

# GOODSOIL CENTRAL SCHOOL

## STUDENT PARENT HANDBOOK

2023-2024

“Striving for Success”

*It is hoped that all students and parents read this Handbook carefully. It contains a great deal of useful information concerning the operation of Goodsoil Central School.*



**I. NORTHWEST SCHOOL DIVISION BOARD OF EDUCATION**

**Duane Hauk-Director of Education  
Davin Hildebrand-Superintendent of Human Resources  
Jennifer Williamson-Superintendent of Student Services  
Charlie McCloud-Chief Financial Officer**

**II. SCHOOL COMMUNITY COUNCIL**

**Naomi Stoebich  
Venessa Pike  
Holly Huppertz  
Allison Brunet  
Stephanie Oleksyn  
Danielle Shortmann  
Nadine Kope  
Anna Hinger  
Karen Hofer**

**III. MEADOW LAKE OFFICE STAFF & SUPPORTIVE STAFF**

**Please refer to the Division Website at [nwsd.ca](http://nwsd.ca) for the most recent updates**

**IV. LOCAL ADMINISTRATION**

**PRINCIPAL: Mrs. K. Hofer  
VICE PRINCIPAL: Mrs. N. Kope**

**GOODSOIL CENTRAL SCHOOL STAFF 2023-2024**

**Tracy Lange (Kindergarten & Grade 1)**

**Nadine Kope (Grade 2&3 Homeroom)**

**Kylie Lay (Grade 4 & 5)**

Teaches Kindergarten

**Anna Hinger (Grade 6 & 7)**

**Karen Hofer (Grade 8 & 9)**

**Bethany Demmans (Grade 10)**

**Russell Moore (Grade 11 & 12)**

**Samantha Di Giovanni (High School ELA)**

**Doug Millie**

**Russell Moore**

**Support Staff**

Kristina Bender - Admin Assistant  
Lorie Chretien - Education Assistant  
Rita Sonntag - Wellness Coordinator  
Danny & Ashley Alexander - Custodians

Collette Himmelsbach - Library Assistant

## **EDUCATIONAL OPERATION**

### **A. MISSION STATEMENT:**

*Goodsoil Central School strives to develop individuals who seek fairness, acceptance and knowledge of themselves, others and the world through a well-rounded program of academic, fine arts, and physical education.*

### **B. SCHOOL PROGRAM:**

(1) Kindergarten: The primary aim is to promote the self-actualization, socialization, and a commitment to learning, through an activity orientated approach.

(2) Elementary: (Grades 1 to 5): The primary emphasis is on language arts and mathematics through an activity orientated holistic approach. Other subjects offered within this framework include social studies, science, health, physical education, guidance, arts education, technology and religion (optional for all students).

(3) Middle Years: (Grades 6 to 9): During these years an increasing emphasis is placed on subject content, analysis, and process skills acquisition. Subjects offered include integrated language arts, math, social studies, science, technology , P.A.A., physical education, health, arts education, and guidance. Religion is also offered (optional for all students).

(4) Secondary: (Grades 10 to 12): These years offer a student orientated approach using the skills acquired in elementary and middle years and aimed at providing a program which will enable the student to pursue any post-secondary plans he/she may have.

(5) Resource: Students may receive special remedial programming as approved in consultation with the director of education, the superintendents, principal, teachers and the parents.

(6) Band: Offered to students in Grades 6 to 12. Instruments studied are the winds, brass, and percussion. Activities include performing at community functions, area music festivals and educational trips. The Band Parents' Association acts as a complementary organization to provide uniforms, extra travel expenses and scholarships.

(7) Sexual Abuse Prevention Programs: Schools are to advise parents shortly before the time when "CARE" and "Feeling Yes, Feeling No" are being implemented with their children. Onus is on the parents to request that their sons/daughters be excluded from formalized instruction in the program if they wish. However, they will be asked to provide the training at home. Arrangements can be made with the school through the principal and classroom teacher for the provision of instructional materials.

#### **NOTE:**

The school operates on a six day timetable. Kindergarten is held every Day 2, 4 and 6. Driver Education is a contracted service, offered to students in Grade 9. If further information is required about any of these programs, please contact the principal.

