

Arborfield School



Parent and Student Handbook 2024-2025

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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 Learning (School Superintendent for Arborfield) |
| Randy Kerr | Superintendent of Learning |
| Susan Plant | Superintendent of Learning |

3. School Community Council Members

| Name | Position |
|-----------------|---|
| Melissa Gray | Chair |
| Rhiannon Rusk | Secretary |
| Brayell Dengler | Treasurer |
| Chelsea Edwards | Member at Large |
| Natassia Chudyk | Member at Large |
| Colin Cummings | Member at Large |
| Jen Atkings | Member at Large |
| Patrick Smoke | Principal |
| Teresa Ralph | Staff Representative |
| Sherri Hanson | Board of Education Member for Carrot River - Arborfield |

4. Arborfield School Staff

| Name | Position |
|------------------------|--|
| Teaching Staff | |
| Mrs. Charlotte Curtis | Grade 1/2 |
| Ms. Nicole Delorme | Grade 3/4 |
| Ms. Trish Markowsky | Grade 5/6 & Diversity Education |
| Mr. Patrick Smoke | Principal, Physical Education, 5/6 Math, RTI Support |
| Mrs. Danielle Trombley | Kindergarten |
| Support Staff | |
| TBD | Custodian |
| Victoria Rothenbush | Educational Associate |
| Mrs. Teresa Ralph | Administrative Assistant |

5. Home Rooms

| | |
|-----|------------------------|
| K | Mrs. Danielle Trombley |
| 1/2 | Mrs. Charlotte Curtis |
| 3/4 | Ms. Nicole Delorme |
| 5/6 | Ms. Trish Markowsky |

General Administration - Policies, Guidelines, Expectations

6. Main Office/Visitors

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

7. Reporting Periods/ Student Led Conferences

| | Term 1 | Term 2 | Term 3 | Term 4 |
|-------------|---------------|------------|---------------|---------|
| Report Card | November 12 | February 4 | April 15 | June 18 |
| Conferences | October 8 & 9 | N/A | March 11 & 12 | N/A |

8. School Calendar

2024 - 2025 NESD Alternate Calendar-Arborfield with K Days

| August '24 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 4 S 0
- Admin day
 - School Improvement Planning days
 - School Improvement Planning days

| September '24 | | | | | | |
|---------------|----|--------------|----|----|----|----|
| 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 20 S 19
- Labor Day
 - First Day of School
 - NETA Convention - NO Students
 - Truth&Reconciliation Day

| October '24 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 21 S 21
- Thanksgiving
 - Oct. 8 Student Led Conferences
 - Oct. 9 Student Led Conferences
 - Alternate Day/No School

| November '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 19 S 18
- Alternate Day/No School
 - Remembrance Day
 - School Improvement Planning
 - Last day of Terms

| December '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 15 S 15
- Christmas Day
 - Dec 23 - Jan 3 Christmas Break

| January '25 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 19
- New Year's Day
 - School Improvement Planning

| February '25 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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
- Family Day
 - Feb 17-21 Spring Break

| March '25 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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
- Mar. 11 Student Led Conferences
 - Mar. 12 Student Led Conferences
 - Alternate Day/No School

| April '25 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 16 S 16
- Good Friday
 - Apr 18-25 Easter Break
 - Last day of Terms

| May '25 | | | | | | |
|---------|----|----|----|----|----|----|
| 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 19
- Victoria Day
 - Alternate Day/No School
 - School Improvement Planning

| June '25 | | | | | | |
|----------|----|---------------|----|----|----|----|
| 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 13 S 12
- Last day of School
 - Admin Day
 - June 19-26 Alternate Break

| July '25 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | | |

- Canada Day

| | | | |
|-----|---------|-----|----------|
| 183 | TEACHER | 174 | STUDENTS |
|-----|---------|-----|----------|

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 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 Superintendent of Learning Eric Hufnagel should be involved in the process. (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.

11. Bell Times

Arborfield School Bell Times

| | |
|---------------------|------------------|
| Warning Bell | 8:40 |
| Period 1 | 8:45-9:51 |

| | |
|-------------------------------|--------------------|
| Period 2 | 9:51-10:57 |
| Morning Recess | 10:57-11:17 |
| Period 3 | 11:17-12:23 |
| Lunch | 12:23- 1:13 |
| Period 4 | 1:13-2:19 |
| Afternoon Recess | 2:19-2:39 |
| Period 5 | 2:39-3:45 |
| Dismissal | 3:45 |
| Buses leave at 3:50 pm | |

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 all 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

Students leaving school property during class time and breaks is **prohibited**. Leaving the school at noon hour is allowed when...

