

2020-2021

Lafleche Central School Handbook



A Small School That Str[⚡]kes Big!

Lafleche Central School Staff

Lisa Packet	Principal
Sandi Cornet	Homeroom Prekindergarten & Kindergarten
Lana Wilson	Homeroom Grades 1-2
Taylor Hagenes	Homeroom Grades 3-4
Jaylyn Elek	Homeroom Grades 5-6
Mitchell Lindsay	Homeroom Grades 7-8
Crystal Bouffard	Homeroom Grades 9-10
Gillian de Graauw	Homeroom Grades 11-12
Shirley Packet	Student Support Teacher
Rachelle DeWulf	Classroom Teacher
Karen Ellis	Educational Assistant
Crystal Packet	Educational Assistant
Joelle Spence	Educational Assistant, Library Associate
Darlene Miller	Educational Assistant
Wanda Longworth	Administrative Assistant
Michel Pinsonneault	Facility Operator



Bus Drivers

Paul Dumont – Route #1
 Jackie Hundersmarck – Route #2
 Corey Ellis – Route #3

Prairie South School Division Executive Personnel

Tony Baldwin	Director of Education
Lori Meyer	Superintendent of Learning
Amanda Olson	Superintendent of School Operations
Derrick Huschi	Superintendent of School Operations
Ryan Boughen	Superintendent of School Operations
Stephen Robitaille	Superintendent of Business and Operations
Ron Purdy	Business Manager
Darren Baiton	Facilities Manager
Diana Welter	Human Resources Manager
Natalie Hazel	Accounting Manager
Barry Stewart	Transportation Manager

Prairie South School Division Board

Darcy Pryor	Trustee
Tim McLeod	Trustee
Al Kessler	Trustee
Robert Bachmann	Chairperson
Shawn Davidson	Trustee
Mary Jukes	Trustee
Lew Young	Trustee
Brian Swanson	Trustee
Jan Radwanski	Trustee
Giselle Wilson	Trustee

Lafleche School Community Council
 Courtney Pinsonneault (Chair)
 Jennifer Meyer (Vice)
 Joelle Spence (Secretary) (Staff Representative)
 Tristan Brown (Treasurer)
 Irina Coates
 John de Graauw
 Liz Harding
 Brekke Masse
 Trudy Sewell
 Sandra Watteyne
 Julie Williams
 Quinn R (Student Representative)
 Nina S (Student Representative)
 Mikayla T (Student Representative)
 Crystal Bouffard (Staff Representative)
 Lisa Packet (Principal) (Staff Representative)

This is the 2019-2020 council members. Due to COVID the annual meeting and elections will be held in the fall. Members will be updated at that time.

Related School Services

Our school division, in cooperation with other health and social agencies, provides the following services:

Learning Consultant	Danielle Gossard
Career Development Consultant	Jeff Feeley
Speech & Language Pathologist	Valerie Brennan
Speech & Language Pathologist Assistant	Kelly Smith
Educational Psychologist	Carla Hildebrandt
Family Support Worker	Leanae Okraincee
Five Hills Public Health (Gravelbourg)	648-1400
Five Hills Public Health (Assiniboia)	642-2200

Student Representative Council

The SRC is a student body responsible for the planning and organization of various student activities throughout the school year. All staff and students are divided into house teams which compete in fun and friendly activities. The SRC provides students with opportunities of leadership, responsibility, and a chance to represent the student body. Mrs. Gillian de Graauw, Ms. Hagenes, Ms. Elek are the staff advisors for the 2020-2021 SRC.

School Colours and Team Name

**The official school colours are red, white and black.
The official team name is “Lafleche Lightning”.**

Principal’s Message

Welcome to Lafleche Central School and the 2020-2021 edition of our handbook. The purpose of this handbook is to provide information regarding operating procedures and regulations which we deem important. LCS staff members meet every year in June to make changes, improvements, and clarifications to this handbook.

Please read this handbook to familiarize yourself with its contents as there have been additions and changes to some of the policies. If there are any policies or procedures which concern you or that you wish to be clarified, please contact the school.

Policies in this handbook will be superseded by any Division policies or procedures due to COVID.

Let us work together to provide a safe, caring and encouraging learning environment for the students of our community - your children - where we are known as:

A SMALL SCHOOL THAT STRIKES BIG!

Lisa Packet

Statement of Expectations

As students, you have certain expectations of LCS, while LCS has certain expectations of you.

What you can expect from Lafleche Central School:

- **To provide a safe, positive environment**
- **To communicate clearly defined objectives, goals and plans.**
- **To provide feedback on the level of performance achieved based on clearly defined goals and outcomes.**
- **To provide and encourage opportunities for individual growth and development.**
- **To consistently apply LCS and Prairie South School Division policies and procedures in a fair and ethical manner.**
- **To provide leadership and direction.**

What LCS can expect from you:

- **To take personal responsibility and pride in the safety of yourself and others.**
- **To achieve a level of performance which will meet or exceed your individual goals, outcomes, and expectations.**
- **To accept individual responsibility and accountability for your performance and actions.**
- **To be knowledgeable of and adhere to all LCS and Prairie South School Division policies and procedures.**
- **To take a personal initiative for self-development and growth.**
- **To project a positive image of LCS.**
- **To be respectful self, others, and property.**

Consequences of Inappropriate Behaviors

Consequences for inappropriate behaviors may include any one or combination of the following:

- **Verbal Reprimand**
- **Written Reprimand**
- **Removal from class**
- **Detention**
- **Alternate Placements**
- **Out of school suspension**
- **Removal from Teams**
- **Parent Contact & Meeting**
- **Social Skills Training**
- **Restitution for property damage**
- **Meeting with Support Personnel**

School Hours and Bell Times

The first bell will ring at 8:48 a.m. to allow students time to arrive for their first class and listen for any daily announcements; teachers will take morning attendance at this time. Classes will begin at 8:50 a.m. and end at 3:30 p.m. each day.

	ELEMENTARY K – GRADE 6	HIGH SCHOOL GRADE 7 – 12
Period 1	8:50 – 9:58	8:50 - 9:58
Period 2	9:58 – 11:03	10:03 – 11:10
Elementary Recess	11:03 – 11:15	
Period 3	11:15 – 12:22	11:15 – 12:22
Lunch Break	12:22 – 1:02	12:22 – 1:12
Period 4	1:02 – 2:09	1:12 – 2:17
Elementary Recess	2:09 – 2:21	
Period 5	2:21 – 3:30	2:21 – 3:30
<p>High school students will have a 5-minute break following Periods 1 & 2 as well as a 4-minute break following Period 4. Prekindergarten classes are held each Tuesday & Thursday morning from 8:50 – 11:52.</p>		

EARLY DISMISSAL MONDAYS	
Period 1	8:50 – 9:46
Period 2	9:46 – 10:41
Recess/Break	10:41-10:51
Period 3	10:51 – 11:46
Lunch Break	11:46 – 12:30
Period 4	12:30 – 1:25
Recess/Break	1:25 – 1:30
Period 5	1:30-2:25

EARLY DISMISSAL DATES	
1.	Monday, September 28, 2020
2.	Monday, November 30, 2020
3.	Monday, March 29, 2021
4.	Monday, April 19, 2021
5.	Monday, May 1, 2021

Academic Expectations

The community, staff and students believe in high academic performance. Everyone is expected to contribute and work to the best of their ability. Course work may be adapted or modified so that every student is afforded the opportunity for success. Simply put, we expect our students to “Do Your Best”.

Students are expected to take full class loads. Grade 12 students may have spares during one subject each semester. These may be made up of Lafleche Central School offered subjects, career and work experience, or online classes. **Exceptions to the full class load must be appealed to the principal.**

Registering for classes is done in the spring of the school year. Teacher subject loads are assigned based upon student registration and therefore students are advised to make good subject choices that will support their goals. Timetabling of subjects will be done to present as many options as possible to students.

Students in Grade 12 may drop a class up to a third of the way through a course without penalty, **provided they pick up another subject in order to keep a full course load.** Dropping a class may only be done in consultation with the subject **teacher, parents, and the principal.**

In order to graduate, students must earn a minimum of 24 credits, five of which must be at the 30 level. All students at LCS will take more than the minimum credits unless authorized by the principal. **Please note: If a student fails to complete a compulsory course, it may be necessary for that student to pursue other options in order to successfully complete the course, i.e. – summer school, correspondence, online.**

Grade 10	Grade 11	Grade 12
minimum 8 credits compulsory courses: ELA A10 & ELA B10; History 10; Science 10; Mathematics 10 3 electives at level 10 or higher as determined by the school	Minimum 16 credits compulsory courses: ELA 20; Mathematics 20; History 20 6 additional electives at level 20/30	minimum 24 credits (5 of which must be at the 30 level) compulsory courses: ELA A30 & ELA B30; History 30; a Science 20/30; a Social Science 20/30 2 credits in Arts Education or Practical Arts at level 10, 20/30 Wellness 10, PE 20/30

Accidents

All accidents involving personal injury or property damage are to be reported to the supervising teacher. In cases of personal injury, first aid is to be applied locally. Particulars of injuries and the circumstances surrounding the injury are recorded and signed by the supervising teacher. Any unsafe conditions shall be reported to the principal immediately. Accidents involving damage to property whether school or personal should be reported to the supervising teacher.

Attendance

Regular, punctual attendance is a valuable life skill that will contribute to a student's success both in school and in the future. Performance in school is clearly tied to attendance. We also believe that **parents** must take responsibility for ensuring that communication with the school takes place prior to absences. *Parents or guardians are requested to phone or email the school secretary regarding emergency absences. In the case of planned absences such as medical or dental appointments, parents are expected to contact the school secretary prior to the absence.* Verbal messages regarding absences by siblings are not acceptable. Frequent, unexcused absences will be dealt with at the office.

Students are required to attend school in accordance with the Education Act, 1995 and individual school administrative procedures. When students are absent from school, the school division provides support, determines underlying reasons for non-attendance and implements appropriate intervention strategies.

Automobiles

Staff parking is allocated at the west side of the school in the assigned area. Students, parents, and visitors are to use street parking across from the school or the rink parking lot. Lafleche Central School encourages students to use bus transportation that is paid for and provided to students. Students who desire to bring their own cars may do so provided their parents and bus driver are aware of these arrangements.

Students are expected to drive appropriately and responsibly at all times, bearing in mind that during the times our students exit and enter the school are also the times young children in the community are on the streets. Unsafe driving will be confronted and may be reported to the R.C.M.P. for further action.

Awards Ceremony

There are a number of academic, service, character, and extracurricular awards available to the Lafleche Central School students each year from local businesses, community organizations and individual community members. The marks at the current time of awards day (including online classes and other criteria) will be considered when determining non-graduate academic awards. The Awards Ceremony is held in June of each school year.

Bus Regulations

A *Request for Bus Service* form must be completed and signed by a parent/guardian and returned to the school for NEW / PREKINDERGARTEN students who require bussing throughout the school year.

A signed note from the parent to the bus driver is required if a student wishes to get off at a regular stop that is not their normal stop or if a student wishes to ride on a bus other than their regular bus.

A signed note from the parent to the bus driver and principal is required if a non-bus student wishes to ride with a regular bus student. We must receive this note with at least three (3) days notice.

Additional stops to routes will not be accommodated to any of the above situations.

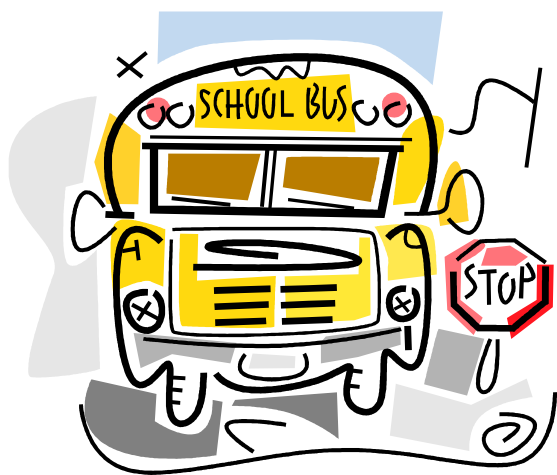
Students are responsible to the school for their conduct on a bus. Bus drivers may discipline students, as appropriate, in order to maintain a safe environment. Inappropriate behavior may be reported to the principal for further disciplinary actions.

Students will enter and exit the bus in a manner that promotes safety and politeness. Drivers may assign seating. While on the bus, students will conduct themselves in a manner that adheres to the expected behaviors of the responsibility plan. Infractions to the expected behavior will be reported to the driver and principal for appropriate consequences in accordance with the policy.

You can visit the secure transportation portal <https://busplanner.prairiesouth.ca> and select parent portal in the middle of the screen. Portal access is student specific using their last name, date of birth, school and grade.

Buses may be cancelled pending consideration of the following factors:

- Severely drifted or extremely icy roads
- Limited visibility because of fog or blowing snow
- Other environmental conditions
- The Director of Education or designate shall cancel applicable bus routes when the temperature reaches -40°C and/or -45°C with wind chill.



You must stop and cannot pass a school bus when the bus driver has the stop arm extended and the red lights are flashing. **Passing a school bus with red flashing lights and/or the stop arm extended is a serious offence and will result in a minimum fine of \$360 PER BUS.** Disobeying these school bus signals will also result in a loss of four (4) demerit points on your Saskatchewan driver's license. School staff members and school bus drivers are expected to report motorists who fail to obey this law. Please remember this law is in place for the safety of our students.

Communication

Effective communication with parents and community members plays a large part in the success of our school. Parents and interested parties care not only about big policy issues, but also what is happening in their child's school and, most especially, in their child's classroom. Our contact information is:

LCS Phone Numbers

All staff – 306-472-3192

Principal – 306-472-5554

LCS Fax Number

306-472-5990

LCS Staff Email Addresses

All staff members may be contact by using their last name.first name@prairiesouth.ca

The staff at LCS has a variety of communication tools at their disposal to better inform students, parents and community members:

LCS Newsletters

Newsletters are emailed to parents and are available on school website and Facebook page. Paper copies are also available for community members at the Lafleche Co-op.

LCS Web Page

<https://schools.prairiesouth.ca/lafleche/>. You will find easy access to My School Sask, school newsletters, and the school calendar.

LCS Facebook Page

<https://www.facebook.com/LaflecheCentralSchool>. Up to date school events or activities and the monthly newsletter will be posted on this page.

Remind App

Classroom teachers may use this app to contact parents regarding classroom events, activities, etc.

Email Addresses

Email addresses that you provide to the school on your child's registration form will be used to contact you throughout the year. **Please be sure this email address is current & contact the school ASAP if you are not receiving information via your email address.**

Students Day Planners

Day planners are used for students in Kindergarten to Grade 6. Please check your child's planner daily for information.

Computer & Internet Use

Students have the right to use the computers for a variety of reasons including word processing, research, and online courses. With this right, however, come a number of responsibilities.

Students shall not use any chat lines including web-based chat lines unless instructed to do so for the purpose of working on projects involving students from other schools.

Students shall not download files (including text, graphics, sounds or videos) that would be deemed inappropriate for use in school if it were in print or recorded format.

The school reserves the right to take away Internet privileges at any time depending on the inappropriateness of the activity.

*Please be advised that the students' computer use will be monitored throughout the school year. If it is found that a student has visited an inappropriate site or has used the computer for inappropriate purposes, the above rules will come into effect.

1. Students shall not use a computer while logged in as someone else unless specifically instructed to do so by a teacher.
2. **DO NOT GIVE YOUR PASSWORD TO ANYONE!!!**

Students and parents must sign the division wide Internet/Computer Usage Agreement upon enrollment before a student is allowed to use the Internet (usage form included with each new registration package).

Cellular Phones, iPods, Etc.

The staff at LCS acknowledge that technology such as cellular phones, iPads, iPods, etc. have become a large part of students' lives. However, the staff believes that there is a time and place for this technology. We ask students to abide by the following guidelines:

- **Prek to Grade 6 – no electronic devices allowed during school hours**
- Cellular phones may be used during school hours with the permission of the classroom teacher.
- Turn off cell phones/silence them before entering class unless directed by the teacher for use in class.
- Hand in cell phones at the beginning of class or put your device away (cannot be seen at anytime during the teacher's instructional time).
- If a teacher/staff member asks for your device, please surrender promptly. Your device will be sent to the office for you to pick up at the end of the day.
- Students can use their devices during break times and noon hours. However, if devices are used inappropriately, or conflicts occur, devices will be confiscated.
- Reoccurring issues with individuals may result in devices to be held for a longer period of time and a parent/guardian notified.
- The school is not responsible for any devices that are lost or stolen.
- Students and parents need to be aware of the **legal consequences** of taking and sharing pictures during school hours/events.

Cheating/Plagiarism

Any students who are caught cheating on an exam, quiz, assignment, etc. or plagiarize (i.e. copying and pasting from any source) on a written assignment, essay, research paper, etc. will be required to redo the work. Parents will be informed of this serious offence.

Please read the “Academic Integrity and Student Responsibility” policy on the Prairie South website for more information.

Dress Code

Students are expected to dress in a manner that is respectful and suitable for the school environment. Specifically, clothing with offensive slogans and/or graphics, and clothing which endorses the use of alcohol or drugs will not be allowed. Also, students wearing revealing clothing such as halter tops, short shorts, baggy muscle shirts and midriff baring shirts will be asked to cover them or change into something more appropriate. All headwear (hats, hoods, toques, etc.) shall be removed once students have entered the school. Students are permitted to wear hats within the school facility on Fridays and during SRC sponsored Spirit Week activities.

Emergency Drills

Busing Emergency Drill - one emergency bus exit is held at the beginning of the school year.

Fire Drills – seven (7) fire drills are held throughout the year.

Lock Down Drills – four (4) lock down practices with and without the assistance of the RCMP are conducted during the school year.

Lock, Hold & Secure Drills – two (2) lock, hold and secure practices will be held during the school year.

Extracurricular Eligibility

We believe that extracurricular activities are an important part of student life. However, a student’s academic standing and behavior can affect their eligibility. Students whose behavior has resulted in detention after school will not be allowed to take part in extracurricular activities during that time. Students serving a suspension will not be allowed to participate from the time the behavior warranting the suspension occurred until the day after the suspension has been served. For example, if a student has an infraction on a Thursday that results in being suspended on Monday, they would not be allowed to compete in a tournament on Saturday. If a student’s academic standing is at an unacceptable level, the school may choose to exclude that child from extracurricular activities until they have brought their academic standing to an acceptable level. Regular, punctual attendance is also a prerequisite in order to participate in extracurricular activities.

Extracurricular Driving Policy

An *Application for Automobile Driver Authorization* form must be completed by staff and parents/guardians **each** year. A Criminal Records Check must also accompany this form during the **first** year of application only. These forms must be completed and returned to the school administrator for approval.

Facility Use by Community Members/Organizations

Prairie South supports and encourages community use of school facilities, believing that maximum use should be made of these facilities for the purposes of educational, cultural and recreational programming.

Groups or individuals can apply to either the principal or the division office to use school facilities after hours, provided there is no conflict with school programming. Rental charges will apply in most circumstances, to cover operational expenses and incremental maintenance costs.

The division does not normally rent space to groups or individuals who will use the space for commercial gain. More typically, usage is limited to service clubs, religious organizations and recreational groups.

It is strongly recommended that permit holders obtain comprehensive general liability insurance, as Prairie South School Division's insurance coverage is limited to building and property insurance.

Fees

Grade 12 students must provide a deposit of \$100.00 at the beginning of their Grade 12 year. This deposit will be in the form of a post-dated cheque dated to June 25, 2021 and will be returned or destroyed when all LCS materials are returned in good quality condition.

Team uniforms (jerseys, jackets, etc.) are required for all school sports and are provided by the SRC. **Students will be charged a fee of \$50 should the uniform/jersey not be returned within a specific time frame or returned damaged following the completion of each sport.** This fee has been necessitated by the fact that some uniforms are not being returned by students, making incomplete sets. Please remember that the SRC wishes to maintain the present level of uniforms that have been purchased.

Field Trips

Field Trips are another form of student learning. Field trips must be closely related to in-school learning opportunities. Supervision of field trips will be in accordance with division policy. School buses are the preferred mode of travel, however parent driven private vehicles may, at times, be required. Costs associated with field trips are usually borne by the student or fundraised within the school. Year-end trips may be arranged for a class by a teacher but there is no requirement that they do so.

A student may be denied the opportunity to participate in a field trip if their attendance, academic standing, and conduct has not been acceptable throughout the school year.

NEW

Please complete the **Field Trip Consent** form (low risk activities) that is included in this package. **This consent shall remain in effect as long as the student is registered with Lafleche Central School and needs to be signed by a parent/guardian only once.** Consent forms for **high risk** activities will be sent home as required.

Graduation Eligibility

The eligibility to participate in the activities surrounding graduation is determined by the following criteria:

1. Successful completion of pre-requisite courses in the previous two years of matriculation.
2. Successful completion of required courses in the first semester.
3. Enrollment in the required courses to obtain a Grade 12 standing as outlined by the Saskatchewan Ministry of Learning **with a probability of success.**

In most instances, marks from provincial exams written at the end of January are received by the third week in February. Students must demonstrate passing grades by the end of the March report. Students involved in online or CWEX programs must have completed 40% of their course according to their instructors.

Handbooks (Student Day Planner)

Kindergarten to Grade 8 students will be supplied with a student day planner. In an effort to develop better time-management skills and as a manner for parents to be informed about upcoming due dates, school activities, etc., students will be required to bring the day planner to school each day. Students will be given clear instructions to enter due dates and other dates of importance. We encourage parents to check their child's day planner on a daily basis to be aware of upcoming activities and events.

Homework Intervention Program – HIP (Grade 5 - 12 Students)

A contributing factor to academic success in the classroom is the completion of assignments in a timely manner. Lafleche Central School will be taking a proactive approach in aiding students who cannot complete their required work in a quality and timely fashion. The plan is called the HIP program and it is offered to Grade 5 to 12 students at noon hour from 12:37 - 1:02. When a student does not submit an assignment on the required due date:

- a) Teacher and student sign a HIP Tracking Sheet that indicates the assignment to be completed.
- b) Teacher puts a copy of the HIP Tracking Sheet behind the date the student is scheduled to attend and completes the daily sign in sheet.
- c) Student attends HIP at noon on the day scheduled or submits the assignment to the teacher prior to but may still be required to attend to the scheduled HIP.
- d) HIP may also be used to support students wishing to access additional time to complete assignments.
- e) Teacher and technology supports are available during this time to aide in completion.
- f) If a student is absent for HIP, they will receive an ASA on the assignment/exam.
- g) If the student is late, they will be required to serve the remaining time as well as possibly serve another at the discretion of the cooperating teacher.

Insurance

The Prairie South School Division insurance covers all students while in the school, traveling to and from the school, and students who are engaged in school sponsored activities and events. Please refer to the PSSD #210 Student Accident Insurance Claims Process located on their website. Additional insurance may be purchased from Industrial Alliance Pacific Kids Plus Accident Insurance.

Lates

As with attendance, punctuality is an important life skill. Punctuality ensures students and staff are prepared for class. Students who arrive late to class or without necessary materials cause disruption in the classroom. In instances where tardiness has been identified as a problem for a particular student, the school with the support of the Division, will attempt to improve the student's punctuality by incorporating a Student Support Plan for punctuality issues.

Leaving School During School Hours

Parental permission is required for students who wish to leave the school during school hours. Students must report to the school administration assistant (Mrs. Longworth) before leaving the school as well as upon their return. Students are not allowed to leave the school grounds during breaks without permission from a staff member. Parents and staff trust students to be in their assigned places at the school.

Library

Library resources must be returned; failure to do so will result in a student having to pay the replacement cost. **Scientific calculators that are borrowed and not returned will result in a charge of \$150.00.**

Locks and Lockers

Kindergarten to Grade 12 students are provided lockers to house their school supplies, lunches, jackets, etc. Students will be issued locks only upon request by the student (**school issued locks only are permitted**). Please note that the staff does have the license to search a student's locker should there be apparent reason to do so. School issued locks must be returned to the homeroom teacher at the end of each school year. Students who lose or misplace their locks will be charged \$5.00 to cover the cost of replacement.

Lost and Found

Items found are turned into the office of the principal and may be claimed there. Everyone is encouraged to turn in property that is left unattended. Students are encouraged to look after their belongings and to use the lock and locker provided. Items not claimed in a reasonable amount of time will be disposed of.

Lunch

NEW

High School – Bus students (Grade 7-12) are free to leave the school grounds during the lunch break **provided** they have signed permission from their parent/guardian (see permission letter accompanying this package). **This document shall remain in effect as long as the student is registered with Lafleche Central School and needs to be signed only once.** Students may eat lunch in their homeroom. Students must leave all rooms neat and tidy. Microwaves are available for student use – please consider the amount of time required to re-heat their food as the microwaves are in high demand during the lunch break.

Elementary – Bus students are not allowed to leave the school during the lunch break.

All Kindergarten to Grade 12 students are welcome to eat their lunch at school provided they follow the rules listed below:

1. Students shall remain in their classroom until 12:37 p.m.
2. Disruptive behaviour will not be tolerated.
3. Food is to be eaten in the school, not on the playground.
4. We encourage healthy snacks and lunches.
5. Cutlery is **NOT** provided.

Medication

We believe that all children have a right to an education and that those children who come to us with chronic health problems, with minor illnesses and in emergency situations should be looked after in a safe and proper manner. In order to ensure this safe standard of care, teachers should not be required to provide medical assistance to students except in emergency situations. **Teachers will not and cannot be responsible for administering prescription medication to a student on a regular basis, nor will they ever be required to administer non-prescription medication.** They may need to administer a prescribed medication to a student in an emergency situation and should do so if, in their judgment, it is perceived that the student needs emergency medical assistance and medication. They should seek further medical help as quickly as possible.

It is preferred that those students who require regular medication shall have it administered in the school by a **parent or parent designate**. The medication must be brought to the school by the parent, or parent designate, where it will be stored in a secure area prescribed by the principal. The school shall keep a record indicating all medications which have been administered to a student, the date of their administration and the person who administered them. This record is to be kept in the office of the school.

An *Administration of Medication* form and *Consent for Medication Administration* form is available for students who require the administration of **prescribed** medication by staff members throughout school hours. **Please contact the school if this form is necessary for your child.** At no time will staff members administer over the counter medications such as Tylenol, Advil, Gravol, cold medications etc. **Please keep inhalers at home except in the most extreme cases where a student's asthmatic condition makes it necessary to have the medication at school (provided necessary documentation has been completed and it is stored in a secured area designated by the Principal).**

Milk Program

The SRC sponsored milk program allows all students to purchase white as well as chocolate milk during the noon break. Milk cards may be purchased (online, cheque or cash) from the SRC (\$25/20 milk). Any milk that remains on a student's Milk Card from the previous year will be honoured.

My School Sask

Prairie South School Division and Lafleche Central School use a computer application software program called My School Sask. This program is a valuable tool which allows students and parents' web-based access to attendance, assignments, class events and marks throughout the school year. Users (parents, students) can log into MSS from the LCS website <https://schools.prairiesouth.ca/lafleche/>. Parents and students can obtain login usernames and passwords by contacting the school office.

Nut Awareness

There may be students or staff members at LCS who have serious nut allergies, therefore everyone is encouraged to refrain from bringing lunches/snacks that contain nuts or nut products.



Thanks for remembering
this is a



Peanut/Nut
Free School

Music/Piano Lessons

Students are permitted to leave the school for music/piano lessons during class time providing the following guidelines are followed:

1. The student is responsible for talking to the classroom teacher to obtain any missed assignments. These assignments are to be completed and handed in according to the timeline outlined in the classroom.
2. If a high school student is late or leaves early for a music/piano lesson, the attendance will be recorded as such for that class. If the student is absent for more than half the class, they will be recorded absent. Students will not be deducted marks for any discussions missed at this time.
3. Due to the fact that some students may have more difficulty with a subject than others, the school has the final say on when a student may leave class.
4. **A student will not be permitted to leave for a music lesson if there is an exam scheduled at that time. In this instance, the student is responsible to make arrangements with their music teacher about going at a different time.**
5. A student will be marked absent if they are missing class time because of music festivals unless it is a school entry.

Online Payments

Payments for class trips, yearbooks, milk cards, hot noon meal, etc. may be paid online throughout the year using **schoolcashionline.com**. This is our **preferred method** of payment in for all school related purchases. Contact the school for information regarding how to register and use this fast, simple and secure means of payment.

Physical Education

The physical education program of Lafleche Central School provides an excellent opportunity to promote good health practices and to develop a suitable attitude. Remember, this policy is in place so that a positive attitude towards health will be encouraged.

Suitable Attire

Clothing worn for physical education lessons should conform to the following requirements:

- a. It should be appropriate to the facility (indoor or outdoor) and the lesson being taught.
Advance notice may be given when special clothing requirements are needed.
- b. Full freedom of movement must be possible.
- c. Indoor attire, particularly, should be absorbent and easy to wash and dry.

In the interests of health, hygiene and safety, the following conditions must be met:

- a. A complete change of clothing and footwear must be made before and after each physical education lesson. Students must have a t-shirt, a pair of shorts, and a pair of non-marking runners with them when they come to the gym. Students should have a gym bag to store their clothes and shoes. Lockers are available to store their PE attire.
- b. Student must take her/his clothing and towel home to be washed every week.
- c. Clothing and/or towels must NOT be loaned to other students.
- d. Pins, jewelry, metal badges or buckles cannot be worn on physical education clothing.

Intramurals

Intramurals and gym activities may be offered during the noon break. These activities are not mandatory; however, all students are encouraged to participate. Students must wear suitable gym attire (proper shoes and a complete change of clothing for the activities).

Photocopying

Photocopying may be arranged with the administrative assistant or principal at a cost of 20 cents for black & white copies or 30 cents for coloured copies. Laminating may also be arranged, cost determined by size and number of items being laminated.

Report Cards

Pre-Kindergarten students will not be issued reports cards.

Kindergarten students report cards will be published on the MSS parent portal twice during the school year; Grade One to Eight students will be published on the MSS parent portal report cards three (3) times per year. The term mark will be an indication of that term only.

Grade 9 – 12 students report cards will be published on the MSS parent portal four (4) times per year.

School Photos

Individual and class photos are taken in the fall of each school year. Parents may choose to purchase a photo package for their child at that time. A class photo is provided at no charge to each LCS student.

Shoes

Help keep our school clean! It is very important all students have two pairs of shoes for use at the school. In times of inclement weather, when it is muddy and wet outside, students are expected to have a second pair of clean shoes to be worn in the school. Inside shoes must be worn at all times for safety and emergency reasons.

Smoking & Vaping

It is our belief that the use of any tobacco products and/or vaping is not a part of the positive lifestyle we like to encourage in our students. Lafleche Central School is a smoke/vape free facility and is not permitted on school property during the school day or during a school activity.

Spare

While we believe it is most advantageous for students to take a full course load, Grade 12 students are permitted one spare per semester. These students will be assigned to a specific location within the school to accommodate this spare. They will be expected to conform to the same behavioral expectations if they were taking a class at that time. Parents must complete the form that accompanies this package which permits their child to leave during a spare. Students are required to report to the administrative assistant (Mrs. Longworth) when they leave the school as well as upon their return.

Student Absences

PARENTS/GUARDIANS must notify the school by email, telephone, or a signed note of any planned or immediate student absences. Students are responsible to obtain any work missed during their absence and submit assignments due. Students will be expected to write any missed exam(s) on the first day they return following an absence. Students who have been sent home due to illness will not be permitted to return to school the same day. Student or staff with any COVID symptoms will be sent home immediately (refer to the PSSD policy developed regarding this issue).

Suspensions

If a student should receive a suspension for any reason, they will be prevented from participating in all school activities from the time of the infraction until the suspension has been served. In other words, the student will not be permitted on the school premises for any extracurricular activity whether or not it is school based. If a student misses an exam while serving an out-of-school suspension, he/she will write the exam during the lunch period on their first day back. Suspensions also affect the eligibility of a student to attend or participate in end of the year class trips. These situations will be looked at on an individual basis.

Testing (Academic)

Specialist, diagnostic and academic testing is a regular function of the education process. Evaluation may be done by formal tests or alternative assessment devices. Test results are treated confidentially between teachers, students, and parent(s). Ability testing, diagnostic testing and career testing may all be arranged via a consent form signed by the parent(s). Team meetings will likely be the follow-up to tests in order to plan for the right program and success of the student.

Transcripts - Saskatchewan Ministry of Education Standing

Saskatchewan Ministry of Education standings (official transcripts) for post-secondary admission are only available through the registrar at the Saskatchewan Ministry of Education in Regina. A fee will be charged. The Ministry will provide two copies and marks will be submitted electronically to as many post-secondary institutes as required. Saskatchewan Ministry of Education transcripts contain all marks from Grades 10 to 12.

Valuables

Students are encouraged not to bring any items of value to the school. If valuables must be brought, it is the student's responsibility to ensure they are protected securely in their locker. **The school is not responsible for lost or stolen items.**

Vending Machine

The Student Representative Council operates a vending machine which contains healthy drinks and snacks. High school students are most welcome to use the vending machine throughout their lunch break and during their 5-minute breaks. Students are not permitted access to the vending machines during class time. Vending machine services are **not** available for Prekindergarten to Grade Six students.

Visitors

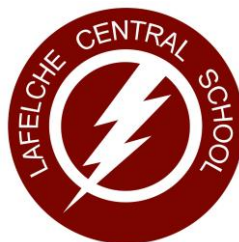
All visitors are asked to use the main door entrance and report to the principal's office or to the administrative assistant located in the library. **Due to COVID, visitors are not permitted in the building at this time unless directed by the principal.**

Yearbook

The Lafleche Central School SRC will provide one free yearbook per family. Additional copies may be purchased by contacting the staff yearbook representative. The 2020-2021 yearbook cost will be determined by the yearbook committee.

Please read over this document and complete the necessary forms found in your package as well. If there are any demographic changes for you or your child please contact the school immediately, i.e. phone number, address, email address, etc.

Have your child return all forms to their homeroom teacher on the first day of classes. Grade 12 students must include a \$100.00 cheque post-dated to June 25, 2021.



School Emergency Procedures: Evacuation/Lockdown/Lock, Hold & Secure

Throughout the school year students, staff, visitors, and volunteers must be prepared should an emergency situation arise at Lafleche Central School. We are required by Prairie South School Division to conduct 7 fire drills, 4 school lockdown drills (2 with the aid of the local RCMP), 2 lock and hold drills, and have an evacuation plan in place.

Students and staff have had an opportunity to discuss and to provide input towards these emergency procedures. We do not always give notice to students prior to practice drills as the intention is to note any necessary changes required in the event of a real emergency. Parents/guardians will be contacted in the event of a real emergency if and when it is safe to do so.

An **Evacuation** is warranted when there is something unsafe within the school facility i.e. a toxic smell, flood, etc. In the case of an evacuation, everyone exits the building immediately and proceeds to the rink parking lot or facility; families will be notified.

A **Lockdown** is implemented in response to a threat of violence **within** the school. In the event of a lockdown, an announcement is made over the intercom. All occupants remain in sheltered, locked areas until the situation is resolved. No one is allowed in or out of the school during a lockdown and I will be in contact with the RCMP and PSSD Central Office personnel. The school remains in "Lockdown" until I am advised by the RCMP that it can be lifted. We will communicate with parents as soon as proper information is available and it is **safe** to do so.

We ask parents to refrain from phoning the school or contacting their child(ren) by cell phone during a lockdown; it is necessary to keep phone lines available for the RCMP and/or emergency personnel. Students are not permitted to use their electronic devices during this time because we need to control the information that is coming in and out of the school to ensure accurate information is being relayed. When the "lockdown" has been lifted an RCMP member and I will unlock classroom doors and communicate with staff and students.

A **Lock, Hold and Secure** is implemented when there is a possible threat or emergency situation not related to the school i.e. the local bank is being robbed. During a lock, hold and secure, classes continue as normal, however, no one is permitted to leave or enter the school facility until the situation is resolved. In the event of a lock, hold and secure event, an announcement is made over the intercom.

Parents/Guardians must be aware that during a lockdown or lock, hold and secure situation, they cannot enter the school facility to pick up their children (even if it is after school hours and/or during breaks). During any of the above emergency situations, **only parents/guardians** can pick up their own children.

During the school day, our East and West entrance doors are locked after students arrive in the morning. The doors will remain locked for the remainder of the day. Therefore, when entering our building throughout the day, you will need to enter through the main doors. Please check in at the office or with Mrs. Longworth in the library. Stopping in and saying hello allows us to know who is in our facility, ensuring the safety of our students and minimizing classroom distractions. For PreK parents/guardians, Mrs. Cornet will unlock the west doors when it is pick up time.

We are committed to creating a safe and welcoming environment for students, staff and community. It is sad that we must face the reality of our changing society and practice these procedures. Please do not hesitate to contact me should you have any questions or concerns. Thank you for your cooperation and support in helping us to keep your child(ren) safe.

Sincerely,
Lisa Packet