

# Paradise Hill School

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## Policy Handbook

Grade 7-12

2023-2024

Updated August 2023

## INTRODUCTION

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The purpose of this handbook is to help communicate between the home and the school. Within this policy book you will find excerpts from the Education Act, Northwest School Division Policy, as well as our own school policies that apply to the students at our school. We trust both parents and students will review the information and become familiar with the policies of the school. Please keep your electronic copy of the handbook for future reference. If you have any questions, please do not hesitate to contact the school.

## PRINCIPAL'S MESSAGE

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Welcome back to another exciting school year at Paradise Hill School!

I hope you've had a restful and rejuvenating summer break, because it's time to embark on a journey of discovery, growth, and achievement. As your principal, I am thrilled to welcome both familiar faces and new additions to our school community.

One of the things that makes our school special is the vibrant atmosphere created by our students. It's the enthusiasm, the energy, and the spirit of learning and collaboration that you bring to our halls each day. As we begin this new academic year, I encourage each and every one of you to make the most of your time here.

I want to emphasize the importance of getting involved in extracurricular activities. Whether it's joining a sports team, participating in a club, or engaging in community service, these activities offer opportunities for personal growth, friendship, and skill development that extend beyond the classroom. I urge you to explore your interests, try new things, and find your passion outside of academics.

Speaking of academics, remember that your studies are at the core of your educational journey. Work diligently, ask questions, seek help when needed, and don't be afraid to challenge yourself. The pursuit of knowledge is a rewarding endeavor, and your teachers and mentors are here to support you every step of the way. Always strive to do your best academically, because the effort you put into your studies today will shape your future tomorrow.

But it's not all about work and no play. I encourage you to have fun during your time at PHS. Make friends, create memories, and savor the moments that make your school experience memorable. Cherish the laughter, the fun times, and the sense of belonging that comes from being a part of our school community.

As we start this academic year, I want you to remember that you are not alone. We are here to guide you, to support you, and to help you reach your full potential. Your teachers, counselors, and staff members are dedicated to your success, and we are excited to see the incredible things you will achieve.

So, let's make this school year the best one yet. Let's embrace challenges as opportunities, celebrate our achievements, and work together to create a nurturing and inspiring learning

environment. Together, we can make this academic year a journey filled with growth, laughter, and success.

Welcome back! Let's make it a fantastic year!

Mr. Steven Turnbull  
Principal

## **DUTIES OF PUPILS ACCORDING TO THE EDUCATION ACT**

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### **Education Act – Section 150**

In the exercise of his rights of access to the school of the Division every pupil shall co-operate 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.

Every pupil will:

- a) attend school regularly and punctually:
- b) provide himself with such supplies and materials not furnished by the Board of Education, as may be necessary to his courses of study by the principal.
- c) observe standards approved by the Board of Education with respect to cleanliness and tidiness of person, general deportment, courtesy, and respect of the rights of other persons.
- d) be diligent in his studies.
- e) conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.

### **Education Act – Section 151**

Every pupil shall be accountable:

- a) to the teacher for his conduct on the school premises during the 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 out-of-school hours.
- b) to the principal for his general deportment at any time that he is under the supervision of the school and members of the teaching staff, including the time spent traveling in between school and his place of residence.
- c) subject to stated policies of the Board of Education to the driver of the school bus and to any other person appointed by the board for the purpose of supervision during hours when the pupils are in the personal charge of such employees of the board. Those employees shall be responsible to and report to the principal in accordance with the procedures approved by the board.

## **SCHOOL POLICIES**

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### **1. Arrival Time**

- a) Students are expected to arrive prior to the bell to ensure they are ready for classes.  
Grade 7-12 classes begin at 8:50 am

- b) Doors open at 8:40 am if a student needs to be in the school prior to that time, special arrangements must be made.
- c) Entrance doors at the elementary and high school wings are locked at 9:00 am. During school hours when the doors are locked students are to enter through the front entrance and proceed to their class.

## 2. Attendance Policy

Adopted as Policy June 2018.

Data collected in school and educational research indicates it is essential for students to attend school regularly to be successful with their education. According to the Education Act, Section 158 (1) Every pupil shall attend school regularly and shall promptly provide the principal any information that may be required. We realize there will be extenuating circumstances such as travel, long-term illness and religious days. Missing for these reasons will need to be in consultation with the principal.

It is the student's responsibility to make up for any missed work. Please be aware that any school-related absences will not be included in the total. If your child misses ten class periods, he/she may be moved to 'Contract Level.' From this point forward, your son/daughter will not be allowed to miss any more classes unless prior authorization is obtained, or he/she may be removed from that class. Because of the severity of this situation, all communication regarding absences should be directed through the principal to avoid any confusion.

### Responsibilities:

It must be remembered that the school, through policy adoption and uniform enforcement, can only encourage students to attend. The final responsibility must fall to the students and their parents. Schools simply cannot be expected to expend the time and energy to be attendance detectives, due to the many other expectations of schools. If an education program is offered, it is the student who must decide to what degree he or she is willing to accept it.

## 3. Extended Absences

At times, parents take children out of school for a variety of reasons – holidays, family events, emergencies, etc. When this happens, parents have requested that teachers provide homework for their children. It should be understood it is difficult for a classroom teacher to arrange homework for extended periods of absences. Though teachers have complete outlines of material to be covered sometimes well laid plans need to be deviated from and as a result student may have received information during those absences that has not been covered during the time frame or has been changed to accommodate student learning.

Teachers are **not** required to provide work in advance of students missing school.

Teachers are **not** obligated to re-teach the curriculum that your child missed. Please consider how the absence will impact your child before planning absences from school. The school calendar is available in this handbook and on the Northwest School Division website.

Please remember many teachers will have posted materials online for students to access during their absence from school. We encourage parents and students to communicate directly with the teacher(s) involved and to become familiar with online options for materials.

#### **4. Late Policy**

It is important for students to be on time for class and ready to start with instruction at the beginning of class. During the 2023-2024 school year we will continue with the late policy implemented in 2019 in response to increased rise in student lates. Students late for class will be recorded on an online chart by classroom teachers. If a student receives 5 consecutive lates or lates totaling 30 minutes they will be required to serve a 30-minute time adjustment session. This session will be served at noon hour or after school. Students will be informed of the adjustment session, so they can plan.

