

## **SCHOOL MOTTO**

### **-LIFELONG LEARNING BEGINS TODAY-**

#### **PREFACE**

This school policy handbook is designed to provide information to students and parents about the operation of Pierceland Central School. If you have questions regarding this handbook, please contact the office.

The Pierceland Central School, in recognition of the inherent worth of each individual student, shall endeavour to provide an education program that meets the child's intellectual, physical, emotional and cultural needs to enable success in a changing physical, economic and social environment.

#### **GENERAL INFORMATION**

**PIERCELAND CENTRAL SCHOOL STAFF** – Staff emails are all the same format:

Example: [terry.fortune@nwsd.ca](mailto:terry.fortune@nwsd.ca)

Fortune, Terry - Principal, Chemistry, Math  
Rawlake-Parker, Racquel -Vice Principal, Complexity  
Foster, Casey - PAA, Grade 6, C.Med.10, Science 7/8  
Kirk, Catherine - Biology, ELA, Science, Social Studies  
Hetlinger, James - Phys. Ed, Social, Art, History 10  
Moore, Russell – Math 20/30, Financial Literacy 10  
Johnstone, Karen- Math, ELA, Health, Career Ed.  
Millie, Doug – Band, Physics  
Moore, Darcy- Pre-Kindergarten  
Johnston, Karen – Kindergarten/Grade 1  
Grundner, Michelle - Grade 2  
Reinhardt, Sheri- Grade 3  
Rawlake-Cattell, Trisha – Grade 4/5  
Laursen Linda – Practical Applied Arts, Career Ed., SSST  
Lacoursiere, Chris - Wellness Coordinator  
Rawlake, Beverly- Administrative Assistant  
Grundner, Shirley - Library Assistant  
Johnson, Pam - Student Assistant  
Lodoen, Darlene – Student Assistant  
Neilson, Amanda – Student Assistant  
Stacey, Alicia – Student Assistant  
Stacey, Melissa – Student Assistant  
Vance, Tara – Student Assistant  
Gelowitz, Tammy and Calvin- Custodians

#### PIERCELAND BUS DRIVERS

|                 |             |
|-----------------|-------------|
| Buchner, Trudy  | Emberville  |
| Brunet, Kajsia  | Black Raven |
| Gelowitz, Angie | Deer Haven  |
| Kajner, Anita   | Smoky Hills |
| Harrison, Myrna | Mudie Lake  |

#### PIERCELAND SCHOOL COMMUNITY COUNCIL

|                           |                 |
|---------------------------|-----------------|
| Brown, Melissa            | Neilson, Amanda |
| Klarer, Sarah             | Penner, Amanda  |
| Kajner, Anita-Chairperson | Reisinger, Anna |
| Miko, Melanie             | Wild, Selena    |

Fortune, Terry

Rawlake-Parker, Racquel

#### CENTRAL OFFICE STAFF

|                                                           |          |
|-----------------------------------------------------------|----------|
| Director of Education – Jennifer Williamson               | 236-5614 |
| Deputy Director – Davin Hildebrand                        | 236-5614 |
| Deputy Director– Jennifer Dorval                          | 236-5614 |
| Superintendent of Learning – Dawn Paylor & Cheryl Treptow | 236-5614 |
| Supervisor of Transportation – Gina Calvert               | 845-2150 |

#### MEADOW LAKE OFFICE

525 - 5<sup>th</sup> Street West  
MEADOW LAKE, SK. S9X 1B4  
Phone: 236-5614  
Fax: 236-3922

#### TURTLEFORD OFFICE

Box 280  
TURTLEFORD, SK. S0M 2Y0  
Phone: 845-2150  
Fax: 845-3922

#### MARSHALL OFFICE

Box 45  
MARSHALL, SK. S0M1R0  
Phone: 387-1200  
Fax: 387-1204

#### SCHOOL HOURS OF OPERATION

1. The school operates on a six-day timetable. For Grades 6 to 12, each day contains six periods.
2. Kindergarten operates on days 2, 4 and 6.
3. School times are:

|                      |              |                   |
|----------------------|--------------|-------------------|
| Pre-Kindergarten     | 8:55-11:55   | Monday - Thursday |
| Kindergarten-Grade 5 | 8:55-12:00   | 12:30-3:05        |
| Grade 6 – Grade 12   | 8:55 – 12:00 | 12:40- 3:05       |
4. Recess times are:

|                      |             |           |
|----------------------|-------------|-----------|
| Kindergarten-Grade 5 | 10:26-10:41 | 2:01-2:16 |
|----------------------|-------------|-----------|
5. Class Times: Grades 6-12  
8:55-9:57, 10:00-10:57, 11:00-12:00, 12:40-1:27, 1:30-2:16, 2:19-3:05
6. Lunch Time: 12:00 – 12:30 (Kindergarten-Grade 5)  
12:00 – 12:40 (Grade 6 – 12)

### EDUCATION OFFERINGS

**PRE-KINDERGARTEN** - The Pre-Kindergarten Program, incorporates approaches and supports that have proven effective in nurturing success in school for three and four year old children. This program provides early intervention for vulnerable children. The pre-kindergarten program will run Monday, Tuesday, Wednesday and Thursday morning, be play-centered and will help develop the social, emotional and cognitive skills necessary to be successful in school.

### **KINDERGARTEN**

The Pierceland Kindergarten is in operation on Days 2, 4 and 6. The program follows the child-centered approach to learning with a commitment to learning through an activity-oriented program as outlined by the Department of Education.

### **ELEMENTARY LEVEL (Grades 1 to 5)**

The program of study for these grades places the primary emphasis on the development of skills in Language Arts and Mathematics. Other areas of focus for concept development are Science, Social Studies, Physical Education, Health, and Arts Education.

### **MIDDLE LEVEL (Grades 6, 7, 8 & 9)**

In this level, the skills that have been developed in Elementary are reinforced and further built upon. There is an increased emphasis placed upon the acquisition of subject content as well as the development and application of the skills of critical analysis.

#### Grade 6

Language Arts  
Math  
Social Studies  
Science  
Phys. Ed.  
Health  
Arts Education  
Band  
Career Education

#### Grade 7, 8 & 9

Language Arts  
Math  
Social Studies  
Science  
Phys. Ed.  
Health  
Arts Education  
Band  
PAA

### SECONDARY LEVEL (Grades 10, 11 & 12)

Learning in the Secondary Level follows a subject-oriented approach wherein students use and apply the skills they have learned in the Elementary and Middle levels. The framework of classes is organized so that students have some options from which to choose.

All Secondary Level students attending the Pierceland School are required to be enrolled in a full program of studies at the Grades 10 & 11 level. Band is optional at Grade 10, 11 & 12.

#### GRADE 10

#### GRADE 11

#### GRADE 12

|                      |                                |                                 |
|----------------------|--------------------------------|---------------------------------|
| English A/B          | English 20                     | English A/B                     |
| History              | Math Found/Pre- Calculus/Work. | History 30                      |
| Science              | Health Science 20              | Biology 30                      |
| Math Found/Workplace | History 20                     | Chemistry 30                    |
| Phys Ed.             | Phys. Ed.                      | Phys. Ed.                       |
| Prac. Applied Arts   | Prac. Applied Arts             | Prac.Applied Arts               |
| Band                 | Band                           | Band                            |
| Career Education     | Career Education               | Math 30 Found/Pre-Calculus/Work |
| Art                  | Physical Science 20            | Physics 30                      |
| C.Media              | Art                            | Art                             |
|                      | Creative Writing               | Career Education                |

#### DRIVER EDUCATION PROGRAM

Students in Grade 9 may enrol in the Driver Education classes. Students must be 14 years by October 31st of the current school year. The course involves 30 hours of classroom instruction on many different aspects of driving and six hours of in-car practice. Attendance for these classes is compulsory according to School Board Policy. The test for Learner's License is written at the school. The driver's license test is the responsibility of the student.

#### BAND PROGRAM

Our band program begins in Grade 6. Our three levels of offering - Beginner, Junior, and Senior Band - provide the opportunity for students to enrol at any grade level. It should be noted, also, that students who remain in the program throughout will receive credits for Band 10, 20 and 30 in their grade 10, 11, and 12 years.

