

H. HARDCASTLE SCHOOL

POLICY HANDBOOK



STAFF MEMBERS:

Principal: Darren Nordell

Vice Principal: Roberta Moriarty

Administrative Assistant: Danielle Troesch

Kindergarten: Andrea Harty

Grade 1: Christie Adair

Grade 2: Cindy Jullion

Grade 3/4: Roberta Moriarty

Grade 5: Laura LaClare

Grade 6: Lorne Long

Grade 7: Trevor Gateley

Grade 8: Andrea Thom

Custodians: Gwen Holloway & Bob Clark

Grade 9: Tory McNie

Grade 10: Jessica LaClare

Grade 11: Trina Deobald

Grade 12: Darren Nordell

Educational Assistants: Bev Mannix, Brenda Pollard,
Gwen Holloway, Joan Bellanger, Katie LaClare

Librarian: Chrissy Weber

Wellness Coordinator: Jolene Sittler

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INTRODUCTION

The purpose of this handbook is to help improve communication between the home and the school. In it you will find excerpts from the Education Act, Northwest School Division Policy, as well as our own school policies that apply to the students of our school. Hopefully, this will make parents aware of the philosophy and goals of our school. We trust that both parents and students will find this handbook useful and keep it for future reference.

H. Hardcastle School Mission Statement

Our school should be a place where students:

- Develop skills and attitudes that will prepare them to meet challenges throughout their lives.
- Recognize the importance of academics, physical fitness and social consciousness.
- Are individuals and are challenged appropriately.

It is expected that all of us will treat each other and the school property with respect in the completion of our duties.

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H. HARDCASTLE SCHOOL POLICY

ATTENDANCE

(See Appendix 1) The Education Act requires that all children of compulsory age “attend school regularly and punctually”. {Section 149 (a)} Regular attendance is a necessary condition for success at school and students who attend regularly generally achieve greater results. However, we recognize that students may be absent from school from time to time due to a variety of circumstances. Parents are encouraged to inform teachers of any unavoidable absences well in advance of the period when the student will be absent from school. Students are responsible to complete the work that they have missed during their absence.

Absences are categorized as either “excused” or “unexcused” according to the criteria outlined below.

Arrival - Students should arrive prior to the 8:45 a.m. bell. Students arriving late or leaving early must check in at the office. Students may enter the school after 8:30 a.m. each day. The school is open before this time, but no teacher supervision is scheduled unless prior arrangements have been made.

Excused absence - Illness/Medical: Parents must contact the school if a student is absent due to illness or must attend a medical appointment.

Other absence: The school will recognize absence due to special occasions or emergencies. Parents must contact the office prior to the absence in order to explain the circumstances. The school administration will decide the validity of the absence.

Unexcused absence - Any time a student is absent without parental consent and without prior knowledge by the school staff, this absence is documented as “unexcused” and investigated by the school administration. Parents will be contacted as part of the investigative process and disciplinary action may follow.

Return from absence - Students are responsible for completing work missed during any absence. If, at any time, attendance is negatively affecting a student’s performance, parents will be contacted and a meeting with them may be requested.

Lates - A student is marked late when he/she is not in class when the bell rings. Parents will be notified after **three lates** within a period of 20 **school days**. A student is marked **absent** when he/she misses **10 minutes** or more of class.

Noon hour - Students in grades 10 - 12 are allowed to go downtown during the noon hour. Other students will be allowed to go downtown only if they have written permission from their parents each time they are required to leave the school premises. Students are encouraged to take advantage of the canteen operated by the S.R.C. and to participate in intramural activities that are organized during the noon hour.

Leaving the school during the school day - Students leaving the school during their scheduled class time are to report to the school administration before they leave. At this time, they may be asked to contact their parents to confirm their departure.

SCHEDULES

Announcements - Announcements will be made in the morning, before 10am and if necessary again between 2 and 3pm.

Bell Schedule

TIME	ACTIVITY	Time	Activity
	High School		Elementary
8:45 – 8:50	Homeroom	8:45 -8:50	Home room
8:50 – 9:45	Period 1	8:50-9:35	Period 1 (45 Min)
9:45 – 9:50	Transition	9:35-9:40	Transition
9:50 – 10:45	Period 2	9:40-10:40	Period 2 (45 Min)
10:45– 10:50	Transition	10:40-10:50	Recess
10:50– 11:40	Period 3	10:35-10:40	Transition
		10:50-11-40	Period 3 (45 Min)
		11:25-11:30	Transition
11:40 - 12:25	LUNCH	11:30-12:00	Period 4-Royals Time (30 Min)
		11:40-12:25	Lunch
12:30 – 1:20	Period 4	12:40-12:45	Transition
1:20 – 1:25	Transition	12:45-1:30	Period 5 (45 minutes)
1:25 – 2:15	Period 5	1:30-1:35	Transition
2:15 – 2:20	Transition	1:35 – 2:15	Period 6 (40 minutes)
2:20 – 3:10	Period 6	2:10-2:20	Recess
3:10-3:15	Clean Up	2:25 – 2:30	Transition
		2:30 – 3:10	Period 7 (40 minutes)
		3:10-3:15	Clean Up

Supervision Schedule - Student activities are supervised at the following times:

A.M.	8:35 – 8:45 (elementary playground & high school)
Recess	10:25 – 10:35 (elementary)
Noon	11:40 - 12:00 (elementary & high school)
	12:00 - 12:25 (elementary playground, high school & gymnasium)
Recess	2:15 - 2:25 (elementary)
Buses	3:10 - 3:20

Students are allowed access to the computer lab at noon **if** supervised by a staff member.

Students are allowed in the gym only during supervised periods.

The teachers on outside supervision will determine if students are allowed to stay indoors because of weather conditions.

GENERAL EXPECTATIONS OF STUDENT CONDUCT

General Conduct - In accordance with the responsibilities of the pupils as defined by the Education Act (1995) and the policies of the Board of Education, H. Hardcastle School has the following expectations for its students:

- Students are expected to be polite and respectful to all who work in or visit our school - students, teachers, caretakers, volunteers, substitute teachers, teacher assistants, librarian, secretary and guests. Swearing is considered as a sign of blatant disrespect.
- Violence in any form, or the threat of violence, will not be tolerated.
- H. Hardcastle is a smoke-free area. Use of any tobacco product is prohibited on school property and during school sponsored activities.
- Use and/or possession of alcohol or any banned substance on school property and during school sponsored activities is strictly prohibited.
- Students are expected to dress appropriately in accordance with the School and Division Dress Code. Persons wearing inappropriate clothing will be asked to remedy the situation. Students may be requested to go home to change. **(See Appendix 2: School Dress Code)**
- Students are responsible to the school for the entire school day. This includes movement to and from the school, breaks and class trips into and out of the community.
- Students are expected to accept the consequences for their misbehavior.

Classroom conduct - Students of H. Hardcastle School are expected to:

- Bring all necessary materials to class
- Attend school regularly
- Be punctual
- Keep their desks, lockers and personal belongings in a neat and orderly manner
- Complete all in-class and homework assignments and prepare for tests
- Work to the best of their ability
- Adhere to all classroom expectations as outlined by the classroom teacher

Playground Rules - The following playground rules must be observed:

- Students must wear clothing and footwear appropriate for weather conditions.
- Students must play in designated areas.
- Students may not play games that put themselves or others at risk. Whether or not an activity is allowed is left to the discretion of the supervising teacher(s).

Resolving an issue - A teacher is always at your disposal in the event that you wish to seek advice, resolve a conflict or discuss your academic progress. Disagreements with a teacher should always be presented to him/her first. If you are not satisfied, the situation should then be directed to the school administration.

Lockers and Desks - Students are responsible to maintain a neat and orderly classroom, desk and locker. Cleanliness and security of the locker is the responsibility of the student. The school is not responsible for lost and/or stolen items.

Fire Alarm - Whenever the fire alarm sounds, students must exit with their class and teacher at the time and proceed to a safe, pre-arranged site. The door in each classroom should post exit instructions. Any student who is found responsible for setting off a "false alarm" will be dealt with severely.

Damage to property - Any physical damage to the school will be the responsibility of the student(s) involved. Students will not be held responsible for costs in the event of an accident.

TRANSPORTATION

Bus Transportation - Transportation by bus comes under the jurisdiction of the school. Students must comply with the bus driver in accordance with the terms of the Northwest School Division Board Busing Policy which states that "Student conduct on school buses shall be consistent with that expected of the student in the classroom." Alternative travel arrangements must be cleared with the school administration. Transportation of students is a privilege, not a right. Whenever the behavior of a student interferes with the safety or comfort of others on the bus, the privilege of riding on the bus may be temporarily or permanently revoked. Bus drivers will report inappropriate student behavior to the school administration and to the Supervisor of Transportation in a written "Student Conduct Report". The following general rules shall be observed:

- Conduct must be orderly at all times. Shoving or pushing will not be permitted while boarding or alighting from the bus.
- There is to be no moving around on the bus while such vehicle is in motion.
- Students must remain in their assigned seats, facing forward and out of the aisle, until the bus comes to a complete stop.
- Students are not to have head or arms out of open windows.
- Students are to refrain from throwing articles on the bus or from bus windows.
- Students are to refrain from distracting the driver while the bus is in motion.
- Students must wait in the proper loading zone for their bus.
- Upon alighting from the bus, students' will cross the road, where necessary, three meters in front of the bus in view of the driver and under the protection of the flashing bus signals.
- No smoking or alcohol will be allowed on a school bus; this includes the driver.

