

# Arborfield School



## Parent and Student Handbook 2022-2023

## **Table of Contents**

### **Priorities**

- 1. Mission and Vision P 3

### **Staffing**

- 2. Division Staff P 3
- 3. School Community Council P 4
- 4. Arborfield School Staff P 4
- 5. Home Rooms P 5

### **General Administration - Policies, Guidelines, Expectations**

- 6. Main office/Visitors P 5
- 7. Reporting Periods/3-way conferences P 5
- 8. NESD School Calendar P 6
- 9. Stakeholder Concerns P 7
- 10. Parent Communication with Students During the School Day P 7
- 11. Bell Times P 8
- 12. Recess and Noon Hour P 8
- 13. Lunch Hour Procedures P 9
- 14. Leaving School Property P 9
- 15. Open Campus P 9
- 16. Sign Out Policy P 10
- 17. Buses P 10-12
  - 1. NESD School Bus Safety Code
  - 2. NESD Severe Weather Policy
- 18. School Doors locking/unlocking P 12
- 19. Authentic Grading Policy 7-12 P 12

### **Students**

- 20. School Conduct P 13
- 21. WOLVES Matrix P 13-15
- 22. Attendance P 15-16
- 23. Lates P 16
- 24. Skipping P 16-17
- 25. Dress Code P 17

26. Spare Policy	P 17
27. Online Class Policy	P 18
28. Computer Lab	P 18
29. K-6 Agendas	P 18
30. Tobacco	P 19
31. Drugs/Alcohol	P 19
32. School Property	P 19-20
33. Weapons	P 20
34. Bullying and Harassment	P 20
35. School-Wide Discipline Policy	P 21-22
36. Social Media	P 23
37. Medication (prescription/over the counter drugs)	P 23
38. Nut Safe	P 24
39. Computer and Cell Phone Policy	P 24-25
40. Lockers	P 25
41. All-Terrain Vehicles	P 25
42. Bicycles	P 25
43. Late Assignments	P 25
44. Academic Integrity	P 26
45. Good Standing	P 26
46. Re-demonstration of Learning	P 27
47. Final Exams	P 27
48. Extracurricular	P 27-28

### **Guidance and Graduation**

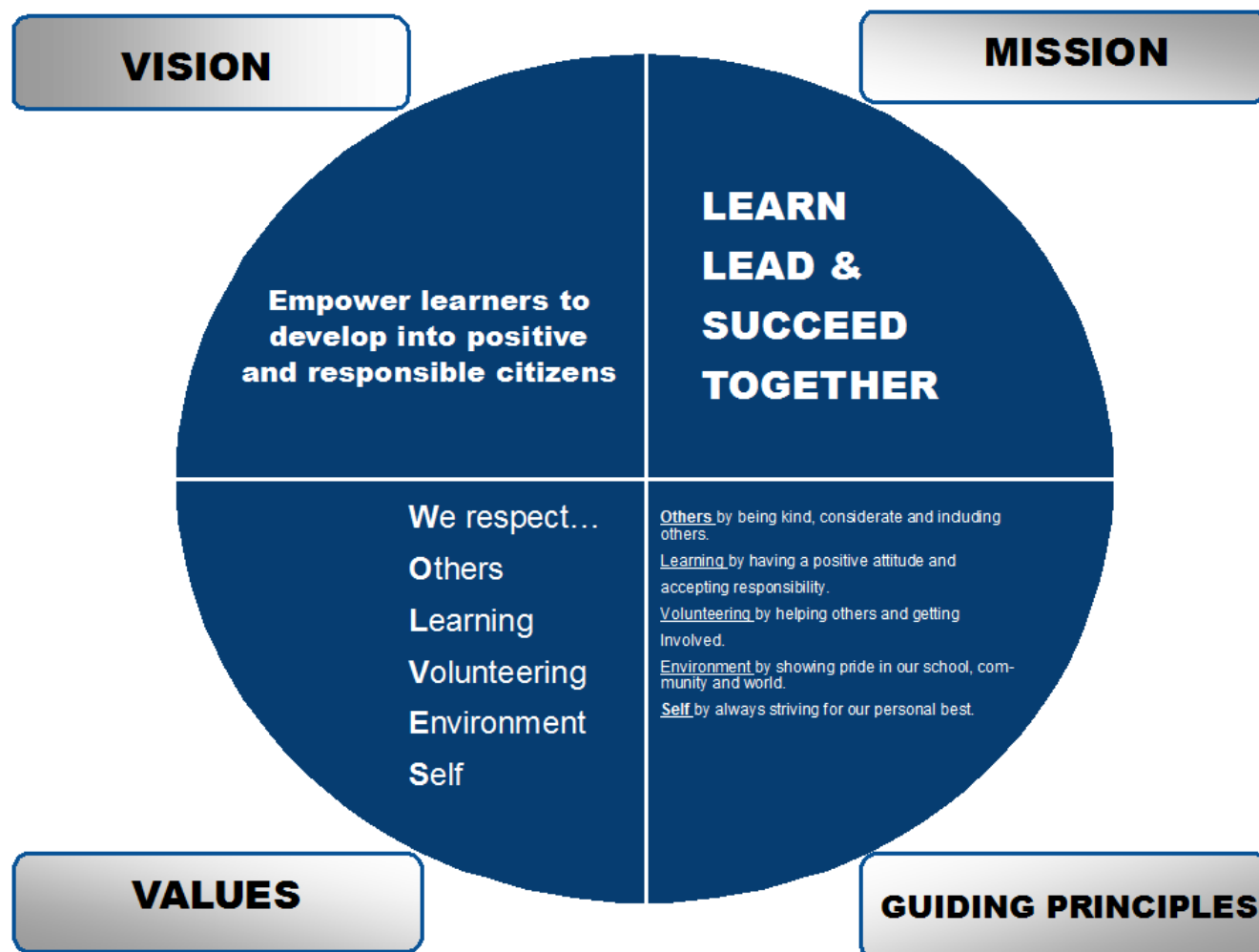
49. Credits and Guidance Counsellor	P 28
50. Graduation	P 29
51. Scholarships and Bursaries	P 30-31

### **Emergency Measures**

52. Fire Drill	P 32
53. Evacuation Plan	P 33-34
54. Lockdown Procedures	P 34-35

## Priorities

### 1. Mission and Vision



## Staffing

### 2. North East School Division Office Staff

Name	Position 1 306 752-5741
Stacy Lair	Director of Education
Eric Hufnagel	Superintendent of Students
Susan Plant	Superintendent of Schools

### 3. School Community Council Members

Name	Position
Natassia Chudyk	Chair
Mavis McCrea	Secretary
Julie Gray	Treasurer
Chelsea Edwards	Member at Large
Melissa Gray	Member at Large
Kelly Law	Member at Large
Patrick Smoke	Principal
	Staff Representative
	SRC Representative
Kevin Trew	Board of Education Member for Carrot River - Arborfield

### 4. Arborfield School Staff

Name	Position
<b>Teaching Staff</b>	
Mrs. Charlotte Curtis	K/1/2
Ms. Nicole Delorme	Grade 3/4
Ms. Trish Markowsky	Grade 5/6 & Diversity Education
Mr. Patrick Smoke	Principal, Physical Education & Online Facilitator
Mrs. Amanda Schmidt	Middle-High School & Guidance Counsellor
Mr. Vanessa Warnock	Gr. 5/6 Math-Science & Middle-High School
<b>Support Staff</b>	
Mrs. Brenda Gray	Custodian
Ms. Cheri Turcotte	Custodian
Mme Suzanne Munson	Educational Associate
Mrs. Teresa Ralph	Administrative Assistant

## 5. Home Rooms

K/1/2	Mrs. Charlotte Curtis
3/4	Ms. Nicole Delorme
5/6	Ms. Trish Markowsky
7/8	Ms. Warnock
9-12	Mrs. Amanda Schmidt

### **General Administration - Policies, Guidelines, Expectations**

## 6. Main Office/Visitors

Our Administrative Assistant office is located downstairs in the library. Visitors and volunteers are asked to report to the office before entering the building.