### **C. EVALUATION POLICY**

#### **(1) Department Policy:**

Promotion is under the jurisdiction of the principal under the general supervision of the Director of Education.

#### **(2) School Policy:**

During each term, marks are determined according to tests, assignments, and class work. The weight of each depends upon subject material. For a more precise breakdown, see the classroom teacher or subject teacher involved.

#### **GRADES 10, 11, 12:**

The year's work constitutes 60% and the final exam is 40% for Department of Education prepared exams. Consult individual teachers for the breakdown of term and final marks in all other cases.

#### GRADES 7, 8, 9:

The final mark is determined by continuous weighted evaluation. For the breakdown of term marks consult the subject teacher.

#### GRADES 4, 5, 6:

In these grades, each term is weighted equally and the term mark is determined using continuous weighted evaluation. Contact the teacher as to the evaluation breakdown.

#### GRADES 1, 2, 3:

Each term as well as the final grading is based on assignments, class work and tests. The final grade is a cumulative mark of the first 3 terms. Evaluation is continuous.

\* NOTE: Work habits, attitude, punctuality and attendance are considered part of class work and assignments, but are not a direct part of the evaluation for a course. It is often noted that students who are consistently late and/or have a poor attitude are the same ones who are not succeeding as they should.

#### Reporting on Student Progress:

Formal reporting is done 3 times a year; fall, spring, and June, for students K-9. High School students get report cards 4 times a year. Parent-teacher interviews are held in conjunction with the first 2 reports and as deemed necessary by either the parent or the teacher. Parents are urged to contact teachers if they have any concerns about their child's progress.

Marks are updated every 2 weeks and are available to view on Maplewood. Please phone or email the office to request a password to access your child's marks.

### D. STUDENT REGULATIONS

(1) **School Hours:** Students should not arrive before 8:40 A.M.

8:55	-	9:00	-	Home Room Registration
9:00	-	9:50	-	Period 1
9:50	-	10:40	-	Period 2
10:40	-	10:55	-	Elementary Morning Recess
10:40	-	11:30	-	Period 3
11:30	-	12:10	-	Period 4
12:10	-	12:50	-	Noon Hour
12:50	-	1:40	-	Period 5
1:40	-	2:30	-	Period 6
2:15	-	2:30	-	Elementary Afternoon Recess
2:30	-	3:20	-	Period 7
3:20	-		-	Dismissal

(2) **Student Use of Phone in the General Office:**

- a) The office telephones are for business purposes and calls of a personal nature are not encouraged. Emergency calls from parents will of course be dealt with immediately.
- b) Cellular Phones Usage:
  - i) Cell Phones can be used before 8:55 am and after school
  - ii) At Lunch Hour
  - iii) With teacher's permission for educational purposes

(3) **Off School Privileges:**

- a) Students are not permitted to leave the school grounds during regular school hours, except:
  - i) Grade 9 to 12 students who may leave the school grounds at noon hour.
  - ii) Town children who go home for lunch.
  - iii) Any other students accompanied by a parent or guardian.
  - iv) High School students may leave during non-class periods, provided permission has been granted by parents on the appropriate form.
  - v) Students need to sign in and out at the office.

*Abuse of these privileges may result in their cancellation.*

- b) Students driving vehicles will be permitted to park on school property during regular school

hours in the indicated area and manner:

- i) They may park on school property in the area designated for student parking.
- ii) Traffic through the school grounds is subject to school policy as this is private property.

(4) **Attendance Policy:**

Attendance in school has a direct relationship to school success and is formative in training for the demands of the work place in later years.

The Education Act (1995) for the province of Saskatchewan clearly states that "every student must attend school regularly and punctually and shall furnish to the teachers such information as he/she may require with respect to any period of absence from the school for which exemptions have not been provided". The Education Act lists acceptable the following reasons for absence:

1. Illness (certified by a physician if a student is to be exempted).
2. Suspension or expulsion.
3. Medical or dental treatment.
4. In consultation with the school, extended travel outside the division.

