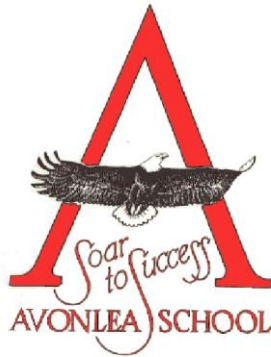


# AVONLEA SCHOOL

*Soar to Success*



## Student Handbook

Also available online @ <https://schools.prairiesouth.ca/avonlea>



Updated 10/3/2023

## DIVISION MISSION STATEMENT

Learning Together for Our Future

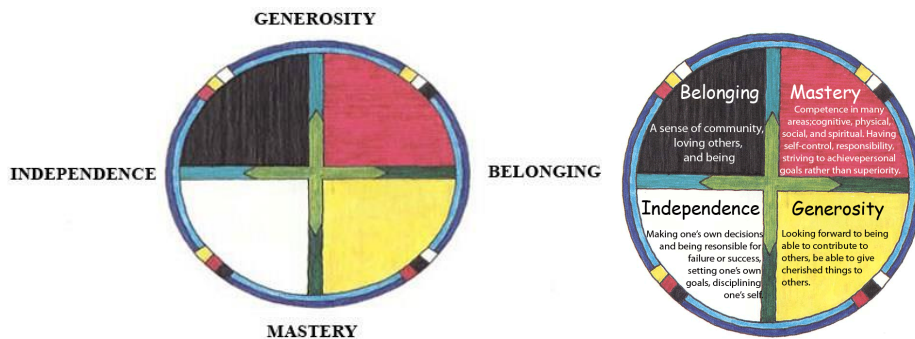
## SCHOOL MOTTO

Soar to Success

## VALUES

The Circle of Courage, a First Peoples philosophy, promotes positive development in everyone. The central premise of this model is that a set of shared values and common language must be present in order to unify a community of learners. These shared values include belonging, independence, mastery and generosity. The Circle of Courage is a unifying vision and a common language for all staff, students and families. This language engages all members of the learning community fostering self-esteem, a sense of self-worth and inclusiveness.

At Avonlea School, we support and help our students as they develop their personal beliefs and intrinsic motivations which will influence the choices they make and the behaviours they exhibit throughout their lifetime. The Circle of Courage and its four core values guide this important work with our students.



**The Spirit of Belonging:** Each and every person needs to feel they belong to our School Community.

The universal longing for human bonds is cultivated by relationships of trust so that the child can say, "I am loved."

**The Spirit of Mastery:** Each person strives to be their best and achieve goals. This lets us all gain confidence in the physical, intellectual, social, and spiritual self.

The inborn thirst for learning is cultivated; by learning to cope with the world, the child can say, "I can succeed."

**The Spirit of Independence:** Each person is responsible for their own actions. We have the ability to make decisions, care for others, and solve problems.

Free will is cultivated by responsibility so that the child can say, "I have the power to make positive decisions."

**The Spirit of Generosity:** Each person appreciates receiving and feels even better when giving something good to be shared. This allows us to fully participate in our community.

Character is cultivated by concern for others so that the child can say, "I am considerate of others."

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## School Message

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The intent of this handbook is to provide students, parents and the school community with a document that outlines the policies and operations of Avonlea School as part of the Prairie South School Division. In addition, the handbook will assist you with gaining an overview of our school – its programs, policies, offerings, and general expectations surrounding the school environment. As it may not answer everything you wish to know about the school, please feel free to contact your child’s teacher, the office, for any additional information that you may require.

As education is ever changing, so do policies and procedures. Transparent communication is something we value. If any updates occur within this handbook throughout the year, parents will be notified through the Peek of the Week.

Avonlea School staff is here to help students develop transferable and lifelong skills through education. In addition, we are here to teach the “whole child” by promoting a positive sense of well-being. It is our pleasure to work together with parents and community members to support our students.

Ms. Charla Edwards  
Principal

Avonlea Staff

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## CONTACT INFORMATION

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501 McRorie Avenue  
PO Box 330  
Avonlea, SK S0H 0C0  
306-868-2000

Office Hours 8:30 a.m. – 4:00 p.m.



Avonlea School  
Avonlea Student Leadership Council  
Avonlea School Community Council  
Avonlea Eagles



@AvonleaSchool



avonlea.eagles

We would like to request that if you must call a student or staff member during school hours, you try to limit it to lunch break or the recess breaks. If you call the school during class time, a message will be taken.

For Policies and Procedures not listed in this handbook please refer to the Prairie South School Division #210 website at:

[www.prairiesouth.ca](http://www.prairiesouth.ca)

