

KENJGEWIN TEG



**STUDENT
SERVICES
HANDBOOK**

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AANII/HELLO

The friendly staff here at Kenjgewin Teg would like to welcome you to our unique community-based educational experience. We want you to know that we are not only here to provide you with the tools and supports you will need to ensure that you are successful in your studies, but also to provide you with opportunities to experience Anishinaabe cultural, traditional and land-based teachings through various events and activities that will be available to you throughout your academic year.

Although your main purpose here will be on your academic studies, you should also be aware of the additional services and programs that are available for your personal and career development. You may have inquiries about counselling, accommodations, child care, personal or academic matters and the student services handbook will provide you with a quick reference to all Kenjgewin Teg services and programs in addition to local community services, Elders in Residence, cultural events and programming opportunities. We strongly encourage you to take full advantage of these opportunities to better prepare you for your academic success and to gain the most out of becoming a new member of our community.

Please take some time to go over the student handbook so you will become familiar with our services, supports, staff and other available programming throughout the academic year. We want everyone to feel welcome and to have a positive and successful educational journey.

At Kenjgewin Teg we value each person by supporting your dreams and aspirations for a better future.

Your success is our success!

STUDENT SUPPORT SERVICES CONTACTS

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Anishinabe Aadziwin Facilitator

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Elder In-Residence

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[robertaoshkabewisens@KenjgewinT
eg.ca](mailto:robertaoshkabewisens@KenjgewinTeg.ca)

Gail Cook

Contact North,

Online Learning Recruitment Officer

(855) 326-3507

(705) 377-5764

mchigeeng@contactnorth.ca

Mental Health Crisis Hot Line

(866) 841-1101

Manitoulin Health Centre

Mindemoya: (705) 377-5394

Little Current: (705) 368-2300

Ontario College Application Service

(888) 892-2228

www.ontariocolleges.ca

Ask-Us@ontariocolleges.ca

Cambrian College

Sudbury: (705) 566-8101 / (800) 461-7145

Little Current: (705) 368-3194

www.cambriancollege.ca

info@cambriancollege.ca

Canadore College

(705) 474-7600 / (855) 495-7915

www.canadorecollege.ca

info@canadorecollege.ca

Sault College

(705) 759-2554 / (800) 461-2260

www.saultcollege.ca

COUNSELLING

Counselling, Career Services and Job Assistance

Counselling and Career Services provide students and community members with a full range of local community services and resources. Programs and activities are designed to help students achieve psychological well-being, persist academically with confidence, develop effective career planning/job search skills, and access experiential learning opportunities. Our counselling team expresses a strong commitment to diversity and values the richness of individual differences and contributions.

Counselling & Career Services are available to help students who wish to improve the quality of their academic and personal lives. Please call the Student Support Counsellor at (705) 377-4342 to schedule an appointment if you would like to talk about:

- Goal Setting (personal, academic and professional)
- Career Counselling (especially for the "undecided")
- New Student Orientation
- Career Interest Assessment, Career Cruising
- Time Management
- Test Anxiety
- Relationship Issues
- Crisis Situations
- Inter-College and Outside Agency Referrals
- Self Service Career Information
- Elders in Residence and Cultural Teachings
- On line supports and resources

TUTORING

Peer tutoring can be described most commonly as an instructional system in which students teach other students. Peer tutors are fellow students from the class who are successfully passing the course with an A or B average and are identified/recommended by the instructor. Should you require peer tutoring during your studies, please see your Student Support Counsellor as soon as possible to complete an application. The sooner you get help the sooner you can move on with your studies.

Tutors can help:

- Support you in your learning
- Review your course material
- Prepare you for tests and assignments
- Share their experiences and study techniques
- Work with you in an individual or group setting
- Prepare extra review/study material

Please see your Student Support Counsellor for details.

ELDER IN-RESIDENCE PROGRAM

The Elders in Residence Program takes a wholistic approach in bringing Elders to our campus to teach, talk with and support both our students and staff. Elders in Residence are available daily during the academic year. They are here for you and can provide insight and answers based on their experiences and knowledge.

The Elders in Residence Program provides an invaluable element that is currently needed to provide a cultural component to First Nations program delivery and to retain both Indigenous and non-Indigenous students during their academic journey. The Elders in Residence program oversees the monthly coordination of traditional teachings throughout the academic year and ensures access to on and off-campus ceremonies, events and learning opportunities. Elders are readily available to meet with students, instructors and staff who feel they are in need of spiritual or cultural support or who request Indigenous cultural expertise.

