

# **STUDENT POLICY HANDBOOK 2020-2021**

## **École Gravelbourg School**

240 – 1st Ave West

P.O. Box 930

Gravelbourg, SK

S0H 1X0

Telephone: (306) 648-2480

Website: <https://schools.prairiesouth.ca/gravelbourg>

email: [school.ecolegravelbourg@prairiesouth.ca](mailto:school.ecolegravelbourg@prairiesouth.ca)

## **1. GENERAL INFORMATION**

### **Phone number:**

Main Office phone

306-648-2480

Main Office general email

school.ecolegravelbourg@prairiesouth.ca

### **School Staff:**

#### **Administration Team**

Ms. L. Froshaug, Principal

froshaug.lona@prairiesouth.ca

Mr. T. Blair, Vice-Principal

blair.tal@prairiesouth.ca

Mrs. L. Mann, Admin. Assistant

mann.leanne@prairiesouth.ca

#### **Teachers**

Mme M. Anderson

anderson.mariette@prairiesouth.ca

Mme L. Bonneau Chevrier

bonneau.lillian@prairiesouth.ca

Mme K. Dubeau

dubeau.katryne@prairiesouth.ca

Ms. A. Cozart

cozart.ali@prairiesouth.ca

Mme N. Fournier

fournier.nathalie@prairiesouth.ca

Mme F. Gauthier

gauthier.francine@prairiesouth.ca

Mme R. Gingell Munteanu

gingell.rhonda@prairiesouth.ca

Mrs. K. Goepen-Bourgeois

bourgeois.kristine@prairiesouth.ca

Mr. D. Huyghebaert

huyghebaert.darcey@prairiesouth.ca

Mme I. Johnson

johnson.ida@prairiesouth.ca

Mrs. T. Lagassé

lagasse.tracey@prairiesouth.ca

Mme G. Perrault

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Mme G. Pouteaux

pouteaux.guylaine@prairiesouth.ca

Mr. C. Simonsen

simonsen.craig@prairiesouth.ca

Mme D. Simonsen

simonsen.dominique@prairiesouth.ca

Mr. B. Webb

webb.ben@prairiesouth.ca

Ms. Trisha Wallington

wallington.trisha@prairiesouth.ca

#### **Educational Assistants**

Mme M. Bissonnette

Mme J. Brisebois

Mrs. S. Cooper-Erickson

Mrs. C. Crooks

Mrs. M. Palmier

Mrs. N. Quigley

Mme S. Salat

Mrs. L. Webb

Mrs. K. LaRochelle

#### **Librarian**

Mrs. D. Bailey

bailey.dina@prairiesouth.ca

#### **Facilities Staff**

Mrs. B. Pagan

Mrs. A. Aitken

### **Bus Drivers**

- Route #1: Kristina Ratzlaff
- Route #2: Pamela Gohrke
- Route #3: Natasha Quigley
- Route #4: Craig Jamieson
- Route #5: Jackie Hundersmarck

### **School Community Council**

Election will be held in October 2021.

## **2. MISSION STATEMENT AND SCHOOL OBJECTIVES**

Our students are always at the heart of our decision making. The mission of École Gravelbourg School is to establish a community whereby we provide opportunities for all students to make sense of their world, to respect themselves, others, the environment, and their community. Together, we will guide students' experiences and successes within the context of the classroom, instructional styles, and social, emotional, physical, and professional interactions of our school. We believe in an atmosphere where surprise, challenge, hard work, celebration, humour, satisfaction, and collegiality best achieves this mission.

### **SCHOOL OBJECTIVES**

Within the established parameters of the Prairie South School Division #210 mission statement, the following three items are important objectives for the students and staff of École Gravelbourg School:

#### **i. LEARNING**

Students attend École Gravelbourg School for the purpose of acquiring knowledge, skills (academic, physical, technological, and social) and values which will become essential tools for them in later life.

#### **ii. RESPECT**

An attitude of mutual respect and politeness must be nurtured so that the school climate is conducive to learning.

#### **iii. PARTICIPATION**

Participation in school-related activities is an essential ingredient of learning. Participation in school events fosters a sense of belonging and purpose in a school. Learning takes place throughout the varied programs in and out of the classroom.

## **3. DUTIES OF PUPILS**

Sections 150 and 151 of the Saskatchewan Education Act state that in the exercise of his or her right of access to schools and to the benefits of educational services pursuant to this part, a pupil shall comply with the following:

- a) Every pupil shall cooperate fully with all persons employed by the Board of Education and any other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or any special ancillary services that may be provided or approved by the Board of Education, or the Department.