Student vehicles and parking - Students who are normally conveyed to school by bus will not use any other form of transportation unless authorized to do so by their parents in writing and the principal is informed. Therefore, students bringing a vehicle on a regular basis are required to bring a "Vehicle Authorization Form", signed by their parents/guardian. **(See Appendix 3)** Once a vehicle arrives at school it is not to be used without the permission of the school administration. Violations will be monitored by the entire staff and reported. The use of a vehicle at school is a privilege and students must abide by policy in order to retain that privilege. Limited parking is available to students. Students must not park in staff parking spaces.

Travel to Extra-Curricular Activities - It is recognized that students do bring vehicles to school for extra-curricular activities. However, only parents, community coaches, teachers, teacher aides and/or bus drivers are allowed to transport students to extra curricular events. If parents, teachers, teacher aides and/or bus drivers are unavailable, students will not participate in that event. If a student is involved in a practice at a venue other than HHS, the student may, with the written permission of a parent, travel to the venue unaccompanied.

ACADEMIC PROGRAM

Subject load – (See Appendix 4: High School Credit Requirements)

- Students in grades K-9 must take all subjects.
- Students in Grades 10 – 12, who choose not to take a subject, must first consult with the guidance counselor and the school administration. They must also have written parental permission to drop a class.

Timetable Selection and Changes - In the spring of each year, students in grades 9 - 11 select the courses they need for the following school year. Students and parents should use care in selecting these courses. If any assistance is needed during this selection process, students and parents should contact the principal or the guidance counselor.

Once a program has been selected and a timetable has been created for a student, timetable changes will be made for legitimate reasons only. If a student elects to drop a course, he/she must do so within the first four weeks for a semestered course and eight weeks for a non-semestered course.

Distance Learning - For a variety of reasons, students may opt to take distance education classes. To ensure student success, registration should be made in the spring of the year. In the fall all of the necessary materials will be in place and students will not have to wait to begin the course. It is the responsibility of the student to complete the proper application form and submit the form to the principal for forwarding to the Director. Students shall be assessed a refundable “caution fee” of \$500 for each course, payable to the Northwest School Division. The fee is intended to encourage students to make a commitment to complete the assigned work. Students who successfully complete the course work will be eligible for a complete refund of the “caution fee”. The onus is on the student to provide proof of successful course completion and to apply to the Secretary-Treasurer for the rebate.

Examination procedures - Quizzes and exams are scheduled by teachers when deemed necessary. It is imperative that students write exams at the arranged time. Exams and quizzes that are missed without a valid reason may be assigned a mark of 0%. When a valid reason for absence exists, the school administration and the teacher involved shall discuss suitable alternatives.

Graduation – Although student and parent input is welcomed, the date, time and venue of the H. Hardcastle School Graduation Ceremony is to be determined by the school staff. Participation in graduation exercises is reserved for those students who may receive a grade 12 standing in January or June of the immediate school year. A review of all prospective graduates will occur after the first semester and again after the first reporting period in the second semester. Students who are failing any of the required courses for a Grade 12 standing will be removed from the graduation list. **(See Appendix 5 – H. Hardcastle Graduation Policy)**

Cheating - First offense **may** result in 0% on that assignment or test. Subsequent offenses **will** result in 0% on the test or assignment and may also result in suspension and/or loss of subject. A record of the event will be placed in the student’s file and parents will be notified.

FEES

Industrial Arts and Home Economics fees of \$20.00 will be charged annually. These fees are used to cover the cost of products consumed. An additional fee, above and beyond this “consumable fee”, may be issued to individuals to cover the cost of materials for “special” projects in Grades 10 – 12.

Cultural Fee - At the beginning of each year a \$10.00 fee will be levied per student for cultural activities.

EXTRA-CURRICULAR

S.R.C. - The H. Hardcastle Student Council is composed of a president, vice-president, secretary, treasurer, social director(s), room representatives and staff advisor(s). The S.R.C. is responsible for planning, organizing and budgeting for student activities that complement and support our academic and co-curricular programs. The purpose of the S.R.C. is to develop positive school spirit among students, to develop student leadership, to promote positive community-school relationships and to support extra curricular activities. The students elect the executive each spring.

Team Sports - Students are encouraged to participate and compete on all school-sponsored teams. As a member of a team, you are responsible to your team and to your coaches until you are back in the custody of a parent/guardian. Students must travel with their team or group to and from school activities unless they are in the company of their parents/guardian. Students who participate will be expected to fund themselves. Fees may be charged to cover registration, consumables, uniform rental and mileage.

Clubs and groups - Clubs may be formed with the approval of the school administration. Any school club must have a teacher as a participating member. Club trips will be sanctioned on their own merit. Fees may be charged to cover registration, consumables and mileage.

SPECIALIZED CLASSROOMS

Certain classrooms such as the Gymnasium, Computer Lab, Resource Center, Science Lab, Industrial Arts Lab, and Home Economics Lab are considered specialized classrooms. For reasons of safety, students will be allowed access to these areas only under staff supervision. It is imperative that students strictly follow the guidelines posted for these areas by the teacher(s) in charge of the specialized programs.

Gymnasium and Footwear

Footwear in the gym - Due to the amount of dirt and gravel tracked into the gym, students must remove their “street” shoes in the foyer. If these shoes are worn into the change rooms, the damage is done. Approved footwear (gym shoes) may be put on in the foyer or the students may proceed to the change room in stocking feet to change and put on their gym shoes.

Gym locker room - Any items left lying about in the change rooms will be picked up and stored in a “lost and found” area where they may be retrieved by the students. Items not claimed will be given to charity or destroyed.

Food or drink in the gym is not allowed. Water in a closed container is permissible.

Footwear appropriate to the weather - Students should have footwear that is appropriate for the weather. Outdoor footwear must be left on the boot racks in the foyer or on the mats outside the gym. Gym shoes may be worn in the classroom. All footwear should be marked with the student’s initials.

Resource Centre

The Resource Center is the core of the school's educational program. It is a place to work or study; therefore, noise level must be kept at a minimum.

Checking out materials - All books and other materials must be checked out before they leave the library. This is a basic rule and applies to students and teachers alike. There is a limit of five books per person. If you have an overdue book you must return it before borrowing another.

Reference Materials - Encyclopedias and other reference materials that are borrowed for one class period must be checked out. Encyclopedias may be checked out for more than one class period by making arrangements with the librarian. All reference material must be returned promptly.

Food and drink are not allowed in the Resource Center.

Computer Lab

Students are allowed access to the computers in the Computer Lab and Resource Center only when staff supervision is available.

Use of technology - As users of the Northwest School Division computer network, all staff and students must agree to comply with the rules for use as outlined in policy. Students are required to submit a completed User Agreement and Parent Permission Form to access networked computer services such as electronic mail and the Internet. Any misuse or abuse of this technology will result in a loss of access privileges. **(See Appendix 6: Internet User Agreement)**

Food or drinks are not allowed in the computer lab.

DISCIPLINE POLICY

H. Hardcastle School Discipline Policy - In keeping with the philosophy of the Board of Education, it is our belief that schools should encourage students to exert self-discipline and control. A good learning environment can be best achieved with students who are given and accept responsibility and who become involved in various school activities. Our view is that students are accountable for their actions. When it is necessary to take some form of disciplinary action, we endeavor to be reasonable, consistent and fair. It is not our practice to consult with parents each time some unacceptable behavior occurs, although consultation with parents is definitely a part of our disciplinary strategy. **(See Appendix 7: H. Hardcastle School Discipline Policy; Appendix 8: The Education Act)**

Student Suspensions: School suspensions are to be imposed, when necessary, by the principal within the parameters allowed by the *Education Act (1995)* **(See Appendix 9: The Education Act; Section 154)**

Harassment/Bullying – Bullying, intimidation, threats and harassment will not be tolerated. Any student found to have engaged in such conduct will be subject to disciplinary action up to and including expulsion from the schools of the Division. **(See Appendix 10: H. Hardcastle School Anti-Bullying Policy)**

STUDENT IN GOOD STANDING

If a student is found to be negligent in his/her academic responsibilities or a disciplinary problem, the student may be considered to be no longer a “student in good standing”. The student may have any or all of his extracurricular privileges revoked for a specified period of time or until he has demonstrated behaviors that conform to the expectations of the school. **(See Appendix 11: Student in Good Standing Policy)**

❖ EVALUATION POLICY (See Appendix 12)

It is our firm belief that student evaluation should be an integral part of good teaching practice. It should be treated as an ongoing and comprehensive process that is carefully planned and implemented. Evaluation should reflect the intended outcomes of the curriculum and assist teachers in meeting the individual needs of their students. Evaluation should be based on a variety of indicators and assessment techniques to ensure that all students have an equal opportunity to demonstrate the extent of their knowledge, skills and abilities.

We believe that evaluation should provide positive, supportive feedback to students and that students should be made aware of the procedures to be used in assessing their performance. Information regarding student progress should also be regularly communicated to parents/guardians in a meaningful manner.

❖ REPORTING

Formal Reporting - Four written progress reports will be sent to parents of students in grades 7 - 12. Three written progress reports will be sent to parents of students in Kindergarten to Grade 6.

Interviews - Two parent-teacher interviews will be scheduled during the year.