ANISHINAABE ADZIIWIN STUDENT PASSPORTS

By enrolling as a student in one of Kenjgewin Teg's community-based programs, you have also joined us in our path of Ojibwe language and cultural learning. Every student of all Kenjgewin Teg programs receives and documents their achievements on their own Anishinaabe Aadziwin passport. Your student passport officially becomes your personal record of your language and cultural learning journey as a Kenjgewin Teg student!

As you travel through all the successes and challenges of your upcoming school year, be sure to participate, learn and be a part of many of Kenjgewin Teg's cultural learning events, activities and experiences. You will be pleasantly surprised how much you will learn about yourself while having fun and laughter with other staff and students! Many of the student promises, prayers and declarations contained in the is passport will be available in audio format for you to practice and learn too. Our Kenjgewin Teg Indigenous Faculty Knowledge Holders will also be at many of our events this year...they too love to share their knowledge!

Be sure to carry your Anishinaabe Aadziwin Passport with you at all times and remember to record the events and activities you attend and participate in throughout the year; and, at the end of your studies with us, we'd like to share and celebrate your accomplishments as shown in your Anishinaabe Aadziwin Passport!

COMPUTER LAB

Computer labs are available for students who do not have access to a computer at home. The computer lab is open to all registered students wishing to complete assignments, print their work, or research during scheduled class hours or while at Kenjgewin Teg. Please note that students must be fully registered in Orbund and with the college partner for login accounts to be created. Once a login account has been created our ITIS technician will assist you in logging in for the first time

Students are responsible for the equipment while on loan. Abuse and disrespect to equipment will not be tolerated. Please do not take your frustrations out on office equipment; instead, if the equipment is not functioning properly, please contact the Computer Department to fix the problem. Accidental damage to any of the equipment must be reported immediately to the Computer Department. The cost to repair or replace

equipment due to carelessness, intentional, or non-intentional damages may be charged to the user if found at fault.

Students are forbidden to copy, alter, take credit for, or deface any one else's material including; but not limited to: documents, published materials (i.e. books, websites, audio, video), software, or hardware without proper authorisation to do so. International, federal, provincial, or local laws must not be violated.

Students are prohibited to harass anyone by any means. This section is also outlined in detail in the Kenjgewin Teg's Harassment Policy. Please contact the Computer Department if someone using electronic means is harassing you. Hacking is unauthorized use or attempts to circumvent or bypass the security mechanisms of an information system or network. Users are strictly prohibited to hack into any area that they are not authorized to access. Vandalism of any kind will not be tolerated in or around Kenjgewin Teg. This includes; but is not limited to, electronic and physical vandalism.

Users are strictly prohibited to download, create, add, modify, or distribute any viruses. The Computer Department has effective real-time virus scanners on at all times to prevent common viruses from infecting the network. If you discover that you may have a virus or that a virus scanner is not installed or is out-dated, please contact the Computer Department immediately.

User Accounts

Sharing of user accounts is prohibited. Since your online/network identity is tied to your logon account, no one shall have access to anyone else's user account. If someone gains access to your account, you are responsible to change your password, so no one can regain access to your user account.

If a computer is already logged on and the current user is not around, you are required to save their data and log that user off before you log back on with your own user account. If the computer is "locked", please see the Computer Department to log that user off; any unsaved data will be lost.

Passwords

Your password is to be kept confidential and never be given to any other user. Password expiration will take effect upon completion of your program. Do not write your password down anywhere and please use a highly secure password, for assistance on how to choose a highly secure password, please contact the Computer Department.

Student passwords must be at least 10 characters in length.

Unauthorized Access Attempts

Unauthorized access attempts to the Kenjgewin Teg network are strictly prohibited. After five unsuccessful attempts to any user account will be make that account temporarily disabled from the network without notice for an undisclosed amount of time. Once this timeout period has ended, the account will be available once again.

LAPTOP RENTAL AGREEMENT

Students registered with any one of our post-secondary programs at Kenjgewin Teg are eligible to rent a laptop from our post-secondary department. For a minimal fee of \$20 per month and upon signing a rental agreement form, students will receive the use of a Lenovo laptop with the option to own. Please contact the Registrar for details.