#### RESOURCE CENTER - LIBRARY

Our resource center is a key component of our school's instructional program. As such, students are expected to observe the rules carefully to ensure that their privilege to use the library will continue. This includes being very quiet, and demonstrating proper respect for the books, audio visuals, and computers. The goal of the resource center is to involve all teachers and students in the process of Resource Based Learning. The resource center is open from 9:00 - 4:00 each school day and is available for student use except during certain times when teachers have it booked for individual classes.

#### TECHNOLOGY

All students are expected to follow the Division Acceptable Use Policy pertaining to all technology uses. Students may lose their computer privileges if they do not abide by policy.

#### WELLNESS SERVICE

Wellness Services are available weekly throughout the year. The availability may change as the need arises (for example in the event of a disaster or trauma). Students may see the Wellness coordinator by appointment. Appointments can be made by contacting the Wellness Coordinator. Teaching staff/and/or parents may refer students to the Wellness Coordinator if they perceive a need.

## SCHOOL REGULATIONS AFFECTING STUDENTS

### GENERAL PHILOSOPHY

The general philosophy of this school allows students to exercise responsibility over their actions provided such actions do not infringe on the rights of others. By following this philosophy, it is our intention to instill in students the idea that rights always have responsibilities.

Respect, courtesy, fairness, responsibility and cooperation are basic concepts that are the keys to our school's rules and policies concerning student behavior and achievement. Teachers will promote these concepts, and the school expects that students will abide by the principles of these concepts to ensure that an orderly teaching and learning environment is created and maintained within our school.

Respect - students will demonstrate respect for all property/personal or school owned

Responsibility - students will complete all assignments given to them to the best of their individual ability. Promptness and neatness are expected. Students will accept responsibility for their actions.

Excellence - students will put their best effort into their work, relationships and challenges; striving for excellence with determination.

Courtesy - students will demonstrate courtesy. Good manners will be encouraged, taught, and reinforced as necessary. Good social behavioral skills are important attributes to membership in our society.

Enthusiasm - students will demonstrate cheerfulness and tackle their projects with zeal, giving 100% to all they do.

Compassion - students will develop awareness and sympathy for others' suffering.

### ATTENDANCE AT SCHOOL

Regular and punctual attendance is expected of all students attending Pierceland School. If for some reason a student is to be absent, we ask that the parent/guardian of that student contact our office prior to 8:55 a.m., at 839-2024 and advise Mrs. Rawlake. We encourage parents to use their Edsby app to report student absences to the school office both same-day and future. Phone calls received from parents will be recorded as an excused absence. Late arrivals at class will count as an unexcused absence.

Grade eleven and twelve students, who do not have a class, have the option to leave the school property or work quietly in the library.

### SMOKING

Pierceland School and school grounds are non-smoking areas – this includes cigarettes, chewing tobacco, vaporizers and e-cigarettes.

### USE OF ENERGY DRINKS

Energy drinks are prohibited at the school and at school events. Due to the unknown health effects, the school does not allow any energy drinks at school and at any school functions, whether it is a sporting event, drama or a band event. This includes all school trips away from Pierceland.

### DISCIPLINE

The Northwest School Division has a discipline policy for schools to follow when setting school policy. The following rights and responsibilities are taken from Division Policy and set the parameters for our school policy.

#### RIGHTS AND RESPONSIBILITIES

##### A. STUDENTS

1. Students have the right to a quality education.  
Students have the responsibility to attend school regularly, to follow school and classroom guidelines, to listen to instruction, and to work cooperatively.
2. Students have the right to be treated with respect and courtesy.  
Students have the responsibility to treat adults and students with respect and courtesy.
3. Students have the right to a safe school environment.  
Students have the responsibility to follow school rules and to refrain from threatening or hurting others by actions or by words. (Bullying)
4. Students have the right to hear and to be heard.  
Students have the responsibility to listen attentively and courteously to others.
5. Students have the right to privacy, personal property, and personal space.  
Students have the responsibility to respect the privacy of others and the personal property and personal space of others.

