

St. Walburg School



Handbook

Updated November 2023

Striving For Excellence

DIVISION MISSION STATEMENT

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

SCHOOL VISION STATEMENT

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

SCHOOL MISSION STATEMENT

Together staff and students will create a safe and inclusive community of respectful, competent, and kind individuals, focused on growth and life-long learning.

Building positive relationships to create a pathway to assist students in achieving their educational and personal goals leading to a fulfilling future within the greater community.

SWS VALUES

Using values as an internal compass to prioritize life skills.

Kindness	Tolerance	Empathy	Inclusivity	Learning
Competence	Gratitude	Respect	Accountability	Growth
Rules	Mindfulness	Perseverance	Collaboration	Positivity

INTRODUCTION

St. Walburg School serves students from Pre-Kindergarten to Grade 12 from St. Walburg and the surrounding rural area. St. Walburg School is part of the Northwest School Division #203. This handbook is produced to familiarize students and parents/guardians with St. Walburg School, its programs, policies, focus, and regulations.

The essence of student success is a spirit of cooperation between parents and teachers with the shared purpose of meeting each child's needs. A child's education is greatly affected by the quality and character of the relationship among parents, teachers, and community.

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

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

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

St. Walburg School requires students to comply with school and classroom rules and regulations which follow logically from the **general student rules** listed below:

1. Students will be punctual and attend school regularly.
2. Students will treat others with respect and courtesy.
3. Students will refrain from threatening or hurting others by actions or words.
4. Students will listen attentively and courteously when addressed by others.
5. Students will respect the privacy, personal property and personal space of others.
6. Students will follow classroom guidelines, listen to instruction, work cooperatively and complete all in-school and homework assignments.
7. Students will remain on school property during school hours unless given written permission by parent.
8. Students will refrain from bringing alcohol, drugs or weapons onto school property.

DUTIES OF PUPILS ACCORDING TO THE EDUCATION ACT

General Duties of Pupils

- 149** In the exercise of their right of access to the school of the Division every pupil shall co-operate fully with all persons employed by the Board and such other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school. Every pupil shall:
- attend school regularly and punctually;
 - provide themselves with such supplies and materials not furnished by the Board of Education, as may be necessary to their courses of study by the Principal;
 - observe standards approved by the Board of Education with respect to cleanliness and tidiness of person, general deportment, courtesy and respect of the rights of other persons;
 - be diligent in their studies
 - conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.
- 150** Every pupil shall be accountable:
- to the teacher for their conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted out-of-school hours;
 - to the principal for their general deportment at any time that they are under the supervision of the school and members of the teaching staff, including the time spent in traveling in between the school and their place of residence;
 - subject to stated policies of the Board of Education to the driver of a school bus and to any other person appointed by the board for the purposes of supervision during hours when pupils are in the personal charge of such employees of the board. Those employees shall be responsible to and report to the principal in accordance with the procedures approved by the board.

RIGHTS AND RESPONSIBILITIES

Students

- Students have the right to a quality education, and they have the responsibility to come to class on time prepared to learn, attend school regularly, follow classroom guidelines, to listen to instruction, and to work cooperatively.
- Students have the right to learn without disruption and they have the responsibility not to disrupt the learning of others.
- Students have the right to be treated with respect and dignity and they have the responsibility to treat themselves and others with respect and dignity regardless of ability, race, gender, culture, or social background.
- Students have the right to a safe and positive learning environment free from harassment and they have the responsibility to bring a positive learning attitude into the school and to all classes, follow school rules, and to refrain from threatening or hurting others by actions or words.
- Students have the right to be treated fairly and they have the responsibility to treat everyone fairly.
- Students have the right to hear and be heard and they have the responsibility to deal with the consequences of their decisions, both positive and negative.
- Students have the right to a clean, healthy environment free of litter and vandalism and they have the responsibility to keep the school and community clean and healthy and to not participate in, or tolerate by others, acts of vandalism.
- Students have the right to participate in all school activities and they have the responsibility to behave in a way that reflects positively on yourself, the school, and the community.