## 7. Reporting Periods/ Student Led Conferences (Virtual Meetings)

	Term 1	Term 2	Term 3	Term 4
Report Card	November 16	February 3	April 28	June 30
Conferences	October 5 & 6	N/A	March 8 & 9	N/A

## 8. School Calendar

### NESD School Calendar – With Kindergarten Days

2022-2023

Aug 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
T=		3	S=	0		

Sep 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
T=		21		S=	20	

Oct 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	T=	20	S=	20	

Nov 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
T=		21		S=	20	

Dec 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
T=		16		S=	16	

Jan 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
T=		17		S=	16	92

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
T=		15		S=	15	

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
T=		23		S=	23	

Apr 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	T=	14		S=	14

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
T=		22		S=	21	

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
T=		22		S=	20	93

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

LEGEND			STATUTORY HOLIDAYS			
First day of School	⊗	Last Day of School	Aug 1	Civic Day	Jan 1	New Year's Day
School Improvement Planning – no students	■	School Admin - no students	Sep 5	Labor Day	Feb 20	Family Day
Teacher Convention	■	Student Led Conferences	Oct 10	Thanksgiving	Apr 7	Good Friday
Division In-service- no students	■	School Break	Nov 11	Remembrance Day	Apr 10	Easter Monday
Statutory Holiday	○	Last day of terms	Dec 25	Christmas Day	May 22	Victoria Day
T Teacher days = 194	S	Student Days = 185	Dec 26	Boxing day	Jul 1	Canada Day

## **9. Stakeholder Concerns**

As we are all stakeholders in the education of the youth of Arborfield School, we would welcome any and all feedback from our families and community members. If a concern should arise surrounding any aspect of Arborfield School and/or its staff and/or programming we would ask that it be addressed through the following protocol to ensure that concerns are dealt with in a meaningful and expedient manner.

1. Speak to the person most directly involved. In most cases, the two parties can arrive at some mutually acceptable plan to address the concern. In almost all situations, it is very important to hear from both sides involved before making a decision to move to the next step in this protocol.
2. If Step 1 does not appear to be working (we recommend more than a single attempt at resolving the concern), involve the Principal in the problem-solving process.
3. If Step 2 does not result in an acceptable solution, the Director of Education should be involved in the process. (Stacy Lair 306 752 5741)

## **10. Parent Communication with Students During the School Day**

The main communication between a parent and their child should occur at home. However, we recognize that situations arise in which parents may need to contact students during the school day. We ask that this be done during our break and/or noon times to ensure that the learning of the student is not impacted.

Parents are invited to contact the school at 306 769 8784 and Mrs. Ralph will be more than happy to assist you in getting the necessary information to your child.

### **10.1 Texting**

At Arborfield School, students may be required to turn their device into a secure location at the beginning of class. For this reason we would ask that parents refrain from texting during class times to avoid disturbing the learning environments.

**Students answering texts during class time may be disciplined under our acceptable use policy.**



## 11. Bell Times

**Arborfield School Bell Times**

<b>Warning Bell</b>	<b>8:55</b>
<b>Period 1</b>	<b>9:00-10:02</b>
<b>Period 2</b>	<b>10:02-11:04/No Bell</b>
<b>Elementary Recess</b>	<b>10:59-11:14</b>
<b>High School Break</b>	<b>11:04- 11:14</b>
<b>Period 3</b>	<b>11:14-12:16</b>
<b>Lunch</b>	<b>12:16- 1:05</b>
<b>Period 4</b>	<b>1:05-2:07/No Bell</b>
<b>Elementary Recess</b>	<b>2:02-2:17</b>
<b>High School Break</b>	<b>2:07-2:17 (Discretion of teacher)</b>
<b>Period 5</b>	<b>2:17-3:19</b>
<b>Dismissal</b>	<b>3:19</b>
<b>Buses leave at 3:25 pm</b>	

## 12. Recess and Noon-hour

All K-6 students are to be outside during recess and noon breaks when weather conditions are good. If the weather is unsuitable, students will be permitted to remain inside and activities will be planned based on a supervision schedule set up for the school.

### 12.1 Weather Policy

#### Temperature/Wind Chill

When the temperature with or without windchill is -30°C or colder according to the **Weather Network**, recess and noon hour will be inside. The principal or designate will make the decision prior to the morning recess, noon hour and afternoon recess; and let the elementary staff know.

If indoor recess occurs for an extended period of time (more than 3 days), the supervisors may take the students outside briefly to get some fresh air.

Heavy rain, snow, hail or intense wind may also constitute inclement weather and result in indoor recess.

### 13. Lunch Hour Procedures

- All students who are able to do so, are encouraged to go home for lunch and return when it is time for class.
- If students stay for lunch, they will be supervised while eating lunch in designated classrooms.
- There will be playground supervision for elementary students.
- Grades K-6 students who eat their lunch at school are expected to remain on school property unless they have parent permission to leave. Parents please communicate this to the school.
- Students who abuse the privilege of eating lunch at school will have this privilege withdrawn and other arrangements will need to be made.

### 14. Leaving School Property

For grade K-9 students leaving school property during class time and breaks is **prohibited**. Leaving the school at noon hour is allowed when...

- a) The student is in Gr.7-12 and the parents have signed a **Request for Noon-Hour Privileges** granting permission for their child to leave the school during noon hour which is sent home at the start of the school year.
- b) A note from the parent of Gr. K-6 students must be provided to the homeroom teacher. The note must be dated, signed with the purpose for leaving, and handed in prior to leaving the school.

### 15. Open Campus Policy

The essential points of the policy are as follows:

1. This policy involves **only grade 11 and 12 students**.
2. All students are to maintain an appropriate number of classes to qualify for graduation. Students should take at least two more than the required minimum number of credits for each grade level. Ability and post-secondary requirements will be a guideline.
3. Permission to leave campus for study periods will be granted under the following:
  - a) Waiver form signed by parent/guardian.
  - b) Students who do not have a signed waiver form remain in the school.
  - c) Students on spare have 3 options ("**3L's**" - **L**ibrary, **L**ab (if space available), or **L**ease the school)
  - d) Students will be marked late and the attendance policy will be followed if the students do not return on time from their spares.
  - e) Proper behaviour is expected when students are off campus.

**Note:** This Open Campus privilege may be withdrawn if concerns arise.

## 16. Sign Out Policy

If a student is being picked up or is leaving the school during school hours they need to be signed out by contacting the office.

## 17. Buses

Bus Drivers will have provided students and parents with “Guidelines of Behaviour on the School Bus”. Please be familiar with these guidelines. Student’s misbehaviour may be reported to the Principal and bus-riding privileges may be suspended. Any student who is not registered to ride the bus, cannot do so. The buses will only drive students who are registered on their route. Students cannot ride the other bus either.