The guidelines for attendance in our school are as follows:

1. Students are expected in school and in class on time.
2. A student who misses a class period for ANY reason is expected to make up any work missed and carry out any activities assigned by the teacher to fulfill the learning objectives of the missed lesson.
3. All absences must be verified in writing (or by telephone) as to reasons. A signed note from the parent/guardian is satisfactory.
4. Illnesses or medical absences, if prolonged, must be verified, on request, by a doctor's certificate.
5. Students who ride on school buses will not be penalized for absences when buses do not run or are late.
6. Poor attendance may result in parent meeting, an attendance contract suspension or other measures as deemed necessary by one or both parties.
7. Student absences from exams, tests, and quizzes must be verified in writing or by telephone. Arrangements to make up the work must be made with the teacher.
8. Students will in all cases have the right to appeal any decision.

Attendance Policy for Grades 10, 11, 12:

1. 5 Absences from a class - a letter will go home
2. 10 Absences from a class - Parents/Guardians and student will be requested to come to a meeting at school
3. 15 Absences - the student may be withdrawn from the class
4. If a student is late 5 times to a class, it will count as 1 absence
5. There is no distinction made for types of absences, but circumstances will be considered if the school is made aware of them.

**IMPORTANT INFORMATION ABOUT ADJUSTMENT TO ATTENDANCE POLICY:**

From time-to-time the school may decide to have activities that alter the regular school day timetable. As a general rule, the school will inform students and parents about when and why these alternate activities are taking place. Students are expected and encouraged to participate in these alternate activities, unless they have a good reason not to.

If students are not going to participate in the alternate activities, they are still expected to attend school, for the full day (as the day's timetable is altered, there will be no spares), and take full part in the alternate classes that will be arranged for students not participating in the alternate activities.

If there is a reason that students will not be in school on 'alternate activity' days, parents MUST inform the school in writing, or by e-mail, that the student will be away. This communication should include the reason the student will be absent, and a detailed plan on when the missed school time will be made up. This could include the times that the student will be attending *Learning Club* at lunch times, or the times that the student will be coming to school early, or staying late to make up the missed time. Missed school time MUST be made up in some fashion agreeable to the school.

Students who do not make up the time in a timely fashion (as defined by the plan submitted), or who do not provide a reason for being away from school, will be considered to have "skipped" the day or part of the day, and will be subject to the school discipline policy.

There may be some school activities that all students will be expected to attend.

*This adjustment to school policy is part of a review of overall school attendance policy, and may be adjusted as we move along. Parents and students will be informed of any changes.*

(5) **Late Assignment and Final Exam Exemption Policy:**

1. It is important to learning that students endeavour to get assignments in by the due date. It is also important that assignments meet the minimum quality requirements of the teacher.
  - a. If unusual circumstances arise, where a student believes he/she will be unable to get an assignment in by the due date, he/she should request (in writing) an exemption from his/her teacher, before the due date, explaining the circumstances and the extension necessary.
  - b. If an assignment is not handed in on the due date, or if the assignment does not meet minimum requirements, parents will be contacted by phone or e-mail. Students may be given a grace period to submit the assignment as set out by AP 360.
  - c. Assignments submitted late, or not all at, may affect a student's privileges to leave school during spares.

(6) **Rights and Responsibilities:**

**A. Students:**

1. Students have the right to a quality education.  
Students have the responsibility to attend school regularly, to follow school and classroom guidelines, to listen to instruction, and to work cooperatively.
2. Students have the right to be treated with respect and courtesy.  
Students have the responsibility to treat adults and students with respect and courtesy.
3. Students have the right to a safe school environment.  
Students have the responsibility to follow school rules and to refrain from threatening or hurting others by actions or words.
4. Students have the right to hear and to be heard.  
Students have the responsibility to listen attentively and courteously to others.
5. Students have the right to privacy, personal property, and personal space.  
Students have the responsibility to respect the privacy of others and the personal property and personal space of others.