STUDENT CARDS

Student I.D. cards are available to all Kenjgewin Teg registered students; please see the Registrar to set up an appointment to obtain a valid student card.

STUDENT LOUNGE

The student lounge is in the main foyer just past the reception area. Light Breakfast, lunch and supper are served in the student lounge as available. In an effort to remain eco friendly, please use your feast bundle, reusable water bottle and coffee mug while at Kenjgewin Teg. Students are welcomed to use the student lounge to work on their assignments and access to WIFI. A printer is available in the student lounge for your studies. We hope you will enjoy this facility to use at your leisure making the most of your time while here!

STUDENT COUNCIL

The Student Council Exists to Serve Students...*It will only be as active, effective, and concerned as each student member is!* Student council is the HEART of student involvement. It's the most representative and powerful student organization because it works for all students. A good student council has student respect and support by opening its doors to all interested students, and by being aware of student needs and opinions. It is inclusive and establishes a sense of community and belonging. Cooperation is the key to getting things done. The council shouldn't be a rubber stamp for any group, but it should work with others to solve problems. Your council can lead the way to positive change. Its activities and projects are the testing ground for ideas, which become part of the school environment.

An ideal student council consists of a president, vice president, secretary, treasurer, class representative and advisor. Each role of the student council is listed as follows:

President

1. Represent the student body at school meetings
2. Develop agenda for and preside at student council meetings.
3. Knows the basic rules of parliamentary procedure.
4. Votes when there is a tie.
5. Conducts him/herself with academic integrity and exemplary conduct.

Vice President

1. Represent the student body at school (as requested by the president)
2. Knows the basic rules of parliamentary procedure.
3. Serves in the absence of the president.
4. Coordinates the work of committees.
5. Heads important committees.

6. Conducts him/herself with academic integrity and exemplary conduct.

Secretary

1. Keeps accurate minutes of meetings.
2. Handles all council correspondence.
3. Reports at each meeting the minutes from previous meeting.
4. Type materials for student council officers and committee chair.
5. Conducts him/herself with academic integrity and exemplary conduct.

Treasurer

1. Presents proposed budget of activities to the student council.
2. Handles all funds.
3. Keeps accurate record on income and expenses.
4. Reports at each meeting on money matters.
5. Coordinates fundraising projects of the student council.
6. Conducts him/herself with academic integrity and exemplary conduct.

Class Representatives

1. Attend student council meetings and report back to classrooms.
2. Report class feedback to the council.
3. Rotate positions to give more students a chance to participate.
4. Conducts him/herself with academic integrity and exemplary conduct.

Advisor – KENJGEWIN TEG Staff member

1. Oversees student council meetings and activities.
2. Instructs students on holding elections and running for office.
3. Helps student council establish goals, plan a calendar, and form a budget.

*We recommend that one class representative from each program sit on the student council to bring the class ideas, recommendations, and any suggestions to the student council. Meetings can be held every 1-2 months or as required. Each participant will receive an honorarium for meetings attended. The student council will participate, coordinate and engage in the student body in events, activities and any student/staff engagement initiatives. Such events included the annual Fall harvest, Christmas concert, New Year celebration, etc.

CAREER SERVICES

Career Service is open to all students and recent graduates of Kenjgewin Teg. You can call in and use our computer lab, check our bulletin boards or pick up a copy of our newsletter. Career services are available through our student counselling office. Career services can help you:

- Choose a Career path;
- Find out more about your chosen career path;
- Assist you with finding a job and how to make a great first impression;
- Find out more about potential employers; and
- Direct you to the closest employment office;
- Assist you with resume writing, cover letter and assessment tools to better know your skill abilities and attitude
- Review links and websites for career options and resources

EMPLOYMENT PLACEMENT ASSISTANCE

Many of our programs at Kenjgewin Teg are intended for our students to access the growing workforce in their communities. We can assist you with linkages to employment programs, training and apprenticeship programs upon completion of your post-secondary education.

ORBUND STUDENT MANAGEMENT SYSTEM

Kenjgewin Teg utilizes an online student management system that provides students and instructors with up-to-date information in relation to all students of Kenjgewin Teg; contact information, program and course details, grades, attendance, and communications. As a student of Kenjgewin Teg, login details and information regarding the student management system will be sent to your email from the Registrar. As important information is distributed to students, it will be distributed through the student management system, and therefore it is important for students to ensure that all personal identification and contact information is accurate within the system – if your personal information requires updating, please ensure you login and update the information within your account or visit the Registrar for assistance.

