the successful implementation of inclusive education practices within Frog Lake Education Authority. Their role is to ensure that all students, regardless of their abilities or needs, receive equitable access to quality education in an inclusive environment by:

1. **Facilitating Inclusion:** Ensure that students with diverse needs are effectively included in general education classrooms, with appropriate supports and accommodations.
2. **Supporting Teachers:** Provide training, resources, and ongoing support to teachers and staff to help them effectively implement inclusive teaching practices and differentiate instruction.
3. **Developing Individualized Plans:** Oversee the creation and implementation of Individualized Education Plans (IEPs) or other personalized learning plans for students with special needs, ensuring these plans are tailored to each student's strengths and challenges.
4. **Collaborating with Stakeholders:** Work closely with teachers, parents, support staff, and external specialists to coordinate services and support for students, ensuring a holistic approach to inclusion.
5. **Promoting Best Practices:** Advocate for and implement evidence-based practices in inclusive education, staying up-to-date with the latest research and strategies.
6. **Monitoring and Evaluation:** Regularly assess the effectiveness of inclusive education strategies and interventions, using data to make informed decisions and improve outcomes for students.
7. **Building a Positive School Culture:** Foster a school environment that values diversity, encourages empathy, and promotes a sense of belonging for all students.





- 8. Ensuring Compliance:** Ensure that the school or district complies with relevant laws, regulations, and policies related to inclusive education and special education.

In essence, the Inclusive Education Coordinator plays a key role in creating an educational setting where all students, regardless of their differences, can thrive academically, socially, and emotionally.

### Physical Education

Our physical education program follows the Alberta curriculum. Please expect your student to run, jump, dance, play, learn rules and boundaries, socialize, and work on their physical well-being. All students are expected to participate unless otherwise stated with a doctor's note. Exceptions will be made due to certain circumstances such as menstrual cramps.

### Assemblies

We hold monthly assemblies to celebrate our students and school community. These gatherings feature student performances, Spirit Days, guest speakers, monthly awards, and other enjoyable activities. Throughout the school year, we also host various events with speakers, authors, and performers who present to our students.

### Busing

Policy Regular school conduct is required of all students on the bus. Any violation or cases of misbehavior will be reported to the principal's office and dealt with as described in the Student Discipline information provided in this handbook. Continuous rule infraction is a safety hazard for all students and the driver. If a child has a major rule infraction that endangers others or accumulates 3 or more minor infractions, they may be removed from the bus for a one-week period. Ongoing infractions will result in longer removals with the potential for permanent loss of privileges.



Parents and Guardians must contact the school no later than 2:30 if any scheduling changes need to be made for ex. A student needing to get off elsewhere. Please contact the school secretary. Notes are given to the bus drivers for any changes that need to be made. This is the only way they are able to drop students off at different residences.

Leonard Quinney is the bussing coordinator for Frog Lake Education Authority. Any questions, comments, concerns regarding schedules, routes, and so forth shall be addressed with the bussing coordinator.

### **Inclement Weather**

"Inclement weather" includes extreme cold, high winds causing severe chill, low visibility, or conditions that make safe travel to or from school impossible. Emergency closures will be based on road conditions, temperature, wind chill, and visibility. Buses will not operate if the temperature or wind chill is  $-35^{\circ}\text{C}$  or lower, or if road conditions are unsafe. During such conditions, bus operators may make additional safe stops or adjust routes as needed. Absences due to non-operating buses, canceled classes, or closed schools will be excused.

### **Bus Status**

Frog Lake Education Authority uses the Bus Status App to provide real-time updates on school bus operations. It allows parents, students, and school staff to track the status of school buses, including notifications about delays, cancellations, and route changes. The app is particularly useful during inclement weather or other situations that might affect bus schedules. Every parent/guardian should download the bus app.

### **Student Counselor**

CNES has a student counselor who is available 3 days per week, every Tuesday, Wednesday, and Thursday. If you would like your child to see the counselor please contact the inclusive education coordinator. Consent forms are required. During the counsellor sessions, students are able to take part in play therapy.



## Field Trips

Field trips are an important part of the educational experience and we are grateful for the many field trip opportunities we have. Students must have 75% or more to attend any field trips.

Consent forms are required for each student to attend any field trips.

## Lunch Program

The school is committed to educating the whole child by providing the necessary conditions for every student to achieve their best. To support this, we offer a breakfast and snack program for students in need, and our cooks prepare nutritious lunches based on the Canada Food Guide. We aim to provide healthy lunch alternatives.

To promote the health and well-being of all students, we kindly request that you refrain from sending junk food with your child to school. Instead, we encourage you to provide nutritious snacks and meals that support their learning and overall health.

