

# St. Walburg School



## **Handbook** **Updated October 2020**

*At this time our Reopen Plan may result in some of the procedures and policies being adjusted.*

*Those adjustments are not noted in this document and can be accessed in our Reopen Plan document.*

*Striving For Excellence*

## **DIVISION MISSION STATEMENT**

The Northwest School Division provides quality education in a caring matter. We strive to provide equity of opportunity while meeting the needs of the whole child in an ever-changing world. Our students are the focus of decisions that are made through ethical and consultative processes.

## **VISION STATEMENT**

We provide quality education for our students in a rural setting. We encourage risk-taking and expect accountability. We accomplish this by working together through open, respectful and honest discussion. (Policy ABA)

## **SCHOOL VISION STATEMENT**

Our purpose at St. Walburg School is to create a welcoming, safe environment that nurtures lifelong learners who contribute positively to our society.

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

### *General Duties of Pupils*

**149** In the exercise of his right 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 shall:

- 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.

**150** Every pupil shall be accountable:

- a) to the teacher for his conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted 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 in traveling in between the school and his place of residence;
- c) subject to 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. Those employees shall be responsible to and report to the principal in accordance with the procedures approved by the board.

## **INTRODUCTION**

Education is a life-long process. At St. Walburg School, students will learn skills, attitudes, and values which will enable learning to continue beyond their school years.

The school aims to provide an educational environment that promotes the development of successful, responsible, and co-operative students. The school promotes a climate conducive to learning and will strive to meet the individual needs of students, so they will be able to experience success in a changing society.

Schools do not replace parents/guardians. Character, social habits, and social behaviour are developed in the home and reinforced in the school. A successful educational environment can be achieved only with the cooperation of parents, staff, and students. Our over-riding ethic is respect for self, respect for others, and respect for property. We look forward to working with the parents and community to develop and instill this ethic in our students through our academic and extra-curricular activities.

## **1. SCHOOL POLICIES**

### **1.1 Arrival Time**

Students are expected to arrive prior to the 8:55am bell. Books for the first class should be organized at this time. Students arriving late or leaving early must check in at the office to receive a late slip or to sign out of the school. Students may enter the school after 8:40 am each day. The school is open at this time.

### **1.2 Lates**

The minutes will be tracked by the office and students will be required to make up missed class time every time they accumulate a combined thirty minutes or more of late time.

### **1.3 Noon Hour**

Students in grades 7 - 12 are allowed to go uptown during noon hour. Students are encouraged to participate in intramural activities, which are organized during noon. Elementary students may not leave the school grounds without a **note** from their parents giving them permission to leave at 12:16. Elementary students may not leave the school grounds part way through their lunch break unless a parent comes to pick them up or arrangements have been made directly with the classroom teacher.

### **1.4 Leaving the school during spares and during school hours**

Students leaving the school during their scheduled class time are to report to the office before they leave. Students are not allowed to leave the school during their breaks. All students are required to have a **note from their parent** if they wish to leave the school during a spare. Spare agreement must be signed as part of the course selection form.

### **1.5 Visitors**

All visitors are to report to the office before proceeding into the school. In the interest of child safety and security, and to assist the teacher with the delivery of instruction and to promote learning with minimal disruption, **ALL** visitors to the school (including parents/guardians and other family members) must report to the office upon arrival. 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 (except during lunch hour).

### **1.6 Attendance Policy**

Data collected in school and literature researched 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.