#### **5. Noon Hour**

Students in grades 7-12 are allowed to go downtown during noon hour. Students in grade 7-9 are required to sign out prior to leaving the school. This is a privilege and not a right. Students may lose the privilege for misbehavior, to complete missing assignments or at the request of parents or guardian. In each classroom a sign out sheet will be available. This helps to track student location in times of emergencies. In the fall a parent permission form will be available and must be returned to the school.

#### **6. Leaving the School during spares and school hours**

Students leaving school during their scheduled class time are to sign out on the classroom information sheet. Students are not allowed to leave during their five-minute breaks. There are **NO** downtown privileges for students during the 5-minute break.

#### **7. Visitors**

All visitors are to report to the office before proceeding into the school. In the interest of student safety, security, health protocols, and to assist the teacher with the delivery of instruction to promote learning with minimal disruption, visitors to the school (including parents/guardians and other family members) must sign. All visitors are asked to please enter the school using the main entrance. All other doors remain locked for the duration of the school day.

## **SCHEDULES**

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### **1. Announcements**

The school announcements will be read to classes over the intercom prior to the beginning of first class. It is important to listen to the daily announcements as there are many important things listed for students. If you miss announcements, please ask a classmate or your homeroom teacher. If other announcements are needed, they will take place near the end of classes to eliminate interruptions during class instruction.

## 2. Bell Schedule

High School Bell Schedule		
TIME	PERIOD	MINUTES
8:50-9:57	Registration Period 1	67min
9:57-10:02	Class Change	5 min
10:02-11:04	Period 2	62 min
11:04-11:09	Class Change	5 min
11:09-12:11	Period 3	62 min
12:11-1:01	Noon	50 min
1:06-2:08	Period 4	62 min
2:08-2:13	Class Change	5 min
2:13-3:15	Period 5	62 min

### School year

20.7(1) In each school year, every board of education and the conseil scolaire shall provide at least:  
 (a) 950 hours of instructional time for grades 1 to 12

## 3. School Year Calendar

### 2023-2024 SHOOOL CALENDAR NORTHWEST SCHOOL DIVISION #203

Admin Day	Monday, August 28
Staff Day	Tuesday, August 29
Teachers' Convention	Wednesday, August 30
Staff PD	Thursday, August 31
Staff PD	Friday, September 1
Labour Day (no school)	Monday, September 4
First Day Classes	Tuesday, September 5
Thanksgiving Day (no school)	Monday, October 9
PD Staff (no classes)	Monday, October 23
Remembrance Day in lieu (no school)	Monday, November 13
PD (no classes)	Monday, November 26
<b>Christmas Break (no school)</b>	Friday, December 22 to Sunday, January 7
Last Day of Classes for Break	Friday, December 22
School Reopens	Monday, January 8
Final Exam Schedule (High School)	Thurs. to Tues, January 25-30
Semester Turn Around / (no classes)	Wednesday, January 31
Family Day (no school)	Monday, February 19
Winter Break (no school)	Tuesday & Friday, February 20-23
<b>Easter Break (no school)</b>	<b>Friday, March 29 – April 7</b>
Last Day of Classes	Thursday, March 28
School Reopens	Monday, April 8

Victoria Day (no school)	Monday, May 22
PD (no classes)	Monday, May 27
Last Day of High School Classes	Wednesday, June 19
Last Day of Elementary Classes/Report Cards	Wednesday, June 26
Final Exam Schedule (High School)	Thur. to Wednesday, June 20-26
Admin Day	Thursday, June 27
Report Card Day	Friday, June 28

**BOARD APPROVED – January 12, 2023**

**GENERAL EXPECTATIONS OF STUDENT CONDUCT**

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**a. Lockers and Desks**

Lockers will be issued to students during the first week. Once a locker is issued the student assumes responsibility for the condition of his or her locker. Any damage will be borne by the user. The school asks that students keep their lockers locked. Lockers remain the property of the school and school authorities have a right and responsibility to examine lockers for reasons of health, safety and security. Students may not attach anything permanent to their lockers (i.e., stickers). Student use of a locker is a privilege.

**b. Valuables and Money**

Students are encouraged to keep large sums of money and valuables at home. If money or valuables are brought to school, the onus is on the student to ensure safekeeping. **The school is not responsible for lost, stolen or broken items.**

**c. Tobacco, Vaping Products, Alcohol and Drugs**

Use of these products on school property and during school events is strictly prohibited. Violators will be subject to consequences of school and division policies. In some cases, the RCMP will be notified.

**d. The Use/Possession of Illegal Drugs at Paradise Hill School**

1. The use and/or possession of illegal drugs on Paradise Hill School property, during the school day, or while being involved in school-related extracurricular activity (ex. Field trips, dances) will not be tolerated.
2. The school principal will notify the Director as soon as there is information regarding use/possession of illegal drugs. The Superintendent responsible for the school will arrange the meeting of the Suspension Committee composed of the Superintendent, the School Principal and the Division Board Representative that will determine what actions will result.
3. The following procedure will take place:
  - i. Notwithstanding the Suspension Committee’s authority to take additional measures for the use/possession of illegal drugs by students, the minimum consequences shall be:
    - An out-of school suspension to be determined in accordance with NWSD/School policy.

- An exclusion from all extra-curricular activities.
  - An exclusion from all field trips.
  - A confinement to school property from arrival in the morning until afternoon classes are dismissed unless approval to leave is granted by the principal.
  - School probation involving monitoring of the student's academic performance and behaviour.
- ii. Counseling and any other resources available will be recommended to assist the student dealing with drug use.
  - iii. The sanctions are viewed to be in effect until the end of the school year. Should the incident occur late in the school year, the Suspension Committee may consider alternative consequences.
  - iv. A parental appeal requesting a return to usual student privileges for his/her child may occur but will only be considered if the student's behaviour and academic performance have been exemplary for a minimum of 90 days.
  - v. Suspension Committee's decisions are deemed to be a decision of the Board of Education and are of the same force and effect as if made by the Board.

**e. Fire Alarm**

Whenever the fire alarm rings students must exit their class with their teacher at the time. Exit instructions are posted by each classroom door. Students are reminded that tampering with fire equipment is a criminal offence.

**f. Lockdown Protocol**

During the school year there will be two lockdown protocol practices. This will be done with parental notification. The practice procedure is recommended by both NWSD and the RCMP. Students will be informed of the various procedures at the beginning of the year.

**g. Indoor Footwear**

All students must bring a change of footwear to wear inside the school. No sock feet will be allowed in the school, only clean, dry footwear. All other footwear is to be left on the boot rack in the entrances and/or in personal lockers.