Teachers

- Teachers have the right to be treated with respect as a valued member of the education community and they have the responsibility to recognize each student as an individual, to listen to students and parents, and to protect the rights of students.
- Teachers have the right to expect students to be in class, to have a positive attitude, and to be prepared to learn and they have the responsibility to teach/facilitate learning, to have work prepared so that each student has an opportunity for an optimal education, and to frequently and regularly inform the student of his/her progress.
- Teachers have the right to expect the classroom to be a place of learning, where all students participate in the process of learning, and they have the responsibility to seek to provide a positive learning environment.
- Teachers have the right to feel safe in their classrooms and in the school and they have the responsibility to provide a safe environment for students and others and to address any situation that is a threat to others.
- Teachers have the right to expect parental or guardian support in matters relating to the education of their child(ren) and they have the responsibility to encourage parental involvement, and collaboration between home and school.
- Teachers have the right to have support from the administration and they have the responsibility to support the administration in their decisions and make wise decisions concerning which students are referred to the administration.
- Teachers have the right to have any student who is rude, disrespectful or disobedient removed from class and they have the responsibility to seek solutions to effectively deal with such students, to document problems adequately, and to forward to administration for assistance.

Parents

- Parents have the right to have their child educated in a positive environment and they have the responsibility to ensure their child attends school regularly.
- Parents have the right to feel welcome and free to approach staff and administration on any school matter and they have the responsibility to work positively with staff and students to find solutions to achieve these matters.
- Parents have the right to have their children in a safe, positive learning environment free of harassment and to have students treated in a fair and consistent manner and their responsibilities include being encouraging, thoughtful, making informed decisions, leading by example, supporting the school staff in maintaining a safe environment, and helping students recognize and accept their responsibilities
- Parents have the right to be involved in decisions regarding our students' education and they have the responsibility to be objective and fair, to seek information concerning our students, and to be supportive of decisions.
- Parents have the right to have input concerning decisions about school programs and they have the responsibility to be supportive of and/or be involved with school programs.
- Parents have the right to be informed on a regular basis regarding school events and student progress and they have the responsibility to track student progress/attendance and to communicate with the school and staff whenever necessary.

1. SCHOOL POLICIES

1.1 Arrival and Departure Time

Students should arrive in time to prepare themselves properly for class. Buses are scheduled to arrive at 8:40 am. In addition, so as to facilitate school opening and closing, St. Walburg School staff implements the following:

- The official door opening time is 8:40 am on a regular school day.
- Recess, noon, and before/after school supervision will be conducted by the teachers/staff assigned to supervision for that particular day.
- The students of St. Walburg School should not be arriving before 8:40 am on any regular school day. Parents/guardians are asked to ensure compliance so as to guarantee their child(ren)'s safety, especially during inclement weather.
- Student dismissal time is 3:10 pm.
- The after school supervision continues from 3:10 to 3:20 pm. After that, the only students permitted to remain at school are those who are participating in a teacher-supervised designated function of which they are a member of.

1.2 Lates

Students are expected to be in class with their materials when the bell has rung.

- For grades 7-12 students who are transitioning classes at 10:02, 11:09, and 2:03 have 5 minutes to change classrooms and gather materials for their next class.
- Late – If a student arrives after the designated start time, they will be marked late in Edsby.
- Once a student has received 5 lates for a class, classroom teachers will contact the parent/guardian. If the behaviour does not change after this contact, there will be further contact from the Principal or Vice Principal and a plan will be devised.

1.3 Noon Hour

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

1.4 Leaving the school during spares and during school hours

Students leaving the school during their scheduled class time are to report to the office before they leave. Students are not allowed to leave the school between classes. All students are required to have a signed permission form if they wish to leave the school during a spare. A spare agreement must be signed as part of the course selection form.

1.5 Visitors

All visitors are to report to the office before proceeding into the school, in the interest of child safety and security, and to assist the teacher with the delivery of instruction and to promote learning with minimal disruption. All visitors are asked to please enter the school using the main entrance. All other doors remain locked for the duration of the school day (except during lunch hour).

1.6 Attendance Policy

Data collected in school and literature researched indicates it is essential for students to attend school regularly to be successful with their education. According to the Education Act, Section 158 (1) Every pupil shall attend school regularly and shall promptly provide the principal with any information that may be required. We realize there will be extenuating circumstances such as travel, long-term illness and religious days. Missing for these reasons will need to be in consultation with the principal. It is the student's responsibility to make up for any missed work. Please be aware that any school-related absences will not be included in the total.

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

2. SCHEDULES

2.1 Announcements

Will be made at 8:57 am, 12:16 pm, and 3:10 pm.