*School Staff to repeat previous efforts and follow through at each level*

<b>Level 1</b>	PreK, K, Gr. 10-12: 1-4 absences	<p><b>School office</b></p> <ul style="list-style-type: none"> <li>- Send out phone calls about student absences to parents daily</li> </ul> <p><b>Classroom/Subject Teachers</b></p> <ul style="list-style-type: none"> <li>- Call parent/guardian (when practical) to inquire about absence. If barriers to attendance exist, offer support.</li> <li>- Upon student's return to school, ensure he or she is caught up on academic work</li> </ul>
	Gr. 1-9: 1-9 absences	
<b>Level 2</b>	PreK, K, Gr. 10-12: 5 absences	<p><b>Classroom/Subject Teachers</b></p> <ul style="list-style-type: none"> <li>- Send Level 2 attendance letter home</li> <li>- Notify attendance team</li> <li>- Encourage family to make attendance a priority</li> </ul> <p><b>Attendance Team</b></p> <ul style="list-style-type: none"> <li>- Contact family by phone, identify barriers to attendance, offer support and encourage family to make school attendance a priority</li> <li>- Conduct an attendance assessment to establish a strategic plan to support the child and family</li> </ul>
	Gr. 1-9: 10 absences	
<b>Level 3</b>	PreK, K, Gr. 10-12: 10 absences	<p><b>Classroom/Subject Teachers</b></p> <ul style="list-style-type: none"> <li>- Send Level 3 attendance letter home</li> <li>- Notify attendance team</li> <li>- Encourage family to make attendance a priority</li> </ul> <p><b>Attendance Team</b></p> <ul style="list-style-type: none"> <li>- Contact family by phone and initiate a planning meeting to determine why student has been absent and set up supports.</li> <li>- Determine follow-up actions specific to student's history of absenteeism, and needed supports such as referrals, transportation, support services, and extracurricular involvement. This may include setting up an attendance contract with student and family.</li> <li>- Connect student to any needed outside supports.</li> </ul>
	Gr. 1-9: 20 absences	
<b>Level 4</b>	PreK, K, Gr. 10-12: 11+ absences	<p><b>Attendance Team, Classroom/Subject Teachers, Division Office Personnel, and Community Partners</b> should continue implementing all intervention strategies listed in levels 1-3 as well as exploring additional strategies that have not been pursued.</p>
	Gr. 1-9: 20+ absences	

## 2. SCHEDULES

### 2.1 Announcements

Will be made at 8:57 am, 11:58 pm, and 3:07 pm.

### 2.2 Bell Schedule:

#### A. High School

8:45	Doors open
9:00 – 10:02	Period 1
10:07 – 11:09	Period 2
11:14 – 12:16	Period 3
12:16 - 12:36	First Noon (Lunch)
12:36 - 12:56	Second Noon
1:01 - 2:03	Period 4
2:08 - 3:10	Period 5
3:10	Dismissal

#### B. Elementary

8:45	Doors Open
9:00 – 10:02	Period 1
10:07 – 11:09	Period 2
11:14 – 12:16	Period 3
12:16 - 12:36	First Noon (K-3 In; 4-6 Out)
12:36 - 12:56	Second Noon (4-6 In; K-3 Out)
1:01 - 2:03	Period 4
2:08 - 3:10	Period 5
3:10	Dismissal

## 3. GENERAL EXPECTATIONS OF STUDENT CONDUCT

### 3.1 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 at address and/or redress are to be documented in order to ensure and enhance a fair and consistent response.
- 1.3 Complaints regarding school operation 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 or 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 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 a 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 directly to the Board.

### 3.2 Lockers and Desks

Students are responsible to maintain a neat and orderly classroom, desk and locker. Cleanliness and security of the locker are responsibilities of the student. Students must supply their own locks. They must supply their homeroom teacher with the combination or the office with a copy of their key. Lockers are the property of the school. The school reserves the right to reasonable locker searches. Students may not attach anything permanent to their locker (ie. stickers). Student use of a locker is a privilege.

### **3.3 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 its safekeeping. The school is not responsible for lost or stolen articles or money.

### **3.4 Tobacco, Alcohol and Drugs**

Use of these products on school property and during school events is strictly prohibited. Violators will be subject to consequences in division policies IEC/ IED/IFBC.

### **3.5 School Emergency Measures Plan**

To provide for the safety of students and staff each Principal shall develop a plan to be followed in case of an emergency. An *emergency* is defined as any crisis or unforeseen dangerous event which requires decision and actions to safeguard the lives and welfare of the students and adults in the school environment.

### **3.6 Damage**

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 case of damage to property caused by an accident.

## **4. TRANSPORTATION**

### **4.1 Bus Transportation**

Transportation of students is a privilege and not a right. Whenever the behaviour of a student interferes with the safety and comfort of others on the bus, the Board of Education may temporarily or permanently revoke the privilege to ride the bus. Buses may have cameras installed for monitoring of student behaviour.

### **4.2 Student Vehicles and Parking**

Students who bring vehicles to school are to use the student's parking lot. Students must obey all traffic and safety rules at all times on school property. Misuse of this privilege may lead to suspension or termination of the privilege. Parents will be notified. Improper parking of vehicles may cause the towing of the vehicle at the owner's expense. Students of Northwest School Division are not allowed to drive or transport other students to school related events.