##### B. TEACHERS

1. Teachers have the right to be treated with respect by students and parents.  
Teachers have the responsibility to treat students and parents with respect.
2. Teachers have the right to expect students to be in class, to have a positive attitude, and be prepared to learn.  
Teachers have the responsibility to have a positive attitude and to be prepared to teach.
3. Teachers have the right to expect the classroom to be a place of learning where all students participate in the process of learning.  
Teachers have the responsibility to actively involve all students in the learning process and to instruct and to evaluate students as deemed necessary.
4. Teachers have the right to feel safe in their classrooms and in the school.  
Teachers have the responsibility to provide a safe environment for students and others and to address any situation that is a threat to others.
5. Teachers have the right to expect parental or guardian support in matters relating to the education of their child (ren).  
Teachers have the responsibility to encourage parental involvement and collaboration between home and school.

##### C. PARENTS

1. Parents have the right to expect the school climate to be safe and supportive.  
Parents have the responsibility to teach and to model appropriate behavior for their child(ren).
2. Parents have the right to expect the school to consistently promote a positive attitude towards learning for every child.  
Parents have the responsibility to reinforce that school is a learning environment, to encourage home study, and to monitor their child(ren)'s progress.
3. Parents have the right to receive regular communication about the school and their child(ren)'s progress and to be informed promptly of any serious concerns

involving their child(ren).

Parents have the responsibility to be informed about the school and their child(ren)'s progress and to inform the school of any serious issues concerning their child(ren).

4. Parents have the right to expect the school to operate in an orderly and effective manner.

Parents have the responsibility to encourage respectful behavior and to support school discipline efforts.

5. Parents have the right to expect a quality education for their child(ren).  
Parents have the responsibility to ensure regular attendance, adequate rest, and good nutrition.

#### SCHOOL DISCIPLINE

Discipline within the Pierceland School is meant to be corrective, not punitive. This means that discipline will be administered fairly and in such a manner that undesirable student behaviors are changed to behaviors that are acceptable.

Our discipline policy is premised upon two main points:

1. There is no acceptable reason for student misbehavior.

2. Each student is responsible for his or her own actions. THE EDUCATION ACT, 1995 says the following of discipline and student accountability. "Every pupil shall be accountable:

(a) to the teacher for his conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.

(b) to the principal for his general deportment at any time that he is under the supervision of the school and members of the teaching staff, including the time spent in traveling between school and his place of residence.

(c) subject to the stated policies of the Board of Education, to the driver of a school bus and to any other person appointed by the Board for the purposes of supervision during hours when pupils are in the personal charge of such employees of the board .

Every pupil shall .....

- (a) attend school regularly and punctually.

(b) provide him/herself with such supplies and materials not furnished by the Board of Education as may be considered necessary to his courses of study by the principal.

(c) observe standards approved by the Board of Education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of other persons.

- (d) be diligent in his/her studies.

(e) conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.

#### DISCIPLINE PROCEDURES

1. Noon or after school detentions for
  - (a) not completing homework
  - (b) being removed from class
  - (c) inappropriate language and/or behaviors
2. Behavior contracts  
- used for grades 5-10 for repeated occurrences listed in #1
3. In-School suspensions for
  - (a) refusing to serve detentions

- (b) repeated use of inappropriate language
- (c) verbal and physical assaults
- (d) skipping a class
- 4. Out-of-school suspensions
  - (a) possession of alcohol, drugs, weapons
  - (b) verbal and physical assaults
  - (c) malicious damage to personal and school property
- 5. Student contracts
  - used occasionally to try and help a student complete a course or attend on a regular basis.

#### STUDENT DISCIPLINE

- (a) behavior for which a student could be suspended from school.
  - insolence
  - obscene or vulgar language
  - fighting or other aggressive behavior
  - bullying
  - vandalism
  - other gross misconduct
- (b) lates and absenteeism
  - grades 6 - 9: students who are late for class may be required to serve detention for lost time or complete a character education sheet
  - grades 10-12:
    - teacher discretion shall determine whether a student is late.
- (c) cheating - a mark of zero could be assessed if a student is caught cheating.
  - Plagiarism is a form of cheating.

#### ANTI-BULLYING POLICY

Creating a safe environment where all students can excel is integral to Pierceland Central School's mission. This policy reinforces that goal. Our objectives are:

1. To ensure that all members of the school community are able to work in a safe and secure environment, free from threats, teasing, harassment and discrimination.
2. To clarify to all school community members that bullying behaviour is not acceptable.
3. To ensure that all parents, pupils and staff are aware of this policy and know the correct procedures and actions to be taken.