2.2 Bell Schedule:

A. High School

8:40	Doors open
9:00 – 10:02	Period 1
10:07 – 11:09	Period 2
11:14 – 12:16	Period 3
12:16 - 12:36	First Noon (Lunch)
12:36 - 12:56	Second Noon
1:01 - 2:03	Period 4
2:08 - 3:10	Period 5
3:10	Dismissal

B. Elementary

8:40	Doors Open
9:00 – 10:02	Period 1
10:07 – 11:09	Period 2
11:14 – 12:16	Period 3
12:16 - 12:36	First Noon (K-3 In; 4-6 Out)
12:36 - 12:56	Second Noon (4-6 In; K-3 Out)
1:01 - 2:03	Period 4
2:08 - 3:10	Period 5
3:10	Dismissal
10:30 – 10:40	Morning Recess
2:00 – 2:10	Afternoon Recess

3. GENERAL EXPECTATIONS OF STUDENT CONDUCT

3.1 Student and Parent Complaints and Grievances (Administrative Procedure 151)

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

Procedures

1. General

- 1.1 Complaints are to be addressed in a timely and appropriate manner.
- 1.2 Complaints and efforts at address and/or redress are to be documented to ensure and enhance a fair and consistent response.
- 1.3 Complaints regarding school operation and treatment of students may be made by:
 - 1.3.1 A parent or guardian who is acting on behalf of the student.
 - 1.3.2 A student who is:
 - Sixteen (16) years of age or older and living independently, or
 - Eighteen (18) years of age or older.
- 1.4 In the event of a dispute involving a teacher, the student's teacher is to be the first person to hear and address any complaint or grievance from a student or parent.
- 1.5 If the complaint cannot be resolved with the teacher, the Principal is to be contacted.
 - 1.5.1 The same procedure (1.4) (1.5) is to be followed for a dispute involving non teaching school personnel.
- 1.6 If a complaint cannot be resolved with the Principal, the student or parent may contact the Director to seek resolution.
 - 1.6.1 Complaints may be made directly to the Director or designate in the event of conflict of interest with the Principal.
 - 1.6.2 Complaints re: Principal may be made directly to the Superintendent or designate.

- 1.7 If a complaint cannot be resolved with the Director or designate, the student or parent may make a written complaint to the Board, on decisions that significantly affect the education of a student.
 - 1.7.1 Complaints may be made directly to the Board in the event of conflict of interest with the Director.
 - 1.7.2 Complaints re: Director may be made directly to the Board.

3.2 Classroom Conduct

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

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

Students are expected to:

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

3.3 Lockers and Desks

Students will be assigned a locker on opening day. Locks are not issued, but it is recommended that students use one in order to assure that their property and belongings are kept secure. If property is lost or stolen, it is to be reported to the office immediately. The school is not responsible for lost or stolen property since students have the option of using a lock.

Lockers are not private property whether locked or unlocked, and students may be asked to have the contents of their locker checked for inappropriate materials if staff deems it necessary. Dependent upon the seriousness of the situation, the proper authorities may be called upon to conduct the locker search. The suspicion of an illegal or inappropriate item may justify a locker search. Students are not allowed to put inappropriate pictures, logos, slogans, etc. on the interior or exterior of their locker. Any damages to a student locker must be reported as soon as possible, or any applicable charges may be the student who occupies it.

3.4 Valuables and Money

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

3.5 Tobacco, Alcohol and Drugs

Students may not bring alcoholic beverages, drug paraphernalia or illegal drugs onto school property or to a school sponsored activity, nor may any students attend school or participate in a school sponsored activity while under the influence of drugs or alcohol. Offenses will be dealt with under the Education Act.

3.6 School Emergency Measures Plan

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

3.7 Damage

Any physical damage to the school will be the responsibility of the student(s) involved. Students will not be held responsible for costs in case of property damage caused by an accident.

4. TRANSPORTATION

4.1 Bus Transportation

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

4.2 Student Vehicles and Parking

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

5. ACADEMIC PROGRAM

5.1 Course Load

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

- a) Students who drop classes close off future opportunities. Often students change their minds about what they will do after graduation.
- b) Students who drop classes run the risk of being short on credits for graduation.
- c) Often there is less commitment to school if students have too many spares.
- d) If, however, a student decides to take a spare they are limited to one spare per semester, unless

approved by the principal. If a student would like to take more than one spare, a meeting would be held with the parent, student, and administration to discuss the possible implications for graduation eligibility. Furthermore, this student may become a part-time student and will NOT be allowed to participate in any extra-curricular events.

- e) Spares are only available to students in grades 11 and 12.

5.2 Timetable Selection and Changes

St. Walburg School strives to provide a maximum number of classes for students to select as part of fulfilling credit requirements. If it becomes necessary for a student to drop a class, then the subject teacher, student, parents, guidance counselor, and principal must be aware of this change. A form is available from the office and must be signed by the above people so that class may be dropped. Students who wish to change their course choices must do so within the first two weeks of each semester, unless approved by the principal.