## **5. ACADEMIC PROGRAM**

### **5.1 Course Load**

Teachers of St. Walburg School encourage Division IV students not to take spares for the following reasons:

- a) Students who drop classes close off future opportunities. Often students change their minds about what they will do after graduation.
- b) Students who drop classes run the risk of being short 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 they are limited to one spare per semester, unless approved by the principal. If a student would like to take more than one spare, a meeting would be held with the parent, student, and administration to discuss the possible implications for graduation eligibility. Furthermore, this student may become a part-time student and will NOT be allowed to participate in any extra-curricular events.
- e) Spares are only available to students in grades 11 and 12.

### **5.2 Timetable Selection and Changes**

St. Walburg 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, parents, guidance counselor, and principal must be aware of this change. A form is available from the office and must be signed by the above people in order that the class may be dropped. Students who wish to change their course choices must do so within the first five days of each semester, unless approved by the principal.

### **5.3 Exam Procedures**

Division IV students will write scheduled final exams in January and June. Other students will write comprehensive and final exams as scheduled by their teachers. January and June final exams for Division IV may be written in the gym. Division III will also write final exams in the gymnasium in June. Students must sit for at least one hour for any final exam.

Students are expected to come prepared for exams with pens, pencils, erasers and any other approved instruments they may need. No pencil cases or unauthorized books are allowed on the students' desks.

Division IV students may leave the school after they have completed a final exam. Division III students will be expected to remain in the school after writing midterm exams.

#### **5.4 Graduation**

A school ceremony is held each year in honour of the grade 12 class.

##### ***Graduation Policy***

Eligibility as a member of a graduating class will require that a student has passed or is taking the following classes:

<i>Area of Study</i>	<i>Number of Credits</i>
English Language Arts	5
Mathematics	2
Science	2
Social Sciences(includes Canadian Studies)	3
Health/Physical Education	1
Arts Ed./ PAA	2
Electives	9
Total	24

The counselor, principal, and teacher(s) in charge of graduation will meet at the beginning of March to discuss the progress of grade 12 students. At this time, if there are any students who are failing a class that is required for graduation, they will be removed from the graduation list until they are passing all required courses. Students may be temporarily removed from the grad list anytime between March 1 and 2 weeks prior to the graduation ceremony when the graduation list will be finalized. Any student not passing all required courses will be permanently removed from the grad list at this time. Students taking distance courses to complete graduation must have 75% of the course completed by April 30.

#### **5.5 Classroom Conduct**

AP 350: The Division supports and wishes to encourage cooperation and positive relations among students in every Division community.

1. Students are to gain experience at school in making decisions based on sound citizenship principles.
2. Order is necessary to secure rights and this means that in a school everyone must accept certain obligations and restrictions for the good of all.
3. The general duties of students and accountability are clearly outlined in Sections 150 – 151 of the Education Act.
4. These procedures shall include but not be limited to attendance at school, general conformity to the direction of the school, observing standards with respect to the rights of others and accountability for self to teachers, principals, bus drivers, school staff and other students.
5. The Principal shall be responsible for preparing and making available a school handbook for students, parents, boards and central administration. This shall include the policies, regulations, procedures and educational programs that the school is implementing. This will be in accordance with the Education Act, provincial regulations and Division policy and procedures.

Students are expected to:

- Cooperate in creating an environment where everyone can learn and feel safe from physical and verbal abuse.
- Show respect for all individuals and their belongings at all times.
- Exhibit on-task behaviour at all times.
- Come to class on time and prepared to work, with all 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, and Northwest School Division Policy, and St. Walburg School Policy.

## **5.6 Academic Integrity**

The Northwest School Division defines Academic Integrity as:

“Evidence of one’s own learning through 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.”

Our policy regarding academic integrity will reflect a continuum of behavioural and academic responses and consequences, based on at least the following four factors: (1) the grade level of the student, (2) the maturity of the student, (3) the number and frequency of incidents, and (4) the individual circumstances of the student.

If a student is suspected of practices that do not fall under the definition of academic integrity the teacher will: gather evidence and interview the student(s) involved, assess the severity of the infraction, inform school administration and the parents of the student(s) involved.