- b) Every pupil shall:
1. Attend school regularly and punctually.
  2. Purchase any supplies and materials not furnished by the Board of Education or that the principal considers necessary for any particular course of instruction.
  3. Observe standards approved by the Board of Education with respect to:
    - cleanliness and tidiness of person,
    - general deportment,
    - obedience,
    - courtesy and rights of other persons.
  4. Be diligent in his or her studies.
  5. Conform to the rules of the school approved by the Board of Education.
  6. Submit to any discipline that would be exercised by a kind, firm and judicious parent.
- c) Every pupil is accountable to the teacher for the pupil's conduct on the school premises during school hours and during those hours that the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted out of school hours.
- d) Every pupil is accountable to the principal for the pupil's general deportment at any time that the pupil is under the supervision of the school and members of the teaching staff including the time spent travelling between the school and the pupil's place of residence.
- e) Subject to the stated policies of the Board of Education every pupil is accountable to the driver of a school bus and to any person appointed by the Board for the purposes of supervision during hours when pupils are in the personal charge of those employees of the Board.

#### **4. RESPECT FOR ALL POLICY**

The responsibility for a safe, caring and respectful school lies with the in-school administrators, school staff, students, parents, the School Community Council and community members. École Gravelbourg School will involve the school community including staff, students, parents and community members in a regular review of the **"Respect for All"** policy and school level practices.

At École Gravelbourg School, teachers and students work together to provide a caring, safe and respectful learning environment free from all forms of disrespectful behavior. If disrespectful behaviour does occur, incidents will be dealt with promptly and consistently. Anyone who knows that disrespectful behaviour is happening is expected to report those incidents to a staff member or the principal. This is a serious type of harassment and creates an unsafe and hostile learning environment.

Disrespectful behaviour can be best defined as a behavior that makes people feel uncomfortable or threatened. Disrespectful behaviour is an aggressive behaviour this repeatedly directed at an individual or group that hurts, frightens or upsets these person(s). Disrespectful behaviour can take many forms. It can be physical, psychological, verbal, social, cyber, emotional, mental, sexual, etc. It can be direct, indirect, by one person or by a group.

It is where one person or group repeatedly uses power and aggression to control or intentionally hurt, harm or intimidate another person or group. It is often based on another person's appearance, abilities, culture, race, religion, ethnicity, sexual orientation or gender identity. It can occur in person or through electronic communication.

Signs and symptoms that disrespectful behaviour might be occurring are when a student:

- Doesn't want to go on the school bus
- Begs to be driven to school
- Changes his/her usual routine
- Is unwilling to go to school
- Becomes withdrawn, anxious, or lacking in confidence
- Attempts or threatens to run away
- Attempts to harm himself or herself
- Cries a lot or has nightmares or feels ill in the morning
- Is less attentive to school work
- Arrives from school with damaged clothes or books
- Has missing possessions
- Asks for money or steals money to pay bully
- Comes home hungry after lunch is stolen
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Gives improbable excuses for any of the above.

Each case of disrespectful behavior will be treated individually and depending on the circumstances, one or more of the following strategies may be used:

- Interviews/counselling/mediation of the bully and victim by school staff either individual or together
- Parents of the students involved will be notified by the school
- Interviews of the parents may be done by the school
- Outside agencies (counselling, RCMP, Health, ..... ) may become involved
- Regular follow-up with students, parents, outside agencies,...
- In all cases the rights, dignity and privacy of all involved will be observed.

Possible consequences of disrespectful behavior:

- Restitution to the victim
- Removal of privileges/participation in school activities for the aggressor
- Referral to counselling
- Community service within the school
- Detentions
- In-school suspensions
- Out-of-school suspensions
- Recommendation for transfer to another school within Prairie South School Division
- Recommendation to the Board of Education for expulsion from Prairie South School Division

## 5. **DISCIPLINE**

In accordance with Section 152 of the Saskatchewan Education Act:

- a) Every pupil is subject to the general discipline of the school.
- b) Every Board of Education shall make provisions, which are set out in its policy manual, applicable to the schools in its jurisdiction for the expeditious investigation and treatment of problems arising in the relationship between a pupil and the school.

In accordance with Section 154 of the Saskatchewan Education Act:

- a) A principal may suspend a pupil for a period not exceeding 10 school days when the principal receives information alleging, and is satisfied, that the pupil has:
- persistently displayed overt opposition to authority;
  - refused to conform to the rules of the school;
  - been irregular in attendance at school;
  - habitually neglected his or her duties;
  - willfully destroyed school property;
  - used profane or improper language;
  - engaged in any other type of gross misconduct.
- b) When a principal suspends a pupil pursuant to the Act, the principal shall:
- Immediately:
    - Report the matter to the Director of Education or other person authorized to act in the Director's absence.
    - Notify the parent, guardian or the pupil of the circumstance of the suspension and the action taken.
    - Inform the pupil of the reason for his or her suspension.
  - As soon as is practicable:
    - Prepare a written report of the circumstances of the suspension and provide it to:
      - the Director of Education or other person authorized to act in the Director's absence and
      - the parent or guardian of the pupil.

## **6. ADDRESSING TEACHERS & SCHOOL PERSONNEL**

Students will address teachers, school personnel and all adult guests by Mr., Ms., Mrs., Miss, Mme (Madame), or M. (Monsieur), Mlle (Mademoiselle).