5.3 Exam Procedures

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

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

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

5.4 Graduation

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

Graduation Policy

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

Grade 10	Grade 11	Grade 12
Minimum 8 credit	Minimum16 credits	Minimum 24 credits (5 of which must be at the 30 level)
English Language Arts A10 English Language Arts B10 Science 10 One of: Foundations & Pre-Calculus 10 Workplace & Apprenticeship 10 One of: Social Studies 10; History 10; or Native Studies 10	English Language Arts 20 One of:: Foundations 20; Pre-Calculus 20; or Workplace & Apprenticeship 20	English Language Arts A30 English Language Arts B30 One of: Canadian Studies: Social Studies 30; History 30; or Native Studies 30
	a science at level 20 or 30	
	A social science at level 20 or 30	
	6 additional electives credits at level 20 or 30	
2 credits in arts education or practical and applied arts at level 10, 20, or 30		
Wellness 10, Physical Education 20 or Physical Education 30		

Note:

- 1 credit = 100 hours of instruction and a minimum percentage of 50
- Modified courses (11, 21, 31) can be used to fulfill requirements in the required courses of study, specified areas of study and electives.

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

Valedictorian

The Valedictorian should be the best representative of the graduating class with respect to academics and behaviour. Integrity is stressed.

Valedictorians must maintain an average of at least 80%. Being chosen to be Valedictorian is an honour for a SWS student.

The following is used in calculating average:

- ELA A30 and ELA B30
- History/Social Studies/Native Studies 30
- Highest Math at 30 level
- Highest Science at 30 level
- Elective #1 (30 level)
- Elective #2 (30 level)

The Valedictorian is voted upon by the Grade 12 students.

5.5 Academic Integrity

The Northwest School Division defines Academic Integrity as:

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

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

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

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

6. FEES (AP 505)

6.1 Library/Textbook Fees

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

6.2 Practical and Applied Arts

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

6.3 Arts Education

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

6.4 Other Fees

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

7. EXTRA CURRICULAR ACTIVITIES

7.1 Activities

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

7.2 Extra-Curricular Code of Conduct

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

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

8. GYM AND FOOTWEAR

8.1 Footwear for in the gym

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

8.2 Indoor Footwear

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

9. SUPERVISION

9.1 Schedule

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

9.2 Weather Conditions / Indoor Day

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

9.3 Playground Rules

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

10. DISCIPLINE POLICY

10.1 Short Summary

Every pupil shall be accountable:

- a) to the teacher for his/her conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.
- b) to the principal for his/her general deportment at any time that he/she is under the supervision of the school and members of the teaching staff, including time spent traveling between the school and his/her place of residence. (excerpt from the Education Act)

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

Expectations For Behaviour

- All students are responsible to all staff members.
- Students will treat other students, staff, parents, and guests with respect.
- Students will use appropriate language in our school and on the school grounds.
- Students will show respect for personal and school property.
- Students will contribute to creating a productive and supportive learning environment.

10.2 School Behaviour Plan

Staff will intervene for any behaviour that is interfering with teaching, learning, and/or the well-being of other students and staff. The action taken will depend on the nature of the activity, the target, the duration, and frequency of the misbehaviour. All negative actions are grouped into three categories and will be dealt with accordingly.

The rules and guidelines of St. Walburg School have been created to encourage and promote student safety and a positive learning environment. These rules are centered on respect for self, others, and St. Walburg School.

Level 1 – Minor Violations

Minor violations are actions that cause small annoyances and inconveniences. They violate a principle of etiquette, are non-violent and interfere primarily with the students' own learning. Consequences may include: verbal correction by teacher, apologies, detention, contact home, removal from class, etc.

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

Level 2 – Intermediate Violations

Intermediate violations are actions that cause disturbance to others. Consequences may include: community service around school, detention, phone call home, discussion with administration, apology, removal from class, etc.

Level 3 – Major Violations

Major violations are actions that cause physical, social, or emotional harm to another person. They blatantly violate the expected code of conduct for students, or which inflict significant cost to another person. These are behaviours of a more serious nature. Consequences may include: in-school or out-of-school suspensions, detentions, parent meeting, behaviour contract, etc.