If a teacher has a strong suspicion of cheating, but insufficient evidence, the student(s) and the parent will be informed.

## **6. FEES (AP 505)**

### **6.1 Library/Text book Fees**

Students at St. Walburg School will be required to pay for any text or library book that is damaged or lost.

### **6.2 Practical and Applied Arts**

Students from grades 7-12, who are registered in PAA classes, are required to pay a fee to cover the cost of consumable supplies.

### **6.3 Arts Education**

Students in grades 7 - 10 are required to pay a supply fee for materials.

### **6.4 Other Fees**

- Performance/Concert fees are for every student.
- The yearbook fee will be reevaluated each year. Families who do not wish to purchase a yearbook may indicate so on the student fee notice that is mailed home.

## **7. EXTRA CURRICULAR ACTIVITIES**

### **7.1 Activities**

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



## **7.2 Extra-Curricular Code of Conduct**

As representatives of the school and community students must Strive for Excellence in all matters both on and off the playing field. Students will therefore use the following as guidelines:

1. I understand that it is a privilege to participate and an honour to represent my school and community..
2. I will play by the rules and participate for the love of the game or activity.
3. I will respect all officials, coaches, advisors, team members, facilities, and spectators.
4. I will remember that winning isn't everything. Having fun, improving my skills, making friends and doing my best are also important.
5. I will respectfully acknowledge all great plays/performance by my team and opponents.
6. I will commit to my team and do my best to attend all practices, games and performances.
7. I will accept both victory and defeat with good sportsmanship.
8. I will understand that participation in a school activity has an inherent responsibility for me to be a role model and to promote activity.

## **8. GYM AND FOOTWEAR**

### **8.1 Footwear for in the gym**

Students must wear appropriate athletic footwear. This does not include sport sandals, hiking boots, or casual dress shoes. In general, the shoe should be a white-soled court shoe.

### **8.2 Indoor Footwear**

All students must bring a change of footwear to wear indoors. 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.

## **9. SUPERVISION**

### **9.1 Schedule**

Doors open at 8:40 am. If a student needs to be in the school prior to that time, special arrangements must be made. A supervised study hall is provided an hour at the end of each day for students who are on detention or for students who wish to work on assignments, except for on staff meeting days. Students may also use the library facilities during lunch. Appropriate behaviour is expected during these work sessions.

### **9.2 Weather Conditions / Indoor Day**

All elementary students will be expected to spend recess outside unless, at the direction of the supervisors, it is designated an inside day. Students are required to bring clothing appropriate to the weather. Students with parent notes to stay in may not be under direct supervision at all times. They will be expected to remain by the office. Students with parent notes will not be involved in any outdoor activities that day. If the rest of the class is doing an activity that requires them to be outside, the teacher will assign the students alternate work.

### **9.3 Playground Rules**

Students must adhere to the boundaries of the playground at all times. All students must exhibit conduct that is respectful to fellow students and supervisors. Student behaviour will be such that safety and the safety of others is at the forefront.

## **10. DISCIPLINE POLICY**

### **10.1 Short Summary**

Every pupil shall be accountable:

- a) to the teacher for his/her conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.
- b) to the principal for his/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 the school and his/her place of residence.  
(excerpt from the Education Act)

Students are subject to the general discipline of the school. The Education Act and Northwest School Division Policy allows for suspension of students if warranted.

### ***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.

### **10.2 School Behaviour Plan**

Staff will 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, the target, the duration, and frequency of the misbehaviour. All negative actions are grouped into three categories and will be dealt with accordingly.

#### ***Level 1 – Minor Violations***

Minor violations are actions that cause small annoyances and inconveniences. They violate a principle of etiquette, are non-violent and interfere primarily with the students' own learning.

##### **Examples**

- forgetting homework
- not prepared for class
- off task behaviour
- unexcused lates/absences
- violating dress code
- play fighting
- name-calling
- incomplete homework assignments
- pushing, shoving
- rough games
- throwing sand, snow, etc.

##### **Consequences may include:**

- Verbal correction by teacher
- Verbal/written apologies
- Detention

Minor violations may initially result in a verbal reprimand. However, if the behaviour persists despite the verbal reprimand, the student is asked to sign a slip stating that he/she was involved in the actions stated. Parents will be notified.