SCHOLARSHIP/BURSARY INFORMATION & OPPORTUNITIES

Kenjgewin Teg provides the Aboriginal Post-Secondary Education Bursary Fund and applications will be sent to all registered Kenjgewin Teg students wishing to apply in the Fall and Winter semesters. Applicants must complete an application and demonstrate financial need.

We have listed below additional bursary and scholarship links for your reference and ask that you take some time to review them. Please note that many scholarship and bursaries are time sensitive and that it is imperative that you check regularly for deadlines and criteria.

<http://www.oshki.ca/bursaries-awards-and-scholarships>

<http://ammsa.com/content/ontario-scholarships>

<https://yconic.com/>

<http://www.scholarshipscanada.com/>

<https://www.canadorecollege.ca/support/money/scholarships>

<https://www.saultcollege.ca/FinancialAssistance/ScholarhipsAwards.asp>

Please come and see us for details, or if you require assistance with your application.

CODE OF CONDUCT

1.0 Our Commitment

Kenjgewin Teg is committed to providing a healthy environment by promoting respect, civility, safety, responsible citizenship and academic excellence. A positive climate exists when all members of the institute feel safe, comfortable and accepted.

The Kenjgewin Teg's Code of Conduct is developed in accordance with the Education Act and the Provincial Code of Conduct. The Kenjgewin Teg Code of Conduct also reflects the values and expectations of the Kenjgewin Teg's learning community.

The standards of behaviour outlined in Kenjgewin Teg's Code of Conduct shall apply to all members of the learning community, including students, parents and guardians, instructors, teachers and administrative staff, Board members, volunteers and visitors:

- on school property;
- while traveling;
- in-school sports activities;
- in off-site institute-sponsored activities; or
- in circumstances where engaging in an activity will have an impact on the institute climate

Standards of Behaviour

All members of the school community are expected to:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one and other with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat other fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, gender, gender identity, family status, marital status, sexual orientation, creed (faith), socio-economic status, same sex partnership status, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of working, learning and teaching.

Progressive Discipline

When students breach the code of conduct, consequences will be consistent with progressive discipline techniques.

Progressive discipline is a whole-institute approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build on strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. The institute should utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

Interventions (in no particular order) may include:

- Discussion with a teacher, member of the support staff, vice-principal or principal
- Attendance / performance/ behaviour contracts
- Time Out
- Reflection Sheet
- Parental contact and involvement in applying an appropriate remedy
- Loss of privilege to participate in specified school activities
- Peer mediation
- Individual or group counselling
- Written or oral apology
- Essay / poster campaign

- Detention
- Restitution for damage or stolen property
- Community service
- Restorative justice practices

Student breaches of Kenjgewin Teg's Code of Conduct will be dealt with in accordance with Caring and Safe Institute Guidelines.

Cell phones and electronic devices *** We encourage all of our students to stay focussed and engaged during instructional time***

All personal communication devices are to be powered off and stored out of view during an instructional class and other areas in the institute, unless otherwise authorized by the principal.

Suspension

The behaviours for which a principal/education officer/executive director/director/ may consider suspending a student include:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- 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;
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- An act considered by the principal to be a breach of the Board's or School's Code of Conduct.

Expulsion

The behaviours for which a principal will consider recommending to the Executive Committee of the Board that a student be expelled include:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing a sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Possession of explosive substance; and/or
- An act considered by the principal to be a serious breach of the Institute's Code of Conduct.
- School Dress Code

It is expected that, subject to the discretion of the principal/education officer/executive director/directors/designated administration staff to permit exceptions regarding compliance in appropriate circumstances, every student in the school will comply with the Dress Code.

“Inappropriate Dress” refers to a standard of attire, which does not meet the school community standards of decency. Inappropriate Dress at Kenjgewin Teg includes:

- (a) language and/or any representations on attire that indicates gang affiliation;
- (b) attire that depicts violence, profanity, racial or gender discrimination or discrimination of any kind whatsoever;
- (c) attire that otherwise demeans an identifiable individual or group;

The Dress Code applies to all students at Kenjgewin Teg. Failure to comply with the dress policy may result in disciplinary consequences, up to and including suspension.

Lockers

Lockers are the property of the Kenjgewin Teg and are subject to inspection by the Administration at any time.