# TABLE OF CONTENTS

ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY .....	6
ACCIDENT POLICY .....	7
ASSESSMENT .....	7
ATTENDANCE POLICY .....	9
ABSENCES DUE TO EXTREME WEATHER .....	10
AWARDS.....	10
BELL TIMES .....	10
CELL PHONES AND ELECTRONIC DEVICES .....	11
CODE OF CONDUCT.....	12
COMMUNITY USE OF SCHOOL FACILITIES .....	13
CREDIT REQUIREMENTS FOR HIGH SCHOOL .....	14
DISCIPLINE PROCEDURES .....	15
DRESS CODE.....	17
EXTRA CURRICULAR ACTIVITIES .....	17
FAMILY INVOLVEMENT IN SCHOOL.....	18
FIELD TRIPS (Curricular and Extra-Curricular).....	19
FIRE DRILLS AND LOCKDOWNS .....	19
GRADUATION .....	20
HOUSE LEAGUE.....	20
LEAVING THE SCHOOL.....	20
LINES OF COMMUNICATION .....	21
LOCKERS AND DESKS.....	21
LIBRARY .....	22
LOST & FOUND .....	23
<u>MEDICAL &amp; MEDICATION</u> .....	24
MONEY – VALUABLES.....	24
NEWSLETTERS	
<b>Error! Bookmark not defined.</b>	
NUT AWARENESS POLICY	
<b>Error! Bookmark not defined.</b>	
ONLINE COURSES .....	24
PARENT AND COMMUNITY VOLUNTEERS .....	25
PHYSICAL EDUCATION .....	25
RECESS AND LUNCH SUPERVISION .....	25
SCHOOL BUS REGULATIONS .....	26
SCHOOL COMMUNITY COUNCIL .....	26
SCHOOL CLOSURE .....	27
SCHOOL MESSENGER .....	28
SCHOOL SUPPLY LIST.....	28
SCENT FREE SCHOOL.....	28
SEVERE WEATHER AND STUDENT TRANSPORTATION .....	28
STAFF AND STAFFING .....	29
STUDENT LEADERSHIP COUNCIL.....	29
SUBSTANCE ABUSE.....	30
VANDALISM AND NEGLIGENCE .....	30
VEHICLES AND DRIVING .....	30
WEATHER HAZARD EMERGENCY PLAN.....	31

## ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY

Students are expected to act with academic integrity and responsibility.

**Academic Integrity:** 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.

**Cheating:** Evidence of the cheating will be kept on file by the teacher. The work (or a variation of the work) maybe redone by the student, under the timeline decided by the teacher

**Plagiarism:** The unacknowledged use of someone else's words, ideas, or creations as one's own whether deliberate or accidental. The process of taking another person's work, ideas, or words, and using them as if they were one's own is plagiarism. When a student plagiarizes an assignment, the teacher will use his/her professional judgment to determine an appropriate course of action.

**Zero Marks:** Zeros do not show evidence of learning. It is preferable that zeros are not used for incomplete assignments; however, they may be used only after directed intervention strategies have not been successful.

*Administration will be notified, and information will be kept on file. Parents may be notified at the discretion of the teacher and administrator.*

**Student Responsibility:** Assuming responsibility for one's learning, including getting to school/class on time; attending regularly; submitting work on time; doing one's best on exams and assignments.

**Homework:** It is the student's responsibility to make up any work either missed due to absence or not completed on time. If a student is going to be away, it is their responsibility to remind their teacher(s) of days to be missed and ask if any assignments can be completed ahead of time. While away, the student needs to complete all assignments or make arrangements to do so upon their return. When a student returns from an extended holiday, they need to understand that the teacher is not obligated to provide extra tutoring and need to hand in any completed assignments or write exams as arranged with the teacher.

**Late Assignments:** Students are expected to submit assignments on time. When a student does not do so, the teacher will use professional judgement to determine an appropriate course of action.

See [Opportunity Room Policy](#)

## ACCIDENT POLICY

In the event that a child is injured while at school, staff supervisors will administer first aid that is within their knowledge and capabilities. An AED machine is located on the school premises. Parents will be contacted immediately where the injury is deemed serious. If the parent cannot be reached, the emergency person listed on the student's file will be contacted. If neither parent nor emergency contact can be reached, the principal or designate will take appropriate action to ensure the child's safety.

All children enrolled in the school are covered by insurance during their time at school. Insurance forms will be filled out by the principal and/or teachers involved.

## ASSESSMENT

Student assessment, in grades K-12, is continuous and is based on various formative and summative assessments as determined by the classroom teacher.

In the fall of 2019, all schools in Prairie South began to use MySchoolSask as both a student information system and a teacher gradebook. All parents and students now have access to assessment information at any time by logging into MSS. We encourage parents to use the parent portal in MSS to find information on their child's progress. Parents are encouraged to contact teachers at any time to discuss their child's progress and any concerns they may have. Information on logging into the parent portal in MSS as well as Prairie South's grading practices can be found at [www.prairiesouth.ca](http://www.prairiesouth.ca).

### K-8 Reporting Scales



## Factors That Affect Student Achievement

Term	Descriptor/Definition
Lifelong Learner	The student is curious, observant and reflective as they imagine, explore and construct knowledge.
Sense of Self	The student possesses a positive sense of who they are and appreciates the diverse beliefs, languages and practices of others.
Engaged Citizen	The student demonstrates confidence, courage and commitment in their contribution to the community.
Work Habits	The student organizes materials and their time so that they are effective, independent and dependable learners.

## Scale for Reporting Factors That affect Student Achievement

4/C	3/U	2/S	1/R	IE, NA
Consistently demonstrates the characteristics	Usually demonstrates the characteristics	Sometimes demonstrates the characteristics	Rarely demonstrates the characteristics	Insufficient Evidence Not Applicable

For grade 9-12 students, traditional grading is only used for reporting. Each course has outcomes that students must demonstrate in order to earn the credit. Course assessments will constitute of at least 75% of the student’s evaluation. The results of any final exam may not exceed 25% of the student’s final mark except for departmental exams.

- At the beginning of each course, teachers will provide students with a detailed written explanation of the course overview and how students will be assessed.
  - 20/30 level courses                      final no more than 25%
  - 10 level courses                              final no more than 25%
  - 90 (grade 9) level courses              final no more than 15% or 20% for yearlong courses
  - Provincial examinations will be a 60/40 with the 40% being from the departmental blend for 30 level courses.
- At the end of each semester, there may be up to a four (4) day examination schedule. The schedule will be provided to students approximately a month before assessments.
- Final Assessment Expectations (Gr. 9-12):
  - All comprehensive assessments will be a minimum of 60 minutes. Students will remain in the assessment room for this time.
  - Students who have assessment conflicts must make alternate arrangements with their teacher or school administration prior to the designated time.
  - Students who are ill on the day of an assessment must have their parent/guardian notify the school. In addition, the student or their parent/guardian must make arrangements to reschedule the exam.

- Students will be allowed to bring only authorized materials into the assessment room.
- Students failing to write a final assessment will result in a meeting with administrator.

It is the students' responsibility to check the assessment schedule and attend at the correct date and time.

## ATTENDANCE POLICY

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.

The school division believes regular and punctual attendance is necessary for students to maximize their learning and achievement. The school division also:

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that schools track and record student attendance consistently on a daily basis and investigate reasons for non-attendance.
- Requests that parents/guardians communicate to the school prior notice of a student's unavoidable absence.
- Understands that ongoing collaboration may be needed to support a student when avoidable absences/tardiness negatively impacts their learning and achievement.

Regular attendance at school is expected from all pupils. When a student is absent from school, a note, email, phone call, or voice mail message from parents is required. Parents are expected to communicate to the office if students will be away during school hours: **8:50 - 12:27 p.m. and 1:10 - 3:34 p.m.**

- Grade 11 and 12 students on spare are free to come and go as long as an [Open Campus Contract](#) is signed.
- Grade 11 and 12 students who have scheduled online classes are expected to check in and out at the office if they need to leave the building.

[Administrative Procedure 330](#)

## ABSENCES DUE TO EXTREME WEATHER

Situations will arise where students are unable to attend school due to the weather. Fortunately, teachers can still connect with students in an online manner. Although students may be at home, the school is still open for learning. School operations will remain the same. Students should check in with their teachers and check online platforms to ensure that they are working at home and caught up upon return.

## AWARDS

Avonlea School has a number of academic, athletic and citizenship awards for students from Grades K to 12. Traditionally, awards are handed out at our annual Awards Celebration in June.

## BELL TIMES

### Avonlea Bell Schedule

Periods	Time
Warning Bell	8:45 a.m.
• Period 1	8:50 – 9:58 a.m.
• Period 2	9:58 – 11:05 a.m.
<i>Recess/Break</i>	<i>11:05 – 11:20 a.m.</i>
• Period 3	11:20 – 12:27 p.m.
<i>Lunch</i>	<i>12:27 – 1:07 p.m.</i>
Warning Bell	1:07 – 1:10 p.m.
• Period 4	1:10 – 2:17 p.m.

<i>Recess/Break</i>	2:17 – 2:27 p.m.
• Period 5	2:27 – 3:34 p.m.

## CELL PHONES AND ELECTRONIC DEVICES

Technology is a way of life in this century. We use technology for learning and entertainment. Bus students can have technology on the buses to pass the time. Yet, the technology for grades K-6 are to remain safe in their backpacks and in their lockers during the day. Bringing electronics (cellphones, gaming devices, iPads, etc.) can be a risk, and the school is not responsible for any lost or stolen property.

At Avonlea School, we recognize advances in technology and the alignment with 21<sup>st</sup> century learning. We have *Bring Your Own Technology* internet access for all students and staff. Students will be allowed to bring their own devices to use for learning at school. However, our school is fortunate enough to have a one to one ratio of technology to student. The following cell phone policy applies to grades 7-12.

**Grade 7/8:** No cell phones throughout the school day. All phones are to be in student lockers and silenced/turned off if brought to school. Teachers may occasionally allow students to access their cell phones for academic reasons.

**Grade 9-12:** No cell phones throughout instructional time. All phones are to be silenced if brought to school or placed in the designated classroom cell phone basket if requested. Responsible use of cell phones will be allowed during breaks and lunch time. Teachers may occasionally allow students to access their cell phones for academic reasons.

Every adult in the school (regardless of the role they play in the school) has the responsibility to protect the learning environment and that includes confiscating technology during the school day (8:50 a.m. – 3:34 p.m.). Failure to comply with a reasonable request (*May I please have your cell phone?*) of any adult will result in consequences.

With technology comes great responsibility! Any misuse of cellphones for texting, social media, Snapchat or any other communication App, will result in loss of privileges and a meeting with administrator. Any form of picture or video taking can be considered an invasion of personal privacy; therefore, before students take any pictures of the building, staff, or students, permission must be obtained. Permission must be gained of the subject before the image can be used in any way. Violation of this policy will result in disciplinary measures; depending on the severity, this may include the RCMP.

Please keep your children informed about appropriate technology usage. This will support the best learning environment for all children.

## CODE OF CONDUCT

A positive school climate and a safe learning and teaching environment are essential if students are to succeed in school. School members have a responsibility to promote a safe environment. School members include students, staff, parents, and community members.

### **Standards of Behaviour**

Respect, civility and responsible citizenship

All school members must:

- demonstrate honesty and integrity
- respect differences in people
- treat one another with dignity and respect at all times, especially when there is disagreement
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability
- respect the rights of others
- show care and respect for school property and the property of others
- take the proper steps to help those in need
- respect all members of the school community, especially those in a position of authority
- respect the need of others to work in an environment that is conducive to learning and teaching
- seek help from school staff, if necessary, to resolve conflict peacefully
- not swear at a teacher or at another person in a position of authority

**Principal**, under the direction of their school board, take a leadership role in the daily operation of a school.

They provide this leadership by:

- demonstrating care for the school community and commitment to student achievement and well-being in a safe and welcoming school environment
- holding everyone under their responsibility for their behaviour and actions
- empowering students and teachers to be positive leaders in their school and community
- communicating regularly and meaningfully with all members of their school community, including parents.

**Teachers and school staff**, under the leadership of their principal, help maintain a positive learning environment and are expected to hold everyone to the highest standard

of respectful and responsible behaviour.

As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth
- empower students to be positive leaders in their classroom, school and community
- communicate regularly with parents
- maintain consistent and fair standards of behaviour for all students
- show respect for all students, staff, parents, volunteers and members of the school community
- prepare students for the full responsibilities of citizenship.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- shows respect for themselves, for others and for those in authority
- refrains from bringing anything to school that may put the safety of others at risk
- follows the established rules and takes responsibility for their own actions.

**Parents** play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill this responsibility when they:

- are engaged in their child's school work and progress
- communicate regularly with the school
- make sure their child is properly dressed and prepared for school
- provide healthy and nutritious snacks and lunches for their children
- ensure that their child attends school regularly and on time
- provides essential school supplies for student learning
- inform the school promptly about their child's absence or late arrival
- keeps sick child at home and monitors when safe to attend school
- encourage and help their child follow the rules of behaviour
- help school staff deal with disciplinary issues involving their child

## COMMUNITY USE OF SCHOOL FACILITIES

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.
- [Facility rental rates and charges may apply.](#) Please visit [www.prairiesouth.ca](http://www.prairiesouth.ca) for specific fee schedule.

## CREDIT REQUIREMENTS FOR HIGH SCHOOL

All grades 9 and 10 students will have five classes a semester. They are not allowed to have spares. Grade 11’s are expected to have full timetables. A student is considered full time with four credit classes per semester. Yearlong classes are counted as half a credit per semester.

Credit classes may include online classes and special credits. Grade 12 students are encouraged to carry a full timetable as well. However, credit completion and personal choices will be considered when planning. A part-time student carries three or less credit courses in a semester.

All students withdrawing from classes must complete and have parents sign [Application for Course Withdrawal](#) including replacement course options.

Grade 10- Minimum of 8 credits	Grade 11 - Minimum of 16 credits	Grade 12 - minimum of 24 credits (5 of which must be at the 30 level)
Compulsory courses are: <ul style="list-style-type: none"> <li>▪ English Language Arts A10 and English Language Arts B10</li> <li>▪ Social Studies 10, History 10 or Native Studies 10</li> <li>▪ Science 10</li> <li>▪ Mathematics 10</li> </ul>	Compulsory courses are: <ul style="list-style-type: none"> <li>▪ English Language Arts 20</li> <li>▪ Mathematics 20 (at least 1 Math at this level)</li> <li>▪ 5 additional elective credits at Level 20 or 30</li> </ul>	Compulsory courses are: <ul style="list-style-type: none"> <li>▪ English Language Arts 30 and English Language Arts B30</li> <li>▪ Social Studies 30, Canadian Studies or History 30, Native Studies 30.</li> <li>▪ One Science 20 or 30</li> </ul>

<ul style="list-style-type: none"> <li>▪ 3 electives at Level 10 or higher</li> </ul>		<ul style="list-style-type: none"> <li>▪ One Social Science 20 or 30</li> <li>▪ Two credits in Arts Education or Practical and Applies Arts at Level 10, 20 or 30</li> <li>▪ Wellness 10, Physical Education 20 or Physical Education 30</li> </ul>
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All grade 9-12 students will meet with administration to go over credit loads at least once a year. Grade 11 and 12 students will meet more frequently when post-secondary requirements need to be considered.

## DISCIPLINE PROCEDURES

### Our Vision

Avonlea students will interact with one another in a caring and considerate manner and in all activities. Students of Avonlea School have the right to a caring, respectful, and safe school environment free from all forms of bullying.

It is our goal to teach students to make responsible choices and to learn from the outcome of their decisions. Consequences for behaviour should teach the student that he or she is in control of his or her behaviour.

Consequences should be developed with the student and be logical and natural. In this way, the student learns that he or she causes his or her outcome, that there is more than one alternate behaviour in any situation, and that he or she has the power to choose the best alternative.

We believe that the use of this philosophy combined with caring teachers can ensure a productive and harmonious school environment.

Discipline at Avonlea School is a team approach.

- The teacher is expected to handle most discipline issues.
- The principal should be informed of any serious discipline problems, and he or she will participate in the corrective measures taken.
- Teachers should discuss with the principal their discipline plans and the role expected of the principal in that plan.
- When a student refuses to accept the discipline of the teacher, he or she is referred to the principal.
- If, at any time a student's behaviour merits the intervention of the principal, the teacher is expected to make a referral to the principal (ex. fighting, abuse, etc.)



- The principal can, at any time, use the measures of the Education Act to respond to the student behaviour.
- A student who is experiencing frequent discipline problems will be put on an individual behaviour support plan. This decision will be a joint decision of teacher(s) and the principal. This plan will be communicated with parents.

## **Bullying**

Students have the right to a caring, respectful, and safe school environment free from all forms of bullying. All school staff will take steps to prevent bullying and to assist and support students who are being bullied.

Bullying is generally identified as a form of aggressive behaviour(s) that is repeated directly at an individual or group from a position of relative power. Bullying behaviour can take many forms. It can be physical (hitting, pushing, and tripping), verbal (name calling, insults and put-downs), social (social isolation, gossip), or cyber (threats, insults or harmful messages spread through the internet). Bullying can be direct, “in your face” confrontation or indirect, “behind your back,” such as spreading rumours. Bullying can be done by one person or by a group. A child or young person being bullied feels helpless in trying to stop it.

A student is bullied or harassed when he or she is intentionally and repeatedly the target of the negative actions of a stronger or more powerful person or group that cause fear, emotional stress, and/or physical harm.

Prairie South School Division believes that bullying is a serious problem that adversely affects the learning success and well-being of children and youth. Bullying in any form will not be tolerated.

Preventing and reducing bullying is a shared responsibility with students, parents, school staff, in-school administrators, School Community Council and community members. This cooperative effort will promote a caring, respectful, and safe school and community.

When an incident occurs or is reported, the following steps will be taken to deal with the problem:

1. The in-school administration or classroom teacher(s) will listen, investigate, offer support, and determine the appropriate course of action.
2. All instances of bullying are to be reported to the in-school administration or classroom teacher(s) directly involved with the student.
3. The in-school administration, classroom teachers, and school staff will provide a clear message that bullying will not be tolerated.
4. A bullying incident report will record those involved and the action taken.
5. In a timely fashion, the classroom teacher(s) will communicate with the in-school administration, and, if appropriate, contact the parent/caregivers of each student involved to inform them of the incident and how it is being handled.

6. The classroom teacher(s) will monitor the action plan, keep the in-school administration and parents/caregivers informed and update the filed report if the incident has been resolved.
7. When efforts to stop the bullying are unsuccessful, the in-school administration, or the classroom teacher(s) will request separate meetings with the parents/caregivers of each child involved and suggest further supports and consequences to resolve the problem.
8. The in-school administration will follow division procedures when consequences for bullying involve suspensions or expulsions, or when follow-up includes a referral to mental health or child protection professionals or the police.
9. The in-school administration has the responsibility to support the individual or parent making the decision to involve the police when the incident of bullying may qualify as a criminal offence and to follow school division protocols for such involvement.
10. The in-school administration and school staff have the responsibility to report cases of bullying to the police when students' or school staff's safety is at risk or when they witness an incident of bullying that qualifies as a criminal offence.

## DRESS CODE

Students are to maintain an acceptable standard of dress in school and in class. The school's staff reserves the right to have students cover up or change clothing that they deem inappropriate for the learning environment. Students should keep in mind that dress should be appropriate for a **conservative workplace**.

Students are not to wear hats/hoods/toques in the school building between 8:45 a.m. and 3:34 p.m. during instructional time. Headwear can be stored in lockers. There may be designated hat days as part of charity initiatives or SLC activities.

We believe that common sense will help govern decisions about appropriate clothing choices. These guidelines will teach that some clothing is appropriate for home and recreational wear but not for school or business wear. At Avonlea School, we aim at the principle of good taste, common sense, and an attempt to maintain a positive teaching and learning environment.

## EXTRA CURRICULAR ACTIVITIES

All students are invited to participate in extra-curricular activities. Any student involved will be required to complete an [Athletic or Extra Curricular Contract](#).

Travel Funding for extra-curricular travel for league play will no longer be covered centrally at the division level.

It is not the responsibility of teachers or coaches to create driving schedules. Please plan to get your child to and from their events. If you are carpooling, please ensure all required documentation is in place.

Each parent driver must fill out a [Driver Authorization Form](#) (this must be done yearly) and have a criminal record check completed (this only needs to be done once for the entire time your child or children are in school, unless circumstances have changed).

The cost of funding Sports Officials is no longer supported by Central Office. Schools will have to work together to determine what is the best option for them to cover the cost of officials. Avonlea School has an extra-curricular fee schedule to be used to cover cost of officials, uniforms, and equipment above and beyond league play.

Volleyball	\$50.00	Track and Field	\$10.00
Curling	\$10.00	Archery	\$25.00
Badminton	\$10.00	Cross Country	\$10.00
Golf	\$10.00		

*\*Fees are subject to change year to year.*

## FAMILY INVOLVEMENT IN SCHOOL

- Let your children know that you are interested in what they do at school. Students who are past the stage of needing assistance in homework and studying still require encouragement and assistance with organization.
- Read to your children and visit the public library often. The more your children read, the greater their chance of success at school.
- Play games together. Card games, board games, dice games, etc. can strengthen numeracy in a fun way.
- Praise the efforts of your children and encourage them when problems seem difficult.
- Highlight the things your child does well.
- Keep in close contact with the school. Help your children to understand that parents and teachers are working together.
- Support your child and the school.
- Visit your child's school and volunteer when you are able.
- Stay connected with the Peek of the Week that is sent out every Thursday.

## FIELD TRIPS (Curricular and Extra-Curricular)

When students participate in any school related activity away from the school, they are expected to display appropriate behaviour and be worthy representatives of Avonlea School.

Teachers supervise field and sports trip.

If cars are used for transportation, a responsible adult must do the driving. Driving forms must be completed annually with Criminal Record Checks being required with the first submission of driving form.

## FIRE DRILLS AND LOCKDOWNS

Emergency school evacuation should be practiced on a regular basis if a fire or other emergency occurs. The evacuation routes for each room will be clearly posted at the exit for that room. Home room teachers are responsible to ensure that their students are familiar with the route to be used. In the event of an evacuation in which students are unable to return to the school, the Rink will be used as an emergency shelter.

### FIRE DRILLS

Fire drills are held periodically. The places of exit are clearly marked in each classroom. When the alarm goes, students should check the hallways for smoke; if there is none, they are expected to move quickly, without running, to their appointed exits or alternate exits.

With the constant changes in our weather, each student should have an indoor pair of shoes (runners) at school and be wearing them at all times in case of a fire drill or real fire.

In the event of an evacuation in which students are unable to return to the school, the Rink will be used as an emergency shelter.

### LOCK DOWNS:

Lockdowns are in place just in case there is an unwanted visitor in the building. Students practice what to do in a variety of situations to keep themselves safe. We are required to conduct several lock down practices with and without the assistance of the RCMP throughout the year.

## GRADUATION

Graduation is usually held on a Friday in May. The month may vary due to the calendar set each year. Administration will set the date and communicate with parents and students.

For a student to be eligible to take part in the formal ceremonies for Grade 12 Graduation, they must be in a position where it is possible for them to meet the 24 credit requirement by passing all required classes by April 25<sup>th</sup> of graduation year.

See [Graduation Handbook](#) for all details specific for graduation.

## HOUSE LEAGUE

Our House League Committee is organized by a teacher advisor and a group of senior students as a way for students to keep active during lunch time. Students in Grades 6 through 12 are a member of either the Scorpions, the Hercules, or the Apollos. Points are awarded to the teams for participation and for playoff wins. The team with the most points at the end of the year is awarded the House League Trophy. Volleyball, pylon dodgeball, floor hockey, basketball, badminton, handball and slo pitch are all offered at various times throughout the school year.

## LEAVING THE SCHOOL

Students, who wish to be excused from the school during the day, after they have already registered in the morning or afternoon, should have parent/guardian phone, send a note, and/or email the office stating why and when they are to be excused. They must check in at the office before leaving the school. Students who arrive at times, other than the registration times, must check in at the office before going to their class. They should also have a note, email, or parent/guardian phone call to state why they were absent.

A student who is ill and wishes to leave the school must report to the office. Parents will be notified before the student is permitted to go home.

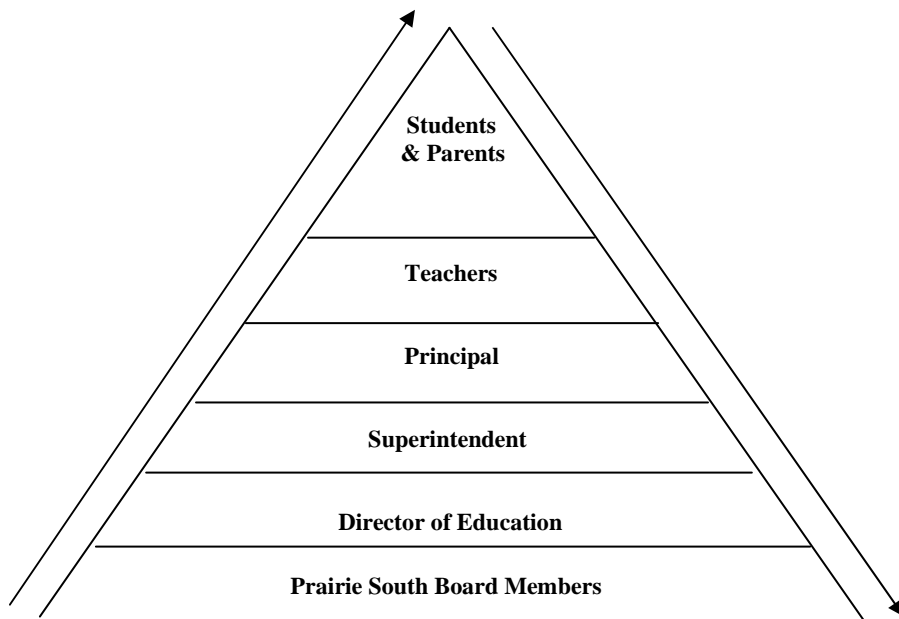
All students from K - 8 who do not go home for lunch in town require parental permission if they are to be allowed to leave school property. In the event you are unable to send a note, please telephone or email the school.

Students from 9-12 can leave during recess and lunch hour time as we have an Open campus for this age group (unless otherwise directed by parents/ guardians or administration).

See [Open Campus Contract](#)

## LINES OF COMMUNICATION

Effective communication is a key element in the successful operation of an organization. Communication between students, teachers, and parents is essential to the success of the student. Avonlea School strives to communicate openly and regularly. We strongly encourage students and parents to keep open communication with the school. Wherever possible, the student and the parents are urged to discuss matters with the classroom teacher first. Teachers are encouraged to contact parents regularly to discuss and celebrate student successes. The diagram below illustrates the flow of communication at Avonlea School.



Communication is one of our school's main goals. In order to effectively communicate with parents, teachers will provide ongoing contact.

## LOCKERS AND DESKS

Lockers and Desks are school property; therefore, they may be searched for reasons of health, safety, and school security.

Prairie South School Division has developed a school safety policy which states, “each school is to develop procedures with respect to regular inspection by teachers of desks, lockers, and other school property used for storage of student materials. Students and parents must be informed that regular inspection of desks, lockers and other school property used for storage of student material will occur during the school year” (Protective Services, Administrative Policy No. 326).

Avonlea School’s Administration may organize and conduct a random search of desks and lockers during the school year. The purposes of random searches of desks and lockers are:

- To prevent violations of school policies;
- To promote the safety of all students and staff, and;
- To provide opportunities for intervention if necessary for the health and welfare of students.

## LIBRARY

All students are encouraged to use the facility for reading, research, and study. Books may be signed out; however, students are expected to have materials returned or renewed on or prior to the expiration date.

- Anything in the resource center is borrowable.
- Items will be signed out and returned through the resource center computer. Each student is issued a computer-coded card that enables him/her to sign out books for a period of 14 days.
- Signing out books under someone else’s name is strictly prohibited.
- Students are to return books for check in at the library vs lending to other students.
- Students will be charged full replacement costs for any material lost or damaged beyond repair that has been signed out to them. Overdue notices will be given to each homeroom teacher regularly. A payment required notice will be issued if the book is not returned.
- Books are assigned to individual students either by classroom teacher or resource center.
- Students who would like to work in the library during their spare or for online classes are able to do so.
- We also offer a *Parent Resource* section where there are a variety of books to support parents and children at home.

## LOST & FOUND

Any items that are found are to be turned into the office. If a student has lost an article, the first place to check is in the LOST & FOUND box to determine whether the article has been turned in.

***All personal articles should have the name of the student marked on them with some sort of permanent identification.*** Before each major school break (Christmas, Easter, and School End), all articles left in the Lost & Found 'box' are thrown out or donated to a charity.



## MEDICAL & MEDICATION

Prairie South School Division has [policy 312](#) which outlines the administration of prescription and non-prescription medications to students. Please contact the office for more details.  
[Medical Form](#)

## MONEY – VALUABLES

A minimum amount of money should be brought to school. Students may ask to have valuables locked up in their lockers or the office. The school cannot be responsible for these items.

## PEEK OF THE WEEK

Events for the following week will be emailed out on the last school day of the previous week.

## FOOD SENSITIVITY POLICY

Because of possible student allergies, Avonlea School has a Nut Awareness Policy. All students in all grades are encouraged to refrain from bringing lunches/snacks that contain nuts or nut products.

## ONLINE COURSES

Students in grades 11 and 12 may enroll in online courses upon approval from the school administration. This is in addition to their regular program of studies unless otherwise scheduled by the school administration.

## PARENT AND COMMUNITY VOLUNTEERS

Avonlea School and Prairie South School Division recognize that volunteers serve to enrich the curricular and extracurricular programming in schools.

Volunteers may be:

- Resource Volunteers – persons who have an area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program.
- Support Service Volunteers – persons who directly or indirectly assist school staff and students by providing non-educational services: supervising field trips, driving, coaching, chaperones, etc.

Avonlea School students are encouraged to get their parents and family members involved as volunteers at Avonlea School activities. All volunteers must be approved by the school principal and a Criminal Records Check (CRC) is required and an Authorization to Transport Students in a Private Vehicle form must be completed and approved by Administration prior to transporting students. For more information regarding volunteering in the school, contact the office.

## PHYSICAL EDUCATION

All students from Kindergarten to Grade 10 are required to take regular physical education classes. If students must be absent from class for more than one day, there must be communication from a parent indicating the reason the student cannot participate and the duration of the expected absence. If the absence is long-term, a signed note from the doctor must be provided to the school.

All students in grades 5-12 are expected to have a change of clothes for the class: shorts and t-shirt. Each student must also have a separate pair of gym runners as street shoes (runners) will not be allowed in the gym. Please purchase non-marking gym runners.

## RECESS AND LUNCH SUPERVISION

The staff at Avonlea School provide playground equipment and hallway supervision before and during school. Students are assigned to specific common areas. Rules and procedures are reviewed at the start of each school year. Please do not send students before 8:30 a.m. as there is no supervision provided before this time.

Students are to eat lunch in their homerooms. There are multiple staff to supervise during the designated lunch time.

## SCHOOL BUS REGULATIONS

The following excerpts are from the [School Bus Drivers' Policy](#):

- Students shall not misbehave on the bus. Misbehaving students shall be reported to the principal of the school.
- Students shall not tamper with windows, doors, or any other part of the school bus. Any willful damage will be charged to the responsible student by the School Bus Company.
- In wintertime, students shall wear sufficient clothing to protect them from the weather. The driver has the right to refuse students admittance on the bus if they are not properly dressed for the weather.
- Students are able to bring something to do while on the bus. We ask that any electronics be brought at child's own risk. Any personal items need to remain in the child's backpack for the duration of the school day.
- Students must obey the driver promptly and respectfully.
- All school buses are video monitored.
- The bus lane is designated to keep out students and drivers safe. No vehicles are allowed to park in the lane as per the signage.

For further detailed information, please refer to the [Student Transportation Guide for Parents/Guardians](#)

Any non-bussed student requires written, signed parental permission to take a bus. This is also required for students riding on a non-assigned route.

## SCHOOL COMMUNITY COUNCIL

The role of the School Community Council (SCC) is to build shared responsibility among the parents, the community, and the school for student learning and well-being as well as to lead parent and community involvement in school planning and improvement.

The responsibilities of SCCs are to:

- Understand parent, student and public economic, social and health conditions and needs and their aspirations for child and youth learning and well-being and to become knowledgeable about resources and supports for the school, parents and community;
- Develop and recommend a Learning Improvement Plan, jointly and in cooperation with the Principal and staff of the school, for approval to the Board of Education;
- Provide advice and represent the parents and community to:
  - the Board of Education on education policies, programs and educational service delivery decisions, including grade discontinuance, school closure, religious instruction, language of instruction, fundraising activities and school fees, and the Student Code of Conduct, but not including educational service delivery by a specific teacher;
  - the school on its programs;
  - and other organizations, agencies and governments on the learning needs and well-being of students.
- Take action to engage parents and community, to develop shared responsibility for child and youth learning and well-being, and to fulfill initiatives assigned to it within the Learning Improvement Plan;
- Report to the parents and community on its plans, initiatives, and outcomes and on the expenditure of funds related to the operation of the School Community Council.
- Participate in opportunities to develop the capacity of the School Community Council to fulfill these responsibilities.

A parent or community member serving on the School Community Council is:

- A dedicated volunteer providing advice for educational planning and decision-making at the school level.
- Interested in working with others (including the Board of Education, school division administrators, parents, community members, and other Council members) to support student learning success and well-being.
- Willing to be guided by principles that support good School Community Council practice.
- Able to provide a two-year commitment to the work of Council.

## SCHOOL CLOSURE

In the event that the school can not operate due to faulty plant operation or some other critical reason, the Principal in consultation with the Director and / or Superintendent, will decide upon closure. Students will go home by regular means. If a parent is not home, alternative arrangements will be made by the school for the safety of the child.

## SCHOOL MESSENGER

School Messenger is a division wide communication system. It features phone call and email communication. The phone call application will only be used for emergencies, such as extreme weather days, water advisories, etc. Otherwise, parents will be notified via email or text alert with important information from the school.

## SCHOOL SUPPLY LIST

Students from K to Grade 12 will receive a supply list in June. The list will cover basic supplies to start the year. New students may obtain supply lists from the principal's office.

## SCENT FREE SCHOOL

Avonlea School is a scent free school. Many people are sensitive or allergic to perfumes, colognes, body sprays, deodorant, hand sanitizer, and other scented products. To ensure a safe environment for all students, staff, and visitors, please refrain from wearing scented products in our school.

## SEVERE WEATHER AND STUDENT TRANSPORTATION

Avonlea School will follow these guidelines when cold temperatures and wind chill conditions occur:

- Students are to stay inside the school when the temperature (with the wind chill) is minus 30 degrees Celsius or colder. This means students stay indoors during recess and during the noon hour (for those students who stay for lunch.)
- When the wind chill is minus 20 to minus 29, students are expected to dress warmly and go outside during recess and noon hour, for fresh air and exercise. Fresh air and exercise provides energy for the rest of the day, and we work hard to ensure our staff and students remain in motion!
- School staff monitors the wind chill and temperatures throughout the day as

the safety of both students and staff remains a priority on very cold days. Parents and guardians are reminded to ensure their children are dressed appropriately for the weather. Whether children are walking to school, taking the school bus, or being dropped off at school in a vehicle, it is very important to check that they are wearing mitts, a scarf, warm coat, boots and something on their head. On high wind chill days, all exposed skin should be covered.

- In the event of severe heat warnings, staff will monitor the temperature, encourage students to hydrate, and may limit any time spent outside.

## STAFF AND STAFFING

Staffing is announced each Spring in the final newsletter. All staff and assignments can be found on the school website. Any changes throughout the year will be communicated to the school community via email, or social media.

## STUDENT LEADERSHIP COUNCIL

The Student Leadership Council (SLC) is a group of students from grades 7-12 lead by staff advisors. The SLC provides opportunities for students to share their ideas and interests with the student body, staff, and administration. By participating in the SLC, students develop leadership skills such as communication, planning, organization, and problem-solving. These are just a few of the things the SLC has sponsored or hosted over the years: spirit days, our year end fun day, prizes and incentives for special days and events, gifts of recognition, guest speakers and presentations, food and treats, team jerseys, paying for the yearbook upfront, keeping clothing orders at cost, school improvements, and other school initiatives.

The SLC asks each family to pay \$20 per student “activity fee” (as outlined in the Prairie South School Division Administrative Procedure #505, which allows the SLC to ask families for a fee - maximum of \$50 per student per year - for SLC sponsored events and items).

If the SLC does have a major special event that needs to be fundraised for, they will investigate options to help us raise additional funds.

## SUBSTANCE ABUSE

All Prairie South School grounds are substance free. Substances include (but are not limited to) all tobacco, smokeless tobacco, vapes, drugs, and alcohol. Substances are **not permitted by ANYONE** (including adults) in the school building or on the school grounds at any time. Appropriate consequences will occur that align with the Education Act as well as Saskatchewan Law if violations occur.

## VANDALISM AND NEGLIGENCE

The student shall be expected to pay the cost of repair or replacement of equipment or damage to school supplies, material, or property that has resulted through negligence or willful damage by the student.

Damage that occurs, other than through carelessness and which can be construed purely as accidental, may be subject to partial reimbursement by the pupil. School Administration shall determine a reasonable monetary amount according to the circumstances of the occurrence and based on the cost of repair and/or replacement.

- Failure by the administration to collect shall be reported to the Division Office so that the matter may be brought to the Board of Education's attention whose responsibility it shall be for collection.
- Our school grounds are monitored by outdoor video cameras.

## VEHICLES AND DRIVING

We encourage students to park their cars when they arrive in the morning and leave them until 3:30. We have active noon-hour programs, and we encourage students to be involved. Use of vehicles at noon is a privilege that could be revoked if used irresponsibly. Students are "Ambassadors for Avonlea School." Any behavior that has a negative reflection on the school will be a violation of parking privileges.

The posted speed limit along school property is 30 km/hour. All incidents of speeding will be reported to the RCMP.

The school believes that student safety should be a primary consideration in student travel. When a school bus or van can be used for transportation, arrangements will be made through the office. However, the school recognizes that there will be times when it is

impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles. The guidelines shall guide decision making around the use of private vehicles:

- Transportation of students to or from co-curricular or extracurricular events in private vehicles must be pre-approved by the principal.
- When the use of private vehicles has been approved, the principal shall exercise diligence in developing procedures to ensure:
  - **Students do not transport students**, other than siblings, to or from co-curricular or extra-curricular events.
  - Parent drivers have completed the Authorization to Transport Students in a Private Vehicle form. This form must be approved annually and a copy is to be filed at the school office.
  - There are functioning seatbelts for each person transported in the vehicle and that all persons riding will obey the law and use seatbelts.

## WEATHER HAZARD EMERGENCY PLAN

Prairie South School Division's Administrative Policy #553 deals with school closure in the event of severe weather, particularly as it relates to student transportation. It specifies that bus routes will be cancelled when the temperature reaches -40C with wind chill.

Buses may be cancelled pending consideration of the following factors, as well:

- Severely drifted or extremely icy roads
- Limited visibility because of fog or blowing snow
- Other environmental conditions

The decision to cancel morning buses will be made by 6:00 a.m. and broadcast on both CHAB (800 AM) and Country 100 (100.7 FM) radio stations, and posted on the PSSD website

It's important to note (as the policy does) that with a division as large as ours, weather conditions may well vary from one area to the next and some bus routes may be cancelled while others remain open. It is also important to remember that even when bus routes are cancelled, the school remains open and staffs are expected to attend.

If a storm occurs during school hours, there shall be no early dismissal. Students will stay on the school premises until the regular dismissal time. If the busses are not running, students are to go to their billets.

All bused students shall be assigned billets in town. A list of these billets is to be kept on file in the school. It is the responsibility of the parents to arrange for billets and to see that the school is advised as to where their children will stay.