Informal Reporting - Parents should be kept informed of their child’s progress on an ongoing basis throughout the year. They should feel free to contact their child’s teacher with any concerns.

STUDENT PLACEMENT

Decisions regarding the promotion or retention of students from grade 1 to 12 shall be within the jurisdiction of the principal of the school, and under the general supervision of the Director of Education.

The promotion or retention of a student should be determined after careful consideration of many factors such as academic achievement and skill, chronological age, social maturity, emotional status, health and general intelligence. The long-range welfare of the student should be a determining factor in the promotion or retention of a student.

Remedial, developmental, modified or alternate programs should be employed to deal with the needs of individual students.

Students transferring to H. Hardcastle School shall be placed in the same grade level that they came from. Chronological age will be used to determine temporary placement, until previous school records are available.

USE OF PERSONAL ELECTRONIC DEVICES

Personal electronic devices include, but are not limited to cellular phones, pagers, digital cameras, MP3 players and iPods. Personal electronic devices may be carried by students, but must be kept out of sight, (e.g. in a locker or backpack), and must be turned off, not left on vibrating mode. Devices left on that disturb the educational setting will be confiscated. Students must not use any of these devices on the school premises while classes are in session. This includes detention periods. Violation of this policy will result in the device being confiscated and the device may be returned only to a parent/guardian. If a student repeatedly uses an electronic device during instructional time or refuses to surrender the device when requested to do so by a staff member, he or she may be suspended for defiance of school authority. At no time will a student be allowed to bring any electronic device into an examination setting. Possession of such a device during an exam may result in the student being removed from the exam room and issued a 0% on the test.

An exception is permitted when a licensed physician or surgeon indicates in writing that a communication device is essential for the health of the student. In such a case, the use of the device is limited to health-related purposes and the doctor's note is on file with the school administration.

The school will not be responsible for lost, stolen or damaged personal electronic devices.

LOST AND FOUND

Students may claim lost items by checking at the main office and by providing a description of the article(s). Students losing articles in the gym may check with the physical education instructor. Names in books, on clothing and on other articles make the possibility of owners getting their lost items back more likely. The school is not responsible for lost or misplaced articles. Students should not bring large sums of money to school. Jewelry and other valuables must be locked in lockers. The school will not be responsible for lost or stolen items.

MEDICATION POLICY (See Appendix 14: Prescribed Medication Form)

Parents or guardians are required to inform the administration of any medical conditions or precautions that might endanger the health and/or safety of their child. This information will be entered into the student data system and shared on a need-to-know basis (coaches, supervisors, etc.)

Teachers or Teacher Associates are not permitted to administer prescribed medication or medication of any kind to a student without a consent form signed by a parent and the family physician. Consent given by telephone is not valid and will not be accepted.

COMMUNICATION PROTOCOL

If and when a parent or guardian has a concern about what may or may not be happening in the classroom or within the school setting, we strongly encourage the following communication protocol:

Step 1: Talk to the teacher involved. In the vast majority of situations, concerns can be addressed and dealt with at this level to the satisfaction of all parties.

Step 2: If, after meeting with the teacher, some concerns still exist, parents are encouraged to discuss these concerns with the school administration. Parents are also asked to discuss any school administrative concerns directly with the school administration.

Step 3: In the event that parents are not satisfied with the results of discussions with the teacher involved and the school administration, they are invited to submit a written complaint to the Director of Education. Upon receipt of a written complaint, the Director shall investigate the matter and report back to the parent and to the Board of Education.

VISITORS

Persons who visit the school during school hours must stop by the office and inform the principal or secretary as to the purpose of their visit.

VOLUNTEERS - H. Hardcastle School welcomes parent and community volunteers. Our volunteers make a very positive contribution to the education of our students. A school volunteer should follow the policies of the school and maintain the highest standard of confidentiality. As per Northwest School Division Policy, volunteers working with students shall be required to submit a criminal record check, and a Volunteer Registration Form to the school administration prior to an activity or supervision taking place. See Appendices 15, 16 & 17 for appropriate forms.

SCHOOL NEWSLETTERS

The school newsletter is published monthly. Newsletters are mailed/emailed home on or near the last school day of the month. You will find a monthly calendar of upcoming events in the newsletter and on the HHS website.

SCHOLARSHIPS

A list of available scholarships can be obtained from the Guidance Counselor. (See Appendix 15 for a list of school-based awards and scholarships.)

FIELD TRIPS

The School Community Council shall be informed of all school trips.

Whenever possible, trips should be planned to include all of the students in the class. In the event that some students are excluded from the trip, the school shall make provision for their supervision at the school and ensure that they are engaged in meaningful activities. Class trips must have at least 75% participation of the class in order to receive the approval of the principal.

Every student participating in a field trip shall be subject to the general discipline of the school in the same manner as if he or she were in attendance on the school premises.

Parents will be informed regarding all trips and excursions. If travel outside the community is involved or the activity is considered "high risk", then parental permission will be obtained. When students participate in trips involving boating, swimming, skiing or snowboarding, parental approval must be obtained. For higher risk activities, waiver forms that educate parents about the potential risks involved should be signed by a parent or legal guardian. Should a student not return the signed permission slip, he or she shall continue in regular attendance at school. If verbal parental consent is given, the student's participation will be at the discretion of the principal.

COUNSELLING SERVICES

Counseling services address a variety of needs and occur in a number of different settings. Individual counseling may be utilized to deal with specific problems regarding academic concerns, personal and social concerns, timetable changes, credit evaluation, career plans, post-secondary institutes, scholarships or anything else of interest to the student. Individual counseling is confidential; however, when necessary, the counselor may wish to consult with teachers, parents, administrators, social services personnel or professional psychological services. Every attempt will be made to protect the privacy of the individual student. Referrals of students for counseling may be made by parents, teachers, and administrators or by the students themselves.

EMERGENCY RESPONSE PLAN

An emergency is defined as any crisis or unforeseen dangerous event that requires decision and actions to safeguard the lives and welfare of the students and adults in the school environment. At H. Hardcastle School, our emergency response plan includes regular evacuation and lockdown drills that outline the responsibilities of staff members during an emergency and allow for accountability for each person in the school at the time.

CANTEEN / MICROWAVES

The Student Representative Council (S.R.C.) operates a canteen for the students. A range of drinks, sandwiches and confectionary items are available to students. Proceeds from the canteen are used by the S.R.C. to support school-sponsored activities.

Microwaves are available in various locations throughout the school for grade 7 to 12 students to warm lunches.

SCHOOL DANCES

Throughout the school year, the Student Representative Council (S.R.C.) may host several school dances for students in grades 7 - 12. School dances will be held in the school gymnasium as long as the following regulations are adhered to:

1. The principal is informed well ahead of time that there will be a school dance. The principal shall then notify the R.C.M.P. to inform them of the date of the upcoming dance. It is the responsibility of the elected S.R.C. executive to notify the School Community Council Chairperson of the upcoming dance.
2. All doors shall be locked at least one hour from the commencement of the dance and all exit doors shall remain closed throughout the dance. Students are not allowed to leave the premises and return after this time. Persons who arrive at the dance following the closure of the doors shall be admitted only if advance arrangements have been made with the staff supervisors.
3. The dance shall end no later than 12:00 a.m.
4. There shall be eight parent chaperones and two teachers, or 1 teacher and one support staff, at each school dance. The responsibility of obtaining the chaperones shall be that of the H. Hardcastle Student Representative Council. (S.R.C.)
5. The staff members present shall determine whether lighting is sufficient and sound level is acceptable. They shall also allocate duties to the parent chaperones.
6. Alcohol, drugs and smoking are not allowed on the premises. Anyone found in possession of, or under the influence of alcohol or drugs, will be asked to leave. Parents will be contacted and requested to pick up their child if a student is suspected of drinking or under the influence of drugs. The R.C.M.P. may also be notified. The student may also face an out-of-school suspension.
7. The S.R.C. shall ensure that confectionaries, soft drinks and/or juice are available to the students attending the dance.
8. Washroom facilities will be made available to the students.
9. The chaperones shall have authorization to end the dance if, in their opinion, conditions necessitate this type of action.
10. There must be five members of the elected S.R.C. present at each dance.
11. A student committee shall clean the gymnasium immediately following the dance. A payment of \$20 may be made to the janitor for the extra cleaning that might occur.
12. The S.R.C. shall be responsible for all damages incurred at student dances.

Any persons who do not abide by these guidelines will be asked to leave immediately and not be allowed to return. They will also be excluded from the next school dance and may be subject to further disciplinary action.

COMMUNITY USE OF H. HARDCASTLE SCHOOL

The facilities of H. Hardcastle School are developed for the use of its students. However, facilities that are under the jurisdiction of the Northwest School Division #203 are available to community groups whose main purpose is promoting cultural, educational and recreational advancement in the community. School related activities held within the school shall have priority over community activities. Rental and janitorial fees may apply. Rental rates, if applicable, are established by the School Community Council and approved by the Board of Education annually.