## **7. SCHOOL APPROPRIATE LANGUAGE**

The use of school appropriate language is expected at all times. Profane and abusive language such as swearing, put downs, name calling, etc. will not be tolerated. These actions are disrespectful and are considered disrespectful and/or harassment, and repeated offences will be dealt with.

## **8. HIGH SCHOOL BELL SCHEDULE**

Warning bell	8:50 am
Period 1	8:55 am – 10:03 am
BREAK	10:03 am – 10:08 am
Period 2	10:08 am – 11:15 am
BREAK	11:15 am – 11:20 am
Period 3	11:20 am – 12:27 pm
LUNCH BREAK	12:27 pm – 1:07 pm
Period 4	1:10 pm – 2:17 pm
BREAK	2:17 pm – 2:22 pm
Period 5	2:22 pm – 3:29 pm

**9. ELEMENTARY BELL SCHEDULE (K – 6)**

Warning bell	8:50 am
LUNCH BREAK	12:27 pm – 1:10 pm
Dismissal	3:29 pm

**10. LUNCH BREAK**

Students are able are asked to go home for lunch. Lunches are to be eaten in the designated area for their grade/cohort. Food and drinks are not allowed in the gym. Trash cans and recycling cans are provided and must be used to help keep the school neat and tidy. Students who eat at school must obey the rules of their designated eating area. If sending items that need to be warmed please ensure they are pre-cooked and only take a minute or less to warm up. Microwaves must be wiped before and after use with provided sanitizer. This will allow all students time to access the microwaves and eat their lunch. Please supply your child with whatever utensils they will need for their lunch as École Gravelbourg School. The school offers a milk program for those who choose to purchase this service. Information will be sent out later in the month regarding the milk program.

**11. SCHOOL DAY**

We are asking students to come to school as close to 8:45 as possible. Currently we do not have outdoor recess before school. As such, students will come in the building and go to their period one class and sit in their assigned desk.

**12. HALLWAY CONDUCT AND MOVEMENT**

Hallways serve as a means of getting from one place to another; therefore, movement and noise should be kept to minimum while classes are in session so as not to disturb the learning of others.

Running, pushing, amorous behaviour, or inappropriate language is not acceptable at any time within the school.

**13. STUDENT LOCKERS**

Students in Grades 4 to 12 will be assigned a locker to store their personal property. Lockers must be kept neat and tidy.

**14. HIGH SCHOOL COURSE SUBJECT POLICY**

We at École Gravelbourg School believe in the importance of students taking a full course load in order to maximize their options upon completion of high school. Though the Ministry of Education requires students to have a minimum of 24 credits from Grade 10-12 in order to graduate, the Board of Education and École Gravelbourg School staff encourage all students to take a full course load of 10 credits or more during the school year. These could include online classes.

Note: Of the 24 required credits, French Immersion students must have 12 French credits at the 10-12 level to receive bilingual distinction on their Grade 12 diploma.

All students in Grade 8-11 will have a full course load. Students in Grade 10-12 may drop a class up to one week following the report card day in fall for 1<sup>st</sup> semester and non-semestered classes and up to one week following the report card day in the spring for 2<sup>nd</sup> semester classes. The principal will have the final say regarding student course loads. If students wish to drop a credit course, they must obtain a course discontinuation form from the principal's office and have

the form signed, in order, by their parents, the subject teacher and the principal. The form will not be signed by the principal until consulting with the student and/or parent to ensure that all credit requirements are fulfilled and prerequisite courses are taken. If Grade 10 or 11 students request to drop a class, they may be required to replace that class with another course at school or online to maintain a full course load.

#### **15. ON-CAMPUS PROGRAM**

École Gravelbourg School has an on-campus program in which all students are expected to attend school regularly, punctually and be in class at all times. A closed campus policy is in effect for Pre-K to Grade 11. Grade 12 students have an open campus. This means that these students may leave the building during their spares once the open-campus waiver form has been signed by parents and returned to the school. If grade 12 students choose to stay in the school, they must go to a supervised classroom in the building. No one should be loitering in the hallways or in the gym.

#### **16. STUDENT COMMENCEMENT**

École Gravelbourg School acknowledges that student commencement or “graduation” is a school event. Because this event occurs before all exams have been written and all final grades assessed, the term “commencement” is used rather than “graduation” and the term “graduands” is used rather than “graduates” because students are not yet officially receiving their Grade 12 diploma.

Eligibility to participate in the activities surrounding commencement is determined by the following:

1. Successful completion of all prerequisite courses in the previous years of study.
2. Successful completion of required courses in the semester prior to commencement.
3. Enrollment in the required courses to obtain a Grade 12 standing (24 credits) as outlined by the Department of Learning with a probability of success.

École Gravelbourg School, under the direction of the principal and staff, will assist the students and their parents with facilitating, organizing, budgeting and coordinating all the commencement-related activities in the École Gravelbourg School gymnasium.

The Board of Education and the principal and staff of École Gravelbourg School shall not be held responsible for any events other than the aforementioned sanctioned activities.