#### ***Level 2 – Intermediate Violations***

Intermediate violations are actions that cause disturbance to others.

##### **Examples**

- continued Level 1 violations
- inappropriate language
- minor disrespect to fellow students
- minor rough-housing
- leaving the school premises at breaks

##### **Consequences may include:**

- Community service around school
- Detention (recess, lunch, or after school)
- Phone call home
- Moved to a different area of the classroom
- Note in agenda
- Discussion with the principal
- Letter of apology
- Move student to another room
- Move student to office

Level 2 violations must be written up on Discipline Action Form; students may be required to complete Student Correction Form.

### **Level 3 – Major Violations**

Major violations are actions that cause physical, social, or emotional harm to another person. They blatantly violate the expected code of conduct for students or which inflict significant cost to another person. These are behaviours of a more serious nature:

#### **Examples**

- teacher defiance and/or disrespect
- fighting
- swearing at a staff member
- chronic disruptive behaviour
- vandalism
- bullying/intimidations – threats to others
- theft
- harassment
- racial or sexual comments
- alcohol/drug use on school property or at school sponsored functions
- smoking on school property
- unauthorized driving of a vehicle during school hours
- serious disrespect for fellow students
- continued off task behaviours or lack of diligence to studies

#### **Consequences may include:**

- In-school or out-of-school suspension
- One or more detentions
- Parent meeting
- Behaviour contract

Level 3 violations must be written up on Discipline Action Form. Parents informed via phone and letter sent to parent. (Refer to Appendix A for the full Behaviour Policy)

### **10.3 Harassment**

Every individual has the right to perform his/her duties free from harassment of any kind in his/her workplace. The Board of Education does not condone harassment of any kind. It is expected that employees, students and any other persons who may be in the workplace will not participate in nor condone such behaviour. Harassment will not be tolerated and individuals will be subject to strict discipline. (Division Policy GAE)

### **10.4 Anti-Bullying Policy**

The Northwest School Division Bullying Policy (Administration Procedure 352):

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 harassment and expects its teachers, employees, students and any other individuals on school premises or at school sponsored events neither to participate in nor to condone such behaviour.

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.

#### **What Is Bullying?**

Bullying is a pattern of repeated aggressive behaviour, with negative intent, directed from one child to another when there is a power imbalance.

This aggressive behaviour includes physical or verbal behaviour, and is an intentional and purposeful act meant to inflict injury or discomfort on the other person. There are three critical conditions that distinguish bullying from other forms of aggressive behaviours, including:

- Power: Children who bully acquire their power through physical size and strength, by status within the peer group, and by recruiting support of the peer group,
- Frequency: Bullying is not a random act. Rather, bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the child being bullied that can be so detrimental and have the most debilitating long-term effects.
- Intent to harm: Children who bully generally do so with the intent to either physically or emotionally harm the other child.

## **11. STUDENT PLACEMENT**

Decisions on retention are made by the teacher, parent and administration working together.

### **11.1 Evaluation and Reporting**

Our school system is committed to the concept of continuous progress whereby students are able to proceed through the school curriculum in relation to their capabilities. In accordance with this policy, we make every attempt to program for the varying achievement as an integral and very important part of the learning process. It is our desire to establish two-way communication. Your support and your reports to us are of great benefit in our joint efforts to provide your child with a sound education. We will communicate with you via phone calls, notes, samples of work sent home, etc. The Northwest School Division, with guidance from teachers and parents has established a philosophical foundation and reporting document for reporting.

Students' progress reporting is based on the belief that student evaluation:

- integrates teaching and learning
- communicates information to the student, parent(s), guardian(s), and educators
- describes performance in relation to the student's ability, and other students' achievement, and the program objectives
- responds to changes in school programs

### **11.2 Guiding Principles for Student Progress Reporting**

- Involves dialogue that is shared, open, clear, honest and ongoing. It is done in a caring and sensitive way.
- Recognizes the whole child. Children are developing individuals whose dignity is respected while evaluating academic, personal and social growth.
- Responds and is adaptable. It is a dynamic and responsive process flexible to changes in program and instruction while adaptive to individual school and community needs.
- Builds on foundations, elements which establish expectations and reports performance in relation to the student's ability, other students' achievement and program objectives. It has consistent standards.