The community use of the H. Hardcastle School facilities shall comply with Policy 9.5 (Community Use of Facilities) of the Northwest School Division #203. This policy is designed to facilitate responsible use and maintenance of the school building and grounds. (See Appendix 16: Requisition for Community Use of Facility)

All user groups shall observe the following guidelines:

1. Smoking is NOT permitted in Northwest School Division #203 facilities.
2. Alcoholic beverages and illicit drugs are NOT permitted in Northwest School Division #203 facilities.
3. Adequate supervision by a responsible adult(s) must be provided.
4. Admittance to a gymnasium is not permitted until the supervisor has arrived.
5. Participants must wear footwear that is appropriate for the area being used.
6. Participants are expected to take appropriate measures to keep the facility clean, tidy and free of damage.
7. The user group must make provisions for the security of the entire school facility during the period of time of their occupancy.
8. The rooms and facilities used should be left in the condition in which they were found.
9. Failure to comply with the above rules and guidelines may result in the cancellation of the user group's rental privileges.
10. In the event of damage to school facilities or equipment, the cost of repair and replacement will be the responsibility of the sponsors of the event.
11. This policy allows for the provision of a joint-use facility agreement where applicable.

APPENDIX 1

H. HARDCASTLE SCHOOL ATTENDANCE POLICY

The Education Act requires that all children of compulsory school age “attend school regularly and punctually.” [Section 149 (a)] Regular attendance is a necessary condition for success at school and students who attend regularly generally achieve greater results. We recognize that students may be absent from school from time to time due to a variety of circumstances. Parents are encouraged to inform teachers of any unavoidable absences well in advance of the period when the student will be absent from school. Students are responsible to complete the work that they have missed during their absence.

Absences are categorized as either “excused” or “unexcused” according to the criteria outlined below:

- **Explained:** Explained absences are those that are verified by parents and/or guardians and fall into the following categories:
 - **Unexcused:** An absence is considered unexcused when a student leaves the school premises without parental consent and without school staff having prior knowledge. All unexcused absences will be investigated and documented by the school administration.

In summary, the following guidelines apply with respect to student attendance:

- a) It is the expectation that, if at all possible, parents/guardians will contact the school secretary prior to the student’s absence. If this is not possible, parents/guardians are still responsible for informing school personnel within a reasonable time frame.
- b) Students who miss tests and/or assignments are responsible for all work given by the teacher. When the student returns to school, he/she is required to ask each teacher what has been missed and when the work needs to be completed.
- c) If a student misses four classes in the course, the teacher will phone the parent/guardian to discuss the attendance situation.
- d) If a student misses eight classes, the teacher will refer the student to the school administration for action. Communication by school administration to the parents/guardians must occur.
- e) The following actions may be taken to address the problem of student absenteeism:
 - Teacher and/or administrator will contact parents. (phone, fax, letter)
 - The student will serve noon hour detention to complete work missed.
 - In-School Suspension
 - Out-of-School Suspension
 - Referral to Suspension Board
 - Referral to Truancy Officer
- f) Should the student’s attendance not improve in his/her remaining classes, the Principal may recommend expulsion to the Board of Education.
- g) Students who miss school for extended absences are still required to complete all work during the timeframe they are away from classes (e.g. family holidays, any absence more than three days). Teachers are not responsible for preparing additional work or special examinations for students on “extended absence.” Students and their parents should be made aware of the likely consequences of missing school days including the impact on marks.

APPENDIX 2

H. HARDCASTLE SCHOOL DRESS CODE

A student's behavior and appearance should always be of the highest standard. The type of dress worn by the student may have an influence on others. It is a reflection of a student's personal attitudes, and influences how other people regard the entire student body.

We do not wish to stifle students' needs to express themselves, but we expect that all students will dress neatly, cleanly and in a relatively conservative manner. Common sense, good taste and good manners should dictate what appropriate dress is. The following list outlines, in further detail, what the expectations are for appropriate dress in our school setting:

- Clothing should be clean and in good repair.
- All items designated as "underwear" should be kept under cover.
- Clothing displaying inappropriate or obscene language, symbols that condone or promote tobacco, drugs and/or alcohol and racist, sexist or prejudicial attitudes will not be tolerated.
- Hats and toques are not to be worn inside the school except on designated days.
- Clothing that is sexually suggestive or cut in a fashion that is distracting or intended to draw attention to one is not appropriate dress. Clothing should cover the student from the neck to the mid-thigh at a minimum. Clothing such as "tube tops", "halter tops", "spaghetti tops" and "muscle shirts" are not appropriate dress for school. Shirts or tops must overlap the waistbands of pants or skirts.
- Physical Education clothing includes any of the following: tracksuits, athletic shorts, sweat pants, t-shirt or sweatshirt or approved school uniforms. Students are expected to have a change of clothes for PE classes. Only approved footwear with non-marking soles will be allowed in the gym.

If a student arrives at school inappropriately dressed, a staff member will meet with the student to determine what changes must be made to have him or her remain at school. The student may be asked to go home to change or phone a parent to have appropriate clothing brought to the school. Students are expected to cooperate with staff should they be required to modify their mode of dress.

APPENDIX 3

AUTHORIZATION FOR STUDENT USE OF VEHICLES

Date: _____

This is to notify you that my son(s) / daughter(s):

- 1. _____
- 2. _____
- 3. _____

Has/have my permission to use a vehicle to drive to school. I understand the conditions of the H. Hardcastle School policy. That is, if a student drives a vehicle (must be a legally licensed vehicle); he/she must park the vehicle and not drive it again until he/she is finished classes for the day. The only exception is for students who have parental permission to go home or to work during their spare(s) and/or lunch break.

If your son or daughter does bring a vehicle to school, **no other student** (other than immediate family) may accompany him/her without your written permission as well as the written permission of the parents of any of his/her passengers.

This form will be kept on file so that you will not need to complete one every time your child drives to school.

Thank you for your cooperation

Parent Signature

APPENDIX 4

HIGH SCHOOL CREDIT REQUIREMENTS

Program		Credits		
Required Courses of Study		Grade 10	Grade 11	Grade 12
English language arts		2	1	2
Mathematics		1	1	
Science		1		
Social Science		1		
Canadian Studies				1
Specified Areas of Study		Grade 10, 11 or 12	Grade 11 or 12	
Science			1	
Social science			1	
Health education/physical education		1		
Arts education/practical and applied arts		2		
Electives		Grade 10, 11 or 12	Grade 11 or 12	
9 Electives		3	6	
Grade Standing		Grade 10	Grade 11	Grade 12
		Minimum 8 credits	Minimum 16 credits	Minimum 24 credits

Graduation Requirements: A minimum of 24 credits, at least five of which shall be 30 level credits.

Students may choose to exceed these requirements

- 1 credit = 100 hours of classroom instruction.
- Modified coursed (11, 21, 31 and 10A, 20A, 30A) can be used to fulfill requirements in the required courses of study, specified areas of study, and electives.
- Locally developed courses (designated with an L) may be used to meet **elective** requirements only.

APPENDIX 5

H. HARDCASTLE SCHOOL GRADUATION REQUIREMENTS

H. Hardcastle School encourages all students to enroll in appropriate courses to ensure graduation as determined by Saskatchewan Education. It is the student's responsibility to ensure that all course requirements are met and that sufficient credits are earned.

School graduation requirements are applicable to students in regular, alternate, or modified programs. To be considered eligible to become a member of the school's graduating list, a student must have passed or be taking the required classes as outlined by Saskatchewan Education.

School administration will meet with staff at the end of the first reporting period in the second semester to review the status of each potential graduating student. Students who are failing a required course for graduation will be removed from the graduation list until passing marks are achieved. Students taking correspondence courses to complete graduation must have finished at least 75% of the course work by April 30th.

Students may be temporarily removed from the graduation list between March 1st and two weeks before the school's ceremony. The graduation list will be finalized two weeks before graduation. Any students who are failing required courses at that time are permanently removed from the graduation list and will be considered for the next year's event.

APPENDIX 6

H. HARDCASTLE SCHOOL DISCIPLINE POLICY

Staff will intervene for any behavior that is interfering with teaching, learning and/or the well being of other students and staff. The action taken will depend on the nature of the activity, the target, duration and frequency of the misbehavior. All negative actions are grouped into two (2) categories and will be dealt with accordingly.

Group 1 - Minor Violations

Minor violations are actions that cause small annoyances and inconveniences, that violate a principle of etiquette, are non-violent and interfere primarily with the students' own learning. For example, minor violations include such behaviors as:

- Forgetting homework
- Unexcused lates/absences (for school or class)
- Off task behavior
- Not prepared for class
- Spitting in the school
- Inappropriate shoes in the gym
- Violating dress code
- Wearing a hat in school
- Wrestling / play fighting
- Sunflower seeds in the school
- Littering (inside and outside)
- Writing on desks and lockers
- Name-calling
- Sitting on desks
- Bringing food/drink in posted areas
- Running in the hallways
- Inappropriate language
- Incomplete homework assignments

Minor violations may initially result in a verbal reprimand. However, if the behavior persists despite the verbal reprimand, the student is asked to sign a slip stating that he/she was involved in the actions stated. If a student accumulates three (3) recorded infractions within a thirty (30) day period, he/she will be held accountable for his/her actions. The student will be asked to perform some type of work around the school or engage in some extra academic pursuit. The homeroom teacher will notify parents of the incidents and the disciplinary action taken. (It should be noted that persistent minor offenses might be regarded as blatant defiance of authority and therefore constitute a major violation.)