Bus Drivers	Bus Number	Phone Number
Thomas Balfour	86	1 204 620 5456
Sabine Weibrich	83	1 306 470 7433 (h)

### 17.1 NESD School Bus Safety Code

The bus student shall:

1. Be ready to leave on schedule, morning and evening.
2. Behave in a manner that is conducive to the safe and efficient operation of the bus.
3. Adhere to the seating arrangements if set out by the driver.
4. Dress appropriately in cold weather.
5. Remain in the bus during mechanical or other difficulties on the road.
6. Behave respectfully to other passengers on the bus.
7. Proceed directly to the school or place of residence when leaving the bus.
8. Remain seated at all times when the bus is in motion.
9. Assume financial liability for any willful damage done to the bus.
10. Refrain from the use of indecent language.
11. Not use or be under the influence of alcohol, drugs, or tobacco.
12. Notify the Driver any time they do not plan to ride on the bus.
13. Encase carry-on items such as skates or other equipment and obtain the Driver’s approval to carry these items on the bus.
14. Remove garbage and personal items from the bus.
15. Only leave from the front door.

Consequences of not meeting expectations include verbal warning, parent notification, change of seating plan, principal involvement up to and including suspension of bus riding privileges and suspension from school.

## **17.2 NESD Severe Weather Policy**

**Background:** Because of its geographical size it is possible that severe weather conditions may affect parts of the division when other parts are unaffected. As a result, the Board believe that enabling policy providing local discretion in dealing with weather conditions is both prudent and appropriate.

**Policy:** The Director of Education is authorized to dismiss students, discontinue transportation services, cancel classes, and/or close schools in emergency situations.

### **Procedures:**

- Delegation of authority by the Director of Education to dismiss students, cancel classes, and/or close schools within an appropriate and expected time.
- Adverse winter weather driving conditions may be a valid reason for non-operation of school buses.

### **Early Morning Decisions:**

The following criteria may be used as a guideline in determining the operation of school buses:

- a. Temperature at, or lower than -40C by no later than 7:00am\*
- b. Severe wind chill at, or no later than 7:00am\*
- c. Severely drifted or extremely icy roads
- d. Limited visibility because of fog or blowing snow

\*These environmental conditions are typically announced by Environment Canada through its telephone information services, web site or on a local radio station.

- Bus drivers are in the best position to determine the appropriateness of transporting students at any time.
- Bus drivers should contact school principals and regional radio stations and request public service information be broadcasted about non-operation of school bus routes.
- The Supervisor of Student Transportation should be kept fully informed of decisions regarding abnormal operation of the school buses by drivers.
- Where parent phone trees are established they are to be activated by the driver as soon as a decision is made not to operate a school bus.
- In-town pickups will normally occur even if the out of town pickups are cancelled in whole or part.
- Despite the non-operation of a school bus route, employees are expected to be in attendance at their places of employment, as are all students that do not receive bus service. Non-operation of school buses may not preclude safe travel by an automobile by employees. However, the Board does not expect its employees to place themselves in jeopardy when travelling.
- Parents retain the right to decide whether to send their children to school during inclement weather. Students who are not present will be marked absent except in circumstances where classes are cancelled.

### **School Day Decisions**

- Occasionally, adverse weather conditions, which make transportation of students dangerous, may develop during the course of a school day. In such cases, the decision to operate school buses should be made by the driver in collaboration with the school principal, and be immediately reported to the Supervisor of Student Transportation.
- School buses are not to begin their home routes from the school any earlier than regularly scheduled times and when students are dropped off the driver must ensure students are safely home and in the care of a responsible person.
- If a school bus is not operated on its afternoon home route from the school, the principal is responsible for the safe care of students and staff at the school until safe transportation is possible, unless a billet program is active and in effect. Drivers who live in town may be called upon to deliver students to billets.

### **18. School Doors (locking/unlocking)**

Supervision begins at 8:40 a.m. Students should not arrive prior to the start of the supervision period. Students should check with the teachers during the day if they plan to use the school facilities after 3:25 p.m. Using the school after 3:25pm this year is dependent current public health protocols. The High School door will be unlocked at 8:40 on school days. This is to protect students and staff. If you want to come into the school, ideally an appointment with the staff member you wish to speak with will be booked. The Elementary doors will be unlocked from 8:40-9:00 a.m. Teachers on supervision will unlock doors for recess purposes. If an elementary student arrives at school after 9:00 a.m., they are to use the high school doors to enter the school.

### **19. Authentic Grading Policy 7-12**

To reflect what the student understands of curriculum objectives one must evaluate their understanding. Deducting marks for late assignments produces a grade that does not reflect a student's true ability.

### **Frequently Asked Questions**

**Does this mean students won't get zeros for an assignment?**

Yes

**If a student chooses not to do an assignment can they still pass the class?**

If the course requirements are not complete the student will have an incomplete standing in the class until the teacher and administration deem the course requirements are met.

**Since students won't be receiving a zero can they choose not to do an assignment?**

Saskatchewan Education Act (1995) states that one of the duties of a pupil is to be "diligent in his or her studies". A student is not diligent if they choose not to do an assignment. Therefore, if the student chooses, after all other interventions have been exhausted, to not complete the required work load for a particular course; he or she may face disciplinary action.

## Students

### 20. School Conduct

Our school is a place that promotes responsibility, respect, civility and academic excellence in a safe environment. All students, parents, teachers, and support staff have the right to be safe, and feel safe, in their school community. With this right, comes the responsibility to be positive and productive citizens and to be accountable for the personal actions as they relate to the well-being of self and others.

The school's standard of conduct applies not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities. Arborfield School students are expected to follow our WOLVES Matrix at all times.

### 21. WOLVES Matrix

<b>We Respect</b>	<b>Others</b>	<b>Learning</b>	<b>Volunteering</b>	<b>Environment</b>	<b>Self</b>
	Being kind, considerate and including others.	Having a positive attitude and accepting responsibility	Helping others and getting involved	Showing pride in our school, community and world.	Always striving for our personal best
<b>All Settings</b>	Use manners Respect personal space Use appropriate language Be on time Celebrate the successes of others	Be prepared with homework and supplies Be an active listener Respect the efforts and contributions of others Be an active learner	Do what's right Set a good example Use manners Treat others as you would like to be treated Be proud of your actions Get involved Be an ambassador	Keep it clean and tidy Prevent wasting Respect property Reduce, reuse, recycle and renew	Practice good personal hygiene Dress appropriately Use appropriate language Take responsibility for your actions Use manners
<b>Classroom</b>	Be aware of your volume Be an active listener Be respectful Be helpful	Be present in mind and body Always do your best Share what you have learned Learn from others	Help others Set a good example Keep in clean and tidy	Prevent wasting Keep it clean and tidy Respect property Reduce, reuse, recycle and renew	Always do your best Use time wisely Ask for help when you need it Be patient Be on time