### **11.3 Student Assessment**

#### **Late Assignments**

Punitive grading or distorted grading is not part of sound assessment practices; however, when a student fails to submit a sufficient number of summative assessments for grading purposes, and every effort has been exhausted, teachers, in consultation with the principal, use professional judgment to determine students' marks (failing grade, zero mark, or incomplete status) for missing, unfinished or late assessments (Northwest School Division AP 360)

1. Late assignments should be reported in another manner other than reducing marks in order to provide support for the learner.
2. Teachers value the importance of students submitting work on time and it being complete. The reality is, that as part of life, lates do occur.
3. Students may have an opportunity to redo assignments, or evaluations or parts thereof based on the intervention plan and/or recommended practice.

The purpose and the spirit of the policy is to demonstrate and emphasize to our students that we expect homework/ assignments to be handed in on time and that there are measures that are taken if work is not handed in on time. Our expectation is that teachers speak with students regarding the homework/assignments that were overdue and create a plan as to how students are going to complete the work through study hall or other arrangements. It is also our expectation that teachers contact parents to let them know that their child(ren) had homework/assignments that are overdue.

Ultimately we want and need to see evidence of student learning. The purpose of assessment is to inform instruction, not for marks to be used in a punitive manner. Homework should be meaningful for the students and support curriculum outcomes. Our policy is not about giving zeros, it is about working with students to get their work done. Ultimately if students choose to hand nothing in after all interventions have been tried collaboratively by the school and home, then a student may receive a zero for not submitting the required work.

### **Redos and Retakes**

1. Redos and retakes are allowed in classes, at teacher discretion. They are not to be taken for granted and they are not automatically granted, but rather are situational.
2. If a teacher allows a redo or retake, students are required to submit a calendar of completion. This will be done in consultation with the teacher. This mapping must show what the student will do along each step of the way to demonstrate evidence of relearning before any reassessing can take place.

### **11.4 Exams**

Examinations are scheduled by individual subject teachers as and when required. Students are expected to write these exams when scheduled. Under unusual circumstances, students who miss an exam may be allowed to write the exam at another time. The onus rests with the student to make alternate arrangements with the teacher concerned.

### **11.5 Distance Learning**

Distance Learning, or online learning classes, will be offered as per AP 230. Students who wish to take correspondence classes must an appointment to see both the guidance counselor and principal.

## **12. SCHOLARSHIPS AND AWARDS**

### **12.1 Scholarships**

A complete list of local scholarships and bursaries will be made available to grade 12 students after the third term. The school is honoured to present each year, on behalf of the Governor General of Canada, a bronze medallion to the outstanding grade 12 graduate. These awards are presented at graduation ceremonies or Colour Awards annually. The guidance counselor also supplies students with application forms for more general scholarships.

### **12.2 Academic Excellence**

Academic excellence is recognized in a short ceremony during the first week of the following school year.

Honor Roll is determined by

Gr. 10 -12 students: calculating the average based on all courses that the student is enrolled in that term. Students receive honour roll status if their calculated average is 80% or higher.

Gr. 7-9 students: using the total outcomes assessed at the end of June. Students receive honour roll status if they had a minimum of 60% of these outcomes as proficient or mastery.

### **12.3 Colour Awards**

Extra-curricular and academic recognition is given annually in June at Colour Awards.

### **12.4 Winitis**

The winit system is an optional award system recognizing all facets of school participation. A certificate featuring our own distinctive school crest mounted in a frame is given to students (by request), and all individual awards mounted on it.

Records are kept and additional certificates are given when the need arises. Three main categories are: academic, sports, and participation in a variety of school clubs.

## **13. MEDICATION (AP 316)**

Only health care professionals are authorized and trained to provide health and medical services for pupils. Teachers will not administer medications, non-prescription drugs (Tylenol) or provide any regular medical or physical health care services for pupils. The Division will allow students requiring essential medical or personal treatment during school hours access to that treatment at school as per AP 316. Parents should contact the school administration in regard to any student taking medication to make necessary arrangements. Students bringing medication to school should contact the school administration. All medication should be kept under lock and key for safety purposes.

## 14. STUDENT TELEPHONE

Students are asked to use the student telephone. Telephone use should only be during breaks. Telephone calls for students should be at break time as well. Students will only be called out of class for urgent calls from a parent or guardian. If a student has to make a long distance call, the call must be made from the secretary's office and recorded.