**B. Teachers:**

1. Teachers have the right to be treated with respect by students and parents.  
Teachers have the responsibility to treat students and parents with respect.
2. Teachers have the right to expect students to be in class, to have a positive attitude, and to be prepared to learn.  
Teachers have the responsibility to have a positive attitude and to be prepared to teach.
3. Teachers have the right to expect the classroom to be a place of learning where all students participate in the process of learning.  
Teachers have the responsibility to actively involve all students in the learning process and to instruct and to evaluate students as deemed necessary.
4. Teachers have the right to feel safe in their classrooms and in the school.  
Teachers have the responsibility to provide a safe environment for students and others and to address any situation that is a threat to others.
5. Teachers have the right to expect parental or guardian support in matters relating to the education of their child(ren).  
Teachers have the responsibility to encourage parental involvement and collaboration between home and school.

**C. Parents:**

1. Parents have the right to expect the school climate to be safe and supportive.  
Parents have the responsibility to teach and to model appropriate behavior for their child(ren).
2. Parents have the right to expect the school to consistently promote a positive attitude towards

learning for every child.

Parents have the responsibility to reinforce that school is a learning environment, to encourage home study, and to monitor their child(ren)'s progress.

3. Parents have the right to receive regular communication about the school and their child(ren)'s progress and to be informed promptly of any concerns involving their child(ren).  
Parents have the responsibility to be informed about the school and their child(ren)'s progress and to inform the school of any serious issues concerning their child(ren).
4. Parents have the right to expect the school to operate in an orderly and effective manner.  
Parents have the responsibility to encourage respectful behaviour and to support school discipline efforts.
5. Parents have the right to expect a quality education for their child(ren).  
Parents have the responsibility to ensure regular attendance, adequate rest, and good nutrition.

## (7) **Discipline and Pupil's Duties:**

### ***Mission Statement***

*The Northwest School Division advocates safe, effective, and respectful learning environments. In order to fulfill this mission, all stake holders (students, staff, parents, and community) must be committed to a strong discipline policy, which encourages accountability for actions.*

### **Beliefs**

Discipline is a process of training and a system of rules aimed at producing self-control and orderly conduct. We believe that:

- Discipline should provide the opportunity for positive results and student growth.
- Discipline should have a positive and respectful purpose.
- Discipline is a continuous process, which emphasizes teaching students appropriate behaviour and self control.
- Students deserve an atmosphere conducive to learning.
- People perform better when there are clear expectations.

The School Policy adheres to the Education Act, 1995. The major aim of these regulations is to foster the ideals of responsible use of property and respect of the rights of others in an atmosphere of learning. Excerpts from the Education Act, 1995, are as follows:

#### Section 149:

"In the exercise of his right of access to the schools of the division and to the benefits of the educational services provided by the board of education, every pupil shall cooperate fully with all persons employed by the board and such other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or such special or ancillary services as may be provided or approved by the board or the department and, without restricting the generality of the foregoing, every pupil shall:

- (a) Attend school regularly and punctually;
- (b) Provide himself with such supplies and material not furnished by the board of education as may be considered necessary to his courses of study by the principal
- (c) Observe standards approved by the board of education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of other persons.
- (d) Be diligent in his studies;
- (e) Conform to the rules of the school approved by the board of education and submit to such discipline as would be exercised by a kind, firm, and judicious parent. 1995, c.17, s.149."

#### Section 150:

"Every pupil shall be accountable:

- (a) to the teacher for his conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours;
- (b) to the principal for his general deportment at any time that he is under the supervision of the school and members of the teaching staff, including the time spent traveling between the school and his place of residence;
- (c) subject to the stated policies of the board of education, to the driver of a school bus and to any other person appointed by the board for the purposes of supervision during hours when pupils are in the personal charge of such employees of the board, and those employees shall be responsible to and report to the principal in accordance with the procedures approved by the board. 1995, c.17, s. 150."



Section 151

(1) "Every pupil shall be subject to the general discipline of the school.

(2) Every board of education shall make provisions, which shall be set out in its bylaws or administrative manual, applicable to the schools in its jurisdiction for the expeditious investigation and treatment of problems arising in the relationship between a pupil and the school. 1995, c.17,

For specific guidelines regarding suspensions, consult the Education Act 1995, Sections 152, 153 and 154.