<b>Breaks (Playground, Noon Period and Recess)</b>	Be aware of your volume Include others Respect personal space	Use time wisely Deal with personal needs and issues Prepare for next class	Help others Get involved Set a good example	Respect nature Respect equipment Put litter in its place	Be safe Dress for the weather Make healthy choices Use time wisely
<b>Hallway</b>	Be safe Respect other classes Be aware of your volume	Be aware of your volume Avoid disruptions and distractions	Help others Get involved Set a good example Keep it clean and tidy	Put litter in its place Respect property	Be safe Use time wisely
<b>Library and Labs</b>	Respect equipment Be patient Share materials and equipment Ask before using Return materials when done Respect the workspace of others	Respect equipment Be aware of your volume Stay on school related tasks	Help others Keep it clean and tidy	Prevent wasting Respect materials and equipment Reduce, reuse, recycle and renew	Use time wisely Always do your best Be aware of your volume
<b>Gym</b>	Encourage and include others Respect the abilities of others Share Return equipment when done Respect personal space Be safe	Be an active listener Be an active learner Know and practice the rules	Help others Keep it clean and tidy Be a good sport Get involved Be an ambassador	Ask permission before using equipment Respect equipment Dress appropriately Eat or drink elsewhere	Dress appropriately Participate Be a good sport
<b>Bathroom</b>	Keep it clean and tidy Flush Wash hands Respect Others	Use when needed Use time wisely	Report concerns Keep it clean and tidy	Respect resources Keep it clean and tidy	Wash your hands Follow class bathroom routine Use manners

<b>Bus</b>	Follow bus rules Let school staff and bus driver know about bus changes Be respectful to driver and others Be on time	Follow all school rules	Keep it clean and tidy Set a good example	Keep it clean and tidy Wait in designated areas	Follow bus rules Wait in designated area Be safe Use manners
<b>Home Ec</b>	Follow health and safety rules Respect others personal and work space Keep it clean and tidy	Follow health and safety rules Keep it clean and tidy	Help others Keep it clean and tidy	Keep it clean and tidy Respect equipment Respect resources Reduce, reuse, recycle and renew	Always do your best Ask for help Be patient Use time wisely Use materials and equipment appropriately
<b>Lunch Hour</b>	Keep it clean and tidy Respect the space and property of others Remain seated while eating	Keep it clean and tidy	Keep it clean and tidy Help others	Keep it clean and tidy Reduce, reuse, recycle and renew Respect resources	Keep it clean and tidy Practice personal hygiene Use manners Make healthy choices

## 22. Attendance

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**Section 150(3) of the Education Act states**

**Every pupil shall:**

**(a) Attend school regularly and punctually.**

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Acceptable Absences

- Religious holiday
- Extended holiday- arrangements to be made with the administration prior to leaving.
- Compassionate -i.e. Death or serious illness in the family
- Illness or medical
- Busses not running (for a bus student)
- Students may need to miss school on occasion because they are helping with the family farm or business.

The administration recognizes that there may be other absences not deemed acceptable (as recognized by the Education Act)



### **22.1 Reporting a Student Absence**

When a student needs to be absent, **the preferred method of contact is scheduling the absence on Edsby. This can be done in advance and can be done for multiple days. If a parent/guardian calls the school to notify of an absence, please do so prior to 9:00 am and provide a reason for the absence. Students need to be diligent in catching up on missed work. A reminder that K-4 students use Google Classroom and 5-12 use Moodle to access work online and help keep up on school work if an extended absence is going to happen.**

Written notification of an absence is also acceptable, including an email.  
(ralph.teresa@nesd.ca)

### **22.2 Unexcused Absences**

- 5 unexcused absences in a class, teacher makes contact home.
- 10 unexcused absences in a class, the teacher and principal will do a home visit. A follow up meeting with administration may be requested.
- 15 unexcused absences in a class, the student may be removed from elective classes and assigned a homework/support period to help with core subject credit recovery. How this looks will vary depending on the student. Student is not eligible to participate in extracurriculars or school trips.

### **22.3 Excused Absences**

- 5 excused absences from a class in a term - teacher makes contact home
- 10 excused absences in a term - teacher and principal will do a home visit
- 15 excused absences in a term - letter will be sent to the director of education for irregular attendance. If a student is behind in school work, student may be removed from a class and assigned to a teacher to create a plan for credit recovery. Parents/Guardians will meet with administration, necessary teachers and NESD support staff to create a plan to ensure students are attending school regularly. Student is not eligible to participate in extracurriculars if behind.

## **23. Lates**

- A student is considered late if she or he enters the class after the bell has rung or enters the classroom after instruction has begun. Teachers are expected to begin instruction immediately following the class bell.
- If a student accumulates 6 lates, teacher will make contact home.
- If a student accumulates 10 lates, a letter will be sent home by the principal or designate and the student may be assigned to the office for the day.
- A student who is 31 minutes or more late is considered absent and a note will be made in the attendance record.

## **24. Skipping**

**If a student does not attend a given class or is excessively late for a class or leaves class early (without consent provided by a parent/guardian) they are considered to be skipping. Student's "Open Campus" may be revoked if they have 3 or more unexcused absences.**

When students are caught skipping, they may be assigned to the office for the day.

If skipping becomes chronic, a meeting between parents, student and administration may be requested.

## 25. Dress Code

We respect and value individuals' needs to express their personalities through their clothing however, Arborfield School is in the business of LEARNING not fashion and as such, we require all stakeholders to adhere to the following guiding principles:

- **Common Sense, Common Courtesy, & Teacher Discretion**
- Undergarments include but are not restricted to the following: bras, panties, underwear, and volleyball shorts (outside of acceptable athletic use) etc. Shorts should be long enough to conceal the wearer's undergarments at ALL times.
- Pants are to be worn at the waist so that at no time the wearer's undergarments can be seen.
- Undergarments must be covered with appropriate clothing at all times (i.e. tops and bottoms that conceal not reveal).
- Inappropriate or sexually suggestive clothing is not appropriate for school.
- For the safety of all of our students we ask that all students wear footwear at all times.
- If students or members of the staff are offended by clothing that others are wearing/not wearing they should:
  - Inform the student and/or let a teacher know that a student is wearing something that is in violation of the school's Dress Code.
  - The person wearing the offensive clothing must change the offensive item or wear an article of clothing that will conceal the offensive article for the rest of the school day.
  - The article of clothing in question cannot be worn to school again.
  - Arborfield's Dress Code is applicable for every day of the school year, including Spirit Days and Dress up Days.

**\*\*Students who chose not to comply with Arborfield's Dress Code will then be referred to administration. Non-compliance will be considered a discipline issue and the appropriate discipline measure will be taken (see the Discipline Policy)**

## 26. Spare Policy

Spare periods should be used to catch up on homework, research post secondary options and other activities to further learning.

Students on spare will follow the "3L" Policy:

- May work in the **Library, Lab (if space available)**, or will **Leave** the school premises.
- Will not be permitted to leave the school unless their "open campus" is signed by a parent or guardian.

## **27. Online Class Policy**

Taking online classes requires students to work responsibly and independently. It is important that students treat these classes like any “in-house” class in order to be successful.