**h. School Property**

We require a team effort in creating a respectful safe and clean environment. This school belongs to you. As such, you have a stake in keeping it clean, safe and friendly.

- In the event something is broken, students may be responsible to replace or pay for broken items.
- Students are to remove all outdoor footwear upon entering the building and put on clean footwear.
- Keep school desks and lockers clean inside and out.
- Students are not to add graffiti to lockers, desks, walls, etc.



**i. Classroom Interruptions and Phone Messages**

Student learning takes priority during class time. Any interruptions are asked to be minimal in our attempt to provide and facilitate learning. Messages will be taken unless it is deemed an emergency.

**j. Classroom Conduct**

Students are expected to:

- Cooperate in creating an environment where everyone can learn and feel safe from physical and verbal abuse.
- Always show respect for all individuals and their belongings.
- Always exhibit on task behavior.
- Come to class on time and prepared to work, with all the necessary books and supplies.
- Follow instructions carefully and at the time they are given.
- Listen quietly and respectfully to the individual speaking.
- Submit to all rules and regulations as outlined in the Saskatchewan Education Act, the Northwest School Division, and Paradise Hill School Policy.

**k. A Student in Good Standing Policy**

The staff of Paradise Hill School expects our students to be co-operative and positive in all their interactions with staff, community members, visitors and other students as well as following the school policies and rules. If a student fails to demonstrate these behaviours, the staff and administration will use the Student in Good Standing Policy.

The Policy:

1. It is the school's belief that all activities should be available to all students providing they follow school policy, Section 150: General Duties of Students, Section 151: Pupil Accountable to Supervisor, and other relevant sections of the Education Act. Students that abide by these expectations are deemed to be "Student in Good Standing" and may participate in all school events and programs.
2. If a student demonstrates behaviours 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 the privileges to attend co-curricular (e.g., field trips, guest speakers) and extra-curricular activities (e.g., athletics, SRC activities, Graduation)
3. Students in grade 7-12 participating in extra-curricular activities are required to complete an extra-curricular subject permission sheet. The subject teacher either gives permission to participate or declines to sign if there are outstanding assignments. It is the student's responsibility to have the sheet signed prior to the extra-curricular event.
4. Paradise Hill School expects students in the division to act appropriately, to be positive ambassadors for the school and the Northwest School Division, and to

recognize that involvement in co-curricular and extra-curricular activities is a privilege.

Policy Revised: June 2018

### **l. Dress Code**

Students are to dress in a manner that would indicate they have pride in themselves and our school. Students are expected to use good taste and judgement in their dress. Offensive and inappropriate messages will not be allowed.

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/guardian to have appropriate clothing brought to the school. Students are expected to cooperate with staff should they be required to change their clothing.

### **m. Computer & Electronic Devices**

We believe and support the use of technology for educational purposes. Use of the computer network at Paradise Hill School is a privilege, not a right. Failure to adhere to the following rules and procedures may result in suspension or loss of computer access. Willful or intentional misuse could lead to disciplinary action.

**Acceptable** uses of the computer network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs, and which take advantage of the network's functions.

**Unacceptable** uses of the computer network include, but are not limited to:

- Violating the rights to privacy of students or staff members of Paradise Hill School, or others outside the school system.
- Using profanity, obscenity, or other language which may be offensive to another user.
- Plagiarism, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Re-posting personal communications without the author's prior consent.
- Revealing home phone numbers, addresses, or other personal information.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others.
- Downloading or copying information on to disks or hard drives without prior teacher approval.

**n. Student Computer Devices**

The Northwest School Division understands the changing world of computer technology and now allows students to bring their own device to school for educational purposes. Students bringing devices are subject to the NWSD Computer Policy.

**o. Computer Labs**

The students have access to two computer labs, plus 5 mobile computer carts with laptops during school hours to complete homework and projects. There are some expectations regarding the uses of the computer room and laptops.

- a) After school computer usage should be arranged with the classroom teacher.
- b) Students must read and sign the acceptable computer use policy form each year.
- c) Students must respect the property within the computer labs. If students are caught damaging, dismantling, or tampering with computer equipment will lose computer privileges immediately. The time will be determined by the classroom teacher and school administration. Students tampering with computer hardware will also be billed for replacement costs.
- d) Students who need a laptop after hours can make arrangements with the school administration and the librarian.

**p. Cell Phones**

Cell phones should not distract students during academic time. Students are encouraged to lock their cell phones in their locked locker. Students are permitted to use their phones during 5-minute breaks, lunch hour and during spares. If the students are caught with misuse of cell phones during class time the phone will be confiscated for a half day depending, when the cell phone violation took place.

Taking cell phone pictures of others is always prohibited during the school day unless special permission is obtained. This is in accordance with privacy regulations.

**Cell phones are prohibited in the gym change rooms. Students will be asked to turn in devices prior to gym class. The procedure will be explained to students at the beginning of the year.**

**q. Library**

- Library books may be checked out by students for a two-week loan.
- Reference material is to be used in the library or otherwise arranged by the Librarian.
- Students are expected to pay replacement costs for lost or damaged books.
- Students are expected to behave in a manner appropriate for study.
- No Food/Drink is permitted in the library.
- Rules and expectations will be explained by the librarian.

# DISCIPLINE POLICY

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## 1. Discipline

- a) Every pupil shall be accountable:
  - To the teacher for his/her conduct on the school premises during the school hours and during such hours as the teacher oversees the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.
  - To the principal for his/her general deportment at any time that he/she is under the supervision of the school and members of the teaching staff, including time spent traveling between school and his/her place of residence.  
(Excerpt from the Education Act)
- b) Students are subject to the general discipline of the school. The Education Act and Northwest School Division Policy allows for suspension of students when warranted.
- c) Expectations for Behaviour:
  - All students are responsible to all staff members.
  - Students will treat other students, staff, parents, and guests with respect.
  - Students will use appropriate language in our school and on the school grounds.
  - Students will show respect for personal and school property.
  - Students will contribute to creating a productive and supportive learning environment.
- d) School Behaviour Plan  
Staff shall intervene for any behaviour 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, target, the duration, and frequency of the misbehavior. All negative actions will be dealt with accordingly.
- e) Student behavior problems are dealt with on an individual basis; privileges may be withdrawn, or an appropriate consequence may result. If inappropriate behavior is continuous or severe, parents will be informed.
- f) Short summary - Discipline is the responsibility of each individual in the school. Students, Teachers, Parents and Administration will work together to ensure that each student has a safe and caring environment for students.  
**Minor Issues** – Are the responsibility of the teacher unless it persists, at which time it becomes a major problem. Minor misbehavior may result in a consequence.  
**Major Issues** – All major discipline issues will be dealt with by Administration.