## 15. COUNSELING SERVICES

Counseling services include: academic planning, course selection, career exploration, career pathways, and goal setting. Personal counseling is available on request. Appointments can be made through the school office.

## 16. CANTEEN

The canteen will be open each lunch period from 12:01-12:21, except for hot lunch and salad bar days.

## 17. USE OF PERSONAL ELECTRONIC DEVICES

AP 142: The Division recognizes that as technology evolves it can create additional opportunities for many constructive and positive uses that can aid in the instruction process. Regulated use of such devices may contribute to the safety and security of students and staff. However, unregulated use may pose a risk to personal safety; may disrupt instruction; may invade personal privacy and may compromise academic integrity.

*Personal Electronic Devices* referred to in this section include, but are not limited to, cell phones, watches, video/camera cell phones, PDAs (Personal Digital Assistants) such as Palm Pilots; wireless PAD/telecommunications hybrid devices such as Smartphones (ex. Blackberrys, iPhones), Tablets (ex. I pads), pagers, any camera or video camera, digital and conventional sound recording devices (e.g. digital voice recorders, IPODS, Dictaphones, etc.) personal entertainment devices such as CD/MP3 players and miniature TVs; and any form of listening device that can be used for eavesdropping.

As similar devices with image taking and communications capabilities are developed and become available, they may be added to the definition.

### Procedures

1. Personal Electronic Devices (PEDs) are not to be operated during regularly scheduled instructional time, or during a school sponsored activity such as an assembly or talk by a guest speaker.
  - 1.1 PEDs are not to be used in settings such as change rooms, washrooms, private counselling rooms, that have the potential to violate a person's reasonable expectation of privacy.
  - 1.2 Students who bring PEDs to the school are expected to comply with all parts of Administrative Procedure 350 - Student Conduct. Students who consistently refuse to comply with the Division's procedures for use of PEDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in Administrative Policy 355 - Discipline
  - 1.3 The Director requires principals, in consultation with appropriate stakeholders (including the School Community Council), to formulate and implement procedures at the school site.
  - 1.4 The Principal or designate may authorize the specific use of a PED during the school day.
  - 1.5 In the event of an emergency such as a lockdown or evacuation, the Principal will develop and inform the school community of the acceptable use of PEDs in that emergency situation.
  - 1.6 PEDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PEDs.

If Grade 7-9 students choose to bring their phones to class they will be required to place their phone in their designated pockets within their classroom. Grade 10-12 students may have to place their phones in the holders as required by the individual teachers. The students are not allowed the use of

Students are not allowed to use their cell phones during class time without explicit permission from the teacher. If they choose to do so, without permission, the following consequences, but not limited to, will take place:

- 1st offence: cell phone will be taken away for the rest of the day and the student can pick it up from the principal at 3:10 PM.
- 2nd offence: cell phone will be taken away and the student, with his/her parent(s), is able to pick it up from the principal the following day, or any time thereafter.
- 3rd offence: cell phone will be taken away and returned to student at the principal's discretion.

**Parents please note: If you need to contact your child during school hours, please call the office.**

## APPENDIX A

### Behaviour Policy: (AP 355: Discipline Policy Manual)

#### *Underlying Principles*

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

#### *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.

#### *St. Walburg School's Rights And Responsibilities*

##### Students

1. Right to an education.
  - Responsibility to come to class on time prepared to learn.
2. Right to learn without disruption.
  - Responsibility not to disrupt the learning of others.
3. Right to be treated with respect and dignity.
  - Responsibility to treat yourself and others with respect and dignity regardless of ability, race, sex, culture, or social background.
4. Right to a safe and positive learning environment free from harassment.
  - Responsibility to bring a positive learning attitude into the school and to all classes.
5. Right to be treated fairly.
  - Responsibility to treat everyone fairly.
6. Right to be involved in decisions regarding their education.
  - Must accept the responsibilities to deal with the consequences of their decisions, both positive and negative.
7. Right to a clean, healthy environment free of litter and vandalism.
  - Responsibility to keep the school and community clean and healthy and to not participate in, or tolerate by others, acts of vandalism.
8. Right to participate in all school activities.
  - Responsibility to behave in a way that reflects positively on yourself, the school, and the community.