Thank you for your cooperation in helping us create a healthier school environment.

## Library

We are proud to have the Frog Lake Library within our school. Each class is able to spend a period a week in the library listening to stories and finding books that they would like to read. Book fairs also happen within the library twice a year.

## Meet the Teacher Night

At the beginning of the school year, CNES holds a “Meet the Teacher Night.” This is the parents’ opportunity to meet and get to know their child(ren)’s teachers. Door prizes and food provided to each family that attends.



## Parties

Class parties are usually held several times per year: Teachers will coordinate with parents if snacks are welcome for the event and if there are any classroom allergies. Junk food such as pop is not allowed within the school.

**BIRTHDAYS:** Please coordinate with the teacher if you would like to bring in a cake to celebrate with the classroom. Your child's teacher will provide a time available that does not interfere with regular classroom scheduling such as Gym and Cree.

## Preschool

The Preschool program is for children who turn 4 by December 31<sup>st</sup> to engage in developmentally appropriate activities: play, learn, grow, music, art, games, and physical activities. This program is 4 full days a week. There is no school on Friday's.

This program will run from September 16, 2024 to June 5, 2025.

## School Photos

Individual photos will be held in September with class pictures that will be take place during retakes. Kindergarten graduation photos will also take place in May. Both class pictures and individual pictures will be taken by Shutter-Bee Photography this year. Proofs will be supplied with one package per child.

## Thrive Program

The THRIVE program in Alberta schools is a mental health and wellness initiative aimed at supporting students' social, emotional, and mental well-being. It typically includes various resources, strategies, and activities designed to help students develop resilience, manage stress, and foster positive relationships.



## Safety First

### Allergies

Please make the office and classroom teacher aware of other allergy issues. We will do our best to avoid potential issues but also know what to do if your child is exposed.

### Pets/Other Animals/Service Animals

No pets are allowed on school property due to allergies, fears or other safety concerns.

Service Animals: Trained and certified service animals are protected under Alberta Human Rights code and are allowed on the property. The owner should present themselves to the office so we are aware that they are here. Parents should have a conversation about how to behave around animals that are marked with their special vests.

### Drop-off

Occurs between 8:30 am and 8:40 am. Please do not use the bus lane for drop-off or pickup

### Pickup

Occurs at 3:00 pm. Please be sure to present yourself to the supervisors prior to leaving the grounds with your child. All students that are not picked up at 3:05 pm will be brought to the office and can be picked up there.

### Early Arrival/Supervision

Morning supervision will be available after 8:30 a.m. In the interest of safety, please ensure that your child does not arrive prior to 8:30 a.m.

### Equipment/Toys/Electronics

All cell phones, tablets, toys, games, cards, etc. that come with children from home need to be kept in the student's backpack unless they are being used for an in class activity. At no time should these items be coming out onto the playground. CNES will not be responsible for any lost or stolen items.



## Injury Procedures

If students are injured at school, they are taken to the office for first aid and an Incident Report is filled out. In many incidents, a phone call home is standard procedure to maintain communication and student safety.

In cases such as possibly spinal and/or head injuries, or any other serious injuries, 911 will be called.

## Medication in School

School personnel shall not administer any medication to any student without signed permission by the parent or guardian. A medication administration form must be filled out in the office and by the doctor. Medicine prescribed by a doctor must be sent to the office in the prescription bottle, correctly labeled, along with written permission from the parent/guardian regarding its administration.

## Sick Children

Please keep your sick child(ren) at home if they have had an increased temperature or vomited in the last 24 hours. Also, keep them at home if they are showing flu-like symptoms. If a child becomes ill at school, we will contact you to come pick him or her up. Please be sure to leave an emergency contact number in the event that we are unable to reach you. *Remember, if they cannot go outside at recess, please keep them home.*

Students may be excused absences for a period of up to 3 consecutive days. If a student is ill longer than 3 consecutive days, they must provide a doctor's note. Please inform the school of any student absences.

## Weapons

At no time are weapons, or toys that look like weapons, allowed at school. Please also keep laser pointers at home.





## Shoes with Wheels

Shoes that have wheels on them are banned from the school due to the number of injuries that have occurred. This includes brands such as “Heely’s” and so forth.

## Lice

Frog Lake Education Authority addresses the concern of head lice transmission in schools by promoting communication between school staff, parents, and public health nurses for detection and resolution. Privacy will be protected. Principals will collaborate with Alberta Health Services/Morning Sky Health and Wellness Centre to provide education on prevention, control, and treatment. Students with head lice will be identified and supported confidentially. Parents will be notified to pick up and treat their child as advised by Alberta Health Services. The Principal will provide treatment products and inform other parents in the class to check their children, without identifying the affected student. Upon return, the child will be checked to ensure treatment is complete and head lice are cleared.