Group 2 - Major Violations

Major violations are actions that cause physical, social or emotional harm to another person, that blatantly violate the expected code of conduct for students or which inflict significant cost to another person. Major infractions include such behaviors as:

- Teacher defiance and/or disrespect
- Fighting
- Swearing at a staff member
- Chronic disruptive behavior
- Vandalism
- Bullying/intimidations - threats to others
- Theft
- Harassment
- Racial or sexual comments

- Alcohol/drug use on school property or at school sponsored functions
- Inappropriate sexual behavior
- Leaving the school premises at breaks
- Smoking on school property or in sight of the school (All students)
- Leaving the school premises without Permission (K - 9)

The student is asked to sign a slip stating that he/she was involved in the actions stated and the matter is referred to the school administration. The student may be subject to the following disciplinary measures, depending upon the nature and frequency of the action involved:

- ◆ ½ day in-school suspension
- ◆ 1 - 2 day in-school suspension
- ◆ 1 - 3 day out-of-school suspension
- ◆ 3 - 10 day out-of-school suspension (includes involvement of Discipline Committee)
- ◆ Indefinite suspension (involves referral to Discipline Committee and Board of Education; may involve a recommendation for expulsion)

Parents are notified at every step and behavior is documented.

APPENDIX 7

THE EDUCATION ACT

DUTIES OF PUPILS

150 In the exercise of his right of access to the school of the division and to the benefits of the educational service 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:

- ✓ Attend school regularly and punctually.
- ✓ Provide him/her self with such supplies and materials not furnished by the board of education as may be considered necessary to his courses of study by the principal.
- ✓ Observe the 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.
- ✓ Be diligent in his studies.
- ✓ 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.

151 Every pupil shall be accountable:

- ✓ 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.
- ✓ 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 in traveling between the school and place of residence.
- ✓ 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.

APPENDIX 8

THE EDUCATION ACT: STUDENT SUSPENSION

154

(1) A principal:

- (a) May suspend a pupil from school for not more than three school days at a time for overt opposition to authority or serious misconduct; and
- (b) Where he or she suspends a pupil pursuant to clause (a), shall immediately report the circumstances of the suspension and the action taken to the parent or guardian of that pupil.

(2) A principal may suspend a pupil for a period not exceeding 10 school days where the principal receives information alleging, and is satisfied, that the pupil has:

- (a) Persistently displayed overt opposition to authority;
- (b) Refused to conform to the rules of the school;
- (c) Been irregular in attendance at school;
- (d) Habitually neglected his or her duties;
- (e) Willfully destroyed school property;
- (f) Used profane or improper language; or
- (g) Engaged in any other type of gross misconduct.

(3) Where a principal suspends a pupil pursuant to subsection (2), the principal shall:

- (a) Immediately:
 - (i) Report the matter to the director or person authorized to act in the director's absence;
 - (ii) Notify the parent or guardian of the pupil of the circumstances of the suspension and the action taken; and
 - (iii) Inform the pupil of the reason for his or her suspension; and
- (b) As soon as is practicable:
 - (i) Prepare a written report of the circumstances of the suspension and provide it to:
 - (A) The director or other person authorized to act in the director's absence; and
 - (B) The parent or guardian of the pupil; and
 - (ii) On the request of either the pupil or his or her parent or guardian, grant a hearing to the pupil and his or her parent or guardian.

APPENDIX 9

H. HARDCASTLE SCHOOL ANTI-BULLYING POLICY

At H. Hardcastle School, we are committed to providing a caring, friendly and safe environment. All members of our school community have the right to work and learn in a relaxed and secure environment. Bullying, harassment, intimidation or other behaviors that threaten the well being of any member of our school community will not be tolerated.

Any deliberate action that causes anyone to feel threatened hurt, socially excluded, or that damages property, constitutes bullying. Bullying is recognized as an imbalance of power and can be perpetrated by individuals or groups. Parents, staff, students and the community at large must be educated to recognize bullying behaviors and be prepared to intervene. Bullying can take many forms and can include behaviors such as:

- ⇒ Physical violence
- ⇒ Verbal taunts / put-downs
- ⇒ Racial / gender slurs
- ⇒ Threats or intimidation
- ⇒ Extortion and/or stealing of money or possessions.
- ⇒ Destruction of property
- ⇒ Exclusion from peer group
- ⇒ Electronic harassment through emails, chat rooms (cyber bullying)

A safe, caring school environment is necessary for students to learn and achieve at their highest potential. At H. Hardcastle School, we feel it is the right of every student to be taught in a secure, positive atmosphere, free from the threat of physical and/or emotional abuse. In turn, students have the responsibility to respect the rights of other students and staff.

When bullying does occur, an individual should be able to report the occurrence with the knowledge that the incident will be dealt with promptly and effectively. It is expected that anyone who is aware that bullying behaviors are taking place will inform a member of the school staff and/or the school administration. Therefore, it is the responsibility of all members of the school community to report incidents of bullying. All staff should demonstrate their commitment to the school's anti-bullying policy by modeling appropriate behavior.

Any school-based anti-bullying strategy should involve all stakeholders including students, staff (including support staff), parents and inter-agency partners. The school action plan will define procedures for prompt investigation and tracking of reports of harassment, intimidation or bullying. This action plan will identify appropriate consequences and interventions for students who commit an act of bullying. Intervention and follow-up for all persons involved in the incident (bully, target and bystander/witness) will be outlined to ensure that the action has been effective. Crucial to the intervention process is the integration of character and/or moral education and pro-social skill development into the regular curricula.

H. Hardcastle School's anti-bullying program will be reviewed at monthly staff meetings. Staff members will have the opportunity to share initiatives and strategies implemented within their classrooms. Bullying incidents will be reviewed through the school tracking system to determine the effectiveness of the school plan. Adjustments to the school plan will be made, whenever deemed appropriate, to strengthen the policy and practices.

1. All incidents of bullying are to be reported to a staff member.
2. The staff member will intervene immediately, investigate and take action as soon as possible.
3. All “acts of aggression” will be recorded on an “incident tracking form” (see attachment) by the staff member who has either observed the incident or has had the incident reported to him/her. This written report will include the names of all those involved: the victim, the bully, witnesses, bystanders. A copy of this form will be submitted to the school administration and recorded in a tracking file. The homeroom teacher will retain the original form.
4. If, upon investigation, it is determined that the incident involved behavior that constitutes bullying, the episode will be referred to the school administration for further investigation.
5. If, upon further investigation, the school administration deems it is warranted, parents of both the victim and bully will be notified as soon as possible.
6. The victim, the bully and the bystanders, if appropriate, will be involved in formulating a plan of action so that all parties will be held accountable for their actions. Parents will be involved and informed of the process whenever possible and/or appropriate. Bystanders may be required to complete a “Bullying Incident Witness Form”. (See attachment)

The plan of action may include:

- ⇒ For the bully:
 - Specific re-education (moral and/or character education) to provide the skills necessary for positive personal interaction.
 - Completion of pro-social skills modules designed to reduce aggressive behavior and develop empathy for others.
 - Completion of a “Student Behavior Form” (attached).
 - Completion of an “Anti-Bullying Self-Checkup Form” (attached).
- ⇒ For the victim:
 - Develop the child’s peer network by providing situations where he can develop social skills, such as confidence, as well as friendships.
 - Specific instruction in assertiveness training.
- ⇒ For bystanders:
 - Complete a “Bullying Incident Witness Report” to reflect on their responsibility to intervene as a member of the school community. This report may be completed through an interview process with younger students.
- ⇒ For Parents:
 - Assist them in developing and expanding their child’s peer support network (clubs, organized sport) outside of the school setting.
 - Counseling on assertiveness training and social skills development.

7. Depending on the severity of the incident, the age of the bully and victim, and/or the presence of a “pattern of aggressive behavior”, as determined by the tracking system, a variety of logical consequences may be implemented as deemed appropriate by the school staff and administration. Disciplinary consequences might include:
 - ⇒ Counseling
 - ⇒ The student may be declared “not in good standing” and may have all privileges, such as participation in extracurricular activities, withdrawn for a specified period of time.
 - ⇒ Recess and/or noon hour detention
 - ⇒ Community service
 - ⇒ Restitution (clean up, repair, pay for damages)
 - ⇒ Social contract and/or behavioral plan (see attachment)
 - ⇒ Parent contact
 - ⇒ In-school suspension
 - ⇒ Out-of-school suspension
 - ⇒ Referral to the Division Disciplinary Committee for expulsion in repeated and/or severe cases
 - ⇒ Involvement of School
 - √ Social Services
 - √ RCMP
 - √ Mental Health
 - √ Child & Youth Services
8. Follow up by communicating with the parents and other teachers about the situation. Reassure the victim and his family that you are monitoring the behavior of the bully and the safety of the victim on a school-wide basis.
9. If, within a reasonable time frame, the bully refuses to change his or her behavior, despite concerted intervention by the school personnel, he or she may be referred to the School Disciplinary Committee for suspension and/or expulsion.

APPENDIX 10

“STUDENT IN GOOD STANDING” POLICY

At H. Hardcastle School, we believe that all activities should be available to all students, providing they follow school policy, Section 150 (“General Duties of Student”), Section 151 (“Pupil Accountable to Supervisor”), and other relevant sections of the Education Act. Students who abide by these expectations are deemed to be “Students in Good Standing” and may participate in all school events and programs.

If a student demonstrates behaviors that are not consistent with the Education Act and school policies, the staff members of the school may determine that the student is not in “good standing”. Should this occur, the student in question would receive regular classroom instruction but may lose some or all of the privileges to attend co-curricular (e.g. field trips, guest speakers) and extra-curricular activities (e.g. athletics, SRC activities, Graduation).