- (8) **1 Behavior Policy:** see Appendix A  
**2 Bus Policy:** see Appendix B  
**3 Chip & Pop Policy** see Appendix C  
**4 Computer Policy** see Appendix D  
**5 Cell Phone Policy** see Appendix E

(9) **Student Attire:**

All students are expected to dress in a manner suitable to prevailing weather conditions. It should be noted that bus drivers may, at their discretion, deny a student access to their bus services if that student is improperly attired for weather conditions. For in-class wear, the students are asked to use discretion in choosing their attire. Dress should reflect a positive learning environment.

As a general rule:

- Clothing should be free of advertising that may promote alcohol, drugs, sexual innuendoes, racism, put downs, or bad language.
- Any items designated as "underwear" should be kept under cover. No parts of "underwear" should show.
- Hats, toques, hoods should only be worn on designated days.
- Clothing should show modesty. Low revealing necklines are not permitted.
- Shirts or tops must overlap the waistband of pants or skirts.
- Skirts, dresses and shorts should be mid-thigh in length.
- Students are expected to be wearing a pair of clean, indoor shoes.

Students wearing inappropriate clothing may be asked to put on more suitable clothing, or may be asked to return home and change.

(10) **Weather Days:**

The school will remain open during regular hours. On such days that the buses are not running, the bus drivers will contact those people on their route. In the event of a sudden storm whereby the students cannot return home, they will be billeted in town or kept at the school.

(11) **Consent Forms and/or Parent Release Forms:**

These will be required for participation in activities which the school deems to be of a higher risk of injury than other school activities. Such activities might include canoeing, skiing, or competitive team sports.

(12) **School Traffic Regulations:**

Student use of school parking facilities is a privilege. To avoid the loss of this privilege, students and guests are required to use the parking facility appropriately.

Guests and parents picking up or dropping off students shall do so at the West entrance.

(13) **NON-SCHOOL USE OF FACILITIES**

The school building and/or equipment may, in certain circumstances, be used by the community, after contacting the principal. SCC approval is required. There may be a charge for use of the school facility.

(14) **JODOIN RESOURCE CENTRE**

The resource centre is an integral part of the school program and should be used wisely, efficiently, and purposefully. Any misuse of the library can only serve as a hindrance to the reading enjoyment of the school population.

Borrowing Procedures:

1) All materials are to be checked out properly before being removed from the library.

2) Circulation - Teachers and support staff may keep teaching materials for as long as they are needed.

Textbooks and readers are kept in the classroom where they are needed. Students may borrow all materials for ten school days. Exceptions are materials for reports which can be kept until the day the report is due.

Reference materials (encyclopedia, atlases, etc.) are to be returned the next day.

3) Check-out Procedures:

a) Bar-coded materials are checked out with the office computer or the sign-out slips on the circulation desk.

b) Vertical file and periodical materials - use envelope and binder system.

c) Reference materials such as encyclopaedia, atlases, etc. - use card system in book pocket.

d) Teacher reference materials can be used by students at a teacher's discretion and should be signed out in the teacher's name.

4) Over dues, Losses, and Damages:

a) Overdues: Students should note the importance of returning materials on time and in good condition. Fines will not be incurred. After two verbal notices, however, a "lost/damaged" letter will be sent home with the student. This letter will state the price of the missing book and request payment.

b) Losses: Library material which is lost must be paid for. If the lost item is later found and returned, the money will be reimbursed.

c) Damages: Items damaged beyond repair must be paid for.

5) Computers in the Resource Centre are only to be used for educational research.

6) Hours of Operation: The library will be open during regular school hours unless otherwise posted. Recess and lunch hours are for study purposes only.

NOTE: All procedures and guidelines in the Resource Centre are put in place for the benefit of students and staff. Communication and cooperation between personnel and patrons is encouraged at all times.

(15) **STUDENT FEES:**

Effective the fall of 2013, all students in grade 1 to grade 12 are charged a \$45.00 student fee to help cover the costs of incidentals throughout the year such as Saskatchewan Junior Arts Concerts, extra supplies for art, Mathletics, agendas (for Grades 1-9), school trips and the like.

1. **CAUTION FEES:**

Although no caution fees are charged in kindergarten to Grade 6, the students are responsible for the replacement cost for lost or damaged books.

a) Each student, upon entering Grade 7, is required to bring a \$25.00 book fee. This fee is to cover usual wear and tear on books and is non-refundable. Deductions will be made for damage to books. Replacement costs for books that are lost or damaged beyond repair will be the responsibility of the student.