- A note from the parent of a student 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. 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.

16. 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 |
|-----------------|------------|----------------|
| Nicole Scott | | 1 306 812 7328 |
| Sabine Weibrich | 83 | 1 306 470 7433 |

16.1 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.

16.2 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.

17. School Doors (locking/unlocking)

Supervision begins at 8:25a.m. Students should not arrive prior to the start of the supervision period. Students should check with a teacher during the day if they plan to use the school facilities after 3:50p.m. NESD has implemented a new video intercom system at all of its schools. This is to protect students and staff. All doors will be locked during school hours and you will need to be buzzed in, in order to enter the school. If you want to come into the school, ideally an appointment with the staff member you wish to speak with will be booked. The video intercom system does not need to be used during scheduled community events.

Students

18. 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.

19. WOLVES Matrix

| We Respect | Others | Learning | Volunteering | Environment | Self |
|--|--|--|--|---|--|
| | 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 |
| All Settings | 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 |
| Classroom | 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 |
| Breaks (Playground, Noon Period and Recess) | 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 |
| Hallway | 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 |

| | | | | | |
|-------------------------|---|--|--|---|---|
| Library and Labs | 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 |
| Gym | 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 |
| Bathroom | 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 |
| Bus | 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 |

| | | | | | |
|-------------------|--|--|---------------------------------------|--|---|
| Home Ec | 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 |
| Lunch Hour | 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 |

20. Attendance

Section 150(3) of the Education Act states

Every pupil shall:

(a) Attend school regularly and punctually.

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)

20.1 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 8:30a.m. 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 5-6 use Moodle to access work online and help keep up on school work if an extended absence is going to happen. It is at the discretion of the teacher to provide work before leaving for an extended absence.

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

20.2 Unexcused Absences

- After 5 unexcused absences, the teacher makes contact home.
- After 10 unexcused absences, the teacher and principal will do a home visit. A follow up meeting with administration may be requested.
- After 15 unexcused absences, a meeting of the classroom teacher, principal, and necessary NESD staff will be requested. Student may not be eligible to participate in extracurriculars.
NOTE: 4 unjustifiable absences in one month will result in principal contacting Director of Education for irregular attendance

20.3 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. 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.

21. 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 misses half or more of morning or afternoon instructional time is considered absent and a note will be made in the attendance record.

22. 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 and 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 and 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)

23. Agendas

Arborfield School will utilize agendas this year. However, teachers' main form of contact may be Edsby, weekly email updates and or telephone calls.

24. Tobacco

Tobacco Use / Electronic Cigarettes/Vapes

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).

Students caught using tobacco products anywhere on the school grounds, parents will be contacted and the Ministry of Social Services and or RCMP may be notified.

This also applies to electronic cigarettes and vapes

25. Drugs and Alcohol

If a student is suspected to have consumed drugs and or alcohol, parents/guardians will be asked to immediately come for their child. The principal or designate reserves the right to hold a child at the school if they deem it unsafe to release a child back to their parents. The RCMP and the Ministry of Social Services will also be notified if a student is suspected to be under the influence of drugs and or alcohol.

26. 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, their parents 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's parents 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's parents 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.

27. 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.

28. 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.

29. 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.

Level 1

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">● Inappropriate Language● Chronic interrupting● Put downs/teasing/name calling● Incomplete homework● Improper use of school equipment● Littering● Non-compliance● Invasion of personal space● Misuse of electronic devices● Inappropriate print materials● Inappropriate clothing | <ul style="list-style-type: none">● Disrespect to others/property● Rough housing● Food Theft● Playground behaviour● Hallway behaviour● Bus Behaviour (to/from)● Gym Behaviour● Unprepared for class/tardy● Swearing (not directed at anyone)● Parking lot behaviour● Wandering halls during class● Temporary damage to school property |
|---|---|

Level 2

Level 2 behaviours are handled by the attending staff member. Chronic level 2 behaviours **will** result in a referral to the office.

- | | |
|--|---|
| <ul style="list-style-type: none">● Wilful destruction of property (self, others or school)● Seeking revenge/retaliation● Misrepresentation of school (field trips/extra-curricular)● Cheating● Plagiarism● Refusal to conform to rules● Opposition to authority● Bus Behaviour (to/from) | <ul style="list-style-type: none">● Inappropriate gestures● Misuse of materials resulting in injury● Misuse matches/lighter● Smoking in non-designated areas● Lying● Skipping class● Neglect of duty● Irregular attendance● Racial/sexual/derogatory remarks● Gross Misconduct |
|--|---|

Level 3

Level 3 behaviours will result in an immediate referral to the school administrator.