5.0 REFERENCE DOCUMENTS

Institute Policy: Caring and Safe Institute Guidelines Institute Policy: Substance Abuse

CARING AND SAFE INSTITUTE GUIDELINES

Everybody has the right to be treated with respect.

Everybody has the right to feel happy and safe.

No-one deserves to be a victim of inappropriate behaviour.

Bullies need to learn different ways of behaving.

*Our Institute will respond promptly and effectively to reported incidents. *

Objectives

The objectives of our Safe Institute Guidelines are:

- To raise the awareness among staff and students about bullying/inappropriate behaviours
- To actively counter incidents at KENJGEWIN TEG
- To provide strategies to resolve conflict and respect differences
- To create an environment where all students, staff and the community feel safe and welcome
- To create a climate where it is acceptable to talk about incidents and ask for help
- To promote good mental health

Purpose

Students attend Kenjgewin Teg to participate in quality learning that will help them to become self directed, lifelong learners who can create a positive future for themselves and the wider community.

Any inappropriate behaviour that gets in the way of teaching and learning and interferes with the wellbeing of students cannot be accepted.

Staff, students, teachers, parents, caregivers and members of the wider institute community have a shared responsibility to create a safe and happy environment.

Staff, students, teachers, parents, caregivers and members of the wider institute community have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity
- support KENJGEWIN TEG's "Safe Institute Guidelines" through words and actions
- actively work together to resolve incidents of inappropriate behaviour when they occur

Students can expect to:

- know that their concerns will be responded to by staff
- be provided with appropriate support (for both the subjects of and those responsible for the behaviour)
- participate in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- report incidences for addressing by staff

Staff have a responsibility to:

- respect and support students in all aspects of their learning
- report and respond to incidents
- model appropriate behaviour

- respond in an appropriate and timely manner to incidents

Safe Environment

Prevention is a whole institute approach that ensures expectations for a safe, caring and inclusive learning climate. It includes a supportive environment that upholds our Anishinabek Values and encourages positive relationships between all students, staff and families, parents, and the community.

'Everybody Matters'because:

- everyone has the right to feel welcome, secure and happy
- we should treat everyone with consideration
- if incidents happen it will be dealt with quickly and effectively
- it is important to tell someone

Incident Types

- Emotional (being unfriendly, excluding, tormenting, threatening behaviour)
- Verbal (name calling, sarcasm, spreading rumours, teasing)
- Physical (pushing, kicking, hitting, punching or any use of violence)
- Extortion (demanding money/goods with threats)
- Cyber (all areas of internet, email and internet chatroom misuse.
- Mobile threats by text messaging and calls. Misuse of associated technology ie: camera and video facilities including those on mobile phones.
- Racist (racial taunts, graffiti, gestures)
- Sexual (unwanted physical contact, sexually abusive comments)
- Homophobic (because of, or focussing on the issue of sexuality)

Intervention Strategies

The goal of intervention measures is to stop incidences of bullying and to foster a positive learning and teaching environment that is rooted in our vision statement.

All intervention will be consistent with a progressive discipline approach that utilizes continuum of supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviour.

Intervention strategies range from **simple responses** to more intensive actions, such as suspension, in cases of persistent bullying/inappropriate behaviour. Early (simple) interventions may include the following:

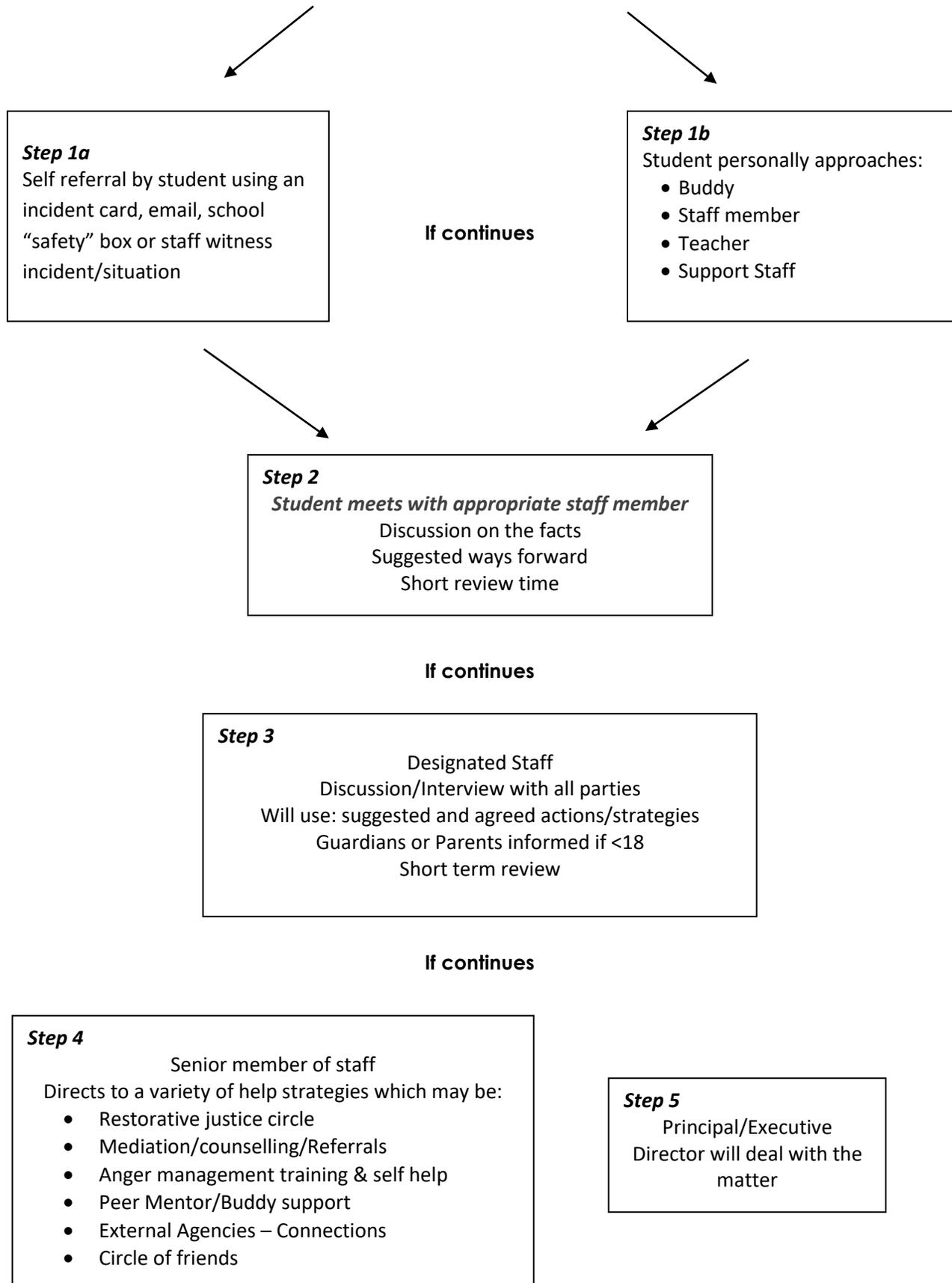
1. Talking with the student immediately at the inappropriate behaviour is being done
For example, a sample script:

"You may not be aware of this or forgot, but (inappropriate action) does not contribute to a safe environment here. We all have to ensure this is a safe place and (identify inappropriate action) is not appropriate or acceptable here at KENJGEWIN TEG."

2. Review of expectation – verbal reminder
3. A written work assignment with a learning component
4. Contact with parent(s)/guardian(s)
4. Referral to counselling
5. Consultation
6. Withdrawal of privileges
7. Restorative practices
8. Institute, board and community support programs
9. Others

Kenjgewin Teg

STUDENT INCIDENT PROCEDURES



Incident Form

Date Reported: _____

Time: _____

Name: _____

INCIDENT TYPE

- Emotional (being unfriendly, excluding, tormenting, threatening behaviour)
- Verbal (name calling, sarcasm, spreading rumours, teasing)
- Physical (pushing, kicking, hitting, punching or any use of violence)
- Extortion (demanding money/goods with threats)
- Cyber (all areas of internet, email and internet chatroom misuse.)
- Mobile threats by text messaging and calls. Misuse of associated technology ie: camera and video facilities including those on mobile phones.
- Racist (racial taunts, graffiti, gestures)
- Sexual (unwanted physical contact, sexually abusive comments)
- Homophobic (because of, or focussing on the issue of sexuality)
- Swearing

OR

- I was a witness

Date of Incident and Time: _____

Where did the incident take place?

What happened?

The other person is: _____

Names of other victims or witnesses: _____

Does any adult in the building know about this incident? Yes No

Who? _____