2. **LOCKERS:**

a) Locker Fees: All students issued a lock, must bring a \$5.00 locker fee (non-refundable) for a lock.

These fees are charged only once during the student's attendance unless the student loses his lock, and then he will be charged another \$5.00 for a replacement lock.

b) Locker Policy: The lockers and locks are school property and as such are subject to inspection by school personnel, teachers, and the principal. School personnel has the right under certain circumstances if students use their own personal locks, to cut them if required.

3. **BAND FEES:**

a) A fee of \$65.00 (single) or \$100.00 (family) per year must be paid for all Division and Band Parent Association owned instruments. This fee is to be paid in September of each year and is non-refundable.

b) A Reed Fee of \$10.00 is to be paid by any student who plays a wind instrument.

4. **P.A.A. FEES:**

Students taking Practical and Applied Arts will be charged a \$30.00 fee to help pay for supplies.

(16) **EXTRA CURRICULAR POLICY:**

Students involved in extra curricular activities will be subject to the following policy. Extra curricular activities are defined as any school-sponsored activity such as sports, music or drama.

1. Academic:  
No minimum average will be set, however, if the class teachers in consultation with the administration feel that extra curricular activities are interfering with academic performance, the student may be asked to drop that activity.
2. Behavior:  
A student may be suspended from any extra curricular activity for the following:
  - a) any breach of rules that the teacher in charge feels is detrimental to the group or school such as lack of attendance, misbehavior, or poor attitude
  - b) misbehavior during school hours
  - c) a suspension from school according to the School Act.
3. Procedure:
  - a) During an extra curricular activity, the coach or teacher in charge will assume responsibility for that activity and at his/her discretion may suspend or dismiss any student from that particular activity. The period of time of the suspension will be at the discretion of the principal and the teacher in charge.
4. For the most part, extra curricular activities are designed to be of a competitive nature; the emphasis being to promote an advanced level of skill participation in the various activities. The amount of emphasis and exposure increases from kindergarten to grade 12. The amount of travel involved may be limited by budgetary restrictions and ongoing school policy.

(17) **GRADUATION**

In order to graduate, a student must be able to reasonably attain a Grade 12 standing. The student must demonstrate this by maintaining:

- a) a good attendance record
- b) a satisfactory work record
- c) a minimum of 24 credits at the secondary level.

The determination of the list of graduates is made in April of the year.

(18) **CREDIT REQUIREMENTS**

In Grade 10, a minimum of 8 credits is required. Compulsory courses are: English Language Arts A10 and English Language Arts B10, History 10, Science 10, a Math 10, plus 3 electives at level 10 or higher.

In Grade 11, a minimum of 16 credits is required. Compulsory courses are: English Language Arts 20 and Mathematics 20, plus 6 additional elective credits at level 20 or 30.

In Grade 12, a minimum of 24 credits (5 of which must be at the 30 level) is required. Compulsory courses are: English Language Arts A30, English Language Arts B30, History 30, a science 20 or 30, a social studies 20 or 30, 2 credits in arts education or practical and applied arts at level 10, 20 or 30, and Wellness 10, Physical Education 20 or Physical Education 30, a math 20.

(19) **THE STUDENT REPRESENTATIVE COUNCIL**

The S.R.C is an elected/appointed student body representing Grades 7 to 12. A staff advisor, appointed by the principal, acts as the overall supervisor of all S.R.C. activities. The major function of the S.R.C is in the coordination of all student-school activities. Any projects in this regard (dances, fund-raising, etc.) must have students council approval. An active and strong S.R.C. is encouraged on the school's part in order to meet the ever-increasing costs and organization of school-sponsored and extra curricular activities.