Student Expectations:

- Attend their online class in their scheduled time period in the Distance Learning Lab
- Communicate with online teachers regarding extended absences
- Keep up to date with assignments
- Ask your online Teacher for help or clarification as needed

Arborfield School Online Class Procedures

- Attendance will be taken for online classes during the time period the student is scheduled for
- Attendance will be treated like any other Arborfield School class (i.e. unexcused absences will result in a callout to home)
- Students will be required to work in the Distance Learning Lab
- If a student is falling behind during an online class they will be assigned to work in a classroom to be under direct teacher supervision if a teacher is not assigned to the lab at that time.
- If a student has not completed the requirements on an online course, the student will receive an incomplete on their transcript

## **28. Computer Lab**

- The computer lab is reserved for teachers to book for course use and is meant to be a quiet workspace.
- Students working in the computer lab will have been assigned to work there by their teacher.
- Students may work in the Distance Learning Lab only if there is no available room in the computer lab and they are not a disruption to the students working online.
- Students will respect the learning of others by using headphones to listen to music or videos.
- Students are not permitted to play games in the computer lab unless specifically instructed by their teacher as part of their lesson.
- Food and drink are not permitted in the computer lab.
- The computer lab doors are to remain open unless a teacher chooses to close them.

## **29. K-6 Agendas**

Arborfield School will not be using agendas this year. K-6 teachers will utilize Edsby, weekly email updates and other forms of communication if notes/reminders need to be sent home.

## **30. Tobacco**

### **Tobacco Use / Electronic Cigarettes/Vapes**

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**As of Aug 15, 2010, the SK government brought into force a law which prohibits the use of all tobacco products on school property (including smokeless tobacco).**

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Students caught using tobacco products anywhere on the school grounds will be subject to discipline:

1st Offence - the student will be assigned to the office for a day.

2nd Offence - the student will be given up to a 1 day suspension.

3rd Offence (each subsequent offence) - the student may receive up to a 3 day out of school suspension and may be referred to the RCMP.

**This also applies to electronic cigarettes and vapes**

## **31. Drugs and Alcohol**

Alcohol and/or drug use/possession will not be tolerated in any way by Arborfield School. Students suspected of consuming or possessing alcohol/drugs during school hours will be immediately removed from the school premises. This includes students who come to school with the alcohol/drugs in their system from the evening before. The student(s) in question will face immediate removal of all privileges and steps towards expulsion will begin after discussion with parents, and NESD administration.

## **32. School Property**

### **School Property Damage**

We expect students to respect school and student property. When students are responsible for wilful damage, loss or breakage in and around the school, they will be assessed the cost of repairs or replacement as needed. When breakage occurs as a result of an accident which wasn't malicious, and the student informs the supervisor immediately, the consequences and cost will be reviewed. Parents will be informed of the circumstances and the assessment. This policy includes school library books and textbooks.

### **Missing Library Books / Textbooks**

If a library book or textbook is lost, the student will be assessed the replacement cost and invoiced at the end of the school year. If the book is found and returned the money will be refunded. Students may not be allowed borrowing privileges if they owe money for missing or lost books.

### **School Devices**

When students use school devices (ipad, ipods, laptops, chromebooks, etc) we expect that students are doing so with care and diligence. Should a device become damaged through negligence or wilful actions, the student may be assessed the replacement cost or the repair cost of the device.

## Personal Property

**The school cannot assume responsibility for the loss or breakage of items of value.**

As such, students are encouraged to leave these items at home. Please mark such things as boots, runners, shoes and gloves with the student's name to help prevent mix-ups. There are lost and found boxes. Unclaimed will be donated to charity at Christmas break and the end of the school year. Prior notice will be given to parents.

## 33. Weapons

For the safety and security of everyone at Arborfield, we ask that students do not bring dangerous items, weapons or weapon replicas to school. This includes pocket knives or pocket tools that contain knives or other dangerous items.

## 34. Bullying and Harassment

**Bullying has three components...**

- 1. Power Imbalance**
- 2. Intent to Harm**
- 3. Ongoing in Nature**

Bullying in all forms is absolutely prohibited at Arborfield School.

Students who are victims of bullying are encouraged to let a staff member know ASAP.

Students who are found to be bullying another student or students will be subject to discipline:

***Note: the first instance that is reported to staff may not be considered bullying, the following discipline cycle is in place when it has been determined that the offending student's actions are indeed bullying and that student and/or guardians have been notified of the bullying behaviour.***

The language we use at Arborfield School is **rude, mean and bullying**.

- Students who say or do something with no intent of hurting another student would be considered **rude**. The student is made aware that they were rude and it will be explained how their actions have impacted someone else.
- Students who say or do something and intended their words or actions to be hurtful would be considered **mean**. The student will be made aware that they are being mean and will enter into our discipline process. Parents may be called.
- Students who persistently do mean things with an intent to harm another student are considered to be displaying **bullying** behaviours and will be subject to the discipline process, starting at administrative support. Parents would be contacted and a meeting may be set up.

Staff and administration investigate all incidents to determine if it was a student being rude, mean or a bully. Staff will work with all students involved to help build resilience and assertiveness.

Students who are found to be bystanders may also be subject to discipline depending on the nature of the incident.

## 35. School Wide Discipline Policy

### Expectations

The expectations for student behaviour are outlined in the Arborfield School behaviour matrix. Further details will be provided by staff and administration on a per incident basis.

### Discipline Philosophy

At Arborfield School we adhere to 4 principles when dealing with student discipline...

- **Consistency is crucial to an effective discipline structure**  
Expectations must be consistently explained and enforced classroom to classroom and grade to grade.
- **We must focus on the behaviour and not the student**  
Always remember that it is the behaviour which is our concern not the person exhibiting the behaviour. Our goal is to correct the behaviour and hopefully help to replace it with a more acceptable behaviour.
- **Behaviours are learned and can therefore be taught**  
The beginning of all discipline at all levels must be the explicit teaching and reinforcing of the desired behaviour. This should be accompanied by an explanation of why this is the desired behaviour.
- **All behaviours have a function**  
Part of the discipline process is the exploration of the behaviour function. Once the function of the behaviour is determined, alternate socially acceptable behaviours can be introduced to achieve the same function.

### Discipline Framework

Discipline at Arborfield School is always tailored to the individual incident as we realise that just as no two of our students are the same, no two incidents are the same. That being said, in the interest of justice and continuity, a structure has been developed to allow the staff to expediently, appropriately and fairly deal with incidences of undesirable or inappropriate behaviour. This should not be seen as a strict protocol, but rather a guideline that is used by all staff. Staff and administration maintain the freedom to apply discipline in a manner that best aligns with our discipline philosophy.

The Arborfield School Discipline Framework has been developed around three levels. The discipline strategies and techniques used by the staff and admin of Arborfield School are also organized around these classifications and levels. It is our hope that a student in class A would come to expect the same response to an inappropriate or undesirable behaviour as they do in class B.