#### AIMS OF THE ANIT-BULLYING POLICY

The policy can only be fully effective if the entire school, parents, staff and community members commit to implement the procedures outlined. The general aims are:

1. To stop bullying behaviour,
2. To encourage students and parents to report conflicts,
3. To encourage people to show respect and kindness to each other,
4. To create a school climate where bullying is unacceptable,
5. To support victims of bullying.

### WHAT IS BULLYING!

Bullying is a form of aggressive behaviour directed at an individual or group from a position of relative power. Bullying is a conscious, wilful, deliberate, hostile and repeated behaviour by one or more people, which is intended to harm others. It involves an imbalance of power which leaves the victim feeling helpless in trying to stop the bullying. Forms of bullying may include:

**Physical Aggression:** destroying property, threats, pushing, intimidation, hitting, kicking, spitting, shoving, violence against family and friends, peers

**Verbal Aggression:** name calling, teasing, threatening, graffiti, unkind notes, intimidating phone calls, mocking, dirty looks, taunting, verbal threats of aggression against property or possessions

**Social Alienation:** intentionally harming and inflicting pain through manipulation and destruction of peer relationships by spreading rumours, racial slurs, exclusion from a group, staring in an intimidating manner

**Intimidation:** dirty tricks, coercion, taking or hiding items, threatening to reveal personal information, malicious gossip, telling secrets, setting up to take blame or look foolish

**Sexual Harassment:** any unwanted, uninvited remarks, gestures, sounds or actions of a sexual nature, such as touching, grabbing, sexual or dirty jokes, cornering, blocking, standing too close, demeaning nicknames, graffiti demeaning character

**Racial, Cultural (Ethnic) or Gender Harassment:** comments or actions containing racial, ethnic or gender content that disrespects a group or person

**Cyber Bullying:** using communication tools such as email, cell phone, social networking sites, text messaging, instant messaging or websites to humiliate, intimidate, threaten or hurt others

### WHAT CAN WE DO??

“It takes a whole village to raise a child” rings true when dealing effectively with bullying. The entire school community, students, parents, staff and school administration must work together to prevent bullying and to correct bullying situations when they occur.

#### **Roles and Responsibilities: PARENTS**

- Inform the school if their child needs help dealing with a conflict or bullying behaviour
- Contact the school in a timely manner anytime they have a concern about bullying
- Expect the school to take any incident of bullying seriously
- Support the school in its policy against bullying
- Encourage the child to respect all members of the school community and follow school rules
- Support the school in its action against bullies
- Recognize that there are usually three sides to every story

- Set a good example for your children. Be a good role model.

#### Roles and Responsibilities: STAFF

All staff need to show by example that they are committed to stopping bullying in Pierceland Central School and:

- Create an atmosphere of truth and respect where students feel free to report concerns and know their concerns will be taken seriously
- Listen to complaints and concerns about bullying and report those concerns to the administration
- Develop and implement strategies to prevent bullying and appropriately deal with it when it occurs
- Insure that the victims of bullying are informed that actions have been taken
- Inform new students of the school's anti-bullying policies
- Inform parents of the school's policies and procedures dealing with bullying

#### Roles and Responsibilities: STUDENTS

- Show respect to every person in the school community and avoid saying or doing anything which hurts or excludes others
- Report all incidents of perceived bullying to a staff member
- Offer help and support to anyone they see being bullied
- Provide the school with ideas and advice on how to stop bullying
- Support school programs and projects against bullying
- Inform parents of the school's policies and procedures dealing with bullying
- Inform new students of the school's anti-bullying policies

### THE SCHOOL CURRICULUM

At P.C.S. the curriculum will be used to:

- Address attitudes about bullying behaviour
- Increase understanding as to what contributes to bullying behaviour and where students can seek help
- Build a positive, nurturing and respectful environment
- Build self-confidence in students, to prevent bullying type incidents
- Raise awareness about school's anti-bullying policies and programs through programs like:

Bully Proofing Your School, Dare to Care  
Lion's Quest, Stick Up For Yourself, Character Education,  
Virtues Project, guest  
speakers, video presentations, stories

#### Procedures in Dealing with Conflicts

- 1) Staff members and the administration will record bullying incident.
- 2) Consequences will vary depending on the severity of the incident and the age of both the bully and the victim, but may include: time outs, restitution, recess and noon hour detention, out of school suspensions, loss of privileges and extra curricular activities, expulsion in repeated and/or severe cases of bullying and possible involvement of the RCMP.