If a student is suspended as per regulations of the Education Act, the individual immediately loses good standing status for the length of time based on the following formula:

“Number of days of suspension x 5”

i.e.: A 3-day suspension X 5 would result in the student not being in good standing for a minimum of 15 school days.

If a student is identified as not in “good standing” because of suspension or other reasons, the student’s status must be reviewed within sixty days. Although it is the hope of the staff that the student will return to full participation, we recognize that participation may not be possible if the student’s behavior has not changed. Should that occur, sanctions might have to continue.

We expect our students to act appropriately, to be positive ambassadors for the school and the Division, and to recognize that involvement in co-curricular and extra-curricular activities is a privilege. We believe that all students should demonstrate acceptable behavior which will ensure “good standing” status.

APPENDIX 11

EVALUATION POLICY

At H. Hardcastle School, we believe that evaluation should provide positive, supportive feedback to students and that students should be made aware of the procedures to be used in assessing their performance. Information regarding student progress should also be regularly communicated to parents/guardians in a meaningful manner.

Individual achievement, effort, participation, attitude and other behaviors shall be included in grades, as a part of stated learning goals.

Late work:

- Teachers shall set due dates and absolute deadlines for all marked work that will be part of a student's grade.
- Work handed in late shall be penalized no more than 10% per day to a maximum of 50%.
- Assignments that have been submitted **after the absolute deadline** set by the teacher will be recorded as incomplete. Students who fail to submit assignments will no longer be "a student in good standing" and participation in extracurricular activities shall be suspended until the work is handed in.
- Teachers may exempt students from penalties, if any are applied, in exceptional circumstances.

Absence:

- Absent students shall be given make-up opportunities for all missed summative evaluations (marked work that will be part of student grades) without penalty, providing the absence is excused by the school administration.

1. Teachers shall mark and/or provide feedback on formative assessment. Marks for formative and summative assessments shall be included in grades.
2. Second chance assessment opportunities **may** be made available to students to enhance student learning, at the discretion of the teacher. Students who choose this option may be subject to alternate weighting practices.
3. Grades shall be related directly to state learning goals.
4. Grades shall be calculated to ensure that the grade each student receives is a fair reflection of his or her performance.
5. Grades shall be weighted carefully to ensure the intended importance is given to each learning goal and each assessment.
6. Teachers shall use a variety of quality assessment instruments.
7. Teachers shall properly record evidence of student achievement on an ongoing basis.
8. Teachers shall discuss assessment with students, in an age appropriate manner, at the beginning of instruction. Where feasible, students shall be involved in decisions about methods of assessment.
9. Teachers shall provide to students and parents a written overview of assessment, including grading, in clear, easily understandable language during the first week of class in each course or grade.
10. Teachers shall provide students with a written overview in clear, easily understandable language, indicating how each summative assessment throughout the course will be evaluated before each such assessment is administered.

APPENDIX 12

Northwest School Division No. 203

ADMINISTRATION OF PRESCRIBED MEDICATION FORM

Student _____ Grade _____

Birth date _____ School _____

Name of Family/Agency _____ Home Phone _____

Home address _____ Work Phone _____

REQUEST AND AUTHORIZATION

I, hereby, request and authorize the administration of the following prescribed medication for my

Child _____ by non-medically trained staff at H. Hardcastle School.

Date _____ Signature _____

Name of student's pharmacist _____ Phone _____

Medication Prescribed Dosage Side Effects

- 1.
- 2.
- 3.

Please state duration of time to be covered by this parental and doctor's authorization (not to extend Beyond the current school year) _____

Name of student's doctor _____ Phone _____

Doctor's signature _____

Other pertinent information

Note:

- Families/Agencies are required to contact the principal of the school if there is a change in medication and/or dosage.
- A unit dosage system must be utilized.
- This form is to be completed in quadruplicate (4 copies).
a) School b) Doctor c) Family/Agency d) Pharmacist
- It is expected that only the daily requirement will be sent to school unless other arrangements are made with the school principal.

APPENDIX 13

AWARDS AND SCHOLARSHIPS

Criteria for academic and athletic awards and scholarships are subject to change depending on timetabling for the current year. Policy will be reviewed yearly.

For a student to be eligible for a scholarship in Grade 12, the applicant must be enrolled at H. Hardcastle School for that current academic school year. If the scholarship application is regarding a specific class, the applicant must be/have been enrolled in this class at H. Hardcastle School for that current academic year. All scholarships will be presented annually at the graduation exercises. Grade 9-12 awards and Grade 9-11 scholarships will be presented at an undergraduate awards ceremony that is held annually in June. The awards will be presented by the current Grade 12 student who had previously received this award / scholarship. An outline of the awards and the criteria for receiving them are as follows:

School Community Council Scholarships (SCC): SCC General Achievement \$150.00:

Scholarships for General Achievement will be awarded annually to both a male and a female student in grade 9. Scholarships for General Achievement and Academic Proficiency will be awarded annually in each of the grades 10 to 12. Given that there are sufficient funds in the scholarship fund, which is supported by donations from local organizations and businesses, \$150 will be designated for each scholarship from grades 9 to 11 and \$300 will be designated for each scholarship in grade 12. If sufficient funds are not available, each scholarship will be prorated according to the deficit. Scholarships awarded to students are held in trust until their graduation year. Disbursement of scholarships will be by cheque to the student once proof of registration at a post-secondary institution is provided. If the student is not registered in a post-secondary institution following graduation, then the scholarship will be held in trust in the scholarship fund until registration is confirmed. Eligible students have up to three academic years, following graduation, to qualify for their scholarship. After this time, the funds are returned to the scholarship account to be used for other recipients.

The School Community Council contribute to the decision-making process for all SCC General Achievement scholarships that will be awarded for the school year.

GRADE 12

A: AWARDS

Division IV

a) Athletic Award (plaque)

- This award may be awarded to a male and female student in Division IV
- Determined by staff
- Criteria:
 - Sportsmanship and leadership
 - Contribution to his/her school in sports throughout his/her senior high school years
 - Individual athletic ability

b) 30 Level - Academic Awards (plaque)

- Awards are given in English A, English B, Chemistry, Physics, Biology, Pre-calculus, Calculus, Foundations Math 30, Workplace Math 30, History or Native Studies, Home Economics and Psychology.
- Criteria:
 - The award is given to the Grade 11 or 12 student with the highest mark in the class as determined by final first semester marks and third term marks in 2nd semester subjects.
 - The student must have an average of 75% or higher in the class to receive an academic award in that subject.

c) 30 Level Honor Roll (plaque)

- Subjects to qualify must be taken in the current academic
- The names of all students who have at least an 80% third term average will be engraved on the honor roll shield.
 - Highest English Language Arts A or B
 - 1 Science – Taken in their Grade 12 year
 - 1 Math 30
 - 1 Social Science (if mandatory for entire class)
 - 1 Elective

If Social Science not mandatory during that academic year, then replace the Social Science with any Elective.

e) General Proficiency (plaque)

- Determined by staff
- Criteria: all of the conditions below will be weighed evenly when choosing the recipient of this award:
 - i) Academic
 - The number of credits taken throughout Grades 10 - 12 and the average of those credits.
 - ii) Athletic / Drama
 - The student's involvement in the extra-curricular Athletic and Drama programs and his/her contribution to it.
 - iii) Social
 - The work he/she has put into the school to make it a better place to be
 - Leadership qualities the individual has shown
 - The student's inter-personal characteristics

f) SCC Most Improved Student Award (plaque)

- Subjects must be completed within the academic year, ex: Chemistry 20 or 30 if others taken in the same year.
- This award is given annually to the grade 12 student for the greatest effort, improvement, pride in work, involvement and attitude. The criteria used include the most improvement or maintenance of the student's academic average in the core subjects from grade 9 to grade 12. Subjects used to calculate and compare averages in the two grades include: highest English mark, one Social Science, one Math, and one Science.
- Academic average will be compared between same subjects included in determining academic proficiency in each of Grade 10-12 year.

a) Academic Proficiency \$300.00

- This scholarship will be awarded annually to the student with the highest academic average determined from third term marks and January final marks from the current academic year in the following subjects: Highest English, One Math (as specified below) One Science, One Social Science (if mandatory for the years class) and One other full credit. Students are not eligible if they are not taking five eligible credits as described for the average. **IF THE SOCIAL SCIENCE IS NOT MANDATORY FOR THE ENTIRE CLASS, A SECOND ELECTIVE WILL BE USED IN THE CALCULATION.**
- **Student that is awarded academic proficiency in Grade 12 should also be Grade 12 Valedictorian**
- Grade 11 and 12's best Math (Foundations or higher)
- In the event of an exact tie, two scholarships of an equal amount will be awarded (\$150 each).

b) General Achievement \$300.00

- Students must make application for this scholarship by filling out an application form included in their third term report.
- This scholarship will be awarded annually based on the following criteria that are rated equally:
 - i. Academic Improvement or Maintenance - Averages, calculated as in academic proficiency, from the previous grade's final marks, will be compared to the academic proficiency average in the current grade, using third term and January final marks. Math Foundations will be used in this calculation.
 - ii. Academic Effort - The teachers of that grade level shall rank students being considered for this scholarship, accounting for their effort on homework and assignments, participation in class and co-operation with others.
 - iii. Participation in extracurricular activities within the school - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.
 - iv. Participation in Community Events - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.
- The award will be given to the student with the highest overall ranking. In the event of a tie, the award will be split.
- Final ranking of students is for the purpose of awarding this scholarship and will not be released.