<b>Level 1</b> Level 1 behaviours are handled by the attending staff member. Chronic level 1 behaviours may result in a referral to the school administrator.	
<ul style="list-style-type: none"><li>● Inappropriate Language</li><li>● Chronic interrupting</li><li>● Put downs/teasing/name calling</li><li>● Incomplete homework</li><li>● Improper use of school equipment</li><li>● Littering</li><li>● Non-compliance</li><li>● Invasion of personal space</li><li>● Misuse of electronic devices</li><li>● Inappropriate print materials</li><li>● Inappropriate clothing</li></ul>	<ul style="list-style-type: none"><li>● Disrespect to others/property</li><li>● Rough housing</li><li>● Food Theft</li><li>● Playground behaviour</li><li>● Hallway behaviour</li><li>● Bus Behaviour (to/from)</li><li>● Gym Behaviour</li><li>● Unprepared for class/tardy</li><li>● Swearing (not directed at anyone)</li><li>● Parking lot behaviour</li><li>● Wandering halls during class</li><li>● Temporary damage to school property</li></ul>

<b>Level 2</b> Level 2 behaviours are handled by the attending staff member. Chronic level 2 behaviours <b>will</b> result in a referral to the office.	
<ul style="list-style-type: none"> <li>• Wilful destruction of property (self, others or school)</li> <li>• Seeking revenge/retaliation</li> <li>• Misrepresentation of school (field trips/extra-curricular)</li> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Refusal to conform to rules</li> <li>• Opposition to authority</li> <li>• Bus Behaviour (to/from)</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate gestures</li> <li>• Misuse of materials resulting in injury</li> <li>• Misuse matches/lighter</li> <li>• Smoking in non-designated areas</li> <li>• Lying</li> <li>• Skipping class</li> <li>• Neglect of duty</li> <li>• Irregular attendance</li> <li>• Racial/sexual/derogatory remarks</li> <li>• Gross Misconduct</li> </ul>

<b>Level 3</b> Level 3 behaviours will result in an immediate referral to the school administrator.	
<ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Bullying</li> <li>• Physical aggression</li> <li>• Theft</li> <li>• Intimidation/threats</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate off campus behaviour</li> <li>• Explicit language</li> <li>• Safety concern</li> <li>• Fighting</li> <li>• Bus Behaviour</li> </ul>

### 36. Social Media

Social Media has many platforms (Facebook, Twitter, TikTok, Snapchat, Youtube, Instagram etc.) for people to express themselves in the ways that they see fit in a public forum. Due to this public forum, spreading of information (or in many cases misinformation) has become a focal point of society. Any attempt to embarrass, humiliate, hurt, and or threaten students, staff or Arborfield School (and its community), whether deliberately or unintentionally, will be responded to accordingly, including such action as suspension, expulsion and police involvement. If one has an issue with Arborfield School (and by extension its students, staff and community members), we ask that you refrain from expressing that frustration online and discuss the matter with the impacted staff. If Mr. Smoke discovers a social media post involving Arborfield School, he reserves the right to discuss the matter including removing the post from social media. If you discover a social media post involving Arborfield School, please send it to Mr. Smoke.

### 37. Medication (prescription/ over the counter drugs)

Parents or guardians are encouraged to administer medications at home before school and during school hours if necessary. If this is not possible, you are required to complete a Medication Permission Form (available at the office/online at NESD homepage) and provide it to the school before any medications can be administered by employees of the Board. Medication will be securely stored by the office. Non-prescription medications (e.g. Advil) will not be administered by school staff.

### **38. Nut Safe**

#### **School Lunches**

We would ask that all families do their very best to ensure that the lunches they are sending with their children are peanut/nut free. This will be strongly enforced in classrooms where students with allergies are present. If students have peanut or tree nut containing items in their lunches they may be asked to eat their lunch in another location and to follow proper hand washing protocols. If a child is asked to eat in a different location than their classroom, communication will be sent home to try and ensure that parents understand which items were problematic.

### **39. Computer and Cell Phone Policy**

#### **Acceptable Use Policy**

It is expected that all students and parents have read and will comply with the NESD Acceptable Use Policy. This policy was signed as part of your registration package. If you wish to revisit this policy you can find it on the NESD website.

#### **Computer Use**

Computers are supplied by the North East School Division for instructional research and assignment purposes.

Computer use must be supervised and be in accordance with computer use policies and guidelines developed by the School Division.

Everything students do on a school computer can be monitored by NESD computer technicians. This includes checking files and emails.

If student users are found breaking the Computer Use Policy the discipline cycle will be used.

#### **Personal Devices**

At Arborfield School we firmly believe that student personal devices can greatly enhance their educational experience. As such, Arborfield School and the NESD fully endorse a BYOD (bring your own device mentality). As part of this, all students are provided with free wifi access through NESD Public. The use of this network is contingent on following the acceptable use policy.

To ensure that the students are free of distractions during learning, all personal devices should be left in lockers prior to coming to class. If a student brings their personal device to class they may be asked to place it in a central secure location at the beginning of class. Students may use their devices during class time only if the teacher has directly indicated that it is appropriate.



### **3 Offence Rule**

1. **First Offence** – the student will turn over phone to teacher, where it will be stored in a secure location for the remainder of the day.
2. **Second Offence** – the student will turn over their cell phone to the principal, where it will be stored in a secure location for the remainder of the day.
3. **Third Offence** – the student will turn over their phone to the principal. The student's parent/guardian must pick up the phone from the school at the end of the day.

### **40. Lockers**

- Grade 7-12 students are issued an individual locker
- Students are expected to keep all their books and personal items in their **locked** lockers or designated spot in homeroom classrooms. Students are requested to get books from their lockers only at breaks.
- Keep your combination private
- **Lock your locker**
- **Lockers remain the property of the school. The principal or designate has the responsibility and right to examine the contents for reasons of health, safety, and/or security.**

### **41. All-Terrain Vehicles**

During the winter months, students will be permitted to drive their snowmobiles/ATV's to school provided that they have parental permission and refrain from unsafe driving practices. Operation of these snowmobiles/ATV's during the school day (8:30-3:30) is strictly prohibited. Failure to adhere to this will result in immediate removal of privileges. Parents are advised to make contact with SGI head office regarding laws around the operation of snowmobiles/ATV's. 1-800-667-9868.

### **42. Bicycles**

Students who ride bicycles to school are asked to park them in the bicycle rack by the elementary school doors.

### **43. Late Assignments**

Taking responsibility for one's learning including submitting/completing work on time and is supported by Section 150(3)(d) of the Education Act 1995 to be "diligent in his or her studies".

Students are expected to use class time effectively to complete assignments on time. Homework may sometimes be necessary to complete assignments. Under extenuating circumstances (i.e. illness) a student may request an extension using the extension request form (available from their teacher). The teacher will consider their request and may help the student develop a plan for assignment completion.

## 44. Academic Integrity

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

**Student Responsibility:** Assuming responsibility for one's learning, including getting to class on time, attending regularly; submitting work on time; doing one's best on exams and assignments.

**Plagiarism:** The unacknowledged use of someone else's words, ideas or creations as one's own whether deliberate or accidental; the process of taking another person's work, ideas or words, and using them as if they were one's own.

Policy:

1. Students are expected to take responsibility for their own work and avoid plagiarism.
2. Students are expected to submit assignments on time.
3. Students who choose not to comply with these expectations may face disciplinary action (including but not limited to redoing of assessments, removal from class and suspension from school) in order to address the behavioural component of their actions.

## 45. Good Standing Policy

At Arborfield School, we recognize the value in extracurricular programming for our students, but also recognize the extracurricular nature of the programs that we offer. Through this belief, we support the idea that academics come first and that extracurricular activities are privileges provided to students assuming they are in **good standing** with the school.

Good standing is defined as, a student whom... (note: **good standing** is determined on a weekly basis by administration.)

- regularly attends practices and/or meetings
- is current in all classes (assignments up to date and passing\*\*)
- has had fewer than 3 lates in a given week (all classes combined, not just one class)
- has had no unexcused absences in a given week
- has not been suspended (in school or out) in a given week
- has had fewer than 3 office referrals in a given week

\*\* Students with grades below 50% may be considered in **good standing** depending on individual circumstances.