## 2. Behaviours for which there will be no tolerance:

- a) Any behaviours that threaten the safety or security of students and staff.

- b) Bullying, intimidation of fighting.
  - c) Inappropriate language or gestures
  - d) Direct defiance of the instructions of any member of staff, including substitute teachers
  - e) The bringing of weapons to school
  - f) The bringing of alcohol or illegal drugs to school.
  - g) The consumption of alcohol or use of drugs during the school day.
- Any of the above will result in immediate action or suspension. Parents will be notified immediately.

### 3. Bullying

All students have the right to come to school and feel safe from being bullied. The school defines bullying as an assertion of power to willfully harm, hurt, threaten, frighten, upset, or isolate someone occurring over a period of time. Bullying can be done physically, verbally, socially, or electronically. Paradise Hill School will not tolerate any form of bullying. Any student found bullying will be reported to Administration.

#### **SCHOOL BULLYING POLICY:**

**Adopted Fall 2013**

NWSD Division Policy AP352 states that the Division believes that every student has the right to attend school and school related activities free from bullying, intimidation, threats, or sexual harassment. The Division condemns **all forms of bullying** and expect the teachers, employees, students, and any other individuals on school premises or at school sponsored events to neither participate in nor condone such behavior.

Bullying generally involves a real or perceived imbalance of power with the more hurtful child or adult using some form of aggression against those who are less powerful. **It includes an assortment of acts carried out over a period of time generally away from the presence of adults or in the presence of adults who fail to intercede.** Bullying can be overt, subtle, or indirect and anonymous.

**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 school.

The school defines bullying as an assertion of power to willfully harm, hurt, threaten, frighten, upset, or isolate someone occurring over a period of time. Bullying can be done physically, verbally, socially, or electronically.

Teachers and school administration will investigate and discuss with students the issues brought forward. The consequences for bullying will be dealt with on a case-by-case basis and dependent on the severity of the situation. This could include in-school suspensions, out of school suspensions and meetings with parents/guardians. The school administration will follow NWSD and school guidelines.

## LUNCH SERVICES

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### a. Canteen

The school operates a canteen for the students. A full range of food items are available to students. Proceeds from the canteen are used to support school sponsored activities. Please remember the canteen is not open on hot lunch days (Wednesday and Friday) so please do not send money for food purchases. The canteen will periodically have daily specials but will be first come first basis.

### b. Microwaves

There are NO student microwaves in the school.

### c. Hot Lunch Program

1. The school has a hot lunch program to serve hot lunches to the students and staff of Paradise Hill School.
2. Hot Lunches are scheduled every Wednesday and on alternating Fridays.
3. All orders must be completed with the Online Cash System. If you have questions about the online cash system, please contact the office.
4. If a student is away, they must make arrangements to give away their hot lunch as the school will not save lunches for the next day.

## TRANSPORTATION

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### 1. Bus transportation

We encourage students to be ready and waiting for their bus. We promote respect and tolerance with students, parents, teachers, staff, drivers, and school property. Please notify your bus driver of your absences in advance. If your child is bringing a friend home, please inform the bus driver.

### 2. 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, educational assistants and/or bus drivers are allowed to transport students to extra-curricular events. If parents, teachers, educational assistants and/or bus drivers are not available, students will not participate in the event. If a student is involved in a practice venue other than Paradise Hill School, the student may, with the written permission of a parent, travel to the venue unaccompanied.

### 3. Student vehicles and parking

Students are encouraged to ride the school bus or walk to school. Students are not allowed to drive to and from extra-curricular events during the school day. Students have access to the parking lot across from the school. Please remember to park vehicles in an orderly way and not block other vehicles. If your vehicle is parked inappropriately, you will be asked to move immediately. Student parking is NOT permitted in the bus zone in front of the school.

# STUDENT ACADEMIC PROGRAM

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## 1. Evaluation and Student Reporting Periods

A Report Card for each student in Grades 7-12 will be issued four times during the school year in the months of: November, February, April, and June.

- Students in grades 10-12 will also receive interim reports from teachers a few weeks prior to report cards.
- Semester 1 Interim Report – Friday, October 20<sup>th</sup> / Monday, December 18<sup>th</sup>
- Semester 2 Interim Report – Friday, March 22<sup>nd</sup> / Friday, May 24<sup>th</sup>
- We encourage parents to review the interim reports and contact teachers if there are any questions or concerns.

Various aspects of student learning and development are evaluated throughout the year as well as at the year-end. The percentage work a student receives in a particular subject indicates the extent to which the student is achieving the objectives of the program. The student's subject marks are based on a combination of factors such as daily work, assignments, tests, and projects relating to curriculum outcomes.

### Dates to Remember for Grades 7-12:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| • Friday, November 10 <sup>th</sup> | Grade 7-12 Report Cards Distributed |
| • Friday, February 2 <sup>nd</sup>  | Grade 7-12 Report Cards Distributed |
| • Thursday, April 26 <sup>th</sup>  | Grade 7-12 Report Cards Distributed |
| • Friday, June 28 <sup>th</sup>     | Grade 7-12 Report Cards Distributed |

### Interview Dates:

- |                 |   |
|-----------------|---|
| First Semester  | Wednesday, October 18 <sup>th</sup><br>Thursday, October 19 <sup>th</sup> |
| Second Semester | Wednesday, April 17 <sup>th</sup><br>Thursday, April 18 <sup>th</sup>     |

## 2. Promotion Policy

**Grades 7-9** Evaluations at this level are based on the concept of continuous progress. Programming to meet student needs is an aim to help the students achieve satisfactory progress. Promotion is based on a cumulative final standing for all summative purposes.

**Grades 10-12** Evaluation and promotion is based on a subject-by-subject basis. Students taking a 30-level subject class will be required to write a final examination in January or June and this will be weighted between 25 and 40 percent of the final exam. Students enrolled in the following classes will be required to write the Department of Learning Departmental Exam in either January or June: ELA 30 A, ELA 30 B, Math 30 Pre-Calculus.

### **3. Academic Program**

#### **1. Academic Integrity**

The Northwest School Division defines Academic Integrity as:

“Evidence of one’s own learning through the demonstration of responsibility, honesty, trust, and respect. Actions such as cheating; plagiarism; having others complete the work; buying papers from the internet or resubmission of previously submitted work indicate a lack of academic integrity.”