Note: Many other local, provincial and national scholarships, which may vary from year to year, are also available to students. Information regarding these scholarships can be obtained from the Guidance Counselor, online, school administration.

Teachers who have children applying for a scholarship, declare a conflict of interest and absent themselves from the decision-making process.

GRADE 11 AWARDS

a) 20 Level Honor Roll (plaque)

- Subjects to qualify must be taken in the current academic
- The names of the students will be posted for display.
 - English Language Arts (taken in that year)
 - 1 Science
 - 1 Math
 - 1 Social Science
 - 1 Elective

b) 30 Level - Academic Awards (plaque)

- Awards are given in English A, English B, Chemistry, Physics, Biology, Pre-calculus, Calculus, Foundations Math 30, Workplace Math 30, History or Native Studies, Home Economics and Psychology.
- Criteria:
 - The award is given to the Grade 11 or 12 student with the highest mark in the class as determined by final first semester marks and third term marks in 2nd semester subjects.
 - The student must have an average of 75% or higher in the class to receive an academic award in that subject.

c) Division IV Athletic Award (plaque)

- This award **may** be awarded to a male and female student in Division IV
- Determined by staff
- Criteria:
 - Sportsmanship and leadership
 - Contribution to his/her school in sports throughout his/her senior high school years
 - Individual athletic ability

Note: Many other local, provincial and national scholarships, which may vary from year to year, are also available to students. Information regarding these scholarships can be obtained from the Guidance Counselor, online, school administration.

Teachers who have children applying for a scholarship, declare a conflict of interest and absent themselves from the decision-making process.

a) **SCC Academic Proficiency \$150.00:**

- This scholarship will be awarded annually to the student with the highest academic average determined from third term marks and January final marks from the current academic year in the following subjects: Highest English, One Social Science, One Math (as specified below) One Science and One other full credit. Students are not eligible if they are not taking five eligible credits as described for the average.
- Grade 11 best Math (Foundations or higher)
- In the event of an exact tie, two scholarships of an equal amount will be awarded.

b) **SCC General Achievement \$150.00:**

- Students must make application for this scholarship by filling out an application form included in their third term report.
- This scholarship will be awarded annually based on the following criteria that are rated equally:
 - i. Academic Improvement or Maintenance - Averages, calculated as in academic proficiency, from the previous grade's final marks, will be compared to the academic proficiency average in the current grade, using third term and January final marks. Math Foundations will be used in this calculation.
 - ii. Academic Effort - The teachers of that grade level shall rank students being considered for this scholarship, accounting for their effort on homework and assignments, participation in class and co-operation with others.
 - iii. Participation in extracurricular activities within the school - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.
 - iv. Participation in Community Events - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.
- The award will be given to the student with the highest overall ranking. In the event of a tie, the award will be split.
- Final ranking of students is for the purpose of awarding this scholarship and will not be released.

GRADE 10 AWARDS

a) 10 Level Honor Roll (plaque)

- Subjects to qualify must be taken in the current academic
- The students who qualify will have their names posted for display.
 - Highest English Language Arts A or B
 - 1 Science – Taken in their Grade 10 year
 - 1 Math 10
 - History 10, Social Studies 10, Native Studies 10
 - 1 Elective

a) **SCC Academic Proficiency \$150.00:**

- This scholarship will be awarded annually to the student with the highest academic average determined from third term marks and January final marks from the current academic year in the following subjects: Highest English, History 10, One Math (as specified above) One Science and One other full credit. Students are not eligible if they are not taking five eligible credits as described for the average.
- Grade 10 highest Math from Workplace or Foundations
- In the event of an exact tie, two scholarships of an equal amount will be awarded (\$75 each)

b) **SCC General Achievement \$150.00:**

- Students must make application for this scholarship by filling out an application form included in their third term report.
- This scholarship will be awarded annually based on the following criteria that are rated equally:
 - i. Academic Improvement or Maintenance - Averages, calculated as in academic proficiency, from the previous grade's final marks, will be compared to the academic proficiency average in the current grade, using third term and January final marks. Math Foundations will be used in this calculation.
 - ii. Academic Effort - The teachers of that grade level shall rank students being considered for this scholarship, taking into account their effort on homework and assignments, participation in class and co-operation with others.
 - iii. Participation in extracurricular activities within the school - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.
 - iv. Participation in Community Events - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.
- The award will be given to the student with the highest overall ranking. In the event of a tie, the award will be split.
- Final ranking of students is for the purpose of awarding this scholarship and will not be released.

General Achievement (Grade 9 Only):

Students **must make application** for this scholarship by filling out an application form included in their third term report.

A scholarship of \$150.00 will be awarded annually to a male and female student based on the following criteria that are rated equally:

- i. Academic Effort - The teachers of that grade level shall rank students being considered for this scholarship, taking into account their effort on homework and assignments, participation in class and co-operation with others.
- ii. Participation in extracurricular activities within the school - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.
- iii. Participation in Community Events - From a list of activities involved in, provided by the students, and their visible involvement in those activities, the teachers will rank students.

- The award will be given to the student with the highest overall ranking. In the event of a tie for a specific gender, the award will be divided equally between the 2 deserving applicants of the one gender.

- In the event that a scholarship is not applied for, the scholarship is not transferred to the other gender.

- Final ranking of students is for the purpose of awarding this scholarship and will not be released.

Honor Roll (Grades 7-9)

Students who achieve Proficiency in the specific course that is offered by H. Hardcastle School will be eligible for Proficiency recognition in the following year.

The classes that the students will be eligible for Proficiency recognition will include:

- English Language Arts
- Science
- Social Studies
- Math
- Art
- Physical Education
- Industrial Arts
- Health
- Home Economics

Athletic Awards (plaque)

- An award for the top male and female athlete and runner-up in each male/female category will be presented at the undergraduate awards ceremony in June.

- Criteria:

- Sportsmanship and leadership
- Contribution to his/her school in sports
- Individual athletic ability

- Does not necessarily need to be awarded to a Grade 9 student

- A student may be eligible to win this award more than once in Jr High

Community Use of Facilities and Equipment Agreement Form 545-1



Permission is granted, subject to the regulations and procedures set down by the Northwest School Division Board of Education, for the use of school space and facilities. Guidelines and rules for renting are contained in Administrative Procedure 545. This permit authorizes entry to, and use of school property by the renting party of the specified area(s) stated, and for the duration of time shown on the permit only. The school must be vacated at the expiration of the time shown.

<p><u>Booking Information:</u></p> <p>School: _____</p> <p>Dates/Times Requested: _____</p> <p>Organization: _____</p> <p>Address: _____ _____ _____</p> <p>Phone(s): _____</p> <p>Space Required: _____ (gym, classroom, conference room, etc.)</p> <p>Activity: _____</p> <p>Equipment Required: _____</p>	<p><u>Rental Rates & Charges:</u></p> <p>Rental Fee: \$ _____</p> <p>Equipment Fee (if applicable): \$ _____</p> <p>Caretaking Fee (if applicable): # of days _____ x minimum \$50/day: \$ _____</p> <p>Total Charges: \$ _____</p> <p style="text-align: center;">(Make Cheques payable to: Northwest School Division No. 203)</p> <p style="text-align: center;"><i>Note: Caretaking fee will be retained by the Northwest School Division in full.</i></p>
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The Northwest School Division, School Community Councils and/or the Principal reserves the right to terminate activity during the rental period and/or to refuse application for the use of the school facilities upon violation of any one or more of the regulations governing the use of school buildings or upon report of unfavorable conduct during activities. School functions (including school community functions) will have priority over all others and notice shall be given by the school to the user group as early as possible when cancellations are necessary.

The applicant agrees to indemnify and save harmless the School Division from all losses, claims, demands, costs, damages, suits, or whatever nature or kind which may arise as a result of the use by the Applicant, its servants or agents. The Applicant is advised to purchase its own liability insurance for any event it sponsors and for which School Division property is utilized. In the event that the school division incurs any loss or damage for which the applicant is responsible, the School Division's insurers may claim reimbursement from the applicant. Additionally, School Division liability insurance does not extend to cover the negligence of non-school users of the property. Therefore, it is advised that the applicant arrange liability insurance to cover such negligence. Proof of coverage is to be supplied upon request.

The person making the application will assume responsibility for the renting organization. A responsible adult must be present during activities and will assume responsibility for the security and safe-keeping of the building, the participants renting the facility, as well as the behavior of the individuals using the facility. **Fees, when applicable, are to be paid in full at the school prior to the use of the school facility.**

I have read and understand the Northwest School Division No. 203 AP – 545 Community Use of Facilities.

Authorized Representative Signature
 (must be over 19 years of age)

Date

Principal or Designate Signature

Date

<p>Completed by School after event:</p> <p>Caretaker: _____</p> <p>Hours Worked: _____</p>
<p>Completed by NWSD:</p> <p>No Caretaker 1-1-05-091-050-__-171 \$ _____</p> <p>Caretaker 1-1-05-091-050-034-171 \$ _____</p>

NWSD AP 545 – COMMUNITY USE OF FACILITIES

Background - Facilities which are under the jurisdiction of the Division are available to community groups whose main purpose is promoting cultural, educational and recreational advancement in the community. The use of these premises must not conflict with the school program. Rental and caretaking fees may apply.