Administrative Procedure 312

## Student Discipline

### Levels of Discipline

The following offers a general guideline of the varying degrees of severity for inappropriate student actions; however, staff’s professional judgement will be used to determine the most developmentally appropriate action for students in a given situation.

#### Level One – Mild

Any careless or impulsive behaviour that can be dealt with or corrected by pointing out the inappropriate behaviour and encouraging positive alternatives. This could include, but is not limited to the following: name calling, impoliteness, yelling, teasing, selfishness, impatience, tattling, rough play, and swearing.

These behaviours will be dealt with by the teacher or supervisor with a clear message to stop the undesired behavior and explain why it is “wrong.”



### Level Two – Moderate

Any behaviour that interferes with the orderly learning process and overall harmony of the school. This could include but is not limited to the following: belligerence, unsafe actions, disrespect for property, discrimination, cheating, bullying, intimidation, coercion, lying, throwing of objects such as snowballs, rocks, etc.

The behaviour will be dealt with by a supervisor with a clear message to stop the undesired behavior and explain why it is “wrong.” The homeroom teacher will be involved. The principal, assistant principal and/or parent(s) will be informed and will also give a clear message to the student to stop the undesired behaviour.

### Level Three – Severe

Any behaviour that is against the law or against School Board Policy and/or shows premeditation. This could include, but is not limited to, the following: Vandalism, Physical Violence/Threats, Stealing, Leaving school grounds without permission.

In these cases, the parent(s)/guardian(s), the student, and the principal will engage in a conference to discuss further action.

Children will be guided through consequences with tools such as classroom reminders, warnings, timeouts, and verbal/written plans within the classroom. Office cool-down time, discussion, or written plans with the student, parents, teachers, and/or principal may also be utilized.

In serious cases involving fighting, hurting other students/staff, stealing, cheating, swearing, vandalism and/or violence, consequences may include suspension.

When a child is a danger to themselves or others, certain steps will be taken to protect the child and others as necessary: a telephone call to the parent/guardian and immediate suspension from the classroom and/or school



## Bullying

CNES has a zero bullying tolerance. To effectively address bullying, CNES will take the following steps:

1. **Receive the Report:** Listen carefully to the initial report of bullying. This could come from a student, parent, teacher, or any school staff member. Ensure that the reporter feels heard and their concerns are taken seriously.
2. **Document the Report:** Record all details of the bullying report, including dates, times, locations, individuals involved, and specific behaviors. Documentation should be thorough and accurate.
3. **Gather Information:** Collect statements from all parties involved, including the alleged victim, the accused, and any witnesses. Ensure that these conversations are conducted in a safe, confidential environment.
4. **Review Evidence:** Examine any relevant evidence, such as physical evidence, social media messages, or video footage if available. This can provide additional context and support the investigation.
5. **Conduct Interviews:** Interview the individuals involved separately to gather more detailed accounts of the incidents. Be objective and unbiased during these interviews.
6. **Analyze Information:** Review all gathered information and evidence to determine the facts of the case. Look for patterns or recurring issues that might indicate a broader problem.
7. **Take Appropriate Action:** Based on the investigation findings, decide on the appropriate actions. This may include disciplinary measures for the bully, support and counseling for the victim, and interventions to prevent further incidents.
8. **Inform and Involve Stakeholders:** Communicate the outcome of the investigation to the relevant parties, including the victim, the accused, their parents or guardians, and any involved staff. Ensure that all parties understand the actions taken and any next steps.



9. **Implement Preventive Measures:** Develop and implement strategies to prevent future incidents of bullying. This may involve additional training, changes to school policies, or increased supervision in areas where bullying occurred.
10. **Follow Up:** Monitor the situation after the investigation to ensure that the bullying has ceased and that the solutions implemented are effective. Continue to support the victim and address any new concerns that arise.

By following these steps, you can conduct a thorough and fair investigation into bullying, ensuring that all parties are heard and appropriate actions are taken to address and prevent bullying.

### Smoking, Vaping, Alcohol, Drugs, Weapons, Assault

1. Any student caught smoking or vaping will be suspended from school for two days. This is a level three- severe discipline. Similarly, any student found under the influence of drugs or alcohol will face a two-day suspension. In cases where a student is under the influence of substances, immediate medical attention will be sought, and parents or guardians will be notified.
2. Students involved in physical assaults against other students or staff will also face suspension. This is a level three- severe discipline. Each incident will be thoroughly investigated by administration, with further consequences or recommendations determined on a case-by-case basis.
3. We are committed to supporting families affected by these issues and ensuring the overall well-being and success of our students. Assistance is available, and we are here to help.