If a student is suspected of practices that do not fall under the definition of academic integrity the teacher will:

- a) Gather evidence and interview the student(s) involved.
- b) Assess the severity of the infraction.
- c) Inform the school administration.
- d) Inform the parents of the student(s) involved.

Any student caught using ChatGPT or any similar APP to complete assignments without the expressed permission of the teacher will be considered cheating and be required to redo the assignment before a grade can be assigned.

#### **2. Homework**

All school courses may necessitate some homework assignments during the year. It is the students’ responsibility to complete this homework diligently. Missed or incomplete assignments and homework will have a negative effect on a students’ standing.

#### **3. Homework Club Grade 7-12**

Homework Club runs from 12:30-1:00 pm daily.

Students with missing assignments/projects are assigned to the noon hour by the subject teacher to work on the material. Students are expected to be on time and bring all materials needed to complete the assignments.

The students are reminded prior to the 12:11 bell if they are to serve at noon.

Students who submit assignments to the teacher prior to 12:30 will not have to serve. Students should be aware of the subject teachers’ deadlines for submission of assignments.

#### **4. Major Assignment/Project Timelines**

Our policy will be applied from grade 7-12. The school has created this policy to make a transparent process which both students and parents can follow thus avoiding confusion from class to class. The following policy will be applied to projects, writing assignments or any other assignment the teacher deems necessary.

Our goal is to instill a sense of responsibility and for students to take pride in their work. Teachers will continue to be available for students before, during, and after school during breaks and at noon hour. We have and will continue to make every effort on our end to ensure student success.

Please ensure the school has an updated email of at least one parent in your family for communication purposes.



- a) A Teacher will inform their students of the assignments and there will be clear due dates provided. Parents will receive an email or text message outlining the due date and expectations of the assignment.
- b) All students are expected to turn in their assigned work on the due date. It will be marked and returned in a timely fashion with feedback. If there are exceptions, teachers are to be informed in advance of the due date. Upon occasion a teacher may not allow for a redo of an assignment.
- c) If a student still fails to turn in their work on the second established due date, a parent will be called by the teacher to establish a final chance to turn in their work.
- d) The principal will be informed of the situation after every attempt (above) has been made. After the teacher consults with the principal, the student will be eligible to receive a zero on the assignment.

### **5. Missed Exams or Tests**

If a student misses a scheduled exam or test because of illness or medical appointment, it is the responsibility of the students to arrange an alternative exam time with the subject teacher. The teacher is not required to seek out the student to arrange a suitable time. It is the responsibility of the student. Failure to do this will have a negative impact on the students' class average.

### **6. Course Load**

The school does not encourage Division IV students to take spares for the following reasons:

- a) Students who drop classes close off future opportunities. Often students change their mind about what they want to do after graduation.
- b) Students who drop classes run the risk of being short of credits for graduation.
- c) Often there is less commitment to school if students have too many spares.
- d) If, however, a student decides to take a spare in grade 12 they are certain limits. Students need to take 4 classes per semester to be deemed a full-time student. student A part-time student will **NOT** be allowed to participate in any extra-curricular events during the semester.
- e) Grade 10 students – NO spares  
Grade 11 students – 1 spare  
Grade 12 students – 1 spare permitted but we encourage students to take a full load of classes.

### **7. Exam Procedures**

- a) Division IV students will write scheduled final exams in January and June. Other students may write comprehensive, or mid-term exams as scheduled by their teacher. January exams are written in classrooms. Division III and IV will write all June exams in the gym. Students must sit for at least one hour for any final exam.
- b) Students are expected to come prepared for exams with pens, pencils, erasers, and other approved instruments they need.
- c) Cell phones will be turned in at the beginning of exams and placed on a table with your name under the supervision of teachers. It is the school's recommendation

that students do not bring phones into the examination room. In accordance with NWSB Policy the school assumes no liability or responsibility for lost, stolen or damaged cell phones.

d) Division IV students may leave the school after they have completed a final exam.

## 8. Timetable Selection and Changes

Paradise Hill School strives to provide a maximum number of classes for students to select as part of fulfilling credit requirements. If it becomes necessary for a student to drop a class, then the subject teacher, student, parent, and administration must be aware of this change. A form is available from the office and must be signed by the above people. Students that wish to change their course selections must do so in the first two weeks of the semester.

### Dates to Remember:

#### **Semester 1**

Add class date: Friday, September 15<sup>th</sup>

Drop class date: Wednesday, October 25<sup>th</sup>

#### **Semester 2**

Add class date: Monday, February 12<sup>th</sup>

Drop class date: Tuesday, March 25<sup>th</sup>

### **Grade 10 Level**

Students at Paradise Hill School must register for 10 credits.

#### The following are compulsory courses:

ELA A10

ELA B10

Math 10 Foundations

Math 10 Workplace & Apprenticeship

Science 10

History 10

Wellness 10

Practical Applied Arts 10 Survey

Communications Media 10

Visual Arts 10

#### Electives that we offer:

Special Projects 10

Driver Education 10

### **Grade 11 Level**

Students must enroll in 5 classes per term.

#### The following are compulsory courses:

ELA 20

Math 20 Foundations of Mathematics

Math 20 Pre-Calculus

Math 20 Workplace & Apprenticeship

History 20

#### Electives that we offer:

Visual Arts 20

Physical Education 20

Practical Applied Arts 20 Survey

Special Project 20

Native Studies 20  
Environmental Studies 20  
Physical Science 20  
Health Sciences 20

### **Grade 12**

Students must be enrolled in 4 classes per semester.

The following are compulsory courses:

ELA A30  
ELA B30  
History 30  
Financial Literacy 30

Electives that we offer:

Pre-Calculus 30  
Chemistry 30  
Practical Applied Arts 30 Survey  
Physical Education 30  
Math 30 Foundations  
Math 30 Workplace & Apprenticeship  
Biology 30  
Calculus 30  
Law 30 (on rotation)  
Physics 30  
Psychology 30 (on rotation)  
Special Project 30

### **9. Career Education Grade 7-12**

Career Education is a non-credit class but is a class that students are expected to attend. Career Education classes are scheduled once in a six-day cycle. Each year the course builds on what was discussed in the previous years. Students in grade 9 develop an online portfolio of personal information that is compiled until completion of grade 12. The online portfolio is a valuable tool for students to use when applying for post-secondary schooling or employment. During Career Education classes students work on everything from exploring different ideas about careers and post-secondary schooling to working on Scholarships and College and University applications.