A student who is found to not be in **good standing** is not eligible to attend any extracurricular functions without the explicit permission of administration in consultation with classroom teachers. As soon as a student is declared to not be in **good standing** for a given week, the affected coaches/leaders will be notified to allow for adjustments to be made.

Exceptions to the **good standing** rule will only be made in extreme circumstances (i.e. a team sport in which the team has advanced beyond playoffs and would not be able to attend due to numbers).

Fines or penalties accrued due to the **good standing** rule will be paid from the SRC account.

## **46. Redemonstration of Learning**

Redemonstration of understanding at Arborfield School is permitted, but only in such unique circumstances that one or both of the following conditions exist:

- a. A student encounters unforeseen/uncontrollable circumstances that the teacher agrees may have contributed to a poor summative result.
- b. The summative result is “inconsistent” with previous assessment evidence (Formative & Summative) relative to the applicable outcome(s) and the student has consistently shown his/herself to be active in their learning and responsive to feedback.

In instances where one or both of the above mentioned criteria exist, requirements for re-demonstration will be left to the discretion of the applicable teacher. **NOTE**, students must be up to date on all previous assessments before redemonstrating their learning.

## **47. Final Exams**

### **Exam Week Expectations**

- NESD dictates that Final Exams will take place over a 2.5 day schedule.
- Grade 11 and 12 students are welcome to remain at school when they do not have an exam this week. They may study in the library or lounge. They may not wander the halls.
- Grade 11 or 12 students will remain at school to work on online classes if their course work is not up to date.
- Grade 10 students will have regularly scheduled classes when not writing exams.
- **ALL** students are expected to be quiet in the hallways and classrooms during exam times and not be a disruption to those taking exams or other classes.

### **Final and Departmental Exam Expectations**

- Cell Phones are prohibited.
- Pencil cases are to be placed on the floor.
- Teachers reserve the right to inspect calculators or pencil cases as they deem necessary.
- Students may not leave the exam room.
- Arrive 15 minutes early for Departmental Exams to fill out the necessary forms.
- No talking in the exam room.

## **48. Extracurriculars**

Participating in a school activity is a privilege and not a right. Members of teams or clubs are representing our school and therefore should act in an exemplary fashion. The WOLVES matrix applies to all extracurricular opportunities.

### **48.1 Expectations of Students:**

- Show up for practices and games. If a student does not attend practices as agreed upon, they may not be able to play at games or tournaments (Decided at the coach's discretion).
- You are representing Arborfield School and are expected to follow the WOLVES Matrix (We respect Others Learning Volunteering Environment Self) at all times.

## 48.2 Driving:

- Parents may be needed to volunteer to drive to games and tournaments. We greatly appreciate this!
- Coaches will organize drivers with as much advance notice as possible.
- The drivers that the coach requires will be reimbursed for mileage.
- In order to transport students (other than your own child), the school must have a completed driver form which includes a copy of your driver's licence and registration with proof of 2 million dollar liability.
- For insurance and liability reasons, the school requires a form to be filled out in **all** of the following circumstances. Coaches will arrange these forms.
  - Your child is driving him/herself (no student passengers allowed) (will not be reimbursed)
    - Form: *“Transportation of Students for Extracurricular Activities”*
  - You are driving your child (no other student passengers) (will not be reimbursed)
    - Form: *“Transportation of Students for Extracurricular Activities”*
  - You are driving your child and other students (will be reimbursed)
    - Form: *“Student Travel Form- Automobile”* (A copy of this form must be kept in the vehicle)
  - The coach is driving students (will be reimbursed)
    - Form: *“Student Travel Form- Automobile”* (A copy of this form must be kept in the vehicle)
- For insurance and liability reasons, the travel plans indicated on the travel forms need to be followed. (i.e. no switching of who is riding with whom)

## 48.3 Community Based Coaches:

- Due to the small nature of our staff, in order to offer multiple extracurricular opportunities to our students, the school may call upon community members to volunteer their time to be either a head coach or assistant coach of a team. If a community member wishes to be a coach, there are three short courses (Respect in Sport, Concussion Protocol, and Coaching School Sport: Redefining Winning) a coach must take in order to do so. The school will cover the cost of the courses. You do not need to redo a course if you have already taken any of the courses, just provide proof of completion. This is in addition to needing a criminal record check with a vulnerable sector screening. The school will assign a teacher liaison who will communicate with SHSAA, arrange transportation and act as the go-between for the coach(es) and the school.

## Guidance and Graduation

## 49. Credits and Guidance Counsellor

Mrs. Schmidt is the school Guidance Counsellor. Please see her for assistance with counting credits, choosing classes, applications for post secondary scholarships and other school credit and post secondary questions.

## 50. Graduation, Scholarships and Bursaries

In order to be eligible to participate in Graduation students must be in a position to complete 24 credits, including all compulsory secondary classes as outlined by Saskatchewan Education, by the end of the school year and is in good standing with the school.

**\*\*The principal in consultation with the graduation committee will determine whether or not a student meets the graduation requirements by the 1st Friday in June.**

As of 2020 we have **discontinued** our graduation banquet. The graduation committee will decide on an alternative graduation ceremony if they so choose to do so.

### Graduation Requirements:

Program	Credits		
Required Courses of Study	Grade 10 (Need 8 credits)	Grade 11 (Need 16 credits)	Grade 12 (Need 24 Credits)
English Language Arts	ELA A 10 ELA B10	English Language Arts 20	English Language Arts A 30 English Language Arts B30
Mathematics	<b>1 credit required</b> Math Foundations and Pre-Calculus 10 , Math Workplace and Apprenticeship 10	<b>1 credit required</b> Math Workplace and Apprenticeship 20	
Science	Science 10	<b>1 credit required at the 20 or 30 level</b>	
		Environmental Science 20	
Social Science	Native Studies 10	<b>1 Credit required at 20 or 30 level</b>	
		Psychology 20	
Canadian Studies			Native Studies 30 (online)
Health and Physical Education	<b>1 credit required</b> Physical Education 20/30		
Arts Education/Practical and Applied Arts (PAA)	<b>Two Credits at the 10, 11 or 12 level</b> Visual Art 10/20		
Electives	Grade 10, 11, 12 3 elective credits		Grade 11 or 12 6 elective Credits

## 51. Scholarships and Bursaries

### **Handed out at Graduation - decided by Arborfield School Staff**

- **Beeland Co-op** - \$500 awarded to a deserving student attending post-secondary education.  
Selection Procedure: Arborfield School Teachers will select winner by points:  
Ability to work in school (6); Student need (2); Marks 90-100 (5) 80-90 (4).
- **Ladies Auxiliary to Canadian Legion** - \$200 awarded to support Post Secondary Education preferably to one who has no other award.  
Selection Procedure: Arborfield School Teachers will select winner by consensus.(May be Discontinued for 2020)
- **Sexsmith Science** - \$1000 or \$500 awarded to the student with the Highest Average in senior math and science or using marks to date. Student must have taken all classes offered in these classes at the school.
- **Arborfield School Award** - \$200 will be awarded to support Post Secondary education.  
Selection Procedure: Arborfield School Teachers will select winner by consensus using the following guidelines: Reasonable marks, Contributions to the school, Deserving need, and Co-operation with Staff and Students.
- **Bryden Construction Scholarship**:- \$500 will be awarded to one student to support Post Secondary education.  
Selection Procedure: Arborfield School Teachers will select winner by consensus using the following guidelines: Academic achievement, community and school service and athletic leadership.
- **The Marlin Kapeller Memorial Bursary** - \$200 will be awarded to one student.  
Selection Procedure: Arborfield School Teachers will select a student who meets the following criteria:
  - Love
  - Acceptance
  - Positive Attitude
  - Perseverance
  - Inclusion
  - Spirit
  - Inspiration

### **Handed out at Grad - Chosen by the committee offering the scholarship**

#### **\*\*\* You must apply for these scholarships\*\*\***

- **Diamond North Credit Union** - \$500 awarded to support further education.  
Selection Procedure: Winner is selected by Diamond North Credit Union.  
Applications are due on May 1st.
- **Ecole Zenon Park** - must be a previous EZPS student. \$500

### **Apply if you qualify**

- Hetland <http://hetlandeducationalfoundation.com/>

### **Governor General's Award Plaque**

- Given according to regulations set out by Ottawa. The award is given to the student achieving the top academic average earned in grades 10-12. This award is presented during the school's Christmas celebrations.