#### **17. BUS STUDENTS**

Bus students are not allowed to leave the school grounds during the noon hour unless the school receives a prior signed note from their parents. Bus students are responsible to the Principal for their conduct on school buses. Parents please make the bus driver aware if your child(ren) will not be on the bus. This is a courtesy to the driver and other students.

#### **18. TWO-SHOE POLICY**

It is very important all students have two pairs of shoes for use at the school. In times of rain and snow, when it is muddy and wet outside, students are expected to have a second pair of clean shoes that are to be worn in the school. We want to keep our school clean and respect the people who keep our school clean. We want to promote good hygiene, proper use of the gym floor and readiness in case of an emergency evacuation or fire drill. Students are not allowed to attend school in bare feet for sanitary and safety reasons.

To ensure the safety of students, it is required that all students have a pair of closed-toed shoes for use in the science labs and the Practical and Applied Arts areas of the school. Students



without required foot wear will not be permitted in the areas. Sandals are not allowed at any time in these areas.

## **19. DRESS CODE**

Students are expected to be clean and tidy when attending school. Student clothing should fit well and be appropriate for an educational K-12 setting. Alcohol or drug-related, profane, sexual or demeaning/degrading messages on clothing, backpacks, gym bags etc. will not be allowed in school or at school-related activities.

Hats, toques or any other headwear are not to be worn in the school at any time. The first offence for this will be the confiscation of the headwear for one day. A second offence will result in the confiscation of the headwear for up to one week. A third offence will have the headwear confiscated for the remainder of the year.

Phys. Ed. students may need a swim suit for classes at the pool in the spring.

## **20. PHYSICAL EDUCATION SAFETY**

For the safety of all students, exposed body piercings will not be allowed in physical education classes. Also, exposed body piercings will not be allowed in extra-curricular sporting events (intramurals, team practices, games, etc.). Failure to comply will result in students being barred from participating and parents being notified of this issue. For skating and broomball, students require a CSA approved helmet. A facemask is also required for broomball

## **21. HOMEWORK**

The motivation which comes from parent interest in children's school work is most valuable to a child. As well, doing some daily homework establishes good work and study habits and builds self-discipline.

At the elementary level, homework will consist mostly of unfinished assignments, corrections and practicing spelling and reading. Homework should be reasonable in length. An approximate guideline is that a student should be expected to do about as many hours of homework per week as the grade they are in. (**Example:** A grade 4 student may be expected to do four hours of out-of-school study per week.). Keep in mind that children work and learn at different rates and these times may vary. Homework will not usually be assigned on weekends and holidays.

Parents with children in French Immersion must realize that learning a second language may often require extra effort and commitment.

Concerns regarding homework should be addressed to the teacher.

## **22. TOBACCO-FREE FACILITY**

There is no smoking, vaping, or chewing tobacco allowed anywhere on school property. This includes e-cigarettes and other types of tobacco/nicotine delivery devices. This rule will be strictly enforced.

## **23. BANNED ITEMS**

To enhance the learning opportunities of students and teaching effectiveness of teachers, École Gravelbourg School demands that the following items **not** be brought into school:

- a) sunflower seeds
- b) smokeless tobacco products (vapes/e-cigarettes, etc.)

- c) toy guns
- d) weapons
- e) any other disruptive technologies

In the interest of safe travel to and from school it is acknowledged that students may bring **cell phones** to school; however,

- if students in Gr 8 – 12 need to use their cell phone at **lunch** or at **breaks**, they are expected to use their cell phone in an appropriate manner. In order to encourage physical activity and conversation, K – 7 students may only use their cell phones **before** or **after school**. A student's cell phone will be confiscated if used inappropriately.
  - At the beginning of each class the phone must be turned off and put into a basket provided by the teacher. A cell phone may be used appropriately in the classroom if and only if granted permission by the teacher. A student's cell phone will be confiscated if used inappropriately.
- The use of music and headphones in the classroom is at the discretion of the teacher.

#### **24. ABSENCES FROM SCHOOL AND LATES**

Regular and punctual attendance is important for student academic success as well as for building positive attitudes towards school work. With that in mind a written note, a phone call (or a message left on the answering machine) or an email from the parent to Mrs. Mann at [mann.leanne@prairiesouth.ca](mailto:mann.leanne@prairiesouth.ca), stating the reason for their child's absence from school, must be provided. Failure to comply with this procedure will result in the absence being invalid. Parents may be called at home or at work to validate the absence.

When students are absent from school it is their responsibility to catch up on missed school work. Parents may call to make arrangements to have their child's school work collected and picked up by another person. If a student misses an assessment for a valid reason, the teacher may choose to give that student a different assessment upon their return. The student must be prepared to complete the missed work the next day.

#### **25. SCHOOLYARD BOUNDARIES**

Students must stay within the school yard boundaries within the school day. This includes the playground and track area.