### **10. Online Courses**

If a student requires an additional course that the school is not able to offer there are online options available with SaskDLC. When this situation arises, it will be discussed with the student, guidance teacher and the school administration before the school proceeds.

### **11. Physical Education/Wellness Classes**

Physical Education and Wellness classes are a very important element in a student's education. These classes not only provide regular physical activities, but also help the student set goals, increase confidence, build self-esteem, and work together as a team. To achieve this, several important rules must be followed for our grade 7-12 students.

- a) Students must wear appropriate clothing (for example sweatpants or shorts, t-shirt, or sweatshirt)
- b) Students must wear appropriate footwear, which have non marked soles. NO outdoor shoes will be allowed in the gym and no sock feet!
- c) Students must use appropriate language. Profane language will not be tolerated.
- d) Students must remove all rings, watches and jewelry.
- e) No food or drinks in the gym
- f) Failure to comply with these rules will result in disciplinary action being taken.

## GRADUATION

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### 1. Graduation Requirements

To graduate from Paradise Hill School a student must meet the requirements of the Ministry of Education 24 credits which include the following required classes:

Gr. 10 Science 10, History 10, Math 10/11, English A10/B10

Gr. 11 English 20, Math 20/21

Gr. 12 English A30/B30 and History 30

In addition to the above required classes, credits are required in the following areas: One science at the 20 or 30 level: one social science at the 20 or 30 level and one Physical Education credit at the 10, 11, or 12 level. Students are also encouraged to enroll in correspondence classes if they have not successfully completed the school's offering.

### 2. Graduation

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. The graduation list will be finalized in the first few days of May. The early date will ensure graduation planning may proceed as scheduled as there are many timelines that need to be followed. Any grade 12 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.

## SCHOOL FINANCES

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1. Northwest School Division offers School Cash Online. This provides you with the convenience of paying online for school items such as trips, club/athletic fees, spirit wear and hot lunches.
2. In accordance with NWSA Policy the School only accepts School Cash Online.

3. If you have any questions or concerns about the process, please feel free to contact the principal or office staff.

## SCHOOL FEES

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1. Registration Fee (Grade 7-11) \$60.00 includes Phys Ed/PAA/Guitar Fees
2. Registration Fee (Grade 12) \$40.00  
Plus \$10.00 PAA/Phys Ed/Guitar Fee -  
depending on classes selected.
3. Yearbook Fee (Optional) price to be determined.  
\*Yearbooks are optional; they will be received the fall of the following school year.
4. The expectation is **ALL** school fees will be paid online with the Online Cash system. Information will be sent out in the fall with instructions to complete the registration process.

\*\*School fees approved by the School Community Council\*\*

## EXTRA-CURRICULAR ACTIVITIES

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### 1. Activities

- a) All activities are carried on under the supervision of staff members.
- b) Rules of behavior and conduct that are used in school are also used during extra-curricular activities.
- c) Staff members appointed to supervise/coach extra-curricular activities will have decision-making authority for those activities in consultation with the principal.

### 2. Extra-Curricular Code of Conduct

- a. As representatives of the school and community students should strive for excellence both on and off the playing field. Students will therefore use the following as guidelines:
  - I understand that it is a privilege to participate and represent my school.
  - I will play by the rules and participate for the love of the game or activity.
  - I will respect all officials, coaches, advisors, team members, facilities, and spectators.
  - I will remember that winning isn't everything. Having fun, improving skills, making friends, and doing my best are also important.
  - I will respectfully acknowledge all great plays/performances by my team and opponents.

- I will commit to my team and do my best to attend all practices, games, and performances.
  - I will accept both victory and defeat with good sportsmanship.
  - I will understand that participation in a school activity has an inherent responsibility for me to be a role model and to promote the activity.
- b. All students/parents are required to sign a code of conduct. The code of conduct will be sent home at the beginning of each season. Parents and students should read the code of conduct and sign. If a signed form is not returned a student will not be permitted to play. This is in accordance with NWSD AP 260 Appendix A – Extra Curricular Code of Conduct Guidelines.

### **3. Team Sports**

Student participation on a school team is dependent upon the students' efforts at keeping up with class work and general behaviour. Teachers will report to coaches as to behaviour and assignments. A student who is negligent or uncooperative in other areas of the school may not be allowed to participate for a length of time. This will be determined by the coach in consultation with the teacher and school administration. Students serving either an inschool or out of school suspension ***will not*** be allowed to participate in activities during the length of suspension in accordance with the Student in Good Standing Policy (refer to page 8 & 9 of handbook).

### **4. Student Representative Council (SRC)**

Student SRCs shall be responsible to the principal who shall retain veto power concerning activity, which is deemed unwise. The principal may direct and place restrictions on the activities of the SRC at his/her discretion.

### **5. Clubs and Groups**

All clubs and groups must have approval of school administration to be recognized as a school club. Membership rules are the same as those for school teams.

### **6. Field Trips**

Paradise Hill School expects students to maintain the highest standard of conduct whenever and wherever they represent our school. Since a field trip or an outdoor education trip is an extension of the school program, all normal school expectations apply. Parents will be notified of all field trips in advance by a memo from the school. Payment for transportation, etc., must be completed and returned three days prior to the trip to ensure participation.

- a) Field trips are a privilege.
- b) All field trips are submitted for approval and follow the guidelines from the Northwest School Division.
- c) All field trips must have clear extra-curricular objectives.

## 7. Fundraising

The school will have one major fundraisers during the school year. Please watch for more details. We encourage all families to support our major fundraisers as the money raised provides extra services for students.

## SUPERVISION

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### 1. Students must remain on the premises.

Unless permission to leave has been granted by a teacher and recorded in the sign-out book. Students in Grades 7-12 may leave the premises from 12:11-1:01 unless parent or teacher has revoked this privilege. All students must sign out at the office. If the sign out policy is not followed it may result in the privilege being revoked.

### 2. Computer Room

There will be no unsupervised use of the Internet. No food or drink in the computer room. The computer room will be locked unless there is a supervising teacher present. Students may only print with teacher permission.

### 3. Video Cameras.

Video cameras are installed to monitor hallways and common areas in the school.