(20) **STANDING STUDENT AWARDS**

1. Goodsoil Central School Honour Roll and Proficiency Plus Honor Awards  
Criteria:
  1. The student must have a Meeting of all subjects taken (1 subject in Approaching will also be considered)
  2. Students in Grades 6 to 12 are eligible.
  3. The awards are decided in June of the year.
3. Meadow Lake School Division Scholarships  
Scholarships of \$300. minimum each are awarded at Graduation. Selections are made by a committee of the SCC

## APPENDIX A BEHAVIOUR POLICY

### Underlying Principles

- The long range purpose of a behaviour policy is to develop, as far as possible, the capacity for intelligent self-control in all students
- Teachers will establish clearly understood and reasonable limits for the behaviour of their students, and will insist that these limits be respected.
- Each child will be treated in light of their individual needs and will always be treated with respect; infractions will be treated as learning opportunities to be handled with intelligence and patience.
- The school must maintain a proper teaching and learning environment that respects the learning and well being of all students and staff.
- All actions have consequences.

### School Behaviour Plan

#### Level 1 Minor Violations

- These are actions that cause small annoyances and inconvenience. They are non-violent in nature and primarily violate a student's own learning.
  - Examples:
    - Forgetting homework
    - Occasionally not prepared for class
    - Occasionally off task in class
    - Late for class without a good reason
  - Consequences may include:
    - Verbal correction by teacher
    - Verbal/written apology
  - Should be documented by teacher in daybook or on computer

#### Level 2

- These actions cause disturbance to others
  - Examples include:
    - Continued Level 1 violations
    - Inappropriate language
    - Minor disrespect to fellow students
    - Minor rough-housing
  - Consequences could include:
    - Community service
    - Detention served with teacher (recess, lunch, after school)
    - Phone call home
    - Moved to a different area of the classroom
    - Note in agenda
    - Discussion with the principal
    - Letter of apology
    - Move student to another room
    - Move student to office
    - Daily behaviour form
  - Level 2 behaviours must be written up on Discipline Action Form; students complete Student Correction Form. Behaviour will be entered into computer by office. Parent may be advised.

### Level 3

- Behaviours of a more serious nature
  - Examples include:
    - Continued Level 2 violations
    - Bullying
    - Skipping school
    - Defiance
    - Disrespect for staff
    - Serious disrespect for fellow students
    - Continued off task behaviours or lack of diligence to studies
  - Consequences may include:
    - In school or out-of-school suspension
    - One or more detentions (served with teacher)
    - Parent meeting
    - Behaviour contract
  - Staff must fill out Discipline Action Form; Office must be involved; Violations and consequences entered into Maplewood; Parents will be informed

### Level 4                      Serious Violations

- Examples may include:
  - Continued Level 3 violations
  - Bullying
  - Use or possession of tobacco, alcohol, drugs
  - Fighting
  - Vandalism
  - Defiance (open disregard to teacher's request)
  - Stealing
- Consequences may include:
  - In school or out-of-school suspension
  - Discipline hearing
  - Parent letter
- Must be written up on Discipline Action Form; Office intervention – Code of Conduct form sent to Central Office; Parent informed via phone and letter sent to parent

## **APPENDIX B GENERAL CONVEYANCE INFORMATION FOR PARENTS**

### **Role of the Parents**

1. Solve local problems.
2. Assist bus driver to promote a good relationship and smooth operation of the bus on the route.
3. Keep yard roads open during winter months.
4. If a school bus with children aboard stalls or becomes stuck in a snow drift, give help immediately for the children's safety.
5. Provide necessary information to the secretary treasurer or bus supervisor regarding the bus route in an effort to improve school bus conveyance for children.
6. See that all children are dressed suitably during winter months, so that in case of a breakdown or the bus getting stuck in a snow drift, children will not be exposed to unpredictable dangers such as freezing

### **Role of Students and School Bus Drivers**

It is important that pupils show respect to the bus driver and understand that he/she is in charge of the bus and pupils, and must be obeyed promptly and cheerfully at all times.

## **NORTHWEST SCHOOL DIVISION NO. 203 BUS REGULATIONS**

1. Students must be assigned a seat by the bus driver and must occupy only that seat.
2. Students must remain seated while on the bus.
3. Students must sit in a quiet and proper manner, with legs and arms not protruding into aisles.
4. All parts of the student's body must be kept inside the bus at all times.
5. Students' lunch pails, books and parcels must be placed on the floor near feet or held on lap.
6. Shouting, foul language and fooling around are not permitted in bus.
7. Students must promptly obey all instructions from the driver.
8. Windows may be adjusted only with permission of the bus driver.