- | | |
|---|--|
| <ul style="list-style-type: none">● Vandalism● Bullying● Physical aggression● Theft● Intimidation/threats | <ul style="list-style-type: none">● Inappropriate off campus behaviour● Explicit language● Safety concern● Fighting● Bus Behaviour |
|---|--|

30. Social Media

Social Media has many platforms (Facebook, X (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 the principal or designate discovers a social media post involving Arborfield School, they reserve 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 the principal.

31. 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.

32. Nut Safe

School Lunches

Arborfield School is a peanut/nut free school due to severe allergies present for both students and staff. If students have peanut or tree nut containing items in their lunches, the item will be removed from the class, sent home at the end of the day and an alternate lunch/snack will be provided to the child. Parents will be notified when this occurs to explain the problematic food item.

33. 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/iPad Use

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

Device 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 and iPad 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

To maintain a focused and respectful learning environment, the North East School Division (NESD) has established guidelines for the use of Personal Electronic Devices (PEDs) within our schools.

1. General Use:

- PEDs use is not permitted during regular school hours of 8:45AM until 3:45PM. Use on the bus before and after school is permitted as long if use of the PED is respectful and does not interfere with other students. However, we encourage parents **NOT** to send a PED with their child to avoid potential issues.

- Students must respect the Student Responsible Technology Use Agreement annually.

- PEDs are not allowed in areas where privacy is expected, such as change rooms, washrooms, or private counselling rooms, even outside of normal school hours.

- If attending a school event (both on and off school property) outside of regular school hours, it is at the discretion of the principal or designate as to use of a PED.

2. Storage and Access:

- PEDs brought to school must be stored in backpacks as they are stored within the classroom. If needed, secure storage bins will be utilized if backpacks are not enough of a deterrent for PED use.

- Students may not use PEDs during the school day, including lunch break and recess. Students who go home for lunch are free to take their device home with them but upon returning for class must be stored securely.

- Students with specific learning or medical needs supported by PEDs, may have access during the school day as defined in medical plans, Inclusion plans, or records of adaptation.

- Exemptions for learning and medical needs will be determined and documented by the school.

3. Disciplinary Actions:

- Non-compliance with these rules will result in disciplinary measures, including warnings, parental notification, and temporary confiscation of the device, escalating with repeated offences.

By adhering to these guidelines, we ensure that technology supports learning while respecting the focus and wellbeing of all students.

34. Bicycles

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

35. Authentic Grading Policy

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. Student's will receive an insufficient evidence grade until such time that a student completes an assessment that is reflective of their understanding. Many missing and or late assignments, a student will

be referred to RTI and a meeting with the teacher and principal will be required to create a plan to help the student remain caught up in work.

36. Academic Integrity

Academic Integrity: Evidence of one's own learning through demonstration of responsibility, honesty, trust, and respect. Actions such as; plagiarism, having others and or AI 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, parental meetings and suspension from school) in order to address the behavioural component of their actions.

37. 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.

38. 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)
- has had fewer than 3 office referrals in a given week

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 due to circumstances beyond the student's control.

39. 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.

39.1 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.

39.2 Driving:

- Parents may be needed to volunteer to drive to events. We greatly appreciate this!
- Coaches/Group Leaders will organize drivers with as much advance notice as possible.
- The drivers that the leader 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/Leaders will arrange these forms.
 - 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/group leader 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)

39.3 Community Based Extracurricular Volunteers:

- 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 assist with extracurriculars. If you would like to volunteer in our school you will need to provide a current criminal record check with a vulnerable sector screening. All community run extracurriculars will have a teacher liaison assigned to support the extracurricular.

40. 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:

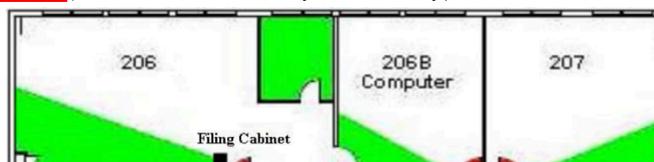
- A person with the intent to do harm in the school or on school grounds.
- Gunshots
- An intruder in the school

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 Learning 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 306 769 8784 or email at smoke.patrick@nesd.ca