### 4. Rights and Responsibility

#### **Behaviour Policy: AP 355: Discipline Policy Manual**

#### **Students**

- a. Students have the **right** to a quality education. Students have the **responsibility** to attend school regularly, to follow school and classroom guidelines, to listen to instruction, and to work co-operatively.
- b. Students have the **right** to be treated with respect and courtesy. Students have the **responsibility** to treat other students with respect and courtesy.
- c. Students have the **right** to a safe school environment. Students have the **responsibility** to follow school rules and to refrain from threatening or hurting others by actions or by words.
- d. Students have the **right** to hear and to be heard. Students have the **responsibility** to listen attentively and courteously to others.
- e. Students have the **right** to privacy, personal property, and personal space. Students have the **responsibility** to respect the privacy of others and the personal property and personal space of others.

#### **Teachers**

- a. Teachers have the **right** to be treated with respect by students and parents. Teachers have the **responsibility** to treat students and parents with respect.
- b. Teachers have the **right** to expect students to be in class, to have a positive attitude, and to be prepared to learn. Teachers have the **responsibility** to have a positive attitude and

- to be prepared to teach.
- c. Teachers have the **right** to expect the classroom to be a place of learning where all students participate in the process of learning. Teachers have the **responsibility** to actively involve all students in the learning process and to instruct and to evaluate students as deemed necessary.
  - d. Teachers have the **right** to feel safe in their classrooms and in the school. Teachers have the **responsibility** to provide a safe environment for students and others and to address any situation that is a threat to others.
  - e. Teachers have the **right** to expect parental or guardian support in matters relating to the education of their child(ren). Teachers have the **responsibility** to encourage parental involvement and collaboration between home and school.

### **Parents**

- a. Parents have the **right** to expect the school climate to be safe and supportive. Parents have the **responsibility** to teach and to model appropriate behavior for their child (ren).
- b. Parents have the **right** to expect the school to consistently promote a positive attitude towards learning for every child. Parents have the **responsibility** to reinforce that school is a learning environment, to encourage home study, and to monitor their child(ren)'s progress.
- c. Parents have the **right** to receive regular communication about the school and their child (ren)'s progress and to be informed promptly of any serious concerns involving their child(ren). Parents have the **responsibility** to be informed about the school and their child(ren)'s progress and to inform the school of any serious issues concerning their child(ren).
- d. Parents have the **right** to expect the school to operate in an orderly and effective manner. Parents have the **responsibility** to encourage respectful behavior and to support school discipline efforts.
- e. Parents have the **right** to expect a quality education for their child(ren). Parents have the **responsibility** to ensure regular attendance, adequate rest, and good nutrition.

## **GENERAL PROFICIENCY AWARDS ELIGIBILITY CRITERIA**

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During the school year many awards and scholarships are presented to students. In order to determine the winners Paradise Hill School uses the General Proficiency Criteria. The criteria were created by the Ministry of Education and includes the following:

Academic standing shall be determined by averaging the final marks for seven (7) 30 level courses as follows:

English Language Arts A30	English Language Arts B30
History 30	one (1) 30- level mathematics
One (1) 30-level science	two (2) 30 – level electives

Averages will be calculated to one decimal point.



## AWARDS

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### 1. Honour Roll

The grade 7-12 honour roll recognizes academic excellence after each reporting term. Students achieving an average of 80% or greater will have their names displayed near each homeroom. The grade 7-9 honour roll is based on achievement levels based on Blooms Taxonomy. Grade 10-12 honour roll is based on high school marks in each class.

### 2. Colour Awards Afternoons

#### a) Sports Teams Awards

Individual sports awards will be determined and presented by the coaches at Colour Assemblies after each sports season.

#### b) Drama Awards

The drama awards will be presented after each production has been completed.

#### c) Club Awards/Certificates

Individual teacher's/club coordinators will create and award certificates during the course of the year for student involvement in various activities.

#### d) SRC Leadership Cup

The SRC Leadership Cup is presented at the end of June to a member or members of the SRC who have demonstrated excellent qualities of leadership.

#### e) Athlete of the Year Awards

The Athlete of the Year Award is given to a Senior Boy, Senior Girl, Junior Boy and Junior Girl. The recipients are determined through a point system. The top three candidates from each sport, as well as Physical Education class are nominated and receive points for: Athleticism, Sportsmanship, and Leadership. A maximum of four (4) sports plus Physical Education classes are considered. These points are then tallied, and a winner is determined. The nomination will be reviewed by all coaches and Physical Education teachers prior to selection. These awards are presented at the June Assembly.

#### f) Service Award

The Service Award is presented to a K-12 student who provided service to Paradise Hill School. This student goes above and beyond what is required. Their time and service are given freely in order to make the school a better place. Students are nominated by the staff and all nominations are reviewed by the awards committee.

### 3. Awards Day - Held at the end of June

#### a. General Proficiency

This award is presented to students in Grades 5-11. The award is based on highest academic average on the June Report Card.

- b. Governor General's Academic Medal  
This award is given to a student who has achieved an average over 90%. Names are submitted and students are picked according to ranking within the Northwest School Division. A student is nominated each year and if selected will be presented their award at the end of June of the following year.
- c. Subject Awards  
Awarded to a Grade 12 student obtaining the highest average in:  
1) Math 2) Social Studies 3) English and 4) Science.  
To be considered for the Senior Math award students must be enrolled in Math 30 and Calculus. The Senior Science award will be considered for students enrolled in Chemistry, Biology and Physics.
- d. Principal's Award  
Presented to students with June average over 90%.
- e. Home Economics Award  
Presented to a student who excels in Home Economics in grade 10, 11 or 12.
- f. Industrial Arts Award  
Presented to a senior student in grade 10, 11 or 12 with the highest Industrial Arts average.
- g. Senior Arts Award  
This award is presented in recognition of outstanding performance in the Senior Arts Courses.
- h. Paradise Hill Branch Credit Union  
A \$1,000.00 General Proficiency Award presented at Awards Day in June to the Grade 12 student with the highest average calculated in accordance with Sask. Awards Criteria. It is presented to the graduate from the previous school year.
- i. Catholic Women's League  
A \$200.00 award presented to the Grade 12 student with the second highest average using the Sask. Awards Criteria. The student must be attending a post-Secondary school. This award is presented in December.
- j. Paradise Hill School Community Council  
A \$300.00 award presented to the Grade 12 student with the highest average using the Saskatchewan Awards Criteria. The student must attend a post-Secondary school.
- k. Paradise Hill Prairie Insurance Award  
A \$400.00 Excellence in Academics Scholarship was established in 2021 for a graduating student who meets the following requirements. The highest average based on the following grade 11 & 12 marks: ELA 20, ELA 30A, ELA 30B, top three

mathematics marks at both 20 & 30 level, top three science marks, history 30 and one elective at a 30 level. This will be awarded in June of each school year.