- (a) If bullying occurs, the teacher and principal will investigate the situation.
- (b) If there is any further incident of bullying after the student has been placed on staff alert, the student will receive support from the wellness coordinator who will offer guidance to help change behaviour and build confidence. Parents will be contacted.
- 3) After investigation of the bullying incident, the teacher or administrator will notify parents of both/all parties. If the students are willing, they will be involved in a conflict resolution meeting, to build understanding and compose restitution.

#### Evaluation Procedures:

Every spring, staff will review the policy and make any necessary changes needed to strengthen the policy.

Steps for parents/students to report any school-related concerns:

(1)Teacher → 2) Principal → 3) Superintendent → 4) Director

Your first contact should always be with the staff member who witnessed the incident. Otherwise, your first contact should be with the staff member your child spoke to regarding the incident.

#### CELL PHONE POLICY

If phones are a distraction in class, teachers may take them until the end of class or the school day. A student phone is available during the day and the school secretary will happily relay any messages to students throughout the day.

#### FEES

The following is a list of the fees that students are required to pay:

1. Practical Arts Fees - \$30.00 payable each year (Grades 7-12). This money is used to assist with the costs of maintaining these programs in our school.
2. S.R.C Fee - \$10.00 payable each year (Kindergarten - Grade 12)  
This money is used for student council activities.
3. Fine Arts Fee - \$10.00 payable each year (Kindergarten - Grade 12). This money is used to help defray costs of attending live performances and inter school bus costs.
4. Band Fees - one student in a family renting an instrument - \$65.00, two or more students renting instruments - \$100.00/Family.  
Reed Fees - \$10.00 for the following instruments: Clarinet, Bass Clarinet, Alto Saxophone, Tenor Saxophone, Baritone Saxophone, Oboe, Bassoon
5. Textbooks/Consumable Fee - \$10.00 - all students Kindergarten-Grade 12
6. School Agenda Fee - \$10.00 (all students Kindergarten – Gr. 5 must pay)  
Optional for Grade 6 – 12 students – (Must pre-order)

A list of fees is sent home with students upon registration.

Periodically throughout the year, elementary grades in particular, may request parents to

contribute financially for special projects. If this is necessary, teachers will send a letter home and provide reasons for the costs.

Extra Curricular Travel - Participating students will be assessed a fee for extra curricular travel to help defray costs. Adult drivers are paid \$0.25 per kilometer. The following policy is currently in effect: Students Costs must be paid prior to travel.

|                             |                 |
|-----------------------------|-----------------|
| Trips of 50 km or less      | \$5.00/student  |
| Trips of 51 - 150 kms.      | \$10.00/student |
| Trips of 151 - 250 kms.     | \$15.00/student |
| Trips of more than 250 kms. | \$20.00/student |

#### EXTRA CURRICULAR ACTIVITIES

The following are extra curricular activities in which students can participate. Most sports activities have junior and senior levels of competition:

|                                |             |
|--------------------------------|-------------|
| Student Representative Council | Field Trips |
| Badminton                      | Volleyball  |
| Leadership Academy             | Basketball  |
| Track and Field                | Jump Rope   |
| Hope Social Justice Group      | Intramurals |

These activities are designed to supplement the academic program in our school. Each student is encouraged to participate; however, it is a privilege, not a requirement. Any student may be denied access to any activity if: (a) academic performance is not satisfactory; (b) student consistently demonstrates inability to function within acceptable behavioral guidelines.

Traveling is a privilege. Students who travel on buses will return on buses unless permission to do otherwise is given from the parents to the supervising teacher. Final authority rests with the teacher. Students involved in extra curricular events which involve travel will not drive cars unless accompanied by a responsible adult and then may do so only with permission from the principal. Buses are preferred over cars, but sometimes parents will be asked to drive when no other option is available. All students, as representatives of our school, are expected to behave in an exemplary manner when participating in extra-curricular activities. Students who do not exhibit acceptable behavior may be banned from further school travel.