Direct Opposition to Authority:

Students displaying blatant and direct opposition to a staff member who has the authority to request corrective measures relative to conduct and/or behaviour will be immediately referred to the principal for an appropriate course of action. Students have the right to politely ask for the intent of the request made by the staff member, but in choosing to ignore the request may cause further disciplinary action. Staff requests are to be reasonable and fair in asking the student(s) to make corrective measures relative to their behaviour and/or academic effort.

10.3 Harassment

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

10.4 Anti-Bullying

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

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

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

What Is Bullying?

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

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

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

11. STUDENT PLACEMENT

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

11.1 Evaluation and Reporting

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

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

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

11.2 Guiding Principles for Student Progress Reporting

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

11.3 Student Assessment

Late Assignments

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

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

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

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

Redos and Retakes

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

11.4 Exams

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

11.5 Distance Learning

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

12. SCHOLARSHIPS AND AWARDS

12.1 Scholarships

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

12.2 Academic Excellence

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

Honor Roll is determined by

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

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

12.3 Colour Awards

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

12.4 Winit

The winit system is an optional award system recognizing all facets of school participation. A certificate featuring our own distinctive school crest mounted in a frame is given to students (by request), and all individual awards mounted on it. Records are kept and additional certificates are given when the need arises. Three main categories are: academic, sports, and participation in a variety of school clubs.

13. OTHER

13.1 Medication (AP 316)

Only health care professionals are authorized and trained to provide health and medical services for pupils. Teachers will not administer medications, non-prescription drugs (Tylenol) or provide any regular medical or physical health care services for pupils. The Division will allow students requiring essential medical or personal treatment during school hours access to that treatment at school as per AP 316. Parents should contact the

school administration in regard to any student taking medication to make necessary arrangements. Students bringing medication to school should contact the school administration. All medication should be kept under lock and key for safety purposes.

School administration shall receive permission from the student's parent or guardian before allowing medicine, such as Advil, to be made available from school supplies. A signed permission form releasing schools from liability is essential if schools are asked to administer medication to students during the school day.

13.2 Parent Volunteers

St. Walburg School staff and students welcome parent volunteers to assist with school activities and events throughout the year. Parents volunteers are required to provide a Criminal Record Check, signed Volunteer Form, as well as the Driver's Form if transporting students.

13.3 Student Telephone

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

13.4 Counseling Services

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

14. USE OF PERSONAL ELECTRONIC DEVICES

St. Walburg School Personal Electronic Devices and Use of School-Based Technology Policy

Northwest School Division (AP 142)

Background

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

Definition

Personal Electronic Devices (PED) referred to in this section include, but are not limited to, any piece of light weight electronically powered equipment. These devices are typically consumer electronic devices capable of communications, data processing and/or unity. Examples range from handheld lightweight electronic devices such as tablets, e-readers and smart phones to small devices such as MP3 players, smart watches and electronic toys.

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

Procedures

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

St. Walburg School Electronic Device Policy

St. Walburg School recognizes the fact that many students carry electronic devices on them at all times and for a variety of reasons. This policy includes the following electronic devices, although not limited to: cell phones, smartphones, iPads, iPods, tablets, laptops, etc. Our school supports a BYOD (Bring Your Own Device) environment that contributes to enhancing student learning opportunities, as long as the following procedures are adhered to in order to respect the learning and safety of all students and staff.

School-Wide Policy

1. The device can ONLY be used under the supervision and authorization of a staff member during school hours or school events.
 - Students in Grade 9 and below are to hand phones in at the beginning of the day and/or class as directed by the staff member.
 - Students in Grades 10-12 are not to be on phones during class time unless it is for educational purposes. Their phones are not to be seen out unless express permission has been granted.
2. Students are not to contact home during instructional time, unless authorized by a supervising staff member. This includes:
 - Phone calls and messages from cell phone.
 - Answering or making calls, texts, or messages during instruction and class time as this disrupts their learning and the learning of others.
 - Parents must contact the office if immediate communication with their child during school hours is required.
3. St. Walburg School is not responsible or liable for lost, stolen, or damaged devices.
 - Students who choose to bring a device to school accept full responsibility for its use and care.
 - Teachers have the discretion to ask students to turn in their phones before class starts to prevent misuse, theft and/or damage.
4. Personal mobile devices are allowed during instructional time only under the following circumstances:
 - For educational purposes, such as conducting research or to access educational websites or apps, as directed by the educator in the classroom;
 - For health and medical purposes; and
 - To support special educational needs, including students with mental health needs (but approval from educator is required).