### Social Media

Students within CNES should not be on social media. Tiktok, Instagram, Snapchat, Facebook, and all other social media platforms require users to be the age of 13 and older.



As part of our commitment to creating a safe and positive learning environment, we want to remind everyone about the importance of responsible social media use. Please ensure that any content related to our school or its activities shared on social media is respectful and accurate. We encourage open communication and collaboration with the school, and remind you to review and monitor your child's social media use to ensure it aligns with our values of respect and kindness.

## Student Attendance

Children are required by law to attend school until they turn sixteen, and it is the responsibility of parents and guardians to ensure regular attendance. Consistent attendance is closely associated with improved academic performance.

Parents and guardians must notify the school secretary or home liaison of any absences. If a student misses three or more consecutive days without notification, the home liaison, administration, or school secretary will reach out to the family. Failure to communicate may result in the student's removal from the school register.

Students are not permitted to leave the building before the regular dismissal time without parental or guardian consent. If a student needs to be picked up early for an appointment, they should provide a note to their homeroom teacher, or parents/guardians should notify the office in advance. Please ensure that your child is signed out at the office.

**Any changes to a student's end-of-day plan must be communicated to the office by 2:30 p.m. to avoid disruptions during ongoing classes and end-of-day routines.**

## Home Communication

### Agendas

Students will be provided with a daily agenda. School student agendas play a crucial role in supporting student success and organization. Their importance includes:



1. **Organization:** Agendas help students keep track of assignments, deadlines, and important dates, fostering better time management and organizational skills.
2. **Communication:** They serve as a communication tool between students, parents, and teachers, providing a consistent way to track progress and note any issues or achievements.
3. **Responsibility:** Using an agenda encourages students to take responsibility for their own learning by actively managing their schedules and academic tasks.
4. **Planning:** Agendas aid in planning and prioritizing tasks, helping students balance school work with extracurricular activities and personal commitments.
5. **Goal Setting:** Students can set and track their academic and personal goals, which supports motivation and goal achievement.
6. **Record Keeping:** They provide a record of assignments, tests, and other activities, which can be useful for reviewing past work and preparing for future assessments.
7. **Reduced Stress:** By keeping track of responsibilities and deadlines, agendas can help reduce stress and prevent last-minute cramming or forgotten tasks.

Overall, student agendas are a valuable tool for enhancing academic performance and fostering essential life skills such as organization, responsibility, and effective communication.

### Remind (APP)

All teachers will be sending home information for parents/guardians to download the app “remind”. The Remind app is designed to facilitate communication between teachers, students, and parents. Its primary purposes include:

1. **Communication:** It allows teachers to send announcements, updates, and reminders to students and parents, keeping everyone informed about important events, assignments, and deadlines.





2. **Engagement:** By providing a platform for direct and instant communication, Remind helps increase engagement between educators and families, ensuring that parents stay involved in their child's education.
3. **Privacy:** It enables communication without sharing personal phone numbers. Teachers, students, and parents can interact through the app while keeping their contact details private.
4. **Organization:** Teachers can send reminders about upcoming tests, homework assignments, and other key information, helping students stay organized and on top of their responsibilities.
5. **Accessibility:** The app supports multiple languages and can be accessed via mobile devices and computers, making it easy for users to stay connected regardless of their location.
6. **Record Keeping:** Remind keeps a record of messages and announcements, which can be useful for reviewing past communications and ensuring that important information is not overlooked.

### Facebook Page

Please join the CNCS Facebook page. This page is dedicated to announcing any events, celebrations, photos, and all other special occasions that may be happening within the school.

### Website

Frog Lake Education Authority is in the midst of having a brand new website. Details to come. This website will provide all information, documents, announcements, and so forth for all the needs of parents and students.

### Home Reading

Home reading programs are at the discretion of your student's teacher. Whether home reading is required by the classroom teacher or not, it is essential that students read on a daily basis.



## Appropriate Clothing

Students who are not dressed for the weather will be sent home due to safety reasons. For example, a student wearing a sweater in -30 conditions will freeze outside in the event of a fire alarm drill. All students must dress for the weather.

If you need any assistance with dressing your child please do not hesitate to ask the school. We have staff and families that donate clothing items especially in the winter.

## Addressing Your Concerns

Please follow these communication steps for any concerns about your child's educational experience:

1. **First Contact:** Your Child's Teacher
2. **Next Step:** Your School's Principal
3. **Further Action:** The Administrator of Education
4. **Final Step:** The School Board

Begin with your child's teacher, and if the issue is unresolved, proceed to the next level as needed.



References:

Frog Lake Education Authority

ChatGPT

Cold Lake Elementary School

Maskwacis Education Schools Commission