#### CLOTHING

1. Parents are asked to be sure their children wear clothing and footwear appropriate for the season. Winter days require warm clothing and boots for comfortable outside activity and to guarantee safety when traveling to and from school. At the discretion of the classroom teacher or supervisor, students may be asked to go outside for noon hours and recesses. Only those students who have written permission from their parents will be exempt from going outside. The teachers reserve the right to contact parents regarding notes issued.

2. A bus driver may deny a student access to his/her bus if that student is improperly dressed for the weather conditions.

3. All students must wear running shoes in the gym. Physical education classes require proper attire. Students will not be allowed to wear black-soled running shoes in the gym. Students must remove outdoor footwear during wet weather. Student footwear should be stored on shoe racks - not in the classroom.

4. Students should exercise moderate taste in the choice of T-shirts or cap inscriptions. A teacher has the right to object to either the wording or motif on a t-shirt or cap. Such matters will be handled by the office. Students are asked to wear t-shirts that do not have obscene or vulgar logos or

language. You are not permitted to wear t-shirts that promote alcohol, drug or tobacco products. Students that wear t-shirts or other clothing that do not meet these parameters will be required to change their inappropriate article of dress.

5. Students will be allowed to wear shorts and/or sun dresses to school during warm weather, provided the attire is in good taste and is not overly brief.

#### USE OF HELMETS WHILE SKATING

Only those students who are wearing head protection deemed satisfactory by the teacher will be allowed to participate in skating or broomball activities sponsored by school.

Students who do not have adequate protection will go to the rink with their class but will not be allowed on the ice surface.

#### INCLEMENT WEATHER

On days when buses are not running, bus drivers will contact those people on their routes. In the event that buses do not take students home, students will either be billeted or kept at school. On all weather days the school will remain open during regular hours.

#### SCHOOL CLOSURE

In the event of an emergency closure because of water, sewer or power outage, the school will attempt to contact parents before the buses leave. Bus drivers will also check to see if someone is home before they unload a student. Town parents will be phoned.

#### ARRIVAL TIMES

Students should not arrive before 8:40 a.m.

#### SCHOOL CLOSING AT 3:05

Teachers supervise bus loading and unloading. In the interests of safety, elementary students who are picked up by their parents should be met at the door and escorted to the vehicle. Students are not to walk between the buses when they are loading. Parents are expected to be sure to keep the bus lanes clear of vehicles and back into the parking lot.

#### ACCIDENT OR ILLNESS

In the event that a student becomes seriously ill or is involved in an accident, an effort will be made to contact the parents. If the parents cannot be contacted, the student will be taken to the hospital if necessary. However, ONLY parents/guardians are allowed to authorize medical treatment.

#### LESSONS DURING SCHOOL HOURS

Students may take lessons (such as piano) during school hours providing their parent, in consultation with the teacher, deems it will not hinder the student's schoolwork.

#### ANNOUNCEMENTS

8:55 and 11:55 daily - this is the official means of communicating a message affecting the general student body. Students are expected to listen carefully and quietly so everyone has the benefit of hearing them.

#### A CLEAN SCHOOL

A clean school is a healthy and pleasant area in which to work. Students are expected to demonstrate the same respect for school property that they have for their own homes. Students who cause damage to property of the school or to property of another student, will be asked to make restitution for the damage whether it was done wilfully or by accident. All students and guests are asked to co-operate by removing outdoor footwear when entering the school.

#### LOST AND FOUND

Any items that are found should be turned in to the office; for those who have lost items, they may check at the lost and found. Unclaimed items are periodically donated to local good will shops.

#### TRAUMA/DISASTER

In the event of a disaster (a death of a student or parent), or in the event of trauma (a serious accident) we ask that students remain at school unless their parents have notified the office otherwise. In times such as these, students can be a risk for severe emotional problems, and require constant supervision and guidance. It is important for the school to provide this supervision or ensure that it is being provided.

#### REPORTING STUDENT PROGRES

Regular progress will be updated regularly by teachers. Parents and students can access student progress at anytime. Parent-teacher interviews are held twice a year, however parents should feel free to contact the school at any time regarding student progress.

#### HOMEWORK

1. Assignments not completed during school hours are expected to be completed for homework.
2. Students who fail to complete homework assignments may face disciplinary action. Students should make every attempt to complete assignments on time. It is their responsibility to make alternate arrangements with their teachers if a problem exists.