##### Parents

1. Right to have your child educated in a positive environment.
  - Responsibility to ensure your child(ren) attend(s) school regularly.
2. Right to feel welcome and free to approach staff and administration on any school matters.
  - Responsibility to work positively with staff and students to find solutions to achieve these matters.
3. Right to have your children in a safe positive learning environment free of harassment and to have students treated in a fair and consistent manner.
  - Responsibilities include
    - Encouraging, thoughtful, informed decisions.
    - Leading by example.
    - Supporting the school staff in maintaining a safe environment.
    - Helping students recognize and accept their responsibilities.
4. Right to be involved in decisions regarding our students' education.
  - Responsibility to be objective and fair.
  - To seek information concerning our students.
  - To be supportive of decisions.



5. Right to have input concerning decisions about school programs.
  - Responsibility to be supportive of and/or be involved with school programs.
6. Right to be informed on a regular basis regarding school events and student progress.
  - Responsibility to track student progress/attendance.
  - To communicate with the school and staff whenever necessary.

#### School Staff

1. Right to be treated with respect as a valued member of the education community.
  - Responsibility:
    - To recognize each student as an individual.
    - To listen to students and parents.
    - To protect the rights of students.
2. Right to have each student come to class, on time, prepared to work.
  - Responsibility:
    - To teach/facilitate learning.
    - To have work prepared so that each student has an opportunity for an optimal education.
    - To frequently and regularly inform the student of his/her progress.
3. Right to work without disruptive interruption.
  - Responsibility to seek to provide a positive learning environment.
4. Right to have support from home.
  - Responsibility to communicate with the home when appropriate.
5. Right to have support from the administration.
  - Responsibilities include:
    - Supporting the administration in their decisions.
    - Making wise decisions concerning which students are referred to the administration.
6. Right to have any student who is rude, disrespectful or disobedient removed from class.
  - Responsibility to seek solutions to effectively deal with such students.
  - To document problems adequately.
  - To forward to administration for assistance.

## **School Behaviour Plan**

Staff will 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, the target, the duration, and frequency of the misbehaviour. All negative actions are grouped into three categories and will be dealt with accordingly.

### ***Level 1 – Minor Violations***

Minor violations are actions that cause small annoyances and inconveniences. They violate a principle of etiquette, are non-violent and interfere primarily with the students' own learning.

- Examples:
  - forgetting homework
  - not prepared for class
  - off task behaviour
  - unexcused lates/absences
  - violating dress code
  - play fighting
  - name-calling
  - incomplete homework assignments
  - pushing, shoving
  - rough games
  - throwing sand, snow, etc.
- Consequences may include:
  - Verbal correction by teacher
  - Verbal/written apologies
  - Detention

Minor violations may initially result in a verbal reprimand. However, if the behaviour persists despite the verbal reprimand, the student is asked to sign a slip stating that he/she was involved in the actions stated. Parents will be notified.

### ***Level 2 – Intermediate Violations***

Intermediate violations are actions that cause disturbance to others.

- Examples include:
  - continued Level 1 violations
  - inappropriate language
  - minor disrespect to fellow students
  - minor rough-housing
  - leaving the school premises at breaks
- Consequences could include:
  - Community service around school
  - Detention (recess, lunch, or after school)
  - Phone call home
  - Moved to a different area of the classroom
  - Note in agenda
  - Discussion with the principal
  - Letter of apology
  - Move student to another room
  - Move student to office

Level 2 violations must be written up on Discipline Action Form; students may be required to complete Student Correction Form.

### ***Level 3 – Major Violations***

Major violations are actions that cause physical, social, or emotional harm to another person. They blatantly violate the expected code of conduct for students or which inflict significant cost to another person. These are behaviours of a more serious nature:

- Examples include:
  - teacher defiance and/or disrespect
  - fighting
  - swearing at a staff member
  - chronic disruptive behaviour
  - vandalism
  - bullying/intimidations – threats to others
  - theft
  - harassment
  - racial or sexual comments
  - alcohol/drug use on school property or at school sponsored functions
  - smoking on school property
  - unauthorized driving of a vehicle during school hours
  - serious disrespect for fellow students
  - continued off task behaviours or lack of diligence to studies
- Consequences may include:
  - In-school or out-of-school suspension
  - One or more detentions
  - Parent meeting
  - Behaviour contract

Level 3 violations must be written up on Discipline Action Form. Parents informed via phone and letter sent to parent.