**For More information on Post-Secondary and other scholarships,**

**visit <http://moodle.nesd.ca/course/view.php?id=262>**

**<http://scholarshipscanada.com>**

**<http://www.studentawards.com>**

**or talk with Mrs. Schmidt**

## 52. Emergency Measures



### If one discovers a fire:

1. Pull the alarm.
2. Inform office of location and extent of fire.

### Upon hearing a Fire Alarm:

**DO NOT EXIT ROOM**

#### a. Teachers:

- a. Assemble students out of direct site lines/away from door and await direction.
  - i. If there is no intercom announcement after 1 minute, enact Classroom **Lockdown Procedures**. 🔒

#### b. Administration:

- i. Call RCMP.
- ii. Investigate:
  - a. Site of alarm/Cause/Scan hallways/Perimeter

### When Administration determines it safe and necessary to evacuate, announce:

**"ATTENTION – EVACUATE THE SCHOOL"**

### Classroom Evacuation Procedure:

1. Maintain quiet and order.
2. Open Curtains/shades; close windows; shut off lights.
3. Take Emergency Response Guide and Attendance Book.
4. Exit classroom (**CLOSE DOOR BEHIND YOU**) into the hall and out to designated school grounds muster point.
5. Take attendance and notify Office Staff as per school procedures to indicate that students are accounted for.
6. If deemed necessary by Administration proceed to **School Alternate Facility Muster Point**.

**Provide post-incident update to parents/guardians in consultation with Superintendent of Students Services or designate**





# EVACUATION PROCEDURE

Use the fire evacuation procedure for non-fire incidents that require full school evacuation.

## Examples of non-fire related incidents:

- Bomb threats
- Building structural integrity
- Hazardous materials spills
- Natural gas leak
- Power/energy outages

The **EVACUATION ALERT** is broadcast through the public address system:

**“ATTENTION, EVACUATE THE SCHOOL.”**

**“ATTENTION, EVACUATE THE SCHOOL.”**

**THE FIRE ALLARM WILL NOT RING FOR AN EVACUATION**

Do not comment to students about the nature of the incident.

Police, fire, power and/or energy authorities will conduct a search.

Administration will lift the evacuation and authorize re-entry.



**“ATTENTION – EVACUATE THE SCHOOL”**

**“ATTENTION – EVACUATE THE SCHOOL”**

If you discover a dangerous situation, report it immediately to the office.

## When an evacuation alert is communicated:

- Maintain quiet and order.
- Take attendance.
  - Notify Administration/Office Staff of students not accounted for.
- Open curtains/shades and close windows.
- Take your Emergency Response Guide and attendance book.
- Close door behind you and exit building following predetermined evacuation route.
- Proceed to designated **School Alternate Facility Muster Point**.

- Dismiss students to parents upon arrival (Parent signature required)

### Administration Responsibilities:

- Organize a search of the school interior for unaccounted students.
- Using NESD messaging platform, notify parent/guardians, NESD personnel, and facility partners (if applicable) that the school is evacuating to **School Alternate Facility Muster Point**.
- Ensure School First Aid Kit is brought to Muster Point (Admin. Asst.)
- Oversee student pick-up.
- **Provide post-incident update to parents/guardians in consultation with Superintendent of Students Services or designate.**



## LOCKDOWN

Use the lockdown procedure when a threat within or in relation to the school exists. This is the highest level of response to a threat.

### Lockdown incidents include:

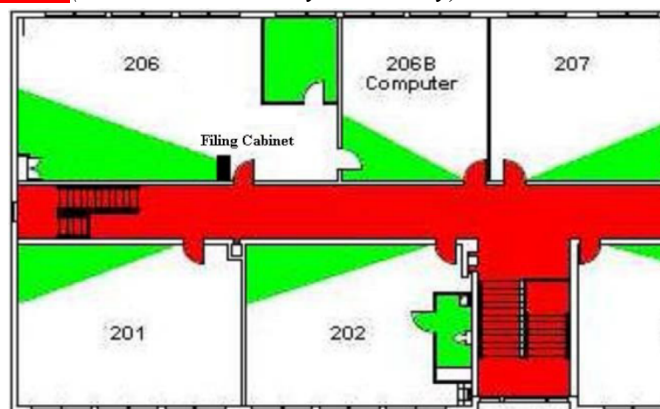
- A person with the intent to do harm in the school or on school grounds.
- Gunshots
- An intruder in the school

The lockdown alert is broadcast through the public-address system.

**“ACTIVATE LOCKDOWN” - “ACTIVATE LOCKDOWN”-  
“ACTIVATE LOCKDOWN NOW”**

**Ignore the Fire Warning Alarm during a lockdown**

**Safe Zones** vs. **Danger Zones** (Common Areas/Gym/Library)






**“ACTIVATE LOCKDOWN”- “ACTIVATE LOCKDOWN”  
“ACTIVATE LOCKDOWN NOW”**

If you discover an intruder, witness someone intending to do harm or hear gunshots, initiate lockdown.

- Use phone to announce “LOCKDOWN” OR inform office by dialing “0”.
- Dial 911 and explain the situation calmly and clearly.
- Stay on the line as long as possible or until the dispatcher tells you to hang up.

**Once the LOCKDOWN alert sounds:**

- Gather students from hallways to classrooms.
  - If safe to do so, check that washrooms are clear.
- Lock and cover interior doors and windows.
- Turn off lights.
- Assemble students in safe zone and remain quiet. 
  - **BARRICADE** the students with furniture.
- If safe to do so, **BARRICADE** classroom doors with furniture.
- **SILENCE** all cell-phones.
- **DO NOT** permit students to leave or enter the room.
- **DO NOT** respond to fire alarm or dismissal bell.
- Create a list of missing students to be shared once Lockdown is lifted.
  - **REMAIN IN LOCKDOWN UNTIL GIVEN FURTHER DIRECTION FROM RCMP/AUTHORITIES.**

**Administration will:**

- Using NESD messaging platform, notify parent/guardians, NESD personnel, and facility partners (if applicable) that the school is in Lockdown.
- Provide post-incident update to parents/guardians in consultation with Superintendent of Students Services or designate.

**If you have any questions or concerns about any of the items in the Student Parent Handbook, please call Mr. Smoke at the 306 304 2445 or email at [smoke.patrick@nesd.ca](mailto:smoke.patrick@nesd.ca)**