#### NOTES CONCERNING EXAMINATIONS

1. School examinations are scheduled by teachers when necessary. Students who must be absent for an exam may be allowed to write at another time; however, students must make prior alternate arrangements with the subject teacher.
2. Departmental Examinations must be written at the time and date set by the Department of Education.

#### GRADUATION

School Graduation Exercises will take place at a time determined by the graduating class, parents and administration.

A Convocation ceremony will be held during the Exercises. This would follow the presentation of the "Forever Gratefals" and would include cap and gown, presentation of diplomas and recognition of scholarships. Only students meeting the 24 credit requirement would be eligible for convocation. Cap and gown expenses will be covered by the S.R.C.

Grade 12 would be responsible for planning graduation, picking of the colors and theme, decorating, cleaning the hall, music for the ceremonies, selecting speaker, preparing slideshows subject to financial approval by the Grad advisors.

#### OTHER REGULATIONS

1. Food and drink are not allowed in the gym except in certain instances where prior approval has been given by the principal for special occasions.
2. Tobacco and tobacco products including e-cigarettes and vaporizers are not allowed in the school or on school grounds. Illegal drugs are forbidden including cannabis. The only exception would be during indigenous ceremony.
3. The use of alcohol or drugs at any school function is strictly forbidden.

#### NOON LUNCH AT SCHOOL

1. All students who remain at school for noon hour will be supervised by teachers.
2. Town students who do not display appropriate behavior during noon hours may be requested by the principal to go home during that time, for a period to be determined by the principal.
3. Students are expected to eat lunches in the classrooms.
4. Students are encouraged to participate in intramurals at lunch.

#### BUS STUDENTS LEAVING THE SCHOOL PREMISES AT NOON HOUR OR IN-TOWN STUDENTS WHO REMAIN FOR LUNCH

1. Bus students from Kindergarten to Grade 6 need daily written permission to leave the school premises at noon hour. Notice of permission is to be given to the student's home room teacher.
2. Bus students from grades 7, 8 & 9 will be required to stay at school unless school is notified by parents.  
Notice of permission is to be given to the student's home room teacher.
3. Bus students from grades 10 to 12 may be absent from the school at noon hour by their own volition unless parents or the school request otherwise.
4. Town students are allowed to remain or leave school premises at noon hour.

#### STUDENT DRIVING

1. Students who have a driver's license and who drive a licensed motor vehicle to school, will be deemed by the school as having their parent's consent to drive that vehicle.
2. Students are asked not to drive unlicensed snow machines or dirt bikes to school.
3. Fire regulations require that the bus lane must remain open.
4. Students are expected to park in the student parking lot only.  
Grade 12 – North High School lot, Grade 10 & 11 – South lot

#### STUDENTS DROPPING CLASSES

Students in Grades 10 and 11 must enrol in a full load. Students wishing to drop any class must consult with the principal and subject teacher, obtain the necessary forms, and return completed forms to the principal. Students will be expected to enrol in a correspondence course and work in the Library to maintain a full class load. Grade 12 students must enrol in five courses each semester. Dates are as follows:

- |                     |              |
|---------------------|--------------|
| 1. full class       | September 15 |
| 2. semester 1 class | September 15 |
| semester 2 class    | February 15  |

#### FIRE DRILLS

The Fire Commissioner's Office states that each school should have ten (10) fire drills per year at a variety of times. When we conduct fire drills, students are expected to exit promptly and in an orderly fashion. They are to remain in their designated groups in the required areas in order to have attendance checked. They are expected to wait for teacher instructions to return to the school.

#### USE OF VENDING MACHINES

Vending Machine use is intended for times other than when classes are in session.

#### SCHOOL PICTURES

Pierceland School provides class time, and a facility for school pictures to be taken as a service to families. School pictures are taken each year in the fall.

The preceding policies have been developed by the school with input from both staff and students, have been authorized by the School Community Council and the Division Board of Education. The policies in this handbook have been developed to enable the Pierceland School to operate in an efficient and effective manner and are designed to let the students and parents know what expectations the school holds for each and every pupil in terms of their performance and behavior.

If you have any questions regarding anything mentioned in this policy handbook, please feel free to discuss it with the principal by telephoning 839-2024.