l. United Church Women

A \$200.00 award presented to the Grade 12 student with the highest average using the school honour roll criteria. The student must be attending a post-Secondary school and not be a recipient of another local scholarship.

m. Paradise Hill Foods Most Improved Student Award

A \$200.00 award presented to the Most Improved Student in Grade 12 from the third reporting period to June final marks.

n. 2015 Graduation Class Valedictorian Legacy Scholarship

A \$200.00 award will be given to the class Valedictorian at Graduation. Valedictorians are chosen on the following criteria: a student in good standing: on the honour roll near the top, involved in extra-curricular activities, has shown public leadership, and is an individual who represents the Paradise Hill School well.

o. Wisser Academic Athletic Award

This will be awarded to a Grade 12 student who performed to a high level in High School athletics, while maintaining a strong academic average. A minimum 85% average is required, along with participation in a minimum of 3 SHSAA regulated sports in the grade 12 year, to qualify. Equal balance between the Athlete of the Year criteria ranking and academic average ranking will determine the recipient.

## SCHOLARSHIPS

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a. **The Paradise Hill Community Health Auxiliary**

A \$200.00 award presented to a Grade 12 student who has completed one year in a hospital related field or Health Sciences. The course must be one year or longer in duration. Please submit a letter of intent and first year transcript to Paradise Hill School by June 1<sup>st</sup>, 2024.

b. **Margaret Lathan Scholarship**

A \$500.00 award presented to a Grade 12 student with the highest average in Math & Science completed in the field of health sciences. To be considered for this award, applicants must submit a letter of intent explaining why they chose to study the Health Sciences and a post-secondary transcript.

Applications must be submitted to Paradise Hill School by June 1, 2024, attention Mr. Turnbull.

c. **Gaboury Family Scholarship**

A \$500.00 Scholarship awarded in June. Students pursuing studies in the trades, on a full-time basis are eligible. Students must have successfully complete one full year of the course prior to receiving this award. Successful applicants may not have received any local scholarships. A letter of intent of what explaining why they chose to study this

trade; a copy of post-secondary transcript and one letter of reference are needed to apply. Applications must be submitted to Paradise Hill School by June 1, 2024, attention: Mr. Turnbull.

**d. Lynn Priest Scholarship**

A \$350.00 Scholarship will be awarded in June. This scholarship is open to students studying in either Education or Agriculture. Students must have successfully completed one full year of the course prior to receiving this award. Students must apply for this scholarship by writing an essay. The essay is to be 500 words using proper essay format addressing the following questions:

1. Discuss how your interest in your field or major developed and describe your experience in the field such as volunteer work or internships. What do you hope to gain from involvement in the field?
2. Why does getting a post-secondary education matter to you?
3. Discuss the impact of growing up in a small town, in a small school, has had on your life.

The essay selection process will be done by Lynn Priest and the Awards Committee. Applicants are to submit a post-secondary transcript with their essay. Applications must be submitted to Paradise Hill School by June 1, 2024, attention: Mr. Turnbull.

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## COMMUNICATION PROTOCOL

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### **Student and Parent Complaints and Grievances (Administrative Procedure 151)**

The Division wishes to ensure that there is a fair and equitable means to hear and address student and parent complaints. The Division is committed to ensuring that just and careful procedures for adjudicating and resolving these complaints are established, maintained, and reviewed.

#### **Procedures**

1. General
  - 1.1 Complaints are to be addressed in a timely and appropriate manner.
  - 1.2 Complaints and efforts to address and/or redress are to be documented to ensure and enhance a fair and consistent response.
  - 1.3. Complaints regarding school operations and treatment of students may be made by:
    - 1.3.1 A parent or guardian who is acting on behalf of the student.
    - 1.3.2 A student who is:
      - Sixteen (16) years of age or older and living independently, or
      - Eighteen (18) years of age or older.
  - 1.4 In the event of a dispute involving a teacher, the student's teacher is to be the first person to hear and address any complaint of grievance from a student or parent.
  - 1.5 If the complaint cannot be resolved with the teacher, the principal is to be contacted.

- 1.5.1 The same procedure (1.4) (1.5) is to be followed for a dispute involving non-teaching school personnel.
- 1.6 If a complaint cannot be resolved with the principal, the student or parent may contact the Director to seek resolution.
  - 1.6.1 Complaints may be made directly to the Director or designate in the event of a conflict of interest with the principal.
  - 1.6.2 Complaints re: Principal may be made directly to the Director or designate.
- 1.7 If a complaint cannot be resolved with the Director or designate, the student or parent may make a written complaint to the Board, on decisions that significantly affect the education of the student.
  - 1.7.1 Complaints may be made directly to the Board in the event of conflict of interest with the Director.
  - 1.7.2 Complaints re: Director may be made to the Board.

## STUDENT SERVICES

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1. **Guidance Counselor** – Mrs. Bailey and Mr. Turnbull provide this service to students from Monday through Friday. The Counselor also spends considerable time during Career Education classes assisting students with application processes and scholarship information.
2. **Educational Psychologists** – The school division provides the services of Educational Psychologists for students referred by the Student Services Support Teacher, classroom teachers and school administration. The service is provided in consultation with parents/guardians.
3. **Speech Language Pathologist** - SLP services are available. Therapist provides diagnostic services and approves individualized programs for specific students.
4. **Occupational Therapists** – OT services are available. Therapists provides services on a rotation as needed for individual students.
5. **NWSD Counsellor** – NWSD provides counselling services for students during the school day as needed. This service is available upon request and are arranged in consultation with parents.
6. **Wellness Coordinator** - Will work with school staff to support physical and mental wellness in students from kindergarten to Grade 12.

## Acknowledgment Declaration

The Paradise Hill School Policy Handbook was designed to communicate with parents about the day-to-day operations and policies of our school.

Please take time to read through the material with your children so that all expectations, rules, and guidelines are fully understood. Upon completion please sign, date, and return the form to the school.

We ask you to sign the following:

I \_\_\_\_\_ have read and discussed the Paradise Hill School Policy Handbook with my child(ren).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

Please return the signed form to the homeroom teacher by Friday, September 22<sup>nd</sup>, 2023.