Failure to Adhere To Electronic Device Policy:

1. Initial breach of use
 - Student will be asked to put device away. If a student continues to use the device, the device is taken away and placed at the office. The student can pick up the device at the end of the day from the Principal or Vice Principal.
2. Second breach of use
 - Device will be taken away and placed at the office. Parents will be contacted. The student can pick up the device at the end of the day from the Principal or Vice Principal.
3. Third breach of use
 - Device will be taken away and placed at the office. Parents will be called to come in to get the device.
4. Continued breach of use
 - Device will immediately be taken away and placed at the office. Parents will be contacted. If the student chooses to bring the device to school it will be handed in to the office every morning and the student can collect it at the end of the day. This will happen for a designated period of time.
 - If further situations occur the student will not be allowed to bring the device to school at all.

If a student uses a device in an inappropriate manner that directly impacts the well-being or dignity of a student or staff member, further disciplinary action will be taken including, but not limited to no longer being allowed to bring the device to school.

Rules For Use of Both Personal Electronic Devices and School-Based Technology:

1. All individuals are expected to use PEDs and school-based technology in a courteous, respectful, and otherwise appropriate manner consistent with school and division policies, and the guidelines and expectations outlined in the school and division code of conduct.
2. The electronic transmission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school-based technology or personal PEDs while on school property, is prohibited without the expressed permission of the person.
3. Prohibited uses of PEDs and school-based technology includes, but are not limited to, the use of PEDs or school-based technology that:
 - a. compromises the academic integrity of the school or an individual within the school;
 - b. interferes with or disrupts the academic day or the teaching/learning environment;
 - c. violates a person's reasonable expectation of privacy (including, but not limited to, taking, distributing, or posting photos of others persons without their consent);
 - d. compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk);
 - e. facilitates illegal and/or unethical activities, including, but not limited to:
 - i. transmitting materials in violation of Canadian laws;
 - ii. receiving, viewing, duplicating, storing, or transmitting inappropriate materials;
 - iii. transmitting or posting threatening, abusive, or obscene messages or materials;
 - iv. sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent;
 - v. forging any document or message; observing the origin of any message, transmission, or file'
 - vi. using programs that harass users, prevent access, investigate, or infiltrate computer systems and/or software components; and
 - vii. participating in online gambling sites.
4. St. Walburg School will not be held responsible for any damage that may occur to a PED as a result of connecting to any school-based technology or any electrical power source.
5. The parents and/or guardians of any student bringing PEDs to school or using school-based technology are responsible for and will reimburse the school for any damage that their child may cause.

Cell Phone Policy

Teachers and students are both responsible for the learning that goes on in the classrooms. Teachers are responsible for preparing the lesson and course materials and presenting the material in ways that are engaging to students. Students are responsible for being present both in body and mind, for their classes. This includes putting aside cell phones and other technical/electronic devices that distract them from learning. St. Walburg School has updated the cell phone policy.

If students in Grade 8 and under choose to bring their cell phone to school they are expected to place their phones in the classroom case at 9:00 am and 1:00 pm. The cases will then be placed at the office area. Students in Grades 7 and 8 will be allowed to have their phones during their lunch break. Grade 9 students are expected to place their phones in the classroom case every class period.

Grade 10, 11 and 12 students are not required to hand their phones in to the classroom teacher but they are expected only to be on their phones with teacher permission.

Consequences for students caught with their cell phone during class time:

1. The phone is confiscated by a staff member and can be picked up from the office at the end of the day.
2. The second time a student is caught with their cell phone during an unspecified time it will once again be confiscated by the staff member and placed in the office. It can only be picked up at the end of the day by a parent/guardian.

Illegal Substances

1. Smoking and vaping is not permitted in and on Northwest School Division property. This applies to students, staff, and all visitors to the school.
2. Students caught or suspected to be under the influence of alcohol or drugs: Reference to the course of action will be made through the NWSD AP _____

Procedures

1. The principal will ensure that all staff in their school are informed regarding the procedures to be followed when dealing with instances of non-medical use of drugs and/or alcohol.
 - a) When a student is suspected and/or found to be in possession of, and/or under the influence of illegal substances such as alcohols, solvents, intoxicants, controlled drugs, restricted drugs, or narcotics within a school, on Division property, the staff member shall attempt to confiscate the illegal substance in an appropriate and lawful manner and report the incident to the principal. The principal shall refer to the Northwest School Division Alcohol and Drug Administrative Procedure.
2. The principal, in conjunction with the School Community Council and the school community, shall ensure that educational programs and community resources are focused on the resolution of the problems and reasons leading to, and resulting from, the non-medical use of drugs.