Procedures

1. School use activities for which there will be no charge include:
 - 1.1 School/student sponsored activity in which a staff member is in charge.
 - 1.2 School Community Council meetings and activities.
 - 1.3 Board/Division/employee meetings and functions.
 - 1.4 Parent Association meetings and functions.
 - 1.5 **Activities which revolve around school age children who are residents in the school community.**
 - 1.6 Certain events designated for community benefit including Remembrance Day programs, patriotic events and emergency assistance situations.

In all of the above, appropriate arrangements for supervision and clean-up shall be made with the Principal of that school.
2. School use activities and meetings for which a caretaking fee may be charged include:
 - 2.1 Approved local community groups and recreation organizations.
 - 2.2 Groups sponsoring events for which no charge is made.
 - 2.3 Other meetings authorized by the Principal and School Community Council.
 - 2.4 Prior approval by Principal is required for extra caretaking services/costs.
3. School use activities for which a rental and caretaking fee shall be charged:
 - 3.1 Groups and clubs which are service-oriented and whose main function is to raise funds for their respective non-profit organizations.
 - 3.2 Elections.
4. Rental Rates and Charges (for classrooms and gymnasium)
 - 4.1 These are established by the School Community Councils and approved by the Board annually.
 - 4.2 Charges for caretaking services are reviewed annually by the Board.
 - 4.3 Minimum fee where caretaking is required will be \$50.00/day .
5. Application for Rental
 - 5.1 Applications for the rental of school facilities shall be made to the Principal.
 - 5.2 The Principal shall where appropriate consult with school staff and the caretaker(s) regarding the use of school facilities.
 - 5.3 The Principal has the authority to approve applications, but must inform the Facilities Coordinator of all approvals.
 - 5.4 In a disputed case, the request for use of school facilities shall be referred to the Board by the Chief Financial Officer. This shall be done in a timely fashion and the Board's decision will be final.
 - 5.5 Collection of relevant fees is to be made at the school office where approval of the application is given. Fees are submitted monthly to the Division Office with a report of rental activity. Caretaking salaries are paid by the Division Office. Any funds in excess of the minimum \$50.00 daily caretaking fee are credited to the local school account.
6. Restrictions/User groups shall observe the following:
 - 6.1 Smoking is NOT permitted in Division facilities.
 - 6.2 Alcoholic beverages and illicit drugs are NOT permitted in Division facilities.
 - 6.3 Adequate supervision by a responsible adult(s) must be provided with name submitted on the rental agreement.
 - 6.4 Admittance to a gymnasium is not permitted until the supervisor (name on rental contract) has arrived.
 - 6.5 Participants must wear footwear that is appropriate for the area being used.
 - 6.6 Participants are expected to take appropriate measures to keep the facility clean, tidy and free of damage.
 - 6.7 The user group must make provision for the security of the entire school facility during the period of time of their occupancy.
 - 6.8 The rooms and facilities used are to be left in the condition in which they were found.
 - 6.9 Failure to comply with the above rules and guidelines may result in the cancellation of the user group's rental privileges.
 - 6.10 In the event of damage to school facilities or equipment, the cost of repair and replacement will be the responsibility of the sponsors of the event.
 - 6.11 This administrative procedure allows for the provision of a joint-use facility agreement where applicable.
7. Liability Insurance
 - 7.1 It is recommended that the lessee maintain, during the term of occupation of the rented premises, comprehensive, general liability insurance. (The Division liability insurance only provides coverage for school sponsored events where students and staff are involved and taking responsibility for the event).
8. Division Office Facilities

The Director may approve the use of Division Office meeting facilities for Division related groups.

Regulations

1. Entrance to the building will be as directed by the designated supervisor or caretaker of the building. Only the designated areas listed above can be used by your organization.
 - 1.1 Make him/herself known to the Board employee in charge of the building.
 - 1.2 Ensure that specified times and locations are adhered to.
 - 1.3 Take any reasonable action required for protection of School Division property.
 - 1.4 Immediately report any damage noted by or caused by the group to the Board employee in charge of the building.
 - 1.5 Remain in attendance during the entire approved rental period.
2. Signs and Decorations - There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling, nor any defacing of the building. If necessary, custodial charges may apply.
3. Use of Equipment - Please contact the administration of the school facility to make arrangements for use of any school equipment. Equipment requested by the user(s) **must** be specified (ie, chairs, tables, PA system, lighting, screens, etc) and agreed to by the Principal. Furniture or equipment that has been moved must be returned to its original place of storage. Only equipment specified in the agreement will be used.
4. Gym Footwear - Users participating in dance and physical exercise must provide clean, dry, and white-soled (non-marking) runners before going on gym floor. **NO outside footwear permitted!** Extra cleaning charges may apply.
5. Damages - Renter will be responsible for all damages caused during activity. Groups using the buildings will be expected to assume responsibility for reasonable care of the property and for obtaining any required permits. Lack of cooperation in this regard may result in cancellation of agreement. Repair or replacement of damage to building and/or equipment and any damage to furniture or fixtures will be paid for by the above organization.
6. Authority - The caretaker in charge, or the School Principal, or his/her designate, is the Northwest School Division's on-the-spot authority, and his/her instructions will be adhered to.
7. School Holidays, PD Days, Closures and School Functions - Facilities are not available on school holidays unless special arrangements are made in advance. School activities have first priority for use of the facilities. Should one of the above scheduled days fall on a school holiday or professional development day, the use of the facilities for that particular day is automatically cancelled. Please check with the school for scheduled professional development days.
8. Hours of Use - The specified times asked for, and agreed upon, will be strictly adhered to at all times. All arrangements are for the **current school year only** and must be renewed in September, if desired. Users of the facilities **must** be out of the building one-half hour prior to the building being secured and at the scheduled time.
9. Cancellations - The renter must notify the School of any cancellations prior to rental wherever possible. Ideally 15 days notice will be given.
10. Supervision - User groups are required to provide adequate adult supervision of the participants for the duration of the rental activity. This person must:
 - 1.1 Be over 19 years of age;
 - 1.2 Make him/herself know to the Northwest School Division employee in charge of the building;
 - 1.3 Ensure that specified times and locations are adhered to;
 - 1.4 Take any reasonable action required for protection of Northwest School Division property;
 - 1.5 Immediately report any damage noted by or caused by the group to the Northwest School Division employee in charge of the building;
 - 1.6 Remain in attendance during the entire approved rental period.

Liability - The Northwest School Division will not be responsible for any property left on the premises by the renter, its officers, employees, servants, agents, contractors, volunteers or members.

APPENDIX 15



Volunteer Registration Form 490-1

Background

Northwest School Division believes volunteers are a valuable part of the school community and can enhance educational services.

Role

1. The assignment of duties for a volunteer rests with the school Principal.
2. However, for those volunteers who work with students in a school on a regular, ongoing basis, it is expected that volunteers will be entitled to:
 - a. Know what is expected of them;
 - b. Be treated in a respectful manner.
3. Volunteers shall:
 - a. Follow through with commitments;
 - b. Abide by the directions of the Principal/classroom teacher;
 - c. Maintain confidentiality;
 - d. Accept guidance and direction.

Registration Form

Name: _____ Address: _____

_____ Telephone _____

Number: _____ Name of _____

School to Volunteer: _____

Do you have siblings, children or grandchildren registered in this school: Yes No

If yes, please list name and grade:

School Office Use:

Crim Check Approved:

Current Driver's License:

AppliTrack:

Comments: (Form 557 Transportation)

APPENDIX 16

Criminal Record Check

The Division believes that providing a safe environment for students and staff requires the utmost diligence on its part. To that end the Division requires that all persons being recommended for employment, prospective interns and **volunteers** undergo a criminal record check. Northwest School Division requires a current, original criminal record check, six months or newer, as per AP 400 (available on our website).

Any employee or **volunteer**, after having been charged with a criminal offense, must within two (2) working days inform the Director. This is to be done orally and subsequently in writing within seven (7) days as per AP 401 (available on our website).

I, _____, understand I must provide an acceptable criminal record check and understand the expectation from Northwest School Division to be notified if a criminal offense charge occurs.

Confidentiality

I, _____, promise that I will maintain confidentiality with respect to information regarding all students or employees of the Northwest School Division. I understand that disclosure on my part of any such privileged information may be cause for the removal of my status as an approved volunteer in the Northwest School Division.

IN WITNESS WHEREOF this ___ day of _____, 20___, I hereby acknowledge that I have read, understand the above responsibility as a Northwest School Division volunteer.

Volunteer Signature: _____

WITNESS

Name (printed): _____

Signature: _____

APPENDIX 17



**AUTOMOTIVE DRIVER'S
AUTHORIZATION FORM
(AP Form 557.1)**

Date: _____

Driver's Information:

Name: _____

Address: _____

Driver's License #: _____

Expiration Date: _____

Have you held a minimum class 5 license for a period of five consecutive years?
_____ Yes _____ No

Do you have third party liability insurance in the amount of at least two million dollars (\$2,000,000)?

For more information, please refer to AP 557: Transportation in Private Vehicles.

_____ Yes _____ No

Driver's Signature

Principal's Signature