## **APPENDIX D COMPUTER AND INTERNET POLICY**

The Division recognizes the appropriate use of electronic information services and network services by students and staff as a way to support learning experiences. However, the Division views access to these services as a privilege. Persons using electronic information systems in the school setting shall comply with Saskatchewan Learning's Information Security and Acceptable Use Policy.

### **Procedures**

1. Guiding Principles
  - 1.1 Access to networked information systems shall focus on appropriate instructional materials linked to the curriculum content being studied.
  - 1.2 Everyone who uses a school computer or school computer network is responsible for appropriate use of materials and equipment.
  - 1.3 Using another person's password, trespassing in another person's folder, work or files, using another person's intellectual property without approval, or violating copyright is not acceptable.
  - 1.4 User files stored on the school system may not always be private.
  - 1.5 User work may be subject to loss and the user must take precautions to ensure necessary back-up precautions are taken.
  - 1.6 Staff will provide instruction to students about acceptable use of electronic information services.
  - 1.7 Although not totally effective, the Division reserves the right to use manual or technical means to regulate access and information provided by electronic information systems to reduce the chance that persons may encounter inappropriate sites.

## 2. Specific Conditions

- 2.1 All users will complete and file an Acceptable Use Agreement Form (Staff - Form 140-1) (Students – Form 140-2) based on the Guiding Principles listed above. If the user is a minor the agreement will contain the signature of the user as well as the signature of the parent or guardian.
- 2.2 Acceptable Use Agreement Forms will be completed annually.
- 2.3 Each student will receive a network account with a user name and private password.
- 2.4 In regard to student use the following shall apply:
  - 2.4.1 The student is responsible for informing the teacher of accidental access to an inappropriate site.
  - 2.4.2 Information is not to be downloaded without permission from the teacher.
  - 2.4.3 Students will not use e-mail unless they receive permission from the teacher.
  - 2.4.4 Chat lines may not be used unless there is specific teacher approval.
  - 2.4.5 Students are not to provide personal information, nor are they to meet someone they have contacted on the internet.
  - 2.4.6 The use of search engines is at the discretion of the teacher.
- 2.5 Vandalizing, damaging or disabling a computer, a computer system, or a computer network is not acceptable.
- 2.6 Disabling or debilitating a computer system or network through intentional misuse or overuse of electronic distribution, the spreading of viruses, or contravening local, provincial or federal laws are unacceptable.
- 2.7 Disciplinary action related to student access to electronic information resources, damage to computers or networks, and misuse of networks or systems will be determined in accordance with Administrative Procedure 350 – Student Conduct and Administrative Procedure 355 – Discipline.
- 2.8 Additional consequences for inappropriate use of electronic information systems are governed by statute and if these are breached, law enforcement officers may be involved.
- 2.9 The actions of Division employees who contravene the Guiding Principles will be addressed on a case by case basis taking into account the Education Act and the Saskatchewan Teachers' Federation Code of Ethics.

## **APPENDIX E CELL PHONE POLICY**

Cell phones may be used inside the school:

Prior to school starting at 8:55 a.m.

During Lunch

After 3:20

Cell phones may not be used:

During breaks

In class, other than for educational reasons and at the approval of the individual teacher

During spares, other than for educational reasons and at the approval of the individual staff member who is supervising

At no time during school hours, shall a student take a phone call on their cell phone. If it is an emergency then they can be contacted at the school at 306-238-2142. Calls can be returned at lunch time or afterschool.

This policy applies to all students.

Failure to comply with these rules will result in the following consequences:

One warning by the individual staff member

The phone will be removed and given to the principal until the end of the day.

The student may choose to keep the phone at home. Parents are asked to contact the school directly regarding this.

If a student does not adhere to this policy and shows defiance towards the staff member, further consequences, such as a school suspension may be incurred if deemed the student is defiant or explicit disrespectful as deemed by school staff.

Parent communication expectations remain the same in terms of safe arrival and absenteeism. The expectation is when communication is completed through Edsby, email or phone communication to the office. Texts through the student's cell phone will not be accepted as parent communication. Please communicate directly with the school office.

Reference: Sections 85, 87, 108, 109 Education Act