



Kakwitè:ne entewatoríshen

Spring Break Policy

Policy #: EC - 1.01	Type: Wellness
Effective Date: February 11, 2025	Review Date: January 31, 2025
Acronym: KE	Resolution #:

Context

In alignment with Kanien'keha:ka customs, and worldview, Kakwi'tene Nikahawi is a time for rejuvenation, cleansing and renewal. It is the time to give thanks to Wahta (The Maple) which is the leader of our tree life. They provide us with the first signs of spring and the maple water is the first food to cleanse us from the winter season. These customs and worldviews are in direct relation to our physical and mental health and are fundamental components to our wholistic wellness.

For the Kanien'keha:ka, Ka'nikonhri:io (Good Mind) the foundation of Kaiennare'ko:wa (The Great Law of Peace) exemplifies and guides the principles of wholistic wellness through the recognition of the interconnections of our physical, mental, emotional, spiritual, collective and environmental health.

Kanehsatà:ke Tsi Ionthiatonhseraweihstákhwa (KEC) recognizes and values the importance of fostering a healthy work environment and taking the time to make space for wellness. This policy provides an opportunity for employees and

students to engage in restorative activities that honor personal, family and community wellbeing. It promotes the idea that taking time for wellness, enriches the lives of its employees and enhances their ability to better support students upon their return from KE break.

Purpose

The KE policy aims to establish clear guidelines and expectations while fostering an environment that prioritizes the wellbeing of KEC faculty, staff and students by supporting rest renewal and family and community connection.

Definitions

Faculty: Includes all instructional staff such as teachers, and teacher assistants and Professionals.

Staff: Includes, Kanehsatà:ke Tsi Ionthiatonhseraweienhstákhwa and school administration, guidance counselors and support staff, maintenance, janitors, and bus drivers.

Employees: Refers to both Faculty and Staff collectively.

Kanehsatà:ke: Refers to *Kanesatake* or *Kanehsatake*, as both terms are used interchangeably to refer to the same location, community, or entity.

Scope

The Kakwi'te:ne Entewatorihsen (KE) policy is for a period of 5 *consecutive paid days and will be granted between the first or second week of March of each academic year according to the annual school calendar. This policy applies to registered students and employees employed under the KEC budget and direct line supervision of KEC administration.

*This only applies to KEC employees, students are not eligible to be compensated for the KE.

*The 5 paid days will be recorded as 'Other Leave' on staff timesheets.

*Additional leave hours are not applicable if the employee's scheduled hours are less than 35 hours per week.

Special Measures

Though this policy includes maintenance and janitorial staff, employees with these responsibilities must remain available for **emergencies for the full duration of KE.

In addition, maintenance and janitorial staff must ensure that there are no outstanding maintenance or janitorial duties needing attention during the KE. In order for the maintenance manager and janitors to participate in KE, the maintenance manager is required to provide to their immediate supervisor a maintenance, and janitorial plan along with a schedule for approval no later than 30 days prior to the first day of the start of the Spring Break.

In addition, bus drivers must ensure that their March inspection is prioritized and completed during a regular workday to allow them to receive the full time off for KE. They must also make sure there are no outstanding driving duties or issues requiring attention during KE. To participate, the transportation coordinator and bus drivers are required to work on the inspection schedule and plan accordingly no later than 30 days prior to the first day of Spring Break.

In addition all Kanehsatà:ke Tsi Ionthiatonhseraweienhstákhwa staff will not begin their summer hours until the school year concludes. This section coincides with Section 6 of the Work Time, Vacation, and Leave of Absence Policy.

The priority is to have all employees and students experience the benefits of KE at the same time. However, should it be determined that there are maintenance or janitorial duties needing attention during the scheduled break, the maintenance and janitorial will be eligible to take their KE break ***at a later time.

**The maintenance manager, principal and director of education will collectively determine what constitutes an emergency as per the Kanehsatà:ke Tsi Ionthiatonhseraweienhstákhwa emergency policy and procedure.

***KE break must be taken prior to March 31st of the same fiscal year and must not interfere with operations related to the cleanliness and maintenance of the education center and schools.

Scheduling

The dates for the break are determined by the Director of Education and the principals from each school at the time of and in alignment with the annual scheduling and review of the academic calendar.

Review

This policy will be reviewed annually and updated as determined by the KEC Administration in consideration with feedback from employees, recommendations from the Kanehsatake Combined Schools Committee and any jurisdictional laws and/or regulations,

Review Date: January 31, 2025

Review Committee Members:

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