#### **26. OUTDOOR ACTIVITIES**

Pre-K to Grade 7 are expected to play outdoors at recesses unless the weather is unsuitable. Fresh air and exercise are beneficial aspects of their school day. During cold weather students will require warm clothing. When there is snow, mud or wet ground, students must wear boots/alternate footwear which can be removed when re-entering the building. On days of extreme cold or rain, students may be allowed to stay indoors for recesses. If the air temperature **without the wind chill** or **the temperature and wind chill** are between **-20 and -29** children will be allowed to warm up periodically in the porches during recesses and noon hour. If the air temperature **without the wind chill** or the **temperature and wind chill** are **-30 or lower** students will be kept indoors for recess and noon hour.

#### **27. HEALTH CONCERNS**

Student health forms must be updated every year. Parents should notify the school of any changes to the health status of their child as they occur through out the year. School personnel

will not administer any medications to students. If your child requires medication throughout the day, please have them leave the medicine at the office and they can self-administer as necessary throughout the day. Students who become ill during the school day must not leave the school without informing an adult who can contact their parent or guardian prior to them leaving.

## **28. PLAYGROUND**

Our primary goal is to maintain conditions on the playground that make for the enjoyment and safety of everyone. **It is each student's responsibility to respect the rules, respect others, maintain good conduct and show courtesy at all times.** When playing organized group games like softball or soccer, students will play in the areas assigned to them. For safety's sake, students will refrain from climbing trees, fire escapes, softball backstops, fences, etc. Students shall sit at all times on the swings and slides. Doubling on swings is not allowed.

- Students will treat all playground equipment with respect. **Students will be held accountable for damages due to deliberate carelessness.**
- Students will share all playground equipment. Wrestling, fighting, rough play or any form of violent behavior, or threats of violence will not be tolerated.
- Kicking or throwing rocks, snowballs or any other objects is dangerous and is **not** permitted at any time and will result **in a suspension** from the playground.

Football, soccer balls and softballs are to be used away from the school. These are field balls and should be used as such. The use of baseballs is not allowed at any time during school hours.

## **29. LIBRARY**

Students are encouraged to use the library to read for enjoyment as well as for class research projects. Books may be signed out for up to a two-week period. Videos may be signed out overnight. It is the student's responsibility to return books/videos on time. When working in the library please work quietly, handle the books with care, return the books on time and tidy up before leaving.

Students will not have access to the library during the morning and afternoon recesses.

## **30. MISSED EXAMS AND OTHER ASSESSMENTS**

If students know in advance that they will be missing a period during which an assessment is taking place, they will advise the teacher and principal by providing a written note or making a phone call or email to the teacher or principal from a parent/guardian as proof of the validity of the reason for the absence. The teacher and the student will then make arrangements for an alternate date and time to complete the assessment.

If students miss an exam or other assessment due to an invalid absence, they will be required to write the exam/assessment immediately upon their return. Note: an alternate exam/assessment may be provided at a later date instead.

### **31. STUDENT REPORTING/STUDENT ACHIEVE**

PSSD is using the ASPEN reporting system. Parents will have access to the home portal which will communicate attendance and evaluations. If you do not have access please contact Leanne Mann, Administrative Assistant, and she will help you gain access.

### **32. REMOTE DESKTOP**

If students did not save their work on their memory stick at school, in general, they are able to access school files from home using Remote Desktop. Students must go to [www.prairiesouth.ca](http://www.prairiesouth.ca), select the Student tab, then select "Remote Desktop". After typing in their username and password, students should have access to their files. If having troubles, please ask for assistance from a teacher or from someone at the office.

### **33. CHEATING/PLAGIARISM**

Any students who are caught cheating on an exam, quiz, assignment, etc. or who plagiarize (i.e. copying and pasting from any source without acknowledgement of the source) on a written assignment, essay, research paper, etc. will be required to redo the work or to take an alternate exam. Parents will be informed of this serious offence.

### **34. HOME/SCHOOL COMMUNICATION**

Throughout the course of the school year, newsletters, occasional memos and permission slips are sent home with students. Many of these may also be sent home electronically. Parents should ensure they keep the school up-to-date with their email address if there is a change, so that you may stay current with school news and other information. Be sure to check out the École Gravelbourg School website, [www.prairiesouth.ca/gravelbourg](http://www.prairiesouth.ca/gravelbourg), as many information items are also posted there.

### **35. FOOD POLICY**

In an effort to assist those in our school with food allergies, École Gravelbourg School is officially a **nut-free** school. Please do not bring any food item into the building that may contain any type of nut or nut product. This also applies to food warnings like "may contain nuts", "produced on shared equipment with nuts or peanuts", or "produced in a facility that processes nuts".

### **36. SCHOOL VISITORS**

At the current time visitors (including parents) are not permitted in the building unless prior arrangements with the administration is made. Should a drop-off of a lunch or book need to occur, please call the office once you arrive at the front doors and you can pass the item off to staff.

### **37. SCENT FREE POLICY**

Many students and staff within our building suffer from allergies and are sensitive to many scents. While some fragrances may be pleasing to some, they can be unpleasant and even harmful to others. Reactions can vary from mild to severe and can interfere with daily activities and the ability to stay at school. Please avoid using perfume, cologne or other scented products when coming to school.

### **38. STUDENT VEHICLES**

Student vehicles must be parked only on the east side of the Arthabasca St. or in properly designated parking areas on 1<sup>st</sup> Ave. Student vehicles may not be parked anywhere on École Gravelbourg School property.

Students riding their bikes must walk their bike on school property, on sidewalks and through the crosswalks.

### **39. LOCKDOWN and LOCK & HOLD MODES**

**LOCKDOWN** – When necessary École Gravelbourg School may go into lockdown mode. This is a restriction of movement within the building, implemented in response to a threat of violence within or in relation to the school. All occupants will remain in sheltered areas until the situation is resolved

**LOCK & HOLD** – This may be implemented when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked. Classes may continue to function normally but no one is permitted to leave until the situation is resolved.

### **40. IN-SCHOOL PHOTOGRAPHY/VIDEO**

While we encourage parents to capture those special moments of their child at school during special events we must remind parents that these pictures/videos are for your own personal use only and should not be posted to the internet or any social media site if the picture contains children other than yours. This may pose a security risk for some families and is considered an invasion of their privacy. **Students are not allowed to photograph or video record at any time on school property without a teacher's permission.**

### **41. EXTRACURRICULAR ACTIVITIES**

Currently extra-curricular activities in Prairie South School Division are on pause. When they resume, we will provide students, parents, and the community information regarding the guidelines they will operate under.

### **42. EMERGENCY CLOSURE AND INCLEMENT WEATHER**

At École Gravelbourg School, we believe that there are very few occasions when the school should be closed. There are occasions, however, when the students must be sent home due to weather, faulty plant operation or other mechanical problems.

#### **EMERGENCY CLOSURE**

In the case of an emergency closure, buses may be called in early; however, students will not be sent home before their regular dismissal time unless parents/guardians/billets have been notified. Younger students may be sent home with an older student who has a vehicle at school provided prior parental permission was given.

Cancellation of bus transportation does not imply closure of the school.

## INCLEMENT WEATHER

Whether a bus runs on a particular day when there is inclement weather or bad roads is left as an individual assessment for a particular route. This assessment will be carried out by the bus driver on the route.

Buses may be cancelled pending consideration of the following factors:

- Temperature including wind chill reaching - 40°C or lower.
- Severely drifted or extremely icy roads.
- Limited visibility because of fog or blowing snow.
- Other environmental conditions. *These are typically announced by Environment Canada through its telephone information services, web site or on local radio stations.*

The decision to cancel morning buses is to be made by 7:00 am. **All bus status is announced online on the PSSD website ([www.prairiesouth.ca](http://www.prairiesouth.ca)) with bus numbers and route numbers used as reference.** (Please Staff Information in this handbook for assigned route numbers.)

If a bus is cancelled in the morning, it will not operate in the afternoon.

All out-of-school curricular and extracurricular activities are cancelled on days that transportation services are cancelled.

Students who attend school on days when buses are not running shall continue to be provided worthwhile learning experiences by their teachers.

Once students are at school, the school will remain open regardless of how road or weather conditions deteriorate throughout the day. The principal, in consultation with bus drivers and transportation department, will make the decision before school normally closes as to whether or not the buses will deliver the students to their respective homes. The decision to cancel afternoon buses is to be made no later than 2:00 p.m. The principal and teachers shall be responsible for arranging and supervising the billeting of pupils who cannot be conveyed to their homes.

It should be acknowledged that, even if buses do operate in inclement weather, parents have the right to keep their children at home during severe weather conditions or when in the considered opinion of the parent, they have concern regarding the safety of their children. They also have the right to drive their children to school if the bus does not run.

Bus drivers have the right to refuse transportation to students who are not dressed appropriately for weather conditions.

For more information, please refer to Administrative Policy No. 805 on the PSSD website.

## Students & COVID-19

### Background

On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. To help school divisions prepare for the return of students and staff, provincial guidelines have been developed to inform local planning. This procedure has been created to ensure a safe return to school for all students. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan.

### Procedures

#### 1. General Guidelines

- 1.1 Proper hand hygiene is expected from all students. Practices include using soap and water when hands are soiled and hand sanitizer when visibly clean. Cough and sneeze into your elbow and avoid touching your face, mouth, nose and eyes.
- 1.2 Students are encouraged to bring their own hand sanitizer to supplement what the school division will be providing.
- 1.3 Mask usage will be in accordance with school division protocols.
- 1.4 Students shall limit physical contact throughout the school day (i.e. during instruction, recess, nutrition programs, extracurricular) and avoid close greetings such as handshakes, hugs and high fives.
- 1.5 Students shall avoid bringing unnecessary personal possessions to school and are expected to keep cubbies, lockers and desks clean and free from clutter.
- 1.6 Students are expected to keep their own space clean and sanitized. Disinfectants will be provided by the school division.
- 1.7 Sharing food, drinks or other personal items is to be avoided.

#### 2. Guidelines for Illness

- 2.1 All students are expected to self-monitor for COVID-19 symptoms. Common symptoms include:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

2.2 If a student has symptoms of COVID-19 illness they are to stay home and call Healthline 811. The student shall follow the recommendations and directions provided.

2.3 The student should stay home for 48 hours after symptoms have resolved or stabilized.

2.4 If a student starts displaying symptoms of COVID-19 illness while at school, the student will be isolated from other students and the parent or guardian will be notified to pick up the student immediately.

2.4.1 In all interactions with the student, staff members shall:

2.4.1.1 Maintain physical distancing from the student as much as possible;

2.4.1.2 Wear a mask and face shield;

2.4.1.3 Avoid contact with the student's respiratory secretions;

2.4.1.4 Provide the student with a face mask, if the student is not wearing one, and request the student wear it provided the student is not in respiratory distress;

2.4.1.5 Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and,

2.4.1.6 Dispose of disposable PPE and arrange for non-disposable PPE (i.e., face shield) to be cleaned and disinfected.

2.4.2 The principal or designate shall, as soon as reasonably possible:

2.4.2.1 Call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call Healthline 811 as soon as possible;

2.4.2.2 Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or school facility (i.e., washroom) to which the student would have had access that school day; and,

2.4.2.3 Advise the Superintendent of School Operations.

2.5 Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the



approval of the Superintendent of School Operations in consultation with Public Health.

- 2.6 Parents or guardians shall follow the direction of the Saskatchewan Health Authority following the use of the Saskatchewan COVID-19 Self-Assessment Tool before the student returns to school.

### 3. Public Health Order

- 3.1 All students will follow the directives outlined in the most recent Public Health Order available at [www.saskatchewan.ca/coronavirus](http://www.saskatchewan.ca/coronavirus):
  - 3.1.1 Students that have been identified by a Medical Health Officer as having COVID-19 shall immediately go into mandatory self-isolation until such time as the Medical Health Officer determines that they no longer pose a public health threat;
  - 3.1.2 Students that have been identified by a Medical Health Officer as a close contact of a person or persons with COVID-19 shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19;
  - 3.1.3 Students that have traveled internationally shall go into mandatory self-isolation for 14 days from date of arrival back into Canada;
  - 3.1.4 Students who are household members or contacts of a person with COVID-19 and who become symptomatic shall immediately go into self-isolation for 14 days and call Healthline 811.

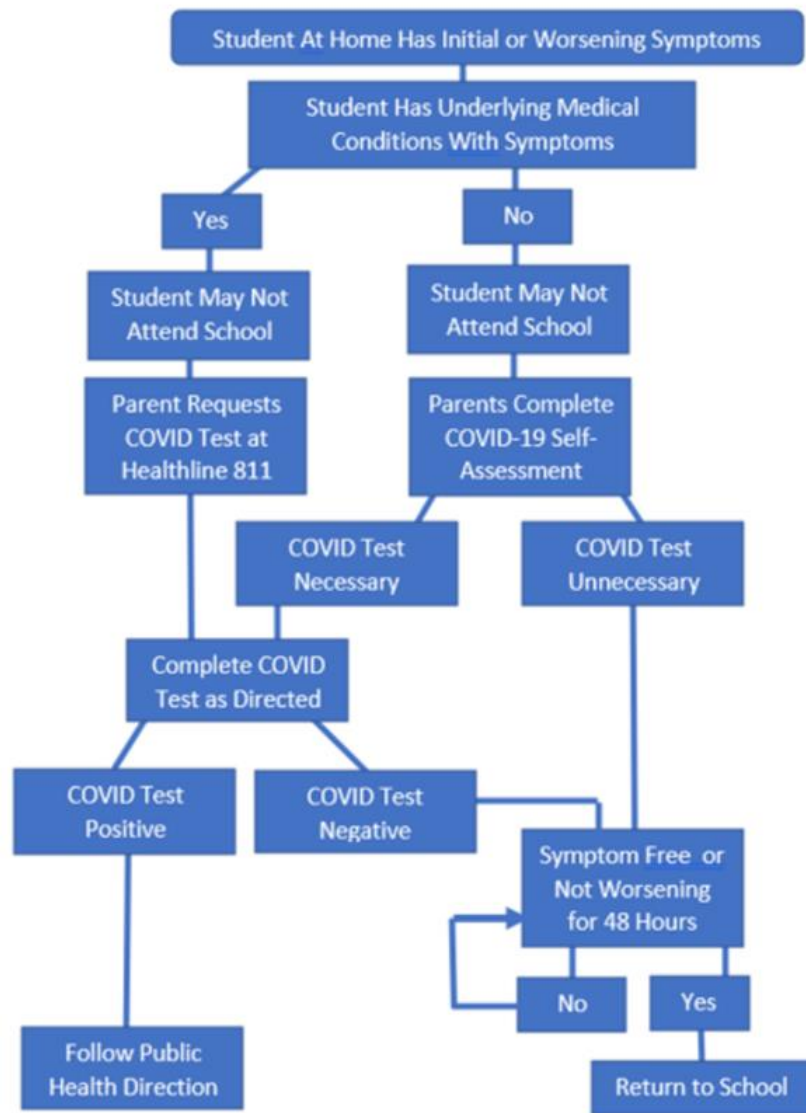
## 4 Additional Health Supports

### 4.1 Healthline 811

Reference: Re-Open Saskatchewan: A plan to re-open the provincial economy  
Primary and Secondary Educational Institution Guidelines June 18, 2020  
AP 159 Health and Safety  
AP 160 Student and Staff Safety  
AP 164 Communicable Diseases

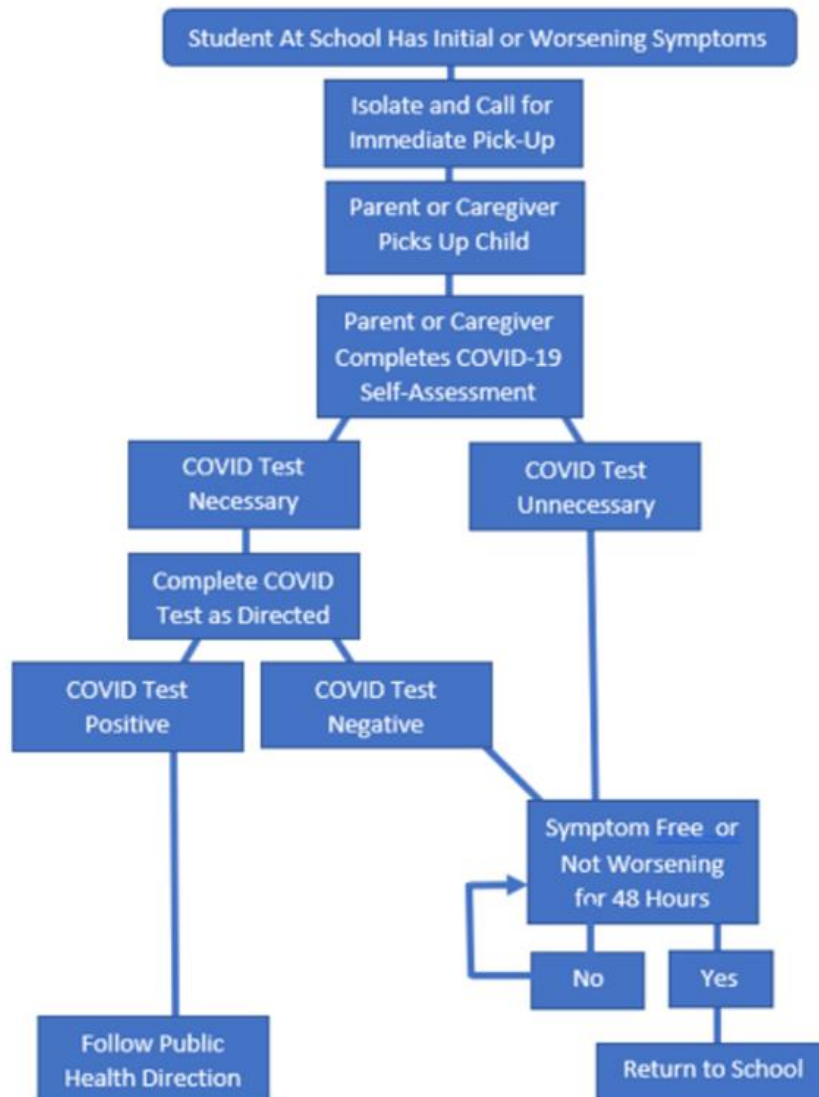
August 24, 2020

## What happens when my child develops symptoms while they are at home?



Note for Parents: Some students may present with symptoms listed on this page because of seasonal allergies or other medical conditions. If your child has symptoms that are likely not COVID-related, please contact Healthline 811 to arrange for a COVID test. A negative test will reset the baseline for your child and they will not be sent home from school unless their symptoms worsen or additional symptoms become evident. Please notify the school of the date that a negative test result has been received with a description of underlying symptoms.

# What happens when my child develops symptoms while they are at school?



Note for Parents: Some students may present with symptoms listed on this page because of seasonal allergies or other medical conditions. If your child has symptoms that are likely not COVID-related, please contact Healthline 811 to arrange for a COVID test. A negative test will reset the baseline for your child and they will not be sent home from school unless their symptoms worsen or additional symptoms become evident. Please notify the school of the date that a negative test result has been received with a description of underlying symptoms.

**LETTER OF UNDERSTANDING 2019 – 2020**

*My signature indicates that I acknowledge that I have received and read the information and policies in the École Gravelbourg School Student Handbook.*

***PLEASE SIGN THIS FORM AND RETURN IT TO YOUR PERIOD ONE TEACHER.***

*Thank you.*

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Student Name – Please print clearly

Grade

Date

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Student Signature – For Grades 4 to 12

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Signatures